Service Unit Cookie Manager Contact Information:
Name: _________________________________________
Email: _________________________________________
Home Phone: ________________________  Cell Phone: _______________________
Best to call between: ________________ Please don't call after: ____________

Council website: www.gskentucky.org
Baker website: www.abcbakers.com
SmartCookies website: www.abcsmartcookies.com
Log in: ____________________________
Password: _________________________
Troop Check List

Check each item as completed to have a successful Cookie Program!

- My troop is registered for the current year.
- All of my girls that are selling are registered for the current year.
- Our troop has two adults registered.
- I have a current background check on file with Council within the last 3 years.
- I have signed and submitted the Troop Manager Agreement form online and have agreed to take financial responsibility of the annual Girl Scout Cookie Program for my troop.
- I have completed the 2019 Cookie training.
- Hold a parent meeting. Explain deadlines, rewards, Smart Cookies, expectations, and collect signed parent permission responsibility forms. Distribute girl order forms.
- Log into Smart Cookies and update my contact information. Become familiar with the online ordering system.
- Remind girls to begin selling online thru Smart Cookies and in person January 1st.
- Enter the troop initial order in Smart Cookies by January 9th by 11:59pm EST.
- Sign up for our first round of booth sale selections starting January 24th (Fayette County and Northern Kentucky troops) or check with Service Unit Cookie Managers for booth sale opportunities in your county.
- Find out when and where your Service Unit cookie delivery will be by contacting your Service Unit Cookie Manager.
- Pick up troop's initial cookie order January 24th thru February 1st.
- Sort all initial order cookies and prepare receipts for each girl before anyone picks up cookies. Be sure to complete a receipt for each cookie pick up. Double count everything, and then have both parties sign and date the receipts. Keep one copy and give one copy to parents/guardians.
- Attend your cookie booths promoting Operation Sweet Treats and 5 for Five to maximize sales (see page 22 for additional coupons to print.) Be sure to make deposits after booths into your Troop Bank Account.
- Participate in National Cookie Weekend by encouraging girls to participate in a “Walk About.”
- Collect money from girls/parents often and deposit immediately into Troop Bank Account.
- Submit any UDF (uncollectible debt forms) 5 days prior to each sweep date. More information found on page 17.
- Communicate with the Service Unit Cookie Manager regarding any excess supply of cookies by March 1st so possible transfer arrangements can be made. (Excessive supply = number of unsold cookie packages are greater than 20% of total cookie packages ordered during entire sale.)
- Be sure you have enough money in troop bank accounts to cover your three sweeps. See information on page 17.
- Reconcile the sale with each girl, collecting all her money due and gathering her final reward selections. Enter into Smart Cookies by March 27th.
- Complete email cookie evaluation with your girls.
- Receive girl rewards from Service Unit Cookie Manager in May and immediately distribute to each girl.
# Calendar at a Glance

## January 2019

<table>
<thead>
<tr>
<th>Sun</th>
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<td>23</td>
<td>24 Delivery</td>
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<tr>
<td>27 Place 1st Planned Order</td>
<td>28 Delivery</td>
<td>29 Delivery</td>
<td>30 Delivery</td>
<td>31 Delivery</td>
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## February 2019

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<td>24 Booth Sales National Cookie Weekend</td>
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## March 2019

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<td>Booth Sales Mix and match Cases begins</td>
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<td>17</td>
<td>Booth Sales Final Planned Order</td>
<td>18 Booth Sales</td>
<td>19 Booth Sales</td>
<td>20 Booth Sales</td>
<td>21 Booth Sales</td>
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<tr>
<td>24 Booth Sales End</td>
<td>25</td>
<td>26 UDF due for 4/3/19 sweep</td>
<td>27 Transfers and Recognitions Due in Smart Cookies!</td>
<td>28</td>
<td>29</td>
<td>April 3</td>
</tr>
</tbody>
</table>

## Notes
- **January 2019**
  - Girls begin in person sales
  - Troops place Initial order in Smart Cookies!
  - Fayette/NKY Booth Lottery
- **February 2019**
  - Booth Sales
  - UDF due for 3/1/19 sweep
  - UDF due for 3/21/19 sweep
- **March 2019**
  - Booth Sales Mix and match Cases begins
  - Booth Sales Final Planned Order
  - End
- **April 3 2019**
  - UDF due for 4/3/19 sweep
  - Transfers and Recognitions Due in Smart Cookies!
When girls participate in the largest girl-led business in the world, they “earn and learn” - they earn funds for their Girl Scout activities while learning 5 skills that will help them in business and life.

To make it girl-led, let girls lead!

Girls set cookie sale goals and, with their troop, create a plan to reach them. This matters because girls need to know how to set and reach goals to succeed in school, on the job, and in life.

Girls decide where and when to sell cookies, how to market their sale, and what to do with their earnings. This matters because girls must make many decisions, big and small in their lives.

Girls develop a budget, take cookie orders, and handle customers’ money. This matters because girls need to know how to handle money – from their lunch money to their allowances to later in life.

Girls learn how to talk (and listen!) to their customers, as well as learning how to work as a team with other girls. This matters because it helps them with group projects, sports teams and later on at work.

Girls act honestly and responsibly during every step of the cookie program. This matters because employers want to hire ethical employees – and the world needs ethical leaders.

Quick Page Reference:

<table>
<thead>
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<th>Topic</th>
<th>Page</th>
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<tbody>
<tr>
<td>ACH</td>
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<td>Adult Rewards</td>
<td>21</td>
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<td>Benefits to Participate</td>
<td>6</td>
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<td>Booth Patch</td>
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<td>Booth Sale Guidelines</td>
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<td>Calendar at a Glance</td>
<td>3</td>
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<td>Checklist</td>
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<td>Cookie Business Badges</td>
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<td>Five Skills</td>
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<td>Getting Started</td>
<td>10</td>
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<td>Girl Rewards</td>
<td>7/20</td>
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<td>Goal Getter Patch</td>
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<td>Half Price Shipping</td>
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<td>Materials</td>
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<td>Price</td>
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<td>Safety Guidelines</td>
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<td>Share Patch</td>
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<td>Smart Cookies - Transfers</td>
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<td>Smart Cookies Initial Order</td>
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<td>Sweeps</td>
<td>17</td>
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<tr>
<td>Training</td>
<td>9</td>
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<tr>
<td>Troop Proceeds Breakdown</td>
<td>7</td>
</tr>
<tr>
<td>T-shirt Order Form</td>
<td>21</td>
</tr>
<tr>
<td>Uncollectible Debt Form</td>
<td>17</td>
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</tbody>
</table>
All girls who participate in the Girl Scout Cookie Program are eligible to earn the annual Cookie Activity Pin purchased through the shops. Here is how the girls achieve the 5 Skills through the Girl Scout Cookie Program:

**ALL GRADE LEVELS**

1. **Goal Setting**
   - Set personal learning goals. What do you want to learn this year? What do you want to be better? Share this with at least one other person or your group.
   - Set personal sales goals for yourself based on your personal and group goals. Keep a record of your accomplishments each year.

2. **Decision Making**
   - Develop a basic business plan for your cookie sale.
   - Work as a team with other Girl Scouts to decide when and where you will see cookies and what you will do with the money you earn.

3. **Money Management**
   - Develop a budget for accomplishing at least one of the goals you set in the Goal Setting step. Use this budget to help determine your sales.
   - Be able to explain how the money earned in the Girl Scout Cookie Program helps you, your group and your council.

4. **People Skills**
   - Practice your “elevator speech” for customers about what you are selling, why you are selling it, and why they should purchase it.
   - Make a list of customers you will approach. Do not forget people you sold to last year!

5. **Business Ethics**
   - Discuss how living the Girl Scout Promise and Law applies to what you do in the Girl Scout Cookie Program as a business.

Financial Literacy and Cookie Business Badges – find out about earning all these badges in The Girl's Guide to Girl Scouting Books that can be purchased in any of the council shops.
What are the benefits to participation?
By participating in the annual Girl Scout Cookie Program, not only do your girls learn the 5 Skills but it is also supporting your troop and council.

Funds earned will support your troop goals and activities throughout the year. Your troop may be saving for a large trip even! Funds earned through the program also support your council. Girl Scouts of Kentucky’s Wilderness Road Council uses the funds from the Cookie Sale Program to:
- Provide financial assistance to girls who would otherwise not have a Girl Scout experience.
- Provide amazing programs with affordable fees.

Who can participate?
All registered Girl Scouts with a signed Parent Permission Form can participate in the Cookie Program. All troops must be clear of any debt due to council in order to participate. A girl with an outstanding debt cannot take traditional orders but she may participate in booth sales with her troop as long as the adult owing money is not present.

The troop must have:
- A current troop bank account.
- At least two approved adults registered with the troop, one being the leader.
- A registered, volunteer-approved adult as the Troop Cookie Manager who will sign the Troop Manager Agreement Form online and has a current Background Check completed.

Who is responsible and for what?

The Troop Cookie Manager is responsible for:
1. Making sure anytime cookies or money exchanges hands that a receipt is written out, dated and signed.
2. Cookies ordered through Smart Cookies and picked up at delivery, cookies exchanged or swapped with another troop, or cookies picked up at a cookie cupboard.
3. All girl payments received from parents or at booth sales. Always complete a receipt. Follow the financial procedures on pages 17-18 for detailed steps to money management success.
4. All girl rewards earned by the troop. Troop managers should distribute girl rewards as soon as possible after receiving them.
5. Utilizing Smart Cookies and receipts to manage the cookies received by each girl, obtaining the Parent Permission Forms and signed receipts and storing them in a safe and secure place.

Each family is responsible for:
1. Payment and delivery to customer of ALL cookies ordered and picked up for their Girl Scout.
2. All monies collected from customers for the purchase of cookies. Families must turn in all payments to the troop manager by set deadlines.

When does the Cookie Program run?
Girls can begin taking orders: Online and in person on January 1, 2019.
Initial orders are due in Smart Cookies January 9, 2019.
Delivery happens January 24 thru February 1, 2019.
Booth Sales run February 1 thru March 24, 2019
Sweeps happen March 1, 21 and April 3, 2019.
Cookie Basics

There are 8 great flavors of cookies that will sell for $4.00 per package this year.

How do the cookies come packaged?
The cookies come by the case. There are 12 packages in every case. You will order your initial order and any additional cookies needed for your troop in Smart Cookies by the CASE. The only time you can pick up cookies by the package is the last two weekends of booth sales. You will be able to mix and match packages to equal 12 at that time.

What is the return policy on cookies?
There is NO return policy on all cookies. Troops and parents who sign for cookies cannot return them to the troop or to the cupboards/council. If a package is damaged it can be replaced at any cookie cupboard. This policy is consistent with councils nationwide.

How much will my troop earn?
Troop proceeds are based on the per girl average (PGA) of your troop. Take the total number of packages sold by your troop, divided by the number of girls selling and plug that into the chart below to figure how much your troop will earn per package sold. Don’t worry, Smart Cookies (online cookie system) will figure your PGA’s at the end of the sale.

<table>
<thead>
<tr>
<th>PGA</th>
<th>Rate per package</th>
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<tbody>
<tr>
<td>1-174 packages</td>
<td>$.57</td>
</tr>
<tr>
<td>175-299 packages</td>
<td>$.60</td>
</tr>
<tr>
<td>300+ packages</td>
<td>$.65</td>
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</table>

What else can my girls earn by participating in the sale?
A complete list of girl rewards can be found on the insert of the initial cookie order card and in the back of this cookie plan book on page 20. Here are a few of the highlights:

Junior, Cadette, Senior and Ambassador Troops (with majority vote) will have two options out of the full set of girl rewards:

1. They can “opt out of all girl rewards” and earn an additional $.10 per package.
   -OR-

2. They can earn an additional $.05 per package, but also earn special girl rewards such as t-shirt (200+ boxes), hoodie (600+ boxes) and slippers (750+ boxes.”)

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2. They can “earn an additional $.05 per package, but also earn special girl rewards such as t-shirt (200+ boxes), hoodie (600+ boxes) and slippers (750+ boxes.”)
What are some of the patches girls may earn?

Your girls may earn 6 patches other than the Theme Patch by participating in the cookie sale. These patches have requirements that the girls must fulfill in order to achieve the patches.

1. **Goal Getter Patch** – girls must log into [www.abcsmartcookies.com](http://www.abcsmartcookies.com), and then click on Smart Cookies and this will take them through the stages of setting their package goal with the cookie sale. Once they set their goals, they can send out emails through Smart Cookies to solicit customers online. Customers will have a choice to either make a promise to purchase (girl will deliver and collect money) OR to make a purchase with the Direct Ship option (customer will pay shipping and pay with credit card.)

2. **Online Patch** – girls must SELL 12 PACKAGES through Smart Cookies DIRECT SHIP OPTION in order to earn this patch.

3. **Cookie Booth Sale Patch** – girls must participate in any booth sale.

4. **Operation Sweet Treat** – girls must sell 5 packages towards our Council cookie donation program. These Cookies are donated to two organizations (Kentucky State Police - Trooper Island Camp and to the men/women serving in the military). These packages are virtual cookies. You will order them in Smart Cookies under the order tab and then VIRTUAL COOKIE SHARE TAB. You can use the flyer on page 23 to promote this program at your booth sale.

5. **Troop Operation Cookie Share** - Girls decide where they would like to donate their cookies. With this option, your troop is responsible for the physical inventory and donation of the packages to the chosen organization. Troops must fill out a donation form and obtain a signature from the donation location at the end of the cookie sale. Look for forms on [www.gskentucky.org](http://www.gskentucky.org) after March 30, 2019. Girls who sell 5 packages will earn this Cookie Share Patch.

6. **2019 Cookie Avatar Patch** - Girls who participated in the Fall Product Sale 2018 have the opportunity to earn this exclusive patch. Girls must have created their own Me2 Avatar and sent 15 emails for the Fall Product Sale 2018. Then sell 275 packages of cookies for 2019 Cookie Sale. Patches are sent directly to girls if earned 2 months after the cookie sale has ended.
Cookie Basics

Safety Tips
- **Show you are a Girl Scout.** Wear your GS membership pin and/or GS clothing to identify yourself as a Girl Scout.
- **Buddy up.** Always use the buddy system. It’s not just safe, it’s more fun!
- **Be streetwise.** Sell in familiar areas and neighborhoods.
- **Partner with adults.** Daisies, Brownies and Juniors must be accompanied by an adult. Cadettes, Seniors and Ambassadors should be supervised by an adult and should never sell alone. Adults must be present at cookie booths in public places at all times.
- **Plan ahead.** Always have a plan for safeguarding money – avoid walking around with large amounts of it or keeping it at home or school. Give money to supervising adults who should deposit money into troop bank accounts as soon and often as possible.
- **Do not enter.** Never enter the house of a customer. Avoid selling to people in vehicles or going into unfamiliar areas.
- **Sell in the daytime.** Sell door to door only during daylight hours.
- **Protect privacy and be net wise.** Do not give out girls’ name and addresses. Use adult emails whenever possible.
- **Be safe on the road.** Always follow safe pedestrian practices, especially when crossing at intersection or walking along roadways.

Credit Card Use
- Troops may opt to take credit card payments from their customers using a smart phone, IPhone or credit card readers.
- Troops must provide their own equipment and incur any/all fees attached to accepting/using credit cards.
- Troops CANNOT increase the cost of the package of cookies to cover any credit card fees.
- Credit card use will in no way reduce the amount due by the troop to council.

ACH Procedures
- Troops must have a troop bank account.
- Troops should deposit money often during the selling dates.
- Troops accepting personal checks must make sure to deposit in enough time to clear the bank.
- Troops with families owing need to turn in a UDF (Uncollectible Debt Form) by five working days prior to each sweep date.
- ACH withdraws will be between March 1 – April 3, 2019.
- The total amount due to council can be found in Smart Cookies under TROOP BALANCE SUMMARY REPORT.

Training
- All troops MUST have at least one adult trained for the cookies.
- Service Units will hold troop trainings in November/December.

Materials – Troops will receive the following materials to help them with all aspects of the cookie sale:
1. This handbook, Large Troop Envelope (1 per troop)
2. Parent Permission Form, Order Form, Recognition Brochure, Money Envelope (1 per girl.)

Social Media Clarification by GSUSA regarding online cookie sales –
- Girls should never post their last names, addresses, phone numbers or email addresses.
- Girls may only post about their participation in the Digital Cookie program on social media sites that allow them to restrict access to friends and family (e.g. Facebook), and not to social media sites open to anyone (e.g. Craigslist or e-Bay).
- Girls should only share the link to their Digital Cookie site with people they know in real life.
December

Make sure your troop is ready to participate:

- Troop must be registered for the 2018-2019 troop year.
- Troop must have a troop bank account.
- Troops must attend a Cookie Training.
- Troop must sign Cookie Sale Troop Manager Agreement online.
- Troop must have two adults registered with completed background checks within the last four years.
- Troop must NOT OWE money from past product sales.

If your troop checks out and is compliant, you will receive your log in and password for Smart Cookies (online computer system) via email link by December 20th.

How do I get started with my troop?
Set up a meeting with your parents and girls and cover these steps:

1. Explain all aspects of the sale including 5 skills, price of cookies, deadlines and what will be expected of them.
2. Have each parent complete a Parent Permission Form before you hand him or her an Order Card. Collect these slips and keep them in a safe and secure place.
3. Discuss how many boxes each parent is comfortable with ordering.
4. Work with the parents and girls to set a troop goal. Think about what the girls would like to do with their proceeds.
5. Encourage the girls to set their own goals based on this troop goal and the reward level they would like to earn.
6. Encourage girls and parents to use Smart Cookies Online Store – it is the fastest and easiest way for girls to reach their goals. This is a safe and secure website that girls/parents log onto to set goals, solicit customers and track orders. www.abcsmartcookies.com
7. If you are a Junior level or older Troop, discuss if you would rather: earn the girl rewards OR earn an additional $.10 per package in troop proceeds OR earn additional $.05 per box plus t-shirt, hoodie and slippers. This should be a majority girl vote.
8. Make sure the girls and parents understand they CANNOT SELL DOOR TO DOOR PRIOR TO JANUARY 1st. Online and in person order taking begins on January 1st.

What if a girl has parents who are separated or divorced?

- Have each parent complete their own Parent Permission Form
- Provide each parent with his or her own Order Card.
- Handle the sale as if two girls were selling.
- Each parent picks up their own cookies and keeps separate receipts.
- This alleviates confusion about who is responsible for the product and money due.
What happens in January?

1. Girls may begin taking orders with the Order Card as early as January 1st AND selling on Smart Cookies online on January 1st.

2. Troops place their INITIAL ORDER IN Smart Cookies no later than January 9th by 11:59 p.m. In December, you will receive an email link to log into Smart Cookies. Smart Cookies is the online cookie ordering system from ABC Bakers. You will use Smart Cookies to place your Initial Order, order additional cookies throughout the sale, track girl totals, register for booth sales and order individual girl recognitions. IF YOU DO NOT PLACE AN INITIAL ORDER, YOU MAY NOT PICK UP COOKIES AT THE COOKIE CUPBOARD UNTIL AFTER FEBRUARY 8TH!

   - Go to: www.abcsmartcookies.com
   - Use log in and password that was created for you. If you cannot log into Smart Cookies, please contact your Service Unit Cookie Manager for assistance.
   - Click My Troop at the top of the screen.
   - Click Troop Information - make sure your choices for Troop proceed and recognition plans are correct. The system will default to the majority so if you are an older troop and want a different option, you need to make sure you update your option.
   - Enter or update information in all fields and click Edit Troop to save your data. An email address is required for each Troop. If you do not have an email address, enter a valid email address for another adult Troop member.
   - Click on ORDERS tab at the top, then click TROOP INITIAL ORDER.
   - Click on COOKIES to place a troop order.
   - Remember you are placing a Troop order for each variety in FULL CASE quantities. There are 12 packages in a case. Orders should be placed based on how many cases your Troop needs to begin the sale. You can always order additional cases after this first Initial Order. Make sure you order enough to cover your parents’ orders and the first weekend of booth sales (Feb. 1st – 3rd.) Look at what you ordered for Initial Order in Smart Cookies last year. This will help you determine what you need. If you are brand new troop, you can find tiered recommendations of what to order on our website at gskentucky.org under COOKIES AND MORE.
   - Save the order. You can always edit your order up until the lock out date which is shown in red at the top.
   - Check with your Service Unit Cookie Manager when cookies will be delivered to your Service Unit and put it on your calendar!

Week of January 24, 2019 for Licking Valley and Fayette County troops – log into Smart Cookies and follow the instructions to apply for Booth Sales that are secured and organized by the council. For other troops, check with your Service Unit Cookie Manager for booth opportunities.
Unleash your G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader)™ potential for a chance to win the...

**COOKIE ENTREPRENEUR EXPERIENCE**

Featuring the DC Super Hero Girls, plus an all-expenses-paid trip to sunny California for incredible behind-the-scenes VIP adventures at Warner Bros. Studio!

**24 WINNERS NATIONWIDE!**

Brought to you by WB and DC

---

**Here’s how to enter:**

Highlight your unique **Cookie Pro** story by:

- Answering a set of multiple-choice questions
- Creating your very own **mini graphic novel** (it’s easy with our handy template!)

Find entry details, official rules, submission tips, and downloadable mini-graphic novel templates at girlscouts.org/cookiepro
Cookie Delivery for Initial Orders happens from January 24th thru February 1st

You should receive notification at least one week before delivery where and when your Service Unit Cookie Delivery will happen.

What should I expect at cookie delivery?
Each delivery site is a bit different but here are the basics:

- Arrive at your assigned or chosen time.
- Be sure to use a vehicle large enough to hold all your cookies at once. See the chart below for general guidelines on how many cases will fit in your car. Please note that this guide is accurate if your car is free of car seats, strollers and the like. If you need multiple vehicles to pick up your order, be sure you arrive and get in line together.
- You are required to get out of your car and count the cookies. Your troop is responsible for the cookies that you sign for.
- If there is an error, notify a delivery worker immediately. If you get home and find an error, contact your Service Unit Cookie Manager immediately.
- If due to an emergency your troop misses your cookie pick up, contact your Service Unit Cookie Manager immediately.

<table>
<thead>
<tr>
<th>Car Type</th>
<th>Case Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact Car</td>
<td>1–35</td>
</tr>
<tr>
<td>Standard Car</td>
<td>35–50</td>
</tr>
<tr>
<td>Standard Wagon</td>
<td>50–75</td>
</tr>
<tr>
<td>Standard Pick Up</td>
<td>100</td>
</tr>
<tr>
<td>SUV/Mini Van</td>
<td>75–150</td>
</tr>
<tr>
<td>Standard Van</td>
<td>150–200</td>
</tr>
</tbody>
</table>

Delivery to your Girl Scouts and families:
Follow these easy steps to ensure a successful delivery to your parents and girls:

1. Notify the parents of the date, time and location that they can pick up their order. Give yourself enough time to get home, unload and prepare the orders.
2. Sort all cookies and orders before you let any parents pick up cookies.
3. Prepare cookie receipts for each girl. When parents pick up, have them count and verify their order. **Complete a receipt for every cookie transaction**. Provide each girl with a money envelope with her balance and the dates it’s due.
4. Remember, parents are responsible for all cookies that they sign for. **You must write a receipt each and every time cookies or money exchanges hands!** Keep your receipts in a safe place with the Parent Permissions Forms.
5. If you have a girl with separated parents, be sure that the parents pick up their separate orders.
6. Remind parents that if they need more cookies, you will need to know by Friday weekly in order to place a Planned Order for more by Sundays.
What is a Cookie Booth?
Cookie Booths allow girls an opportunity to reach their goals and make a difference in their community! Troops use their extra cookies or pick up additional from the Cookie Cupboards and take to the customers at booth locations set up in front of high traffic locations in the community. The Girl Scout Cookie Booth is not just a "booth"; it is the girl’s storefront for their business.

There are two types of Booth Sales:

1. **Council-Sponsored Booth Sales** – Council will schedule all booth sales in Fayette County and Kroger/Wal-Mart in the Northern Kentucky area since there are so many troops in those highly populated areas. Council will run a lottery drawing for those locations and details will be found in Smart Cookies by January 24th. Troops in Northern Kentucky may solicit other businesses beside Kroger and Wal-Marts, but must follow all the rules listed below under Service Unit Sponsored Booth Sales.

2. **Service Unit-Sponsored Booth Sales** - These are booth sales that the Cookie Manager in that Service Unit may coordinate and schedule. The Service Unit’s booth locations are handled in a variety of ways. Most have a first come, first served basis for booth reservation or a lottery system. Some Service Units allow troops to solicit their own booth sales directly with the store manager. If you would like to organize your own booth sale, please contact the Service Unit Cookie Manager in that area to see how to go about holding your own booth sale. Check www.gskentucky.org for a detailed listing of all county Service Unit Cookie Managers with contact information.

**Cookie Booth Sale Application Form**
For Service Unit Sponsored sales secured by Troops, you can fill out a 2019 Booth Sale Application Form (found on gskentucky.org) requesting times and dates for your booth sale. Turn this form into your Service Unit Cookie Manager and you will receive a confirmation prior to your booth sale.

_Do not schedule booth sales in other Service Unit areas or Council jurisdictions unless permission has been obtained by the Service Unit Cookie Manager in that area._

**What is 5 for Five and how does it work?**
5 for Five is a contest for customers and a sales strategy for your girls. Each time a customer purchases five packages of cookies (anytime during the cookie sale) the girls can give them a coupon for an entry into a drawing to win five cases of cookies! Each cluster will have a separate drawing.

The average customer purchase is three packages. The girls can use this to up sell their orders. Copies of the 5 for 5 coupons can be found in the back of this book on page 22. Feel free to make copies as needed. Completed coupons must be dropped off at your closest Service Center Shop NO LATER THAN March 30th.
Cookie Booths

February

Booth Sale Rules and Guidelines:
*Please Review!!!*

*Both Council-sponsored and Service Unit-sponsored Cookie Booths adhere to the booth sale rules and guidelines.*

- Girls must be present when holding a booth.
- Bring your own table and chairs.
- Take your confirmation with you.
- There must be adult supervision of the girls (two adults). Two or three girls is a good number to have working the booth.
- Have Permission Forms and medical information on hand.
- Be able to make change and keep money in a cash box, cash bag or somewhere safe and out of site. Once you have a large amount of cash, it is recommended to lock it in your car away from the booth. Make sure you have two adults taking the money indiscrretly to the car or deposit into your troop account.
- Be sure to use a counterfeit pen to check large bills.
- Protect the cookies from rain, moisture and direct sun.
- Girls should be polite and mind their manners at all times. Proper and courteous behavior is mandatory. Remember you are selling the Girl Scout program as well as cookies.
- Adults should also be polite and remain calm in times of conflict. You are the role model for the girls.
- Girls participating in the booth should stay in the booth area at all times and not be disruptive to the business.
- Be respectful of the store, employees and customers.
- Keep booth area clean at all times. Clean up all trash and empty cases.
- Thank the store manager before you leave.

**Suggested amount of cookies needed for a booth sale:**

Booth sales are a quick way for troops to sell to a large group of people in a short amount of time. On the average, troops will sell 4-6 cases an hour based on LOCATION, TIME AND WEATHER. For an average 3-hour booth sale, you can expect to sell 15 cases. A recommended amount to take would be:

- 1 Case Thanks A lot
- 2 Cases Lemonade
- 1 Case S’mores
- 1 Case Shortbread
- 1 Case Peanut Butter Sandwiches
- 3 Cases of Peanut Butter Patties
- 3 Cases of Caramel Delites
- 3 Cases of Thin Mints
Cookie Cupboards February

**What is a Cookie Cupboard?** Cookie Cupboards are locations throughout the council that offer additional cookies for pick up after Initial Order.

**Cookie Cupboard Basics:**
- You place a **PLANNED ORDER** in Smart Cookie every week by Sunday at 11:59 p.m. This order will be available to be picked up the following week at a cupboard location of your choosing. Planned Orders are an estimate of what cookies your troop will need through the next week, including the weekend. They are entered each week to guarantee availability of cookies at the cupboard. We want to make sure that all cupboards are stocked each week with the correct number of cases of each variety your troop needs.
  
  **Note:** **Troops are financially responsible for all Planned Orders placed in Smart Cookies the last 2 weeks.**
- You can go to any cupboard in Girl Scouts of Kentucky’s Wilderness Road Council to pick up.
- You **MUST** bring a Cupboard Authorization Card (see below) even if you are the Troop Leader or Troop Cookie Manager.  
  * **Hint:** Fill the form out and take a picture with your phone!* 
- There are no returns on any cookies.
- Keep your cupboard receipts and verify that they were entered into Smart Cookies correctly. If there is an error, contact the Cupboard you picked up cookies from.
- Most Cookie Cupboards are in volunteers’ homes. The main cookie cupboards are at the Service Centers. Keep in mind that the cupboard managers have volunteered their time and homes to help us. Be considerate of their household. After January 15th, you can check www.gskentucky.org for locations and hours of operation of all cookie cupboards throughout our council.
- **All cookies picked up must be in full case quantities.** The last two weekends, you may combine 12 boxes of different varieties to equal 1 case.

**How do I place a PLANNED order to pick up at a Cookie Cupboard?**

Log onto abcsmartcookies.com

- Hover over the **Orders tab** and click on **Planned Order**

Pick a Cupboard

- The Planned Order screen shows the Troop number, Troop contact information and the Cupboards that are available to the Troop to pick up additional cookies from
- Choose a Cupboard by clicking on and highlighting it - **Click Continue**

Set up Delivery and Quantity of Order

- Once the Cupboard is chosen, the edit option is available if there are other locations to choose from and you want to pick a different Cupboard to pick up from. To change locations click edit and select again.
- When you select the Cupboard, you’ll see a list of dates indicating the days the Cupboard is available for pickups. Select a date and click continue.
- Select a time that suits your schedule. Click save.
- You may edit your cupboard, date and time selections by clicking edit under the appropriate category
- The varieties will be shown beneath the cupboard information.
- Enter the number of cases. There is a field for Order Notes available. Click Save

**What happens if I do not pick up my PLANNED ORDER on my scheduled pick up date?**

Cookies not picked up by noon on the day after your PLANNED ORDER PICK UP DATE, will go back into inventory for other troops.

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**Girl Scouts of Kentucky’s Wilderness Road - Cookie Authorization Card 2019**

This card must be present to pick up cookies from any cupboards.

**Troop #** ____________________________________________

**Service Unit** ____________________________________________

**Troop Cookie Manager:** ________________________________

**Name and Phone # - Print please** ________________________________

**Troop Cookie Manager Signature** ________________________________

**Adult Authorized to Pick up Cookies:** ________________________________
Money Management

Money and Deposits
All money collected for cookies will be deposited into YOUR OWN TROOP BANK ACCOUNT. When the Troop Cookie Manager signs the online Troop Manager Agreement form it includes your troop’s bank account information. This also gives permission for the council to sweep cookie money due. The schedule of sweep dates can be found on the bottom of this page. All checks should be made payable to your troop.

Money/Cookie Receipt Book
The money/cookie receipt book should be used to document all transactions of cookies or money. Use this receipt book whenever money or cookies change hands during the cookie sale. Please circle “money” or “cookies” at the top of the receipt depending on the transaction. Only ADULTS may sign this form. These forms need to be turned in with an Uncollectible Debt Form if a parent or guardian owes money.

Payment Procedures
The Troop Cookie Manager should handle most of the banking procedures. It is important to get money collected from girls and deposited into your troop checking account as quickly as possible. Tell girls in your troop to bring in their collected money often and set up a deadline for the final collection. As you collect money, you must deposit directly into your TROOP CHECKING ACCOUNT. All checks from customers should be made payable to YOUR TROOP.

Nonpayment
Uncollectible Debt Form (UDF)
Occasionally, we have a parent/guardian who does not pay the amount due for the products their girl scout sold on time. If this happens, please fill out an Uncollectible Debt Form and submit to UDF@gswrc.org at least 5 working days prior to each sweep. Do not delay your paperwork and do not pay for a parent/guardian’s debt with troop profit. The following MUST be attached to this form in order for the council to proceed with collection:
• Parent Permission Form,
• Receipts (for exchange or product and/or money.)

SCHEDULE OF ACH SWEEP OF FUNDS FROM TROOP ACCOUNTS:

1st sweep = March 1, 2019
60% of troop balance as of February 4th due (total sales including Initial Order, Cupboard transfers and Troop transfers, less troop profit and less Uncollectible Debt Forms submitted) will be swept according to total troop balance in Smart Cookies. Totals can be found in Smart Cookies under REPORTS – SUMMARY REPORTS – TROOP BALANCE SUMMARY REPORT.

2nd sweep = March 21, 2019
50% of troop balance due (total sales less troop profit and less Uncollectible Debt Forms submitted) will be swept according to the total troop balance in Smart Cookies. Totals can be found in Smart Cookies under REPORTS – SUMMARY REPORTS – TROOP BALANCE SUMMARY REPORT.

Final sweep = April 3, 2019
Remaining troop balance due (total sales less troop profit and less Uncollectible Debt Forms submitted) will be swept according to the total troop balance in Smart Cookies. Totals can be found in Smart Cookies under REPORTS – SUMMARY REPORTS – TROOP BALANCE SUMMARY REPORT.
Tips for Preventing Leftover Cookies

Even the most seasoned cookie-selling troops can end up with a few extra packages of cookies at the end of the sale. However, troops may have trouble paying the cookie bill if they have several cases of cookies leftover. This can be avoided by following several simple guidelines:

- After Initial Order, troops should order only enough cookies to fill girl orders and/or for one week at a time.
- Troops should know how many packages of cookies the troop has on hand at all times and how many packages the troop needs to fill girl orders or for upcoming cookie booths.
- Troops should communicate and let their Service Unit Cookie Manager know if they have extra cookies that can be transferred to another troop by March 1st. We often have troops that are in need of more cookies and willingly will take them to fill orders they have. Troops would do a Troop-to-Troop transfer in Smart Cookies. **Troops should not wait until the last minute to let someone know.**
- Troops should schedule additional cookie booths or ask girls to take extra cookies on a walkabout.

Who is responsible for cookie funds and cookies?
Responsibility for cookies and cookie money belongs to those adults who are registered as leaders, troop cookie managers and the parent/guardians involved in the sale. Girl Scout of Kentucky’s Wilderness Road Troop Finance Policies state:

#1. Any person in default of a past product sale payment may NOT participate in future product sales and will be released from his/her volunteer position if payment is not received within 60 days of written notification of debt.

#2. Girl Scouts of Kentucky’s Wilderness Road Council will pursue outstanding debts owed to the Council and when practical, debts owed to registered troops/groups up to and including appropriate legal action.

Also, refer to Volunteer Essentials Chapter 5.

Final Steps in Smart Cookies:

Check transfers from Cupboard to Troop in Smart Cookies weekly!
Make sure your Cupboard transfers are correct! If there is a discrepancy, you MUST notify the cupboard manager where you picked up your cookies from!

Due March 27th by 11:59 p.m.:
**TROOP TO GIRL TRANSFERS IN Smart Cookies** (Do this FIRST before ordering your recognitions.)

Log onto www.abcsmartcookies.com

- Hover over the Orders tab, click on Transfer Order in the dropdown.

Selecting Type of Transfer

- Type of Transfer: Select Troop to Girl from the drop down menu which shows these options: Troop to Girl, Girl to Troop, Troop to Troop
- Click on which girl in the Troop will receive the transfer or you can search by the Girl’s name in the Girl search field
- Click the “Reset” arrow on the far right to reset your filters if necessary
- Once filters are set, Click Apply.

Entering Transfer in Package Quantity

- Two types of transfers can be entered on this page: “Packages” and “Booth Packages”

NOTE: we strongly recommend that you use the Smart Booth Divider to enter all Booth sales data and credit Girls accordingly. The Smart Booth Divider is an easy way to distribute booth sale credit to multiple girls quickly and evenly. Use of the Smart Booth Divider also helps Council build a booth library that can provide important data related to booth sale activity that can be used to help Troops prepare for future booth sales appropriately.
In the Package column, enter the number of packages being transferred to the girl by variety to fulfill her Girl delivery orders or for door to door sales. The Girl will assume financial responsibility for these packages and the total transferred will be included in her total sales number for recognition calculation.

If you elect not to use the Smart Booth Divider to distribute booth sale credit to Girls, the “Booth Packages” column can be used to give credit to girls for packages sold at booth sales. The girl will receive package credit towards her recognitions, but she does not assume financial responsibility for booth sales since the money is typically collected by the Troop at the time of the sale.

Enter in the amount of booth packages to transfer to each Girl in package quantities for each variety needed.

Enter any “Order Notes” if needed.

Click Save.

Due March 27th by 11:59 p.m.:
ENTERING GIRL AND TROOP REWARDS IN Smart Cookies

MAKE SURE ALL YOUR TROOP TO GIRL TRANSFERS ARE COMPLETE FIRST.
The system populates on the amount of boxes that are transferred to each girl.

Log on to www.abcsmartcookies.com
Hover over the Recognitions tab and click on Create Recognition Order
Click MAIN on Plan Type (MAIN= Recognitions for the girls)
Click “Create Order” button on the far right to begin the order
Click “Cancel” to delete and start over.

Reviewing the Girls Early Recognition items
Click on the individual girls name in red and verify their order OR click on the Review button at the bottom of the order and it will review all girls at once
Her name will be listed above the Recognition range that she has earned thus far
Depending on the chosen recognition plan, the item(s) in the Recognition Range needs to be reviewed and selected
Once all names have been reviewed, click Save and Exit to complete the review or click Cancel to exit out of the review process.

Once the Recognition Order has been saved, the Manage Recognition Order screen appears.
The Recognition Order provides the following information:
Status – either Red “R” for needing Review, Black “R” for already Reviewed
Pencil Icon for editing the order
Trash can for deleting the order
Order can be exported into a spreadsheet
Order can be filtered to show certain columns
Search field box for specific data chosen
Girl Rewards

Check out the cumulative rewards that girls can earn...

Older girl option (Junior age and up)

Girls may opt out of these recognitions and pick one of the two other optional plans:

- Opt out completely of all above recognitions (except the patches) and receive $.10 per package -OR-
- Earn an additional $.05 per package, but also earn special girl rewards such as t-shirt (200 packages), Hoodie (600 packages) and slippers (750 packages.)
Adult Rewards

Check out the cumulative rewards that adults can earn:

If a troop has 100% of girl participation and the per girl average is 200 packages, you will earn 2 tote bags!

If troop has 100% of girl participation and the per girl average is 300 packages, you will earn this awesome Insulated Tumbler.

Don’t forget to check out your local Girl Scout Shops for additional Cookie merchandise available to purchase in December!

Awesome T-shirt for Adults to purchase!
If your adults would like to purchase a VOLUNTEER COOKIE T-SHIRT THIS YEAR, fill out the form below along with a check and mail them in NO LATER THAN MARCH 1, 2019. T-shirts will be distributed in May with the girl rewards. Absolutely NO order forms will be processed after March 1st!

Volunteer Cookie T-shirt Order Form
Name: ________________________________
Service Unit Name: ____________________ Troop: __________
Quantity: _____Adult Medium ($12) _____Adult 2XLarge ($14)
            _____Adult Large ($12)      _____Adult 3XLarge ($14)
            _____Adult XLarge ($12)

Total # of shirts _____ @ $12 each = ______________________
Total # of shirts _____ @ $14 each = ______________________
Enclosed is my payment for total of: $________________

Make checks payable to GSKWRC

Must mail or drop off to: Carolyn McNerney, 495 Erlanger Road, Suite 102, Erlanger, KY 41018 BY MARCH 1, 2019 – No exceptions after this date.
WOW! HALF PRICE SHIPPING THIS YEAR

Half Price Shipping Fee for online orders of 5+ boxes

Here’s how it works:

- All registered girls will receive an email on January 1 with a link to help them get started selling Girl Scout Cookies Online.
- Customers that receive e-cards from girls can have Girl Scout Cookies shipped directly to their doorstep.
- Customers can order ANY variety and quantity of Girl Scout Cookies.
- Girl Scout Cookie Lovers who purchase 5 or more boxes will pay half price shipping per order. The reduced shipping fee will appear in the online checkout, no promo code needed!

OPERATION SWEET TREAT

IF YOU CAN’T EAT ‘EM...TREAT ‘EM!

Girls can earn this cool one of a kind Operation Sweet Treat Patch by selling 5 or more boxes of cookies to be donated to our Cookie Share Program. Customers purchase cookies to be donated to either our military through Operation Troop Aide OR to our Kentucky State Police Department. It's a win-win.

If you can’t eat ‘em........treat ‘em!
5 for 5 Coupon
Purchase 5 boxes for a chance to win 5 Cases (60 boxes) of Girl Scout Cookies!

Thank you for investing in a Girl! Your purchase helps build 5 life skills, Goal Setting, Decision Making, Money Management, People Skills and Business Ethics.

Customer Name________________________ Email address________________________

Phone Number________________________ Troop Number________________________

We will only call you if you WIN the 5 cases of cookies – contest in April, 2019.
Please drop off at your nearest Service Center by March 30, 2019!

5 for 5 Coupon
Purchase 5 boxes for a chance to win 5 Cases (60 boxes) of Girl Scout Cookies!

Thank you for investing in a Girl! Your purchase helps build 5 life skills, Goal Setting, Decision Making, Money Management, People Skills and Business Ethics.

Customer Name________________________ Email address________________________

Phone Number________________________ Troop Number________________________

We will only call you if you WIN the 5 cases of cookies – contest in April, 2019.
Please drop off at your nearest Service Center by March 30, 2019!
Make copy, glue on back of cookie case & display at booth sale to promote Operation Sweet Treat

OPERATION
SWEET TREAT

IF YOU CAN’T EAT ‘EM...TREAT ‘EM!

Consider donating a box or two to Operation Sweet Treat. Cookies you donate will go to:

- The Military
- Kentucky State Police
- Trooper Island Camp
DID YOU KNOW?

- Each season, Girl Scouts nationwide sell almost 200 million boxes of Girl Scout Cookies!
- For every box of Girl Scout Cookies you buy, more than two-thirds of your purchase price stays right in your community.
- Troops who have cookie booths are almost twice as likely to accomplish their goals as troops who do not.
- If the number of Girl Scout Cookies produced by ABC Bakers in a season were laid end-to-end, they would stretch for 12,000 miles – over halfway around the world!
- The number one reason people buy Girl Scout Cookies is to support Girl Scouting!

<table>
<thead>
<tr>
<th>For more information, contact your Service Unit Cookie Manager, your Local Council Office OR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carolyn McNerney</td>
</tr>
<tr>
<td>Product Sale Director</td>
</tr>
<tr>
<td>1-800-475-2621, ext. 1312</td>
</tr>
<tr>
<td><a href="mailto:cmcnerney@gswrc.org">cmcnerney@gswrc.org</a></td>
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