

# Troop Cookie Guide

*Answer Book for 2026 Troop Cookie Managers*

2025 Winner  
Troop 720  
Heart of Texas

This could  
be your  
Troop for  
2027!

## Winner Gets the Cover!

Highest Troop PGA in GSGST  
Based on the number of girls registered to your  
Troop vs. Girls Participating

## Did you Know?

The Girl Scout Cookie Program is the largest  
girl-led entrepreneurial program in the world!

Girls learn 5 skills: goal setting, decision  
making, money management, people skills,  
and business ethics!

girl scouts  
of greater south texas

**BRAVE.**  
**FIERCE.**  
**FUN!**



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**Harlingen Service Center**  
202 E. Madison Ave  
Harlingen, TX 78550

**Corpus Christi Service Center**  
2410 Bevecrest St  
Corpus Christi, TX 78415

**Victoria Service Center**  
104 W. River Rd  
Victoria, TX 77901

**McAllen Service Center**  
5317 McColl Rd  
McAllen, TX 78504

**Laredo Service Center**  
701 N. Stone Ave  
Laredo, TX 78040

www.gsgst.org  
info@gsgst.org  
956.425.2388



# What's needed for everyone to participate?



## Troops must:

- Be current with their financial obligation (no past product program debt or outstanding checks)
- A troop bank account with information on file at the Girl Scout Office
- Minimum of 5 Girl Scouts & 2 Troop Volunteers (unrelated)

## Troop Cookie Managers (TCM) must:

- Be a registered Girl Scout Adult member with a cleared Background check.
- Be current with their financial obligation (no past product program debt or outstanding checks).
- MUST attend and complete the following trainings:
  - New Leader Basics
  - 2026 Cookie Program training (Live or Online)
- Have submitted an online (via jotform/website) 2026 Troop Product Program Agreement Form
- Schedule a Girl and Family Training to collect Product Program Parent Permission Forms and provide them with instructions, deadlines and final program materials

*\*Access to the Smart Cookie or Digital Cookie platform will be granted upon completion of all TCM steps. Allow three (3) business days to receive the launch email granting access.*

## Girls Must:

- Be a registered Girl Scout.
- Are current with their financial obligation (no past Product Program debt or outstanding checks)
- Have a signed 2025-2026 Product Program Parent Permission Form on file with the troop.

## GSGST Product Program Team

Lucero A. Benavidez, *Director of Product Program*, 956.299.0960  
Iridiana Garcia, *Product Program Specialist*, 956.622.6973



Thank you for serving as your Troop's Cookie Manager for the Girl Scout Cookie Program. The purpose for this answer book is to provide you with information, tools and answers to most of the questions about the Girl Scout Cookie Program. When you have a question, simply look up the topic in the Table of Contents. If you cannot find the answer you seek in this answer book, contact your Service Unit Cookie Manager or a member of the Product Program Team.

**This year's Girl Scout Cookie Program theme is:**

**BRAVE.  
FIERCE. FUN!**

Girls are sure to reach new heights, conquer any challenge, and change the world when you're climbing by her side. No matter how or how much your Girl Scouts participate in the cookie program, they are developing skills that will lay the groundwork for a lifetime of success. Today, her Girl Scout cookie business, tomorrow her Fortune 500 company. In addition, 100% of the proceeds generated from the Cookie Program stay in our council to continue building girls of courage, confidence and character, who will make the world a better place (see How the Cookie Crumbles on page 14).

*"Girl Scouts is where careers are born."* - Juliette Gordon Low

Thank you for all you do to support this program that provides girls with the skills for today and tomorrow.

## Girl Scout Promise & Law:

### **The GS Promise:**

On my honor, I will try:  
To serve God\* and my  
country,  
To help people at all times,  
And to live by the Girl Scout  
Law.

### **The GS Law:**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong,  
and responsible for what I say  
and do,  
and to respect myself and  
others,  
respect authority,  
use resources wisely,  
make the world a better place,  
and be a sister to every Girl  
Scout.

### **How the Promise & Law Relate to Cookies:**

Unfortunately, every year we receive reports of cookie selling behaviors that are in violation of the Promise & Law. All parents & volunteers should be acting as role models to ensure girls have a positive Cookie Program experience. Parents/Volunteers and girls are expected to:

- Respect other troops' booth locations
- Respect business property and rules
- Leave area clean and free from trash

If you see a violation of a Cookie Program Policy, email GSGST with the Troop number, and the situation will be handled at a council level.

Email information to:  
[productprogram@gsgst.org](mailto:productprogram@gsgst.org)



Dates	Activity	Check
Getting Started December	<ul style="list-style-type: none"> <li>Troops must have taken the 2026 Cookie Program Training</li> <li>Submit Troop Product Program Agreement Form via jotform</li> <li>Troops establish goals with girls (Troop Parent meeting)</li> <li>Troop Cookie Manager Smart Cookie and Parent/Caregiver registration links will be emailed</li> <li><b>Dec. 2nd-11th Initial Orders</b></li> </ul>	<input type="checkbox"/>
January	Marketing & Online Cookie Sales begin Jan. 1st	<input type="checkbox"/>
Week of January 5th	Cookie Delivery Week- SU begin sales as soon as they receive Cookies. (Pick up time & location will be assigned to each troop prior to pick up.)	<input type="checkbox"/>
January 10th	<ul style="list-style-type: none"> <li>Troop Secured Booth sales can Begin &amp; must enter Booths in Smart Cookies for finalization- will end March 1st</li> <li><u>Cookie Promo Sale! Hosted at all Girl Scout Service Centers</u></li> </ul>	<input type="checkbox"/>
January 10th	<p>Cookie Cupboards open at all Girl Scout Service Centers and will remain open until Friday, February 27th.</p> <p>GSGST Cookie Cupboard Hours: (Some Service Centers hours may vary)</p> <ul style="list-style-type: none"> <li>Monday- Friday 9am to 6pm</li> <li>Saturday- 9am to 12pm (only first 4 Saturday's of the sale - Jan. 10th, 17th, 24th &amp; 31st)</li> </ul> <p>Planned Orders are to be made 48hrs in advance</p>	<input type="checkbox"/>
Final week of Jan. Council Booth Sale Rounds	<ul style="list-style-type: none"> <li>January 20th: Early Round - <b>ONLY FOR TROOPS THAT PARTICIPATED IN THE 2025 FALL PRODUCT PROGRAM</b>, opens in Smart Cookies at 6pm - Choose two locations</li> <li>January 22nd: 1st Round - Opens at 6pm and will remain open for 24hrs - Choose two locations, Troops that had access during the early round will not be able to reserve during this round, all eligible troops should have a total of 2 locations.</li> <li>January 26th: 2nd Round - Opens at 6pm and will remain open for 24hrs - Choose two locations, all eligible troops should have a total of 4 locations.</li> <li>January 28th: 3rd Round- Opens at 6pm and will remain open for 24hrs - Choose two locations, all eligible troops should have a total of 6 locations.</li> <li>January 30th: Final Round- Opens at 7am and will remain open until last day of sale.</li> </ul>	<input type="checkbox"/>
January 28th	First ACH Cookie Draft (50% of initial order & all orders picked up from cupboard up until 1/24/2026)	<input type="checkbox"/>





Dates	Activity	Check
February 2nd	Council Cookie Cupboards still open Monday-Friday: 9AM to 6PM	<input type="checkbox"/>
February 2nd	Troops can begin creating their Main Recognition Plan	<input type="checkbox"/>
February 2nd	Bling your Booth during the February Weekends - Winners Announced every following Wednesday	<input type="checkbox"/>
February 14th	 Show your Girl Scout Cookie Love by blinging your vehicle or push wagon during the weekend- Feb. 13th - 15th.	<input type="checkbox"/>
Feb. 20th-23rd	National Girl Scout Cookie Weekend!	<input type="checkbox"/>
March 1st	<b>Cookie Program Ends</b>	<input type="checkbox"/>
March 5th	<ul style="list-style-type: none"> <li>• All transfers in Smart Cookie must be Completed</li> <li>• <u>Cookie Program Parent Collections Forms Due- NO EXCEPTIONS - MAX \$600</u></li> </ul>	<input type="checkbox"/>
March 9th	<ul style="list-style-type: none"> <li>• Troop recognition orders due in SmartCookie</li> <li>• End Date for accepting all payment types (Girl/Type)</li> </ul>	<input type="checkbox"/>
March 12th	<b>Final ACH Cookie Draft (remaining amount due to council)</b> Troops with an outstanding balance on their final draft will not receive troop recognition at the Service Unit or Council level until the balance is cleared.	<input type="checkbox"/>
End of April	Cookie recognitions are delivered to Service Unit Cookie Managers, sort and distribute to troops immediately and safely.	<input type="checkbox"/>



- All transfers in Smart Cookie must be Completed
- Cookie Program Parent Collections Forms Due- NO EXCEPTIONS - MAX \$600

- Troop recognition orders due in SmartCookie
- End Date for accepting all payment types (Girl/Type)

**Final ACH Cookie Draft (remaining amount due to council)**  
Troops with an outstanding balance on their final draft will not receive troop recognition at the Service Unit or Council level until the balance is cleared.

Cookie recognitions are delivered to Service Unit Cookie Managers, sort and distribute to troops immediately and safely.

# Entrepreneurship Progression

Progression allows girls to gain new skills, build their confidence, and develop an entrepreneurial mindset over time. As they engage in the Girl Scout Cookie Program and beyond, girls learn five valuable skills that will serve them for the rest of their lives. As you work with girls, acknowledge their skill development and encourage them to challenge themselves further. Eventually, they'll be ready to translate their skills into true entrepreneurship or bring an entrepreneurial mindset to whatever path they choose.

## Five skills learned from the cookie program:

- Goal setting
- Decision making
- Money management
- People skills
- Business ethics



### Goal Setter

#### Set sales goals as a troop and individually.

Talk with troop members about how you can work together to reach your troop's goal.

Discuss different ways to sell cookies and set a goal for which ones you'll try.

Brainstorm how you could use your cookie earnings to help others in your community.

### Consumer Expert

#### Think "cookie customers."

Talk with troop members about why people may or may not choose to buy Girl Scout Cookies, and brainstorm ways to engage them.

Come up with ideas for the perfect customer pitch.

Practice explaining how your cookie earnings will be spent.

Brainstorm ways to thank your customers.

### Decision Maker

#### Make plans for the coming Girl Scout year and set a budget.

Talk about wants versus needs.

Talk about how the troop can earn money through cookie program participation.

Look into your troop's proceeds from previous years to help you budget.

### Money Manager

#### Learn money basics.

Talk with your fellow troop members about different forms of money—coins, paper bills, checks, and credit—and practice counting it.

Learn how much Girl Scout Cookies cost in your area.





## Entrepreneur

### Innovator

#### Take it beyond Girl Scout Cookies.

On your own or with your troop, think about a product or service you'd like to improve and brainstorm ways to make it happen.

Come up with several ideas, then narrow to the best!

Be prepared to go back to the drawing board—maybe more than once!

Get feedback from potential consumers and improve your idea based on what they say.

Research social entrepreneurs in your community and beyond.

#### Take your business idea to the next level.

Create and document a mission statement and business plan for your product/service idea.

Identify your customer base, competition, and potential obstacles.

Practice sharing your business idea with your troop.

Research how businesses are financed and think about how you could finance yours.

Feel confident about your business idea's potential? Take action!

### Networker

#### Build your social support system.

Connect with local business leaders for ideas about how to grow your Girl Scout Cookie business.

Talk to friends and family about how they can help you expand your network.

Ask your customers to safely refer you to new customers.

Follow up with past customers and tell them how you plan to use this year's cookie earnings, to inspire them to increase their purchase.

### Cookie Techie

#### Use technology to grow the business.

Set a specific goal for your digital sales.

Make a video for your friends and family network promoting online cookie sales using your sales pitch; encourage the gifting of cookies to boost sales.

Use your support network of friends and family to safely promote your digital storefront.

#### How to adopt an entrepreneurial mindset:

- Be curious.
- Embrace challenge.
- Take initiative.
- Collaborate with others.
- Take creative risks.
- See failing as learning.
- Adapt to change.

Cookie Manager Responsibility

The Girl Scout  
Cookie Program is  
designed to be a  
positive, fun and  
influential  
experience for  
girls.



## Your Role

- Registered for the 2026 Girl Scout Membership Year.
- Have a current (within the last 2 years) background check on file with GSGST.
- Must ensure troop has an active troop bank account.
- View the annual Troop Cookie Training, complete training quiz (if needed) and submit the Troop Product Sales Manager Agreement form via website/online.
- Ensure all girls and required adults are registered.
- Place initial cookie order in Smart Cookies, between Dec. 2nd - Dec. 11th.
- Pick up cookies at assigned delivery time and location.
- Distribute cookies to parents/girls in a timely and safe manner
- Enter girl's sales activity into Smart Cookies
- Communicate with parents and girls throughout the entire sale
- Meet all deadlines - refer to "Important Dates to Remember"
- Enter and Create recognition order - once delivered, sort and distribute recognitions in a timely manner.

## Other Important Role Assignments

- Hold a parent/caregiver meeting to discuss the cookie program, please adhere to all safety guidelines in regards to group gatherings
- Have each parent receiving cookies complete and submit a Cookie Permission form prior to distributing cookies
- Have each girl and the troop set a cookie sales goal.
- Accurately track packages distributed to girls and financial payments made by parents by giving each parent a Money and/or Cookie Receipt every time they receive cookies and turn in funds. Always obtain and document signatures on all forms regarding cookie and money exchanges.
- Deposit funds regularly and often into the troop bank account.
- Keep records of communication with parents (texts, emails, phone calls, etc.)
- File a Collection form and supporting documents if a parent defaults to the troop by March 5th- No Exception!
- Last but not least, HAVE FUN!



*It is very important to have a Parent Cookie Meeting before the sale to go over the cookie sale guidelines. Please be sure to review this guide prior to your parent cookie meeting so that you can be sure to communicate all cookie information accurately. At the meeting troops should discuss the rules and expectations of the sale including goal setting.*

## Review Cookie Sale Highlights:

- 2026 Theme – Brave. Fierce. Fun!
- Go over important sale dates - refer to page 4 & 5
- Troop Proceeds - Standard and Opt Out options
- Goal setting and Smart Cookies platform
- Selling/Safety tips
- Recognitions
- Distribute and Collect Parent Permission Slips prior to issuing cookies to girls

## Key Points to discuss at parent/girl meeting:

Welcome and Introductions: Give out names and contact information, hours of availability for the troop leader, troop cookie manager and other adults participating with the sale.

## Selling Guidelines and Marketing Techniques:

- Cookie Booth Sale Etiquette
- Online Marketing Do's & Don'ts: Email, Twitter, Facebook, E-Cards on Digital Cookie platform

## Cookie Cupboards:

Let parents and girls know they can get more cookies. Inform them that they have to contact the Troop Cookie Manager according to times the manager has set for the troop. The troop cookie manager will have to place a planned order in Smart Cookies within 48hrs from the time cookies are needed. It's a good idea to check with other girls within the troop to check if they have extra cookies, before placing a cupboard order.

### Suggestion:

Set up a payment schedule for girls and parents, such as "Money Mondays".

### Requirement:

Money is to be collected before more cookies can be issued out to parents/girls.

## Ask for Volunteers to help with the cookie sale:

- You may need help from your troop parents when picking up the initial order at the cookie delivery location or cupboard
- Help at cookie booths. 2 adults minimum should be at each cookie booth (make sure parents are registered Girl Scouts).
- Practice Safety protocol.

# Digital Cookie Troop Success!

Support Girl Scouts in your troop and their families with visibility into their online activities.

## STEP 1

### Register for Digital Cookie

Look for the Digital Cookie registration email in your inbox. If you can't find it, contact your council or visit [digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org) and click the "Need help" link.



## In Season

### Download the Digital Cookie app to help Girl Scouts process payments at cookie booths.

Your troop's site must be published before girls can use the mobile app for troop sales.



### Monitor your troop's online activity

Depending on your council's settings you can:

- View/approve orders placed on the troop site.
- Run reports for orders and rewards.
- View specific order details.



### Send Cheers

Send encouraging messages to the Girl Scouts in your troop to keep them motivated and working together to reach your troop's goals.

## STEP 2

### Set Up Your Troop's Site

Have the troop decide what message they want to share with customers and add it to their site.

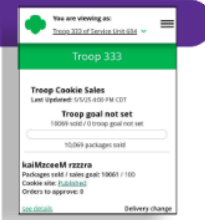
The troop site must be set up before you can share your shipped-only link on the Cookie Finder or use the mobile app for booth sales.



## STEP 3

### Monitor Girl Scout's activity

On the My Troop page, you can see which Girl Scouts have set their goal and published their site. Then track to see which Girl Scouts have orders to approve and what cookies they will need.



## Need Help?

**Look for the Digital Cookie Support button** for step-by-step instructions, tutorials, videos, tip sheets, and more.

**Need 1:1 help?** Click on the customer support button to talk live to a representative or submit a ticket for more support.



Scan QR codes for further assistance!



Digital Cookie Volunteer/  
Login



Smart Cookie Volunteer  
Registration



Digital Cookie Troop  
Dashboard



Smart Cookie Tabs &  
Functions for Troops



**Will a Girl Scout have the option of a tiny URL as well as a QR code to share her Digital Cookie site link?**

The site will provide a full URL and QR code. Girl Scouts would need to create their own tiny URL if desired.

**How will the QR code be used?**

The QR code is the equivalent of a link to a Girl Scout or troop's site.

**Do rewards selections made by Girl Scouts in Digital Cookie flow back to Smart Cookies™?**

Leaders will need to pull a report of those selections and enter them into the baker software. There is not a feed of those selections currently.

**How long does the caregiver have to approve an in-person delivery order?**

The caregiver has five days to approve or decline the order.

**Is it possible to approve part of an order for In-Person Delivery?**

Only full orders can be approved. However, if a Troop is needing to cancel an order along with a refund, they must contact a member of their GSGST Product Program Team.

**If council turns off a variety, can a parent turn it back on?**

No, a parent can't override that council setting. However, cookies still appear on the mobile app for Cookies In Hand orders.



## How-To Videos!



Digital Cookie  
Troop Site Setup Links



Digital Cookie  
Troop Dashboard



Digital Cookie  
Troop Pickup Orders

# Cookie Program Tips

## Business to Business Sales

- Business to Business sales are made between two businesses; in this case one of the businesses is a Girl Scout. The business then uses the purchased cookies to give to a consumer (usually as a thank you to customers or employees). For example, a real estate agent might buy cookies to give out as housewarming gifts to clients, or a sales firm may want to say thanks to employees for reaching a sales goal.
- Depending on the connection to the business, the sales can either be arranged by an individual Girl Scout, or by the entire troop and credit is split evenly among the girls. Communicate with the troop leader to identify those roles.

## Examples of businesses to contact:

- Real Estate offices
- Car dealership
- Doctor's office
- Accounting firm (tax season is around the corner)
- Any service or sales based business
- The business cannot be a council secured cookie booth location.



## Social Media Tips

- Sales links should NEVER be posted to online resale sites like eBay, Facebook Marketplace, Swap, Mercari or any other retail/resale sites like them.
- Should any online marketing activities be identified as a violation of guidance, GSUSA and/or GSGST reserves the right to intervene and request removal or remove the post.

### **In addition, review and apply the below Supplemental Safety Tips for Online Marketing:**

- To protect your personal identity, NEVER direct message with people you do not know online or on social media platforms. Always use your Girl Scout online sales link for customer orders.
- Parents or guardians must approve all girl delivered online orders and supervise all communications and product delivery logistics with any customers girls don't personally know. As a reminder, girls should never deliver cookies alone.
- If your Girl Scout sales link is posted on a public facing site, be aware the link is now searchable by anyone and could potentially appear anywhere on the internet.
- Never share your personal information (e.g., last name, phone number, email, or street address).
- Never share your personal location information, including your booth location.

## Coach Your Girl Scouts

- Listen to your Girl Scout practice her sales pitch.
- Review cookie materials together and visit Girl Scout Cookie and cookie company web sites to help her learn more about the product.
- Ask questions – maybe even pretend to be a potential customer and do a little role-play!
- Guide her to set practical and useful goals about what she wants to learn and earn.
- Listen to her describe what her goal is.
- Be a role model for business ethics and safety rules!
- Have fun with your Girl Scout!



# Your Girl Scout Cookie favorites are back!



**Adventurefuls®**

*Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt*



**Exploremores™**

*Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème*



**Lemonades®**

*Savory slices of shortbread with a refreshingly tangy lemon flavored icing*



**Trefoils®**

*Iconic shortbread cookies inspired by the original Girl Scout recipe*



**Thin Mints®**

*Crispy chocolate wafers dipped in a mint chocolaty coating*



**Peanut Butter Patties®**

*Crispy cookies layered with peanut butter and covered with a chocolaty coating*



**Caramel deLites®**

*Crispy cookies topped with caramel, toasted coconut, and chocolaty stripes*



**Peanut Butter Sandwich**

*Crisp and crunchy oatmeal cookies with creamy peanut butter filling*



**Caramel Chocolate Chip**

*Caramel, semi-sweet chocolate chips, and a hint of sea salt in a delicious cookie\**

\*Limited availability

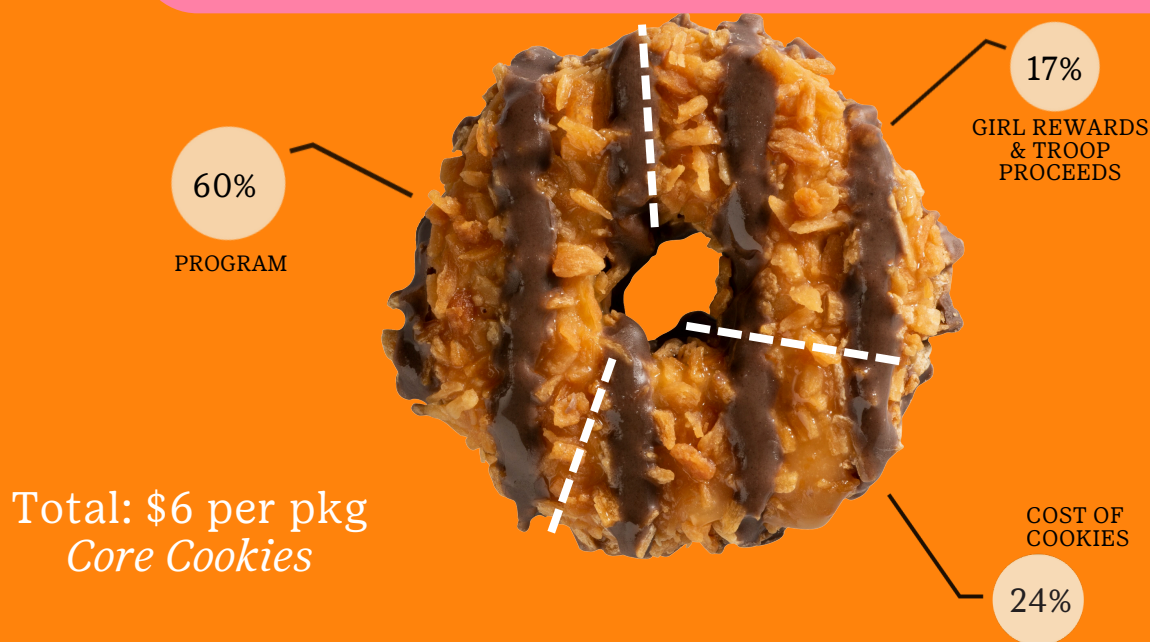


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\$6/per package with the exception of the Gluten Free Caramel Chocolate Chip, at \$7/per package  
Only GSGST Cookies may be sold!



# How the Cookie Crumbles:



## Troop Proceeds

- Standard Proceed (with recognitions) - Troops earn \$0.90 cents per package sold
- Opt-Out Proceed (without recognitions) - Troops earn \$0.95 cents per package sold

## Cookie Basics:



## Service Unit Bonus: \$.01/pkg

*Each Service Unit plays an important role in both growing and sustaining Girl Scouts in our community the bonus is intended to help support Girl Programming for the entire Service Unit.*

### To receive the \$.01 /pkg. bonus, the Service Unit must have:

- All troops within the SU must meet all requirements listed below.
- Troops provide proof that both ACH drafts were successfully debited from troop account.
- Troops must clear the Cookie Program in full and on time.
- Troops must complete and submit Troop Financial Statements by the annual deadline of June 15th

## Try 5:

Back by popular demand is our Try 5 Special Customers who try/buy 5 or more packages of cookies can complete an entry form for the chance to win cookies for a year (total of 52pkgs. - asst. variety) - entry forms will be available at your local Service Center.

## For the Troop

Troop Cookie Managers are responsible for depositing all Cookie Program funds into their troop checking account. Deposits should be made promptly and frequently.

GSGST proceeds will be collected from troops via ACH (Automatic Clearing House) debit. An ACH debit is an electronic funds transfer. Troops are responsible for making sure there are sufficient funds to cover the ACH debits. GSGST will repeat a debit that fails for any reason.

## ACH Dates:



### January 28th- 1st ACH Payment

- 50% of initial order, in addition to all orders picked from the cupboards up until Jan. 24th.



### March 5th- Collections

- Deadline to submit Collection Forms for delinquent girls/parents. The form must contain all pertinent information, details of collection attempt, girl permission slip, and all cookie and money receipts.
- Maximum amount that can be submitted is \$600 per parent. Delinquent amount will be deducted from ACH debit.

### March 2nd- Final ACH Payment Due

- Council will debit full balance of council proceeds.
- It is the troop's responsibility to make sure sufficient funds are in the troop account prior to the ACH debit dates. If your troop will not have sufficient funds you must contact the product program team 2 days prior to the scheduled ACH debit date. Council will not reimburse troops for ACH NSF.

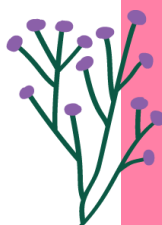
## Returned Checks:

It is at the troop's discretion to accept checks during the cookie sale. It is recommended to only accept checks from close friends or family and not during a booth sale. Troops are responsible for all returned check fees.

## Parent /Guardian Outstanding Debt:

Should payment concerns arise with a parent/guardian in the troop, Troop Leaders/ Troop Cookie Managers are asked to document the situation and try to resolve the issue within the troop. If a problem persists, troops are asked to notify their Service Unit Cookie Manager or the Product Sales team immediately. If the situation has not been resolved by the end of the sale, Troop Leaders/Troop Cookie managers must submit a collection form no later than March 5th. The form must contain all pertinent information, details of collection attempt, girl permission slip, and all cookie and money receipts. All documents would have to be submitted no later than March 5<sup>th</sup> to Lucero Benavidez, Director of Product Program: lbenavidez@gsgst.org.

**Maximum amount that can be submitted is \$600 per household.**



## For the Girls

- Girls may accept cash, credit/ debit card, and/or checks made payable to "Girl Scouts" ONLY.
- Girls should accept only preprinted checks with the issuer's address.
- Girls are cautioned against accepting checks over \$75 or out-of-state checks from unknown customers.
- Parents should safeguard the girl's cookie money.
- Cookie money should be submitted for deposit to the Troop Cookie Manager, in it's original form (cash and checks from customers) promptly and frequently.
- Parents should not deposit cookie money into their personal bank accounts.
- EACH WEEK, girls should turn in ALL money collected or 50% of the money due for cookies received before receiving more cookies.
- Take time to count the money received with the parent to verify the amount before writing a receipt. Do not have girls bring money to school or drop off money if you are not home.
- TCM's must write a receipt for every cookie transaction with the girl/parent:
  - Cookie product in & out
  - Money received
  - Recognitions received
- Record the financial transactions in Smart Cookies

## What is an Initial Order?

- Your initial order is how your troop will get cookies to have on the first day of the sale. Initial orders are placed by the case.
- Your troop's initial order will be picked up at your Service Unit delivery site the week of Jan. 5th.
- We recommend ordering enough cases of cookies to get you through the first weekend/week of the sale. Troops can place planned orders from the council cupboard as more cookies as needed.
- Please see pg 18 for tips and distribution process!

**Cookies ordered through your initial order cannot be returned.**

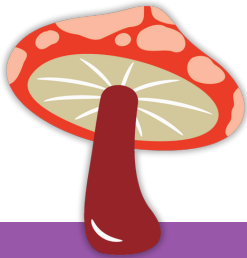
*Troops should discuss their initial order with parents at the Parent/Girl meeting so that everyone understands the commitment the troop is making.*

### If you are a Returning Troop:

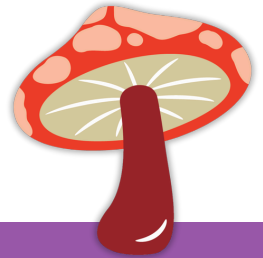
- Review or refer to last year's total amount sold. Please keep in mind if you have more girls selling or fewer girls selling you may want to adjust your initial order.
- Please consider changes in families' lives that could affect how many packages a girl can sell this year (i.e. new job, loss of job, new baby, illness, child care).

### If you are a New Troop:

- Discuss goals with parent and girls - establish an estimate of the number of cookies an individual girl wants to sell.



**Troop Initial Orders are Due by  
December 11th**



## Gluten Free Pre-Order



Troops would have already have PRE-ORDERED their Gluten Free Caramel Chocolate Chip Cookie in October. (Deadline Oct. 23rd)

ABC will be offering a limited quantity of Gluten Free Caramel Chocolate Chip online. Girls can take orders through their online accounts or send an ecard from Smart Cookies inviting friends and family to place orders directly on Smart Cookies Direct Ship.

Please be sure to notify parents to not take any Gluten Free girl delivery orders, if the troop does not have that flavor in inventory. In addition, if troop does not have this flavor available make sure to communicate to parents they must turn that flavor off in Digital Cookie.



# Earn More!

*Keep a lookout on upcoming Challenges for extra rewards!*

## Bling Your Booth!



### How to participate:

- Bling your Booth during the February Council Booth Sale Weekends
- Troop Challenge (must be multiple troop members pictured- no individual girls)
- All girls must be in GS uniform to be eligible to participate/win

### Email Guidelines:

- Submit photo entries by Sunday midnight of the booth weekend.
- Send email to: [productprogram@gsgst.org](mailto:productprogram@gsgst.org)
- Use Subject line: Bling your Booth!
- Include in the email: Name, Troop # and Service Unit
- DON'T FORGET to attach PHOTO!

### Winning Prize:

\$50 Amazon Gift Card

4 - Winners Council Wide (1 Winner per Weekend)



## Bling your Car or Wagon!

### How to participate:

- Show your Girl Scout Cookie Love by blinging your vehicle or push wagon during the weekend- Feb. 13th - 15th.
- Girl Incentive (must be individual girls)

### Email Guidelines:

- Submit photo entries by Monday, Feb. 16th no later than 10 AM.
- Send email to: [productprogram@gsgst.org](mailto:productprogram@gsgst.org)
- Use Subject line: Bling your Car or Wagon!
- Include in the email: Name, Troop # and Service Unit
- DON'T FORGET to attach PHOTO!

### Winning Prize:

- BFF Roll-up Duffel Bag
- 5 winners council wide



## 450+ Challenge!

Reach the 450 level and your chance to be entered into a drawing to win your very own BFF Ferret Blanket! 25 Winners will be chosen!

Winners will be announced Wednesday, March 19th via Social media.





## How many cookies will my vehicle hold?



Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station Wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases



## Distributing Cookies

- Make sure you have a signed parent permission form for each girl before distributing cookies to girls/ parent.
- Create a schedule for when parents can pick up cookies. Sort each girls order before distributing cookies.
- Have each parent count each variety they are picking up and double check the amount listed on their receipt.
- Have parents sign the receipt EVERY TIME along with the Troop Cookie Manager even if it is just one package of cookies.
- Make sure to give the parental copy of the receipt. A parent/guardian should not pick up more cookies than they feel comfortable accepting. The parent is financially responsible for the amount of cookies they signed for. Keep a copy of the receipt.
- Give each girl/parent a cookie order form and money envelope.
- Do not distribute more than \$600 of cookies at one time (100 boxes). It is better for the parents/girls to comeback for more cookies than having them return unsold cases later.

## Cookie Pick up at Delivery Site

Troops will be notified by council and/or SU Cookie. Managers regarding their delivery time/date and location.

Cookie Delivery: Week of Jan. 5th

## Be Prepared

- Determine the appropriate size of vehicle and number of empty vehicles needed to pick up troop cookie order.
- Troop orders must be picked up all at once.
- Ask parents to help pick up the troop's cookie order.
- Print out your Troop initial order report from Smart Cookies and bring with you to the delivery site to verify order.

## At the Delivery Site

- Be Punctual- arrive at the delivery location at your scheduled delivery time. Orders are pulled based on a specific schedule and arriving on time ensures the process to go smoothly for all troops.
- Be alert and attentive - count cookies at the delivery site with your Service Unit Cookie/Community Cookie Manager or council staff. Cases will be loaded into your vehicle.
- Sign receipt and keep a copy. The troop is financially responsible for all cookies that are taken and signed for.

**TIP:** Schedule the distribution to girls in 45 min intervals to ensure parents have enough time to confirm product quantities and money correctly.

# Give & Get a signed receipt for EVERY transaction.

- Not just cookies, but money and recognitions too!
- Write separate receipts for product distribution and/or money.
- Keep a copy of ALL receipts!

Cookies to a Girl			
MONEY AND/OR COOKIE RECEIPT			
TROOP NAME: GIRL'S NAME SU DATE: 2/11/2026			
NO. OF CASES	NO. OF PKGS	VARIETIES	MONEY
1	4	ADVENTUREFULS	
4	6	EXPLOREMORES	
3		LEMONADES	
3	6	SHORTBREAD	
1		THIN MINTS	\$
2		PEANUT BUTTER PATTIES	
		CARAMEL deLITES	
		PEANUT BUTTER SANDWICH	
	1	GLUTEN FREE	
	6	TOTAL	162 pkgs
RECEIVED BY		Parent's Signature	TROOP # 123
RECEIVED FROM:		Troop Manager's Signature	TROOP # 12345

Money from a Girl			
MONEY AND/OR COOKIE RECEIPT			
TROOP NAME: GIRL'S NAME SU DATE: 3/21/2026			
NO. OF CASES	NO. OF PKGS	VARIETIES	MONEY
		ADVENTUREFULS	
		EXPLOREMORES	
		LEMONADES	
		SHORTBREAD	Paid
		THIN MINTS	\$972
		PEANUT BUTTER PATTIES	for
		CARAMEL deLITES	162
		PEANUT BUTTER SANDWICH	boxes
		GLUTEN FREE	
		TOTAL	
RECEIVED BY		Troop Manager's Signature	TROOP # 123
RECEIVED FROM:		Parent's Signature	TROOP # 456

Transfer between Troops			
MONEY AND/OR COOKIE RECEIPT			
TROOP NAME: GIRL'S NAME SU DATE: 2/11/2026			
NO. OF CASES	NO. OF PKGS	VARIETIES	MONEY
		ADVENTUREFULS	
	6	EXPLOREMORES	
		LEMONADES	
		SHORTBREAD	
5		THIN MINTS	\$
5		PEANUT BUTTER PATTIES	
5		CARAMEL deLITES	
		PEANUT BUTTER SANDWICH	
		GLUTEN FREE	
15	6	TOTAL	186 pkgs
RECEIVED BY		Troop Manager's Signature	TROOP # 123
RECEIVED FROM:		Troop Manager's Signature	TROOP # 456

## Recognition Distribution

Cookie Recognitions will be delivered/ picked up from the Service Unit Product Program Manager in April.

After receiving the recognition items for your troop:

- Print the *Recognition Order Summary by Girl Report* from Smart Cookies.
- Sort the reward items for each girl. Contact the Service Unit Cookie Organizer regarding any discrepancies.

- Please distribute the reward items in a timely manner.
- Have parents confirm and sign a receipt that indicates the girl recognitions have been received.
- If a girl has an unpaid balance, do not distribute recognition items to her. Return the items to the Girl Scout Office. Girls with an unpaid balance will need to contact Product Program Staff to receive their recognitions.

**NOTE: Troops have until May 15th to report any missing/damaged or discrepancies in their Recognition order. Any issues after this date may not be rectified.**

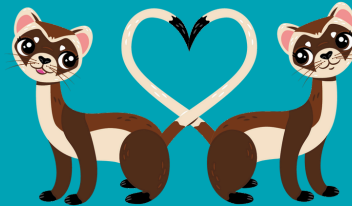
The most important thing to remember is don't wait until the end of the sale to try to get rid of extra cookies. As soon as you identify that you have too many cookies, take the following action steps:



1. Contact the following resources to help your troop:
  - a. Service Unit Product Program Team Member
  - b. Other Troops in your community
2. Post a message on your SU Facebook page or Post on your SU BAND page.
3. Let the girls/parents in the troop know that the troop has extra cookies, so they can help sell the extras.
4. Schedule a Cookie Booth to sell the extras.
5. Schedule a Cookie Caravan with girls in your troop to sell cookies in your neighborhood.
6. Encourage the girls in your troop to use social media channels, email, eCards and other creative ways to sell the troop's extras.



## Can Troops Swap or get Cookies from each other?



YES! In fact, we ENCOURAGE Troops to swap cookies with each other. Write a receipt for the transaction and keep the receipt copies. The troop GIVING the cookies is responsible for entering the Troop to Troop Transfer in Smart Cookies.

Troops are able to transfer cookies with each other. Troops can exchange cases or packages with one another.

Remember to write a receipt for the transaction and keep a copy. The troop giving the cookies away, is responsible in entering the transfer in Smart Cookies.

*NOTE: Cookies ordered and received by troops and girls may not be returned or refunded. Troops and girls are financially responsible for all the cookie packages they receive.*





## What is a Cookie Cupboard?

Cookie Cupboards are locations managed by council staff, where additional product may be picked up.

- Troops that missed the initial order deadline will pick up their first cookie order at a cookie cupboard. Troops place a “planned order” to pick up these cookies.
- We ask that troops submit a planned order at least 48 hours in advance. In order to make sure cupboards are stocked with enough of a particular variety, the sooner you can enter the planned order the better.
- The first week of the sale, cupboards do experience a high volume of orders and the confirmation may take longer to show up in Smart Cookies. Be sure to check Smart Cookies to ensure the accuracy of your order.
- Be careful of picking up too many additional cookies during the sale. It is important to stay in constant communication with parents to know how many cookies they have.
- Your troop’s initial order may already be distributed to girls, but until the cookies are sold, communication is key. Before entering a planned order, make sure to check each parents/girls on-hand inventory and make transfers as needed.

### Returns/Exchange Policy:

**THERE ARE NO RETURNS OR EXCHANGES ON ANY COOKIES PICKED UP FROM THE COUNCIL CUPBOARD. ALL COOKIES ORDERED BY THE TROOP WILL BE THE TROOP’S RESPONSIBILITY.**

*If you do have damaged or missing packages in a case, you may bring them to your local service center to be exchanged.*

**Planned Orders are to be made 48hrs. in advance**

*We ask for everyone's cooperation and patience.*

## When are Cupboards OPEN?

Cookie Cupboards will open beginning on Saturday, January 10th at all Council offices. Troops can go to any council cupboard to pick up cookies once planned orders are placed through Smart Cookies.



## GSGST Cookie Cupboard Hours:

- **Monday – Friday:** 9am to 6pm
- **Saturday:** 9am to 12pm  
*only first 4 Saturday's of the sale - Jan. 10th, 17th, 24th & 31st.*
- **Sunday:** Closed

*Be sure to stop by the 1st Saturday of Cookie Cupboard at any of our Cookie Cupboards/Service Centers for a special one-time Cookie Merch Sale!*



& so much More!



Design your sale for SUCCESS! Booth Sales can aid the troop towards their goals and can take many forms and shapes. One of the 5 Skills, DECISION MAKING, requires girls to decide what works best for their cookie business, a drive-thru booth with curbside service or a traditional walk-up booth.



## 2 Types of Cookie Booths

### 1. Council Sponsored Booth Sales:

These booths are secured by the GSGST Product Program Team and located in high volume or high profile areas such as HEB, Wal-Mart, Bass Pro Shops, local Malls and Shopping Centers, Sam's Club, and IHOP. These booth locations can be secured using the booth scheduler on Smart Cookies and it is open to all GSGST troops during different rounds.

*Troop leaders, cookie managers, and parents are NOT allowed to contact council booth locations to individually arrange a booth sale for the troop. Council booth sales start Feb. 7th*

### 2. Troop Secured Booth Sale:

A Troop Secured Booth Sale is a location that a troop secures on their own to sell cookies. Examples include a local place of worship, banks, restaurants, car washes, community event, etc. The troop must receive written permission from the locations owner/manager using the Troop Secured Booth Sale Agreement Form. A Troop Secured Booth cannot be a Council booth location. Troop Secured Booths can start as early as January 10th and can end on March 1st. Form is not required to be submitted to council, troops will retain the form for their troop records.

*Enter your Troop Secured Booth Sale in Smart Cookies via the Booth Scheduler so customers can find your booth.*



### When do I sign up for Council Sponsored Booth Sales?

Council Booth Sale Rounds:

- January 20th: Early Round - Only for troops that participated in the Fall Product Program opens in Smart Cookies at 6pm - Choose two locations.
- January 22nd: 1st Round - Opens at 6pm and will remain open for 24hrs - Choose two locations. Troops that had access during the early round will not be able to reserve during this round, all eligible troops should have a total of 2 locations.
- January 26th: 2nd Round - Opens at 6pm and will remain open for 24hrs - Choose two locations, all eligible troops should have a total of 4 locations.
- January 28th: 3rd Round - Opens at 6pm and will remain open for 24hrs - Choose two locations, all eligible troops should have a total of 6 locations.
- January 30th: Final Round - Opens at 7am and at that time troops will be able to reserve as many locations as needed.

Once you have your booth sale scheduled it's time to plan for your Girl Scout cookie booth. Below is a suggestion of how many cases to take to a booth sale by variety, quantities sold will vary by location. Some variables that impact the number of packages sold include time and day of sale, weather, location, and timing during the sale (beginning/end). Schedule a planned order if need be to make sure enough cookies are available for your booth sale.

Exploremores: 1 or 2 cases  
 Adventurefuls: 1 case  
 Lemonades: 2 cases  
 Trefoils: 1 case  
 Thin Mints: 4 to 6 cases  
 Peanut Butter Patties: 3 cases  
 Caramel deLites: 4 to 6 cases  
 Peanut Butter Sandwiches: 1 case



## Booth Sale Rules

- Girls need to be present at every booth sale in uniform or a girl scout t-shirt.
- Be on time for your booth sale.
- Bring: cookies, table, chairs, decorations, a cash box with change available, a credit card reader, and Booth Sale Worksheet form.
- Count cookies and money before and after each booth sale. Be sure money balances and write a receipt. Keep track of who was at each booth sale.
- Do not allow girls to block the entrance of the store. Be polite and courteous to the customers at all times.
- Troops can set up their booths in the front of the store entrance as per the store manager, locations may vary as to where troops will be allowed to set up.
- Troops cannot set up at a location's parking lot, median, driveway, or landscape area.
- Do not eat, drink, smoke or chew gum at a booth sale. You and your troop are representing Girl Scouts to your community.
- Bring a copy of your booth Scheduler confirmation email from Smart Cookies to every booth sale.
- Make your booth sale eye catching to the public -Bling your Booth!
- DO NOT leave empty cookie cases at the store location or in their trash cans. We always take empty cases with us.
- Share booth sale rules with your girls/parents.



My Goal:



# Set Your Cookie Goals

The Girl Scout Cookie Program begins January 1, 2026.  
You may not take orders or sell cookies before this date.

girl scouts  
of greater south texas

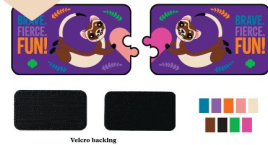
gsgst.org | 956-425-2388

12-74  
Pkgs



BFF Theme Patch

75-149  
Pkgs



BFF Backpack Patch

150-299  
Pkgs



BFF Keychain w/  
Wriststrap

300-449  
Pkgs



BFF Water Bottle Pouch + Topper **OR** Ferret Stress Ball

450-599  
Pkgs



26-27 Girl Scout  
Membership **AND** Cloud  
Slime with Sprinkles

600-799  
Pkgs



Hoodie Sweater  
**OR** Plush Ferret  
Backpack

800-999  
Pkgs



\$100 Travel Reward

\$100 Camp Reward

1000-1499  
Pkgs



Owala 42oz **OR** JBL Speaker **OR** Snowcone Machine  
**OR** \$150 Travel Reward **OR** \$150 Camp Reward

\$150 Travel Reward

\$150 Camp Reward

1500-1999  
Pkgs



Amazon Kindle **OR** IFLY Cookie Experience on April 18th **OR** Kids Microscope  
**OR** \$200 Travel Reward **OR** \$200 Camp Reward

\$200 Travel Reward

\$200 Camp Reward



BFF Karaoke Set **AND** Cookie Camp Dayout!\*  
**OR** Ferret Sleeping Bag **AND** Cookie Camp Dayout!\*  
**OR** GS Bubble Bag with Matching GS Bucket Hat  
**AND** Cookie Camp Dayout!\*

**OR** \$100 Travel Reward **OR** \$100 Camp Reward  
\*Choose 1 Day: May 16th Bayview or June 13th Greenhill

2000-2999  
Pkgs



Invitation to 2,000+ Banquet at Dave & Buster's\*  
**AND** Scrapbook Set w/ Beats Headphones  
**OR** Invitation to 2,000+ Banquet at Dave & Buster's\*  
**AND** Scrapbook Set w/ Stanley Lunchbag  
**OR** \$300 Travel Reward **OR** \$300 Camp Reward

\*McAllen, May 2nd

\$300 Travel Reward

\$300 Camp Reward

3000-3999  
Pkgs



Meta Quest 3S Headset **OR** 3D Printer

4000+  
Pkgs



Go Pro **OR** Switch2

## Direct Ship

12+  
Pkgs



Cookie Techie Patch

50+  
Pkgs



Goal Getter Patch

85+  
Pkgs



Super Patch



# Other Cookie Recognitions

## Reward Disclaimer:

- Recognitions are cumulative and based on availability; items may not be exactly as pictured, and colors, styles, and models/brands may vary.
- Troops that choose to Opt-Out of recognitions will not receive membership at the 450 level but will receive patches and items at the 800+ levels if earned.
- Camp Rewards are not cumulative and may only be selected at one level. They must be used during the current Girl Scout year and are only designated for GSGST Camps. Registration deadlines will apply, and rewards are non-transferable.
- All Rewards are non-transferable and Troops/Parents have until March 31, 2026 to make any changes on (higher) rewards.
- Travel rewards are not cumulative. Travel rewards can only be selected at one level. Travel rewards must be used during the current Girl Scout year and the Girl Scout must already be registered for a council sponsored or GSUSA trip/destination. Girl Scouts must be C/S/A to select this reward.
- Cookie Camp Dayout! is a drop-off event open to all levels, with girls allowed to attend only one date and requiring additional registration by the set deadline.
- iFly Cookie Experience! requires additional registration by March 31, 2026 and will be available for all levels.
- The 2,000+ Banquet is open to all Girl Scout levels, where each girl may bring up to two guests to enjoy a meal and be recognized among her peers. Additional registration with a deadline will be required.

## Fun Patches:

As a troop you can choose to order additional patches for your girls. Patches can be ordered with your recognition order, at a cost of \$0.95/per patch.



### Travel Reward Option:

- For Cadettes, Seniors, and Ambassadors
- Use Cookie Travel Rewards for council sponsored travel trips or GSUSA destinations.
- Travel Rewards are not cumulative.
- Must be used during the 2026/2027 Girl Scout Membership year.
- Trip deposit must be made before travel reward is applied - (deposit fees vary based on travel location)

**Visit the [gsgst.org](https://gsgst.org) travel page for a list of council sponsored trips and GSUSA destinations.**





## Debt Protection:

To minimize collections and debt the following processes have been established and initiated.

- Cookie receipts will be written and provided for all transactions, when distributing cookies and collecting monies.
- Troop CANNOT release more than \$600 in cookies - equates to 100 packages of cookies at one time to a parent.
- Troop Payment History - a troop that has had a history of paying late (2-yrs. or more) will have to pay for cookies at the time cookies are picked up from cupboard or cookies placed through the initial order process. Troops that this rule applies to will be notified by December 1st.

## Virtual Cookie Share:



Girl Scouts of Greater South Texas will be collaborating to initiate a Virtual Cookie Share program.

- Troops/Girls will advertise their Virtual Cookie Share program at point of sale and/or booth sales
- Troops/Girls still receive payment for cookies - no product will be exchanged
- Troops/Girls will receive credit for cookies
- Troops will not have actual inventory of cookies - council will have cookies shipped directly to entity selected for the Virtual Cookie Share program.

## Participation:

Troop must be established by December 1st

- Training completed (New Leader Basics & Annual Cookie Program Training)
- Must have an active Troop Bank Account
- All girls must be registered for 25/26 Girl Scout Membership Year

## Mystery Shopper:

To help assist troops/girls in operating a successful Cookie Booth Sale, council will select volunteers that will appear as "Mystery Shoppers". The purpose is to help make sure all troops are conducting an appropriate booth sale that will minimize issues and obstacles often reported to council from Store Managers - this will maintain our working relationship with various stores approached for council booth sales.

There are a number of resources available to find the answers you need to keep moving forward.

QUESTIONS? Check [gsgst.org](http://gsgst.org) or contact your Service Unit Cookie Manager!

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_



- Exclusive online order management system to-  
<https://www.youtube.com/user/ABCCouncils>:
  - Place Initial Order
  - Planned Order management
  - Cookie Transfers
  - Order Girl Recognitions
- Smart Cookies Training Videos-  
[www.abcsmartcookies.com](http://www.abcsmartcookies.com)
- Tips & Tools for before and after the sale-  
[www.abcsmartcookies.com](http://www.abcsmartcookies.com)
- Flickr - themed clipart for posters, newsletters and sharing elements for social media-  
<https://www.flickr.com/photos/abcbakersvolunteergallery/> albums
- Cookie lineup and nutritional facts-  
[www.abcsmartcookies.com](http://www.abcsmartcookies.com)
- Safety Tips-  
<https://www.youtube.com/user/ABCCouncils>
- Smart Cookies Help-  
[www.abcsmartcookies.com](http://www.abcsmartcookies.com)

girl scouts  
of greater south texas

- Make sure to join your SU BAND pages.
- GSGST website contains all the forms needed for troops and girls. Visit [www.gsgst.org](http://www.gsgst.org), select:
  - COOKIES +
  - Resources for Cookie Sellers
  - Deadlines & Resources
- Cookie Memos will be sent sporadically throughout the season; if not receiving memos please email [productprogram@gsgst.org](mailto:productprogram@gsgst.org) to get on the list.
- QR Code Index for Hot Topics - found on the back page of this publication.



*We want to make sure that you are always getting your questions answered and any challenges resolved in a timely fashion. If you are unable to get the answers you need from the resources mentioned above be sure to contact your Product Program council staff.*

# What Come's Next?

With the Cookie Program, there is probably a help video on the Smart Cookies topic you are searching for. With your phone scan the QR code for the process you need to know more about. Do this while you are also online in Smart Cookies and get step-by-step guidance as you complete the task.

## For Girls:



Girl Scout  
Digital Cookie  
Site Registration  
(13 & Under)



Girl Scout  
Digital Cookie  
Site Set Up  
(13 & Under)



Girl Scout  
Digital Cookie  
Site Registration  
(13 & over)



Girl Scout  
Digital Cookie  
Site Set Up  
(13 & Over)

## For Troop Product Managers:

### Online Account Administration



Volunteer  
Registration



Create & Manage  
Recognition  
Orders

**Brave. Fun!**  
**Fierce. Fun!**



Smart Cookies™  
POWERED BY ABC BAKERS

### Product Management



Troop Initial  
Order Entry



Troop  
Planned Order



Reconciling Reporting  
in Digital Cookie &  
Smart Cookies



Troop to Girl  
Transfer



Adding Cookie  
Shares

### Booth & Other Information



Troop Secured  
Booth Request



First Come First Serve  
Booth Scheduling



Season Close-  
Checklist



Financial  
Transactions