





2026 Cookie Book



1000+ Box Sellers Ceremony 2024

Check out our new cookie for 2026!!

Page 4

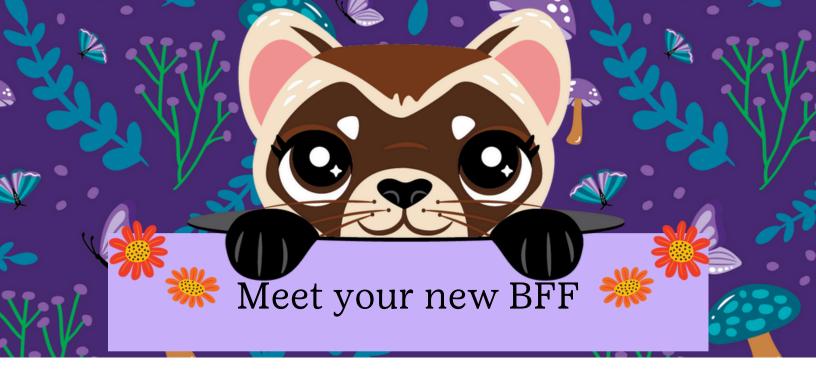
Explore the NEW reward section featuring new reward tiers and choices

Page 24 - 28

Learn how to manage your sales with Smart Cookies and Digital Cookies Page 18 - 22

Service Unit Cookie Manager Info

Name:	Email:	Best Time to Call:
Service Unit:	Phone:	Please Don't Call After:



Use these black footed ferret fun facts to kick off your cookie season. Will you turn them into a game? How about a package of cookies as a prize for whoever gets the most correct!

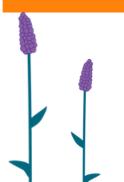
The black footed ferret is the only ferret species native to North America

Average life span in the wild is 1-3 years, and 4-6 in captivity

They were thought to be extinct until 1981 when a few were found in Wyoming. Today over 400 live in the wild thanks to captive breeding and reintroduction and cloning.

They are nocturnal, most active at night, and fossorial, living underground

Natural habitat is the grassland ecosytem in the North American plains



Black-footed ferrets are dependent on prairie dog colony health, as they are their primary source of food!

Explore More.

There's always more to explore as a Girl Scout.





Right now, Girl Scouts all over the world are exploring who they are, what they can do, and all they can become.

Get the scoop on

Exploremores™, the latest in

Girl Scout Cookies! These rocky road ice
cream-inspired sandwich cookies—filled
with the delicious flavors of chocolate,
marshmallow, and toasted almond
flavored crème—reflect the spirit of
exploration at the heart of every Girl
Scout.







Troop Checklist





\square My girls and at least two adults are registered for the current year.
\square I have a current background check on file with Council within the last 3 years.
☐ I completed the online Troop Manager Agreement and ACH information and have agreed to take responsibility of the annual Girl Scout Cookie Program for my troop (this can be found on gskentucky.org under 2026 Cookie Program Tab.)
☐ I have completed the 2026 cookie training (online or in person). ☐ Hold a parent meeting in December. Explain deadlines, rewards, Digital Cookie platform for girls/parents, expectations, and collect signed parent permission responsibility forms in person or online. Distribute girl order forms. The link for the online parent permission respondsibility forms will be sent in late November. ☐ Receive the link to log into Smart Cookies and Digital Cookies and update my contact information. Review how to place the troops initial cookie order and any future planned orders in smart cookies.
\square Enter the troop initial order in Smart Cookies by January 11 th by 11:30 pm EST.
\square Sign up for our lottery booth sale selections starting January 24th for booth sale opportunities.
\square Pick up troop's initial cookie order January 30-31 st for NKY and Central KY troops. For all other areas, delivery stations will receive orders between January 30 th and February 5 th and troops will be notified of their pickup date the week prior.
☐ 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. Enter all receipts for cookie transfers into Smart Cookies regularly so inventory and the Girl Balance Summary stays up to date.
\Box Prepare for your cookie booths. Get your materials together and a schedule for your parents and girls. Review booth sale rules on page 39.
\Box Attend your cookie booths promoting Cookies for Heroes and the Buy 5 Program to maximize sales (see page 46 for additional coupons to print.) Be sure to make deposits after booths into your Troop Bank Account.
$\ \square$ Participate in National Cookie Weekend by encouraging girls to participate in a "Walk About."
\Box Collect money from girls/parents often and deposit immediately into Troop Bank Account. Provide receipts for all money collected and enter the transactions into Smart Cookies weekly so the Girl Balance Summary stays up to date.
 □ Be sure you have enough money in troop bank accounts to cover your four sweeps by using the Sweep Amount Calculation (shown on page 31). □ Complete the Troop Bank Balance Self Report form at least 5 days prior to each bank sweep.
☐ Submit any UDF (uncollectible debt forms) 5 days prior to each sweep date.
Communicate with the Service Unit Cookie Manager regarding any excess supply of cookies by March 1 st so possible transfers and/ or arrangements can be made with other local troops. Cookies can NOT be returned to cupboards or council. (Excessive supply = number of unsold cookie packages are greater than 20% of total
cookie packages ordered during entire sale.) \Box Reconcile the sale with each girl, collecting all her money due and gathering her final reward selections. Enter rewards for levels up to 500 into Smart Cookies by April 3 rd . Spark Point selections will sent to council at that time
also.
Receive girl rewards from Service Unit Cookie Manager and immediately distribute to each girl.



Calendar at a Glance



January 2026

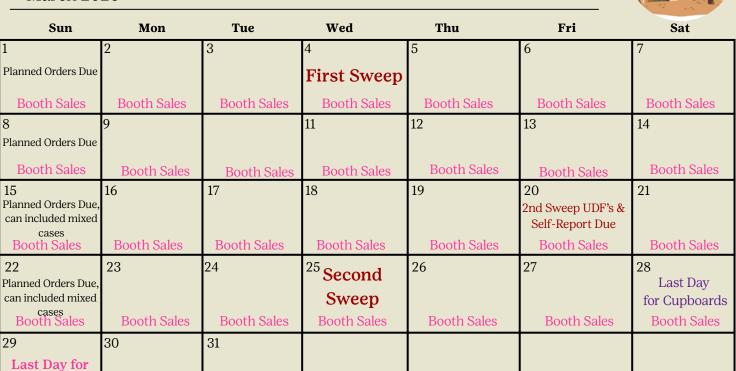
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Girls can begin selling ONLINE and IN-PERSON	2	3
4	5 Last date to meet readiness requirements and still place Initial Order	6	7	8	9	10
11 Troop Initial Order Due	12	13	14	15	16	17
18	Last day for Service Unit Booth Files to be included in Booth Lottery	20	21	22	23 Council and Service Unit Booth Selection Lottery	24 Council and Service Unit Booth Selection Lottery
25 Council and Service Unit Booth Selection Lottery	26 Council and Service Unit Booth Selection Lottery	27 Council and Service Unit Booth Selection Lottery		29 Council and Service Unit Booth Selection Lottery	30 Central KY Mega Drop Stations, Cupboards, & Private Delivery	31 Northern KY Mega Drop

February 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
Planned Orders Due	Delivery	Delivery	Delivery	Delivery	Cupboards Open	
Delivery Stations, Cupboards, & Private	Stations, Cupboards, & Private	Stations, Cupboards, & Private	Stations, Cupboards, & Private	Stations, Cupboards, & Private	Cookie Booth Begins	Booth Sales
8	9	10	11	12	13	14
Planned Orders Due						
Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales
15 Planned Orders Due	16	17	18	19	20 Pre-Sweep Self-Report and UDF's Due	21
Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales
22 Planned Orders Due	23	24	25 Pre-Sweep for "New/At Risk" Troops	26	27 First Sweep UDF's & Self-Report Due	28
Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales	Booth Sales

Calendar at a Glance





April 2026

Cookie Booths

			1	2	³ Transfers and Reward Orders Due	4
5	6	7	8 Final Sweep Self-Report and UDF's Due	9	10	11
12	¹³ Final Sweep	14	15	16	17	18



Click here or scan the QR code to stay up to date with the latest calendar updates!



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Ways to Participate in the Girl Scout Cookie Program

Ready to help your Girl Scout get the most out of cookie season? No matter how they take part in the Girl Scout Cookie Program, they'll grow their people skills, learn to set goals, make smart decisions, and so much more. Talk with them about which options they're excited to explore this year!



Text or Call Friends and Family

Is this your Girl Scout's first time running their own cookie business? Texting or calling friends and family is a great way to help them feel comfortable connecting with cookie customers. If your Girl Scout has a busy schedule, this is a flexible option.

Digital Cookie®

Is your Girl Scout ready to take their digital marketing skills to the next level? With the Digital Cookie platform, Girl Scouts can ship cookies directly to customers, accept orders for cookie donations, or schedule an in-person delivery. This way, your Girl Scout can reach their sales goals no matter what their schedule is like.

Door-to-Door Deliveries

Going door-to-door is a great way for your Girl Scout to perfect their sales pitch! Get out in your community and sell in your own neighborhood. Use door hangers and business cards for customers who aren't home. They'll also grow their people skills by meeting new neighbors (with the necessary adult supervision, of course).

Cookie Stands

Would your Girl Scout feel more comfortable on their own turf? Cookie stands, similar to lemonade stands, are set up in front of a residence on private property, where they'll market their cookies to customers in their neighborhood.

They're a great way to ease more introverted Girl Scouts into connecting with their communities. This can be fun for the whole family!

Cookie Booths

Cookie Booths are a great way to interact with new customers, develop teamwork, and have fun. Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, mall, bank, or even a drive-through booth in a parking lot) where they can practice their business skills with new customers.

Note: cookie booths must be coordinated by troop cookie managers; may only happen at council-approved locations; and must be legally open to, accessible, and safe for all girls and potential customers.)

Connect With Your Community

The possibilities are endless!
Girl Scouts team up with
their parents/caregivers
to sell cookies to their
employees and coworkers,
at places of worship, and at
community groups. From
preparing a corporate pitch to
selling cookies in bulk to car
dealerships, real estate agents,
or financial institutions, there
are so many ways to grow your
cookie business.

Participating in the cookie program helps power Girl Scouts' adventures throughout the year. It's also a fun way to learn important skills for future careers and in life including goal setting, decision making, money management, people skills, and business ethics.

Include the 5 Skills

Through the Girl Scout Cookie Program, Girl Scouts gain these 5 skills and learn to think like entrepreneurs!



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.



Decision Making

Girl Scouts learn to make decisions on their own and as a team.



Money Management Girl Scouts learn to create a budget and handle money.



People Skills

Girl Scouts find their voice and build confidence through customer interactions.



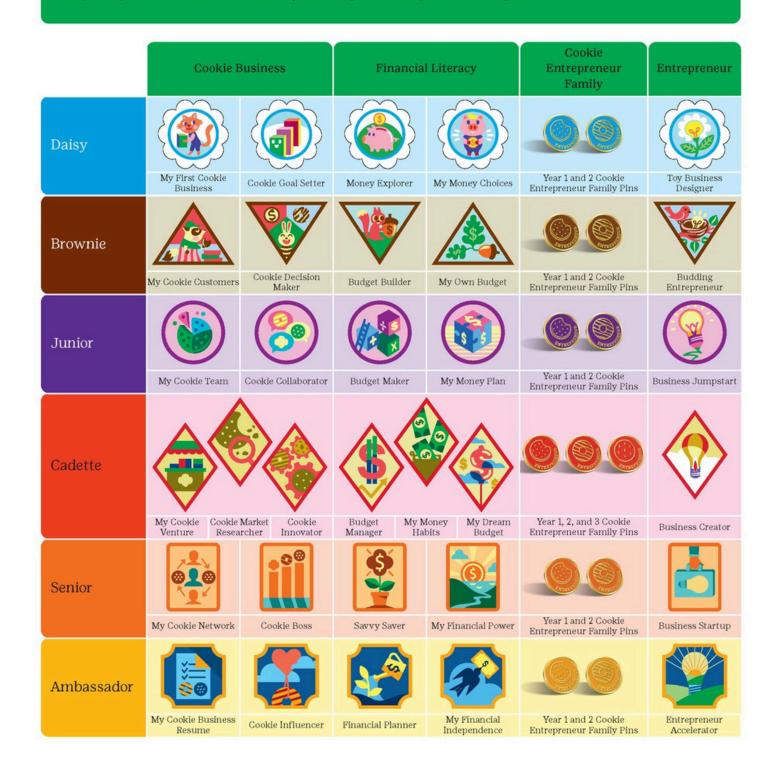
Business Ethics

Girl Scouts learn to act ethically—both in business and life.



Entrepreneurship Badges & Pins

When you sell Girl Scout Cookies, you practice-goal setting, decision making, money management, people skills, and business ethics—as you learn to think like an entrepreneur. You can earn badges and pins each year you run your own Girl Scout Cookie business. Then explore your own business idea by earning an Entrepreneur badge.



What's in a Box?

Every box invests in Wilderness Road Girl Scouts. 100% of proceeds stay local within our council.

Powering Girl Leadership

Where does the money go? For 2026, here's a snapshot estimate of price breakdown when a Girl Scout sells one package of cookies.

\$6	%	Money from 1 package of cookies
\$1.40	23.33%	Cost of the cookies
\$0.84	14.00%	Troop Proceeds
\$0.38	6.33%	Seller Rewards
\$0.20	3.33%	Cost to run the Cookie Program
\$0.60	10.00%	including credit card processing fees and shipping promotions Camps & Properties
\$0.20	3.33%	Recruiting New Girls
\$0.40	6.67%	Adventures & Programs
\$0.73	12.17%	Services & Support to Members
\$0.20	3.33%	Marketing
\$0.20	3.33%	Training
\$0.15	2.50%	Connectivity & Technology
\$0.25	4.17%	Fundraising the Future
\$0.45	7.50%	Council Business & Operations

^{*}Disclaimer: Figures do not include gluten-free varieties. The gluten-free cookies have a cost of \$2.56 per box. This lower profit margin means there will be a decrease in investments in our properties, programs, and people.











How the COOKIE CRUMBLES

Did you know that every service provided by Girl Scouts of Kentucky's Wilderness Road is subsidized for our members? It costs \$320 per girl to give her the Girl Scout programmatic experience for just one year. The Girl Scout Cookie Program not only gives girls funds for the troop, but it also supports all of our services to volunteers, Caregivers, and girls. Proceeds from the Cookie Program also helps maintain our camp facilities and properties so they are not only adventurous but safe for our girls. It is important to remember that "council" is all of us. Every penny from the Cookie Program stays within our council after we pay our vendor and program costs.



Cookie Basics

What are the benefits to participation?

By participating in the annual Girl Scout Cookie Program, not only do your girls learn the 5 Skills for Girls Entrepreneurship, but it is also supporting your troop and council. YOU, as an adults will also gain skills and experiences to transition into a business mindset.

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
- Signed Troop Manager Agreement
- Completed Cookie Training



New/ At Risk Troops

New troops or troops identified as "at risk" will be able to participate in the cookie sale with additional participation requirements. These requirements are being implemented in an effort to give these troops the best possible chance for a successful sale.

- Existing "at risk" troops would have a new volunteer take over the Troop Cookie Manager role if possible.
- Troop leader and/or Troop Cookie Manager must attending IN PERSON Cookie Training
- Cookie inventory will be monitored and maximums considered throughout the sale

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 page 31 for detailed steps to money management success.
- 4. All girl rewards earned by 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.
- 6. The safe storage of all cookies so they are not kept near pets or heat. (We might look to see if there is better wording somewhere about cookie storage safety/recommendations).

Each family is responsible for:

- 1. Payment and delivery to customers of ALL cookies ordered and picked up for their Girl Scout.
- 2. All monies collected from customers for purchase of cookies. Turn in monies for all cookies by the deadlines set by Troop Manager.

Key Dates:

Online and in Person Sales Beging – Jan 1, 2026 Initial Orders due – Jan 11, 2026 Delivery – Jan 20 – Feb 5 Booths Feb 6 – March 29



Cookie Basics

There are 9 great flavors of cookies that will sell for \$6 per package this year.

*Gluten Free cookies have to be preordered by the troop in October. Contact your Service Cookie Manager or the council for options if you have requests for these cookies to fill.

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 a <u>NO</u> 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. To calculate the PGA, take the total number of packages sold by your troop divided by the number of girls selling. Based on the number calculated, use the chart below to see what your troop will earn per package sold. Don't worry, Smart Cookies will figure your PGA at the end of the sale and use it to show your amount due in the Troop Balance Summary report.

PGA	Rate per Package
1-199 packages	\$.84
200-299 packages	\$.90
300+ packages	\$1.02

What else can my girls earn by participating in the sale?

This year, we have taken into account your feedback to redesign the rewards structure and what is offered! The girls will have the opportunity to put their decision making and goal setting skills to the test as they will have many options to choose from! 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 pages 24 - 28.

All your favorites are back-



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. Explore More T-Shirts are available by order, see page 30 for more details.
- Buddy up. Always use the buddy system. It's not just safe, it's more fun!
- Be streetwise. Sell in familiar areas and neighborhoods.
- <u>Partner with adults.</u> 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. Girl Scouts who reach the age of 18 but are still Ambassador Girl Scouts are not considered "adults" and cannot sell alone or be the "adult" supervising the sale.
- <u>Plan ahead.</u> 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.
- <u>Do not enter.</u> 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.
- <u>Protect privacy and be net wise.</u> Do not give out girls' name and addresses. Use adult emails whenever possible.
- <u>Be safe on the road.</u> Always follow safe pedestrian practices, especially when crossing at intersection or walking along roadways.

Digital Cookies accepts credit cards!

- Accept credit card payments easily at booth sales and for girl delivery orders thru the Digital Cookies App.
- · Council absorbs all credit card fees.
- Track booth sale credit card payments via dashboard or report.
- Utilize the Smart Booth Divider (in Smart Cookies) to credit girls for all booth sale packages sold.
- Visa, MasterCard, American Express and Discover cards accepted. As well as Venmo and Paypal.
- Troops may still opt to use another credit card provider (square); however, troop absorbs transaction and all associated fees if you choose to use a different system.

Training

- All troops MUST have at least one adult trained for the cookie sale.
- Service Unit trainings for Troops will be held in November.

ACH Procedures

- Troops must have a troop bank account and check if it is active.
- 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 troop 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 Feb 25- April 13, 2026
- The total amount due to the council can be found in Smart Cookies under Reports section by running the TROOP BALANCE SUMMARY. This report is based on the most recent data at the time when it is ran and will change regularly as cookies are picked up, credit card payments are taken, etc. A troop's balance due can also be found on the DASHBOARD of Smart Cookies HOWEVER the Dashboard must be REFRESHED in order for it to show the most recent data. If you question the amount shown on the Dashboard, check to see if the amount shown matches the Troop Balance Summary.

Materials

Troops will receive the following materials to help them with all aspects of the cookie sale:

- This handbook and a troop envelope (1 per troop)
- Parent Permission Form, Order Form, Recognition Flyer
- · Receipt books

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 <u>not</u> to social media sites open to anyone (e.g. Craigslist, E-Bay, Marketplace, Yard Sale Sites, neighborhood groups).

Cookie Program Patches

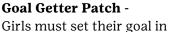
What are some of the patches girls may earn?

Your girls may earn additional 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.



Cookie Online Patch -

Girls must SELL 12 PACKAGES through shipped only in DC Cloud in order to earn this patch.



DC Cloud and send 15 emails in order to earn this patch.





Super Seller Patch -

Girls must SELL 24 PACKAGES through shipped only in DC Cloud in order to earn this patch.

Booth Sale Patch -

Girls must participate in at least 1 booth sale.





Bling Your Booth -

This special patch can be earned by Girl Scouts who "bling out" their booth. Girls can "bling out" their booth however they see fit: with props, glitter, costumes, and more! Take photos and be on the lookout on Social Media and Rallyhood for submission details! The first 150 girls who submit will recieve this special patch.



Wacky Weather Warrior -

We know that sometimes the weather is wacky! This special patch is for the Girl Scouts who brave the cold and the crazy! If you/your troop runs a booth during rain orsnow flurries, take photos and be on the lookout on Social Media and Rallyhood for submission details!. The first 150 girls to submit will recieve this special patch!



GSKWR staff, designated volunteers, and friends will be out in the community acting as "secret shoppers." Girl Scouts who encounter a secret shopper will be eligible to earn a special patch.

Practice your pitch and be ready-- you never know who'll be a secret shopper that day!



2026 Cookie Crossover Patch -

Girls who participated in the Fall Product Sale 2025 can earn this exclusive patch. Girls must have created their own M2 Avatar, sent 18 emails and utilized the "share my site" function for the Fall Product Sale 2025. Then sell 325+ packages of

cookies for 2026 Cookie Program. If earned, patches are sent directly to girls 8-10 weeks after the end of the cookie program.





Smart Cookies 101



Additional Training Coming in January



Smart Cookies is the tool for troop managers to manage their troops cookie sale. Use of this application also allows the council the ability to monitor your troop's sale and help where needed. This application allows for all the tracking of cookie inventory and finances in order to successfully manage your sale for your troop. Not only does it allow for easy input of data, but making changes is also simple.

WE WANT TO BETTER SUPPORT YOU

To better support troops, we are going to be monitoring inventory for all troops more closely this year. We also want to help you better understand your troops financial obligations and help you to better explain to your parents the money they have due.

In order to offer this support, we will need troops to more regularly transfer cookies to girls in Smart Cookies and enter receipts for girls who turn in money on a regular basis. We recommend that troops update this information weekly.

<u>In January, troops will be given additional training on the Smart Cookies application</u>. The training will be available online, at Snow OWL, and we also encourage Service Unit Cookie Managers to cover the information and answer questions during January Service Unit Meetings. Troops will be required to either attend the Service Unit January in-person training (if offered) or watch the online training before they can pick up cupboard orders in February.

Be on the lookout for this important email!

Add <u>noreply@abcsmartcookies.com</u> to your safe sender list!



ABC Bakers provides YouTube training videos to guide you every step of the way! Training can be accessed directly from

www.abcsmartcookies.com/safety-and-training



From: noreply@abcsmartcookies.com <noreply@abcsmartcookies.com>

Sent: Tuesday, November 29, 2022 4:34 PM

To: abcbakers.troop+test@outlook.com <abcbakers.troop+test@outlook.com>

Subject: ABC Smart Cookies Registration

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

https://app.abcsmartcookies.com/#/registration?token=88273fb7-c1e7-4531-9d3e-577860f90a53

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

If you'd like to unsubscribe and stop receiving these emails click here

Making the Most of Smart Cookies

FEATURES:

Dashboard

The dashboard has a lot of valuable information for the troop. However, the Dashboard has to be manually updated in order to show the most recent information available. Any time you are checking the dashboard, be sure to go to the top of the page and refresh. It will show you the date and time that the data is based on.

My Troop

Whether you are logging in as a Troop Leader or a Service Unit Cookie Manager, make sure that your contact information is correct. The email address that is in Smart Cookies is the email address that any system emails will be sent to.

The mailing address, for Service Unit Cookie Managers, is the address that the rewards will be sent to. Making sure both are correct and updated are important.

Recognitions

The recognition section will be accessible later in the sale when it is time to start entering the recognitions that your girls have earned. You will create the Main recognition order for sales up to the 600 box level. Recognitions above the 600 level will be part of our new Spark Points program and you be submitting those orders for the girls separately with the help of the council.



Cookies

The cookies menu provides information about our cookie lineup and each cookie specifically, so you can any answer any questions that pop up!.

Resources

Want some fun clip art to use for a poster or sign? You can find all of the sale images here!

Making the Most of Smart Cookies

Orders



The orders section is where you <u>place orders for cookies</u>. Here you will place your troops initial order, any planned orders from cupboards and your virtual cookie share orders. You can also use the Manage Orders feature to review ALL transfers that have been made and make changes if needed.

In addition to placing orders to pick up cookies, you will use the <u>Transfer Orders option to transfer cookies to your girls as they pick them up.</u> This is a key step in the cookie sale process and one that we will be asking troop cookie managers to do weekly. This will allow the council to see the remaining inventory you have left so we can make sure your cupboard orders do not exceed recommended inventory levels.

Any time you are transferring cookies, you are transferring the financial responsibility of that cookie from one person to the other. It can be from the Troop to the Girl, from Troop to Troop, from Girl to Girl, etc.

Booth

The booth menu allows you to Schedule a Booth either during the Lottery Week or throughout the sale as you pick up additional booths. You can review the booths that you have secured under My Reservations and enter the information for approval of Troop Secured Booths.

All booths are to be registered in Smart Cookies. <u>This gives troops the ability to run credit cards through Digital Cookies</u> with no service fees AND <u>allows the booths to show up on the Cookie Finder site</u> so that customers can see where cookies can be purchased.

Under the My Reservations option, this is where you would cancel a booth if you can not work it. You can also use the feature for the booth called the Smart Booth Divider in order to divide the cookies sold at the booth among the girls who worked the booth.



Making the Most of Smart Cookies

Finances



This section does offers a place for the troop cookie manager to input all moneys collected from girls for their individual sales. This information will have been documented via receipt when received and then should be updated regularly under the Girl tab. By adding in this information, a Girl Balance Summary can be ran in order to show the girl the amount of money they still have due.

Reports

The reports section has a multitude of reports that can be pulled to help you manage your sale for your troop. The most valuable report for the troop is the Troop Balance Summary which shows all transactions applied to the troop from cookie transfers and money collected. From this report, troops can see their balance due AND calculate their sweep amounts as those come due. Interested in how your sale compares to last year? You can also pull reports based on Archived information.

Safety & Training

This is where you can find various training videos that help you to learn all the necessary functions of Smart Cookies.



So many great tools to help you manage the cookie sale! We look forward to our January Smart Cookies Training that will help everyone to more easily, quickly, and accurately manage the sale.

girl scouts

Digital Cookie®

PLATFORM FOR GIRLS/CAREGIVERS

Returning this year for the 2026 Cookie Program, girls will log into the cookie platform, Digital Cookie (DC24.) Girls/parents will not log into Smart Cookies. Email links will be sent from GSUSA by December 22nd.

In the Digital Cookie Platform, girls can set up their own personal cookie store. In this online platform they will be able to set goals, keep track of sales to date, upload a photo or video in a safe environment and share their cookie story.

Check out our website for more information regarding Training information for Digital Cookies for Caregivers after November 21st.



What does that mean for the Troop Cookie Manager?

Troop Cookie Managers will have two log in's for 2026. One for Digital Cookie and one for Smart Cookies. Your Digital Cookie account will connect you to your girls. You will be able to set up your troop links, check to see if your girls have any online cookie orders, see your girl's reward choices and send Cheers to your girls.

Become a Digital Entrepreneur in a Flash!

This cookie season, superpower your sale by adding Digital Cookie to your toolkit.



STEP 1

Register for Digital Cookie

Look for the Digital Cookie registration email in your inbox on or after ______ to register.

If you can't find it, contact your council or visit

digitalcookie. girlscouts.org and click the

"Need help" link.





STEP 2



Set Up Your Site

Take a few minutes to set your sales goal, write your cookie story, upload a fun picture or video. Then publish and be ready to go!

Prepare now by talking with your family about your goals and create a fun video telling customers why they want to support your business.

STEP 3

Add Customers

Add customers to your list and once sales have begun, use Digital Cookie to email them to visit your site. Or share your link or QR code directly with customers.



In Season

Use the Digital Cookie app to sell cookies wherever you go!

The app makes it easy for you to take payment from customers purchasing cookies. Girl Scout's sites must be published before logging into the mobile app.









Track Orders and Inventory

- View/approve your orders.
- See what your customers are buying.
- Make sure you have enough cookies to fill your orders.
- Prepare to deliver to customers.

Send Cheers

Cheer on your troop mates by sending encouraging messages and gifs to boost their confidence. It all helps your troop reach their goals by working together.









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.



Have an amazing cookie season and get ready to reach your goals!

"What If?" Scenarios

What if someone asks you, "What's the difference between Girl Scouts and Boy Scouts?"

- Girl Scouts and Boy Scouts are two completely different organizations.
- Girl Scouts bring their dreams to life and work together to build a better world! And research shows there's no better place to discover their full potential.
- Talk to cookie customers about what the Girl Scout experience has been like for you and your troop.

PRO TIP: Stay positive. Don't put other organizations down. Just lift Girl Scouts up!

What if someone steals money or cookies from the booth?

- Try to get a good look at the offender so you can describe them to security or the police.
- · Call 911, and alert security (if applicable).
- Report any incidents to your council according to its guidelines.

PRO TIP: Never attempt to physically recover stolen items or confront a suspect.

What if someone asks why Girl Scouts use palm oil in their cookies?

- Palm oil is an ingredient found in most baked snacks sold in the U.S.
- Palm oil ensures shelf life and serves as an alternative to trans fats.
- We continue to explore alternatives, but there are no viable or readily available alternatives at this time.
- Girl Scouts of the USA is a member of RSPO (Roundtable on Sustainable Palm Oil) which supports efforts to promote the growth and use of sustainable palm oil products.

PRO TIP: If someone is asking questions that you can't answer, feel free to direct them to the Girl Scouts website for more info.



What if you're approached by an angry customer or someone makes you uncomfortable?

- Try to get a good look at the person in case you need to describe them to security or the police.
- . If the situation calls for it, call 911 and alert security.
- If it feels safe to do so, we want you to feel empowered to capture the person with your smartphone's video, photo, or audio recording to provide evidence to police.

PRO TIP: Never argue or negatively engage with a customer. Try to stay calm.

What if a customer complains about where the cookie proceeds go?

You can say, "Girl Scout Cookie proceeds stay local to power amazing adventures and life-changing opportunities for girls, such as STEM activities, trips, community projects, and charitable donations. The more cookies you buy, the more you help troops and Girl Scouts gain the skills needed to take on the world!

PRO TIP: Always practice good listening skills before replying. Do not engage with someone if the situation escalates.



2026 Cookie Rewards

Rewards for 1-599 packages are cumulative. Choose one item at each level.

1+ Packages



10+ Packages of Care to Share



Achievement Bar noncumulative, awarded at each 100 packages.



25+ ackages Mood Cup



Cookie Dollars

Girl Scouts can choose to redeem these credits in many different ways such as camp, travel, and even membership! Check the following pages for more details! Philanthropist Program

Girl Scouts can choose to be a philanthropist with their rewards. This year's donations will support a local nonprofit, God's Pantry Food Bank. Earn a patch when you choose this option.

75+ Packages

Socks



OR \$5 Cookie Dollars



OR 30 Meals
Donated



150+ Packages Magnetic Shoulder Plush



OR \$8 Cookie Dollars



OR 48 Meals Donated



225+ Packages Stationary Kit



OR \$12 Cookie Dollars



OR 72 Meals Donated



300+ Packages T-Shirt with GSKWR logo



OR

\$15 Cookie Dollars



OR 90 Meals
Donated



400+ Packages BFF Back Pack



\$20 Cookie Dollars



OR $\frac{120 \text{ Mea}}{\text{Donated}}$



23

Membership Reward | 500+

Girls selling 500+ packages will receive a full membership valued at \$65. This will allow troop proceeds to go further towards activities and programs for girls.

Sold more than 600 packages? Congrats! You've earned Spark Points! Choose rewards from this page PLUS your Spark Points on the next page.

Spark Points

In addition to the rewards on the previous page, Girl Scouts who sell 600+ packages earn Spark Points.

Ignite the spirit of entrepreneurship! Spark Points recognizes the moment a bold goal is set and celebrates major milestones reached along the way. From the first sale to the final box, they honor the fire of ambition, the power of progress, and the brilliance of big ideas brought to life.

Girl Scouts earn the number of Spark Points (SP) at their final earning level, but after 3SP they can mix and match from multiple SP levels when selecting their reward. For example, if a Girl Scouts earns 10 Spark Points, they could utilize all 10SP and choose the Louisville Cavern Adventure OR they could mix and match the points and choose Resident Camp (4SP) and a KodakSmile 2-in-1 Instant Camera Bundle (6SP). Girl Scouts who chose to mix and match SP points are limited to one choice per level.

Girl Scouts who earn Spark Points will be contacted by GSKWR via email in April to choose how they want spend their Spark Points.

1 Spark Point: 600+ PKGS

Choose ONE:

- · Pick a Program*
- Themed Hoodie
- Artist Bundle
- \$25 Council Credit
- Donate 150 Meals



2 Spark Points: 800+ PKGS

Choose ONE:

- Girl Scout Movie Night*
- Weekender Travel Bag
- Kendra Scott Jewelry*
- \$50 Council Credit
- Donate 300 Meals



3 Spark Points: 1000+ PKGS

Choose ONE:

- Tickets for 2*
- Custom Converse & Shoelaces
- LEGO Program & Set
- \$75 Council Credit
- Donate 450 Meals



4 Spark Points: 1200+ PKGS

Choose ONE:

- Camp Judy Layne Resident Camp Experience
- Keyboard Bundle
- \$100 Council Credit
- Donate 600 Meals



6 Spark Points: 1800+ PKGS

Choose ONE:

- Design Your World Badge Challenge*
- Kodak Smile+ 2-in-1 Instant Camera
- Bundle, Tent/Sleeping Bag
- \$200 Council Credit
- Donate 1200 Meals



8 Spark Points: 2200+ PKGS

Choose ONE:

- The Gorge Experience & Get Outside Adventure Kit*
- Brother Sewing Machine
- Custom JBL Charge 5 Waterproof Speaker
- \$250 Council Credit
- Donate 1500 Meals





10 Spark Points: 3500+ PKGS

Choose ONE:

- The Louisville Mega Caverns
 Experience & Light Your Way Set*
- Kitchen Aid Classic Series
- Inflatable Kayak & Life Jacket
- Meta-Quest Bundle
- \$300 Council Credit
- Donate 1800 Meals



*Details provided in the Family Guide

Girl Scouts who sell to 1000+ packages will receive a 1000+ Brick and Invitation to Recognition Event.

If initial order is 175+ cases for the Troop - 2 adults will receive a limited edition Girl Scout T-Shirt to be direct shipped to them.

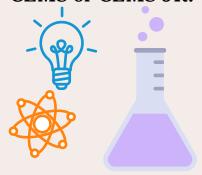


Spark Points Rewards

This year, cookie rewards have got even sweeter! Girls can now earn experiences they'll never forget—fun adventures, exciting activities, and moments to share with friends and family. Every box sold brings them closer to making memories that will last a lifetime. Get ready to dream big, try new things, and have so much fun along the way!

Pick a Program – 1 Spark Point

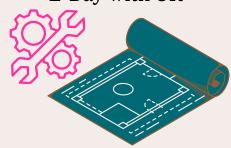
GEMS or GEMS JR.



Get ready to spark curiosity and creativity at GEMS (Girls in Engineering, Mathematics, and Science). This is a fun STEM event for girls in 4th–12th grade, featuring multiple 45-minute workshops. GEMS JR. is designed for Kindergarten–4th grade, with hands-on STEAM activities. Whether your girl is new to STEM or already passionate, it's the perfect place to explore, create, and learn! Both events are held at a local university.

Calling all future engineers! We're partnering once again with the University of Kentucky for their exciting E-Day (Engineering Day) event! This event includes a badge-earning experience with hands on engineering activities!

E-Day with UK



Holiday Express 2026



Get into the holiday spirit with Holiday Express 2026 – a festive, hands-on STEAM adventure held annually at our Lexington office every December! Each year brings a new holiday twist paired with a fun STEAM badge. All supplies will be included and a snack or meal will be provided.

Any paranormal investigators? With this program, girls will start off with a tech tutorial online prior to the event to teach them how to be a pro! Then, the actual Ghost Hunt will take place at a spooky location. Last year was held at Liberty House and its Gardens. This will be for girl's 6th-12th grades and is held in the Fall.

Boo Crew Ghost Hunt



Spark Points Rewards

Girl Scouts Movie Night - 2 Spark Points



Lights, popcorn, action!

- Grab a friend or family member and enjoy a night at the movies.
- As part of this special reward, you'll enjoy two tickets to a recent hit movie plus delicious concessions.
- We're partnering with local theaters across the area to bring this experience to life.
- Final details and locations will be arranged with award earners to make your movie night extra special.

Kendra Scott Jewelry - 2 Spark Points

Girls at this level who have chosen this reward will have the opportunity to enjoy one of two unique experiences:

Option 1:

- Each girl will receive a beautiful piece of Kendra Scott x Girl Scouts jewelry item that was chosen and designed by the council to display your sisterhood.
- This piece of jewelry will be directly shipped to each Girl Scout who selects this unique item.



Option 2:

- Girls can visit the Kendra Scott Color Bar in Lexington, on select dates, to design their own jewelry from a curated assortment.
- Girls will work with an expert to learn the meaning and properties of the stones.
- If a Junior Scout, girls can use this experience towards earing their Junior Jeweler Badge!

Tickets for Two - 3 Spark Points

With this reward, you get to choose your own fun —whether it's riding a dinner train, screaming on roller coasters at an amusement park, racking up points at an arcade, or stepping into another world with a VR experience. The choice is yours, and the memories are yours to keep!



Dinner Train

- Train Ride at Big South Fork Scenic Railway
- Coal Miner's Lunch Included



Camden Park

Admission for 2 with Concessions Options Included On Select Dates at the Huntington, WV locaton



Dave and Busters

- Eat, Drink, and Play Package
- On Select Dates at the Louisville or Florence locations



Verse Immersive

AR Experience Theme Park Admission

Extended Play Additions

Refreshments Included

Spark Points Rewards

Design Your World Badge Challenge - 6 Spark Points

The "Design Your World Challenge" empowers girls to build financial literacy skills through hands-on budgeting and smart shopping experiences tailored to their age level.



- Girls will complete grade-level-appropriate badgework focused on money management, then create a personalized shopping wish list on Amazon based on a set budget.
- Once approved, their chosen items will be purchased and shipped directly to them as a personalized reward for their financial planning efforts.
- If this reward is a goal for your girls, we reccomend she begin the badge work during the sale.

The Gorge Experience - 8 Spark Points

Get ready for the ultimate Red River Gorge Experience!

- Start the day with either a scenic hike OR a relaxing ride on the Sky Lift.
- Then, kick the adventure up a notch ziplining through the treetops.
- Refuel with a famous lunch at Miguel's.
- Wrap up the day with an event T-Shirt and an Adventure Kit to keep the memories going long after the trip ends!



Mega Caverns Experience – 10 Spark Points







Dive into adventure with the Mega Caverns Experience in Louisville!

- Explore underground wonders on the thrilling Tram Tour
- Recieve a Light Your Way Kit to guide your journey and light up the fun!
- Then Soar through the darkness on the underground Zip Lines, or take a stroll through the caverns
- Enjoy delicious local quisine

Learn More About These Rewards!



Exact dates, locations, and details will be determined closer to the reward period. If you have any questions, feel free to follow this link or reach out to the council staff.

Cookie Dollars

Cookie Dollars are a girl recognition item earned for selling Girl Scout cookies.

Here is a list of what they can be used for:

- All Council Sponsored Events
- Membership Dues
- Merchandise Purchased at the Council Shop.
- Council Resident Camp
- Service Unit or Cluster Sponsored Events
- Day Camps
- Girl Scout Destinations (Value is doubled by council)

Things to know:

- Cookie Dollars will be distributed in May/June.
- If using for a registration, you will submit Cookie
 Dollars with your registration form.
- Cookie Dollars are non-transferrable.
- Cookie Dollars expire June 30, 2027.
- Some Cookie Dollars are eligible to not expire for approved destinations, if indicated in advance. If you are planning for a destination let us know at program@gswrc.org!

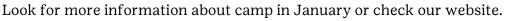
Camp Credits

COOKIES AND CAMP - A WINNING COMBINATION!

Girls need connection more than ever, and camp is the perfect place for it. Whether your Girl Scout is joining us at an event, resident camp or day camp—our camp staff cannot wait to see you around the campfire! Taking girls outside can be a fun time for everyone as girls develop outdoor skills and a passion for nature.

If a Girl Scout sells over 1,200 packages of Girl Scout cookies, they have the opportunity to attend camp at no cost to the Girl Scout or her family! She will earn \$375 worth of camp credits which fully covers some camps, but she has the opportunity to spend them on any camp session she would like.

All campers get to enjoy activities such as climbing the tower, swimming, enjoying songs and campfires, making lifelong friendships and amazing memories. Summer camp runs June and July and each week is a different theme.











Explore More with Girl Scouts

This year, we will have two ways to acquire this limited edition Explore More T- Shirt!

Adventure starts with the Explore More T-Shirt—the perfect gear for your cookie quest!



Initial Order T-Shirt Rewards

Troop Leaders, this is for you! If your troop reaches 175+ cases on your initial order, you will be offered TWO of these limited edition Adult T-Shirts.

Available for Purchase for Girls and Adults

Girls and adults can "suit up" in matching shirts (available in youth and adult sizes) to show off their cookie spirit during the sale. don't miss your chance to explore more in style!

This item will be available for direct ship only. Links and Details on acquring this reward or to make a purchase will be sent out via email and Rallyhood at the beginning of the sale.

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

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.



RECEIPTS SHOULD BE RECORDED IN SMART COOKIES WEEKLY.

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.



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 the online Uncollectible Debt Form found on our website or on the Balance Self-Report electronic form, at least 1 week before the sweep date. 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 (SSN REQUIRED)
- Signed Receipts (for exchange or product and/or money.)
- By filling out this form, you are protecting your troop from being liable for this financial obligation. The obligation will be linked to the parent/girl and the council will follow up.

SCHEDULE OF ACH SWEEP OF FUNDS FROM TROOP ACCOUNTS:

NOTE TO LEADERS REGARDING SWEEPS:

- Transfer cookies to your girls WEEKLY as this has an impact on how your troop proceeds are calculated.
- The Troop Balance Summary Report, which you can run under the Reports menu in Smart Cookies, automatically calculates your troop proceeds and records any credit card payments made so that you can see the amount your troop has due to the council for the cookies they have picked up at the time the report is ran.
- To calculate what your sweep amount will be, be sure you have made all transfers in Smart Cookies before running the Troop Balance Summary. Run the report and take the amount listed at the very end of the report that says the amount still due to council. Multiply that amount by the percentage being taken for that particular sweep. (If you have submitted a UDF, deduct that amount from the balance as the council will do so also before they process the sweep.
- NEW THIS YEAR Troops will be asked to check the balance of their troop bank account and self-report the balance to the council. If you find that your account does not have the funds needed to account for the sweep, there will be a link to a form on the self-reporting form that will allow you to submit a sweep delay request. These request are NOT guaranteed but will be considered on a case by case basis by our finance and product department.
- Sweeps should be seen in your bank account approximately 2 3 business days after they are sent through.
- Please allow at least 10 days from each sweep to see it reflected in Smart Cookies.

Pre-Sweep for New/At Risk Troops	February 25	15% of balance due to council
First Sweep	March 4	30% of balance due to council (new/at risk troops - 15%)
Second Sweep	March 25	50% of balance due to council
Third and Final Sweep	April 14	100% of balance due to council

December

Make sure your troop is ready to participate:

• Troop must be registered for the 2025-2026 troop year and have at least 5 girls (Da—Jr) or 3 girls (Ca, Sr. Amb.)

girls (Da—Jr) or 3 girls (Ca, Sr. Amb.)
Troop must have an active troop bank account. Must check.
Troops must attend a Cookie Training (online or in person).
Troop must sign the online Cookie Sale Troop Manager
Agreement.
Troop must have two unrelated adults registered with completed
background checks within the last three years.
If your troop is a new troop this year or you have been identified as an "at
risk" troop, this year we will be requiring a few additional participation
requirements in order to give you the best opportunity for a successful sale.
These can be found on page 14.

If your troop has completed all the Requirements for Participation you should receive your login to the Smart Cookies system by December 8 and Girls will receive their logins for Digital Cookies by December 22.

How do I get started with my troop?

Set up a meeting with your parents/guardians 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/guardian complete a Parent Permission Form on our website under Cookies+ or physically before you hand them an Order Card. If physical slip submitted, keep them in a safe and secure place.
- 3. Discuss how many boxes each parent/guardian is comfortable with ordering.
- 4. Work with the parents/guardians 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 their guardians to use Digital Cookie for their platform it is the fastest and easiest way for girls to reach their goals. This is a safe and secure website that girls/guardians log onto to set goals, solicit customers and track orders.
- 7. There is a Parent/Girl Training on our website. Review this and reach out if you have any questions.



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

- Have each parent/guardian complete their own Parent Permission Form.
- Provide each guardian with his or her own Order Card.
- Handle the sale as if two girls were selling. Keep receipts for each household on what cookies they took and what money was turned in. However, when entering and transferring in Smart Cookies, the girl will need ALL receipts entered under her one account.
- Each guardian picks up their own cookies and keeps separate receipts.
- This alleviates confusion about who is responsible for the product and money due.

January

Important Deadline on Jan. 11th at 11:30pm - INITIAL ORDER DUE

DID YOU PRE-ORDER GLUTEN FREE COOKIES?

If so, your troop is REQUIRED to place an initial order for your traditional cookies, that way your Gluten Free Cookies will be delivered along with your initial order.

NEW THIS YEAR - Initial Order Incentive

Troops who place an initial order of 175+ cases of cookies can receive two FREE ExploreMore T-Shirts for two of their troop's volunteers.

Tips for your Initial Order

- Check in with your parents/guardians a few days before and get their totals on what their girl has sold on the order card and girl delivery online orders. *Direct ship orders are the only cookies that you do not need to include in your initial order.
- The initial order is placed by the case and a case of cookies has 12 packages. You will need to round up the amount of cookies you need to the case.
- If your troop is planning to participate in cookie booths, even if it's just one booth, you will want to order extra cookies on your initial order.

PRIVATE DELIVERY OPTION

Troops placing an initial order over 250 cases can opt to have cookies home delivered instead of picking up from a delivery site or Mega Drop. Private deliveries will occur on either January 30th or Feb 2nd – 5th depending on your area. Someone will need to be there to accept, count and sign for the delivery. To participate in the private delivery option, please email cookieprogram@gswrc.org by January 5th to receive for more information. Private delivery orders will be due on January 11th.

INITIAL ORDER NOTES FOR "NEW/AT RISK" TROOPS

Initial Orders for New/At Risk troops will be limited to no more than 13 cases per registered girl in troop.

Troops place their INITIAL ORDER IN Smart Cookies no later than January 11th by 11:30pm

To gain access to the Smart Cookies system so you can place your initial order, you must meet all readiness requirements no later than January 5th. <u>Cookie Cupboards will not open until</u> <u>February 6th this year, so the only way to guarantee you have cookies for the first weekend of sales is to place an initial order.</u> (For troops placing the Private Delivery Order, refer to the notes you receive from council on placing your order.)

- Go to: www.abcsmartcookies.com
- Use log in and password that you created. If you cannot log into Smart Cookies, please contact your Service Unit Cookie Manager or the council product team for assistance.
- Click My Troop at the top of the screen.
- Click Troop Information, enter or update information in all fields and click Edit Troop to save your data.
- Click on the ORDERS tab at the top, then click TROOP INITIAL ORDER.
- Click on COOKIES to place a troop order.
- 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 for your Service Unit's cookie delivery date and put it on your calendar!

SMART COOKIE TRAINING REMINDER

Check out the council website under the Cookies menu for the online training for Smart Cookies. Also, check with your Service Unit Team to see if there will be training at your January Service Unit meeting. All troops are required to either watch the online training or attend an in-person training about Smart Cookies in January so that we are sure everyone knows how to fully use this valuable tool. Troops will not be able to pick up orders from cupboards until the training is completed.

January

SERVICE UNIT AND COUNCIL COOKIE BOOTH SELECTION LOTTERY - January 23 - 29, 2026



New this year! - ALL Service Units will submit Cookie Booths they have arranged in their Service Unit area to be placed in the Council Wide booth selection lottery.

ALL Council arranged booths will be placed in the selection as well.

Booths will NOT be pre-assigned prior to the lottery selection process.



Service Unit Booth Contacts and Securing

Forms and letters to use in securing booths will be sent to all Service Unit Cookie Managers in October, along with information on locations that should NOT be reached out to based on our knowledge of whether they allow booths, whether there is already a national contract with them OR whether council plans to handle all communication themselves.

Service Unit Managers will be asked to help secure local booths during October through Thanksgiving. Then, resuming again at the beginning of the year.

The council this year will provide both a physical form and an online form that can be used to secure all necessary information for securing booths with retailers. We hope that this online form will allow for easier scheduling with the retailer and hopefully expedite the process.

By January 19, Service Unit Cookie Managers will be asked to submit paperwork for ALL booths they have been able to secure in their service unit area so they can be included in the lottery process. Service Unit Cookie Managers can continue securing booths after this date and they will be added to Smart Cookies for selection once the lottery week is over.

Council Booth Contacts and Securing

Members of our council team will also begin this October with the process of reaching out to retailers to secure booth locations. Prior to that, they will be doing an analysis of our booths from last year to identify successful locations, locations that were scheduled and not used and location saturation in various areas.

Locations that can be identified early as locations that the council will handle scheduling with are Kroger, Food City and Walmart. Volunteers are instructed to NOT reach out to these retailers unless you are specifically asked to by council.

Cross County Rules

Beginning this year, there will no longer be cross county boundaries for cookie booths that are arranged by the Service Units and Council. We will have the "day one selection" of locations limited to only booths within a troop's service unit, but after that, all locations are open to any troop who wishes to work them. More than 70% of the booth slots in February last year remained unfulfilled as a result of this restriction, limiting the ability for troops, service units and girls to hit their goals. (Please note that Troop Secured Booths, to be discussed later, will still have cross county limitations during the month of February.)

January

SERVICE UNIT AND COUNCIL COOKIE BOOTH SELECTION LOTTERY - January 23 - 29, 2026



Log into Smart Cookies any time between 3pm and midnight and follow the instructions to place your initial selections for cookie booths. (Since the first day is a LOTTERY RUN, making your selections earlier or later during this time period will have no bearing on what you receive.)

Each troop will be limited to only see booth locations that are within their Service Unit for Day 1 only in order to allow initial selection to be for local locations. The troops will select 15 booth slots they would be interested in. The lottery process will run that night and they will receive an email in the morning letting them know which spots were assigned to them. Troops can receive UP TO 5 SPOTS ... but based on demand, may receive less. By choosing the most popular locations and times, it could limit the number of selections you are awarded as many others may be request them too. Selecting a variety of options will give troops a better chance at receiving more initial spots.



Log into Smart Cookies starting at 8pm and select <u>2 booth</u> locations for your troop on a First Come/First Serve basis. Locations at this time will be open for selections throughout the entire council. Use the filter options to help narrow down the locations you want to choose from. The booths you will select will automatically be assigned to your troop and you will receive a confirmation email.



Log into Smart Cookies starting at 8pm and select up to <u>3 booth</u> locations for your troop on a First Come/First Serve basis.



Log into Smart Cookies starting at 8pm and select up to $\underline{4 \text{ booth}}$ locations for your troop on a First Come/First Serve basis.



Log into Smart Cookies starting at 8pm and select up to <u>5 booth</u> locations for your troop on a First Come/First Serve basis.



Log into Smart Cookies starting at 8pm and select up to <u>6 booth</u> locations for your troop on a First Come/First Serve basis.



Log into Smart Cookies starting at <u>9am</u> and select booth locations for your troop on a First Come/First Serve basis.

Important Considerations

As you are booking times/locations, please do not book any booths that you do not think your troop will be able to work. If a troop is seen as selecting an excess of booths especially at a single location, the council will set restrictions on how many the troop can select. They coulds additionally ask the troop to forfeit some of the locations selected so that other troops have the opportunity to select the location.

Throughout the sale, troops can check the booths available in Smart Cookies and sign up for them as needed. We encourage troops to check regularly for booth opportunities as we may have been able to secure new locations/times OR troops may have had to cancel a booth, leaving it now available for selection.

February

Cookie Delivery for Initial Orders happens from January 30th - February 5th 2026

Delivery Dates that are already set:

Fayette, Jessamine, Estill, Woodford - Tuesday, January 30th Boone, Kenton, Campbell—Saturday, Jan. 31th Delivery Stations outside of Central and Northern Kentucky – Jan. 30th and Feb. 2 – 5th Cupboard or Private Deliveries - Jan 30th and Feb. 2 – 5th

All other troops should check in with their SU Cookie Manager and 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. Please note that this guide is accurate if your car is free of car seats, strollers and the like. If you need multiple vehicles, be sure you 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 council immediately.
- If due to an emergency your troop misses your cookie pick up, contact council immediately.
- If the troop leader is NOT the person coming to pick up the cookies during initial delivery, please send a physical/signed copy of the Cookie Authorization Card on page 28 with the person picking up the cookies. They should present this to the council staff member who will be having them sign for the troop's cookies and this copy will be kept by council for our records.

Vehicle Type	Case Capacity
Compact Car	1-23
Standard Sedan	20-45
Standard Wagon*	45-70
SUV/Minivan*	50-100
Standard Van	150-200

*SUVs/Wagons need to have rear seats folded down to reach the case capacity. Wagons or smaller SUVs like Honda CRV, Toyota Rav4, and Ford Escapes may hold closer to the 50-75 case capacity.

Delivery to your Girl Scouts and families:

Follow these easy steps to ensure a successful delivery to your parents and girls:

- 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.
- Sort all cookies and orders before you let any parents pick up cookies.
- 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.
- 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.
- If you have a girl with separated parents, be sure that the parents pick up their separate orders.
- 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 Sunday.

^{**}A standard pickup truck, without straps, a tarp, or cap will hold only around 30-50 cases in the bed.

February Cookie Booths

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.

Cookie Booths happen between Febuary 6th and March 28th

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 2-hour booth sale, you can expect to sell 12 cases. A recommended amount to take would be:

1 case Adventurefuls	1 case Exploremores	2 cases Caramel deLites	2 cases PB Patties
1 case Lemonades	1 case Trefoils	1 case Peanut Butter	3 cases Thin Mints

The Three Types of Booth Sales: Council Sponsored, Service Unit Sponsored and Troop Secured

All booths will be registered in Smart Cookies which will allow the troop to accept credit cards using the Digital Cookies app and it will list the booth in the Booth Finder, where customers can see where and when booths will be in their area. Booths will be scheduled in ONE half hour OR TWO hour increments to allow for maximum scheduling of the time we receive from retailers. Troops are welcome to sign up for back to back booths and please note that Digital Cookies will NOT require that you switch out of the time slot while you are taking credit card payments for a same location.

<u>Council Sponsored Booth Sales</u>

The council will work to secure booth sales throughout the council area, primarily with the larger retailers and the retailers that have national contracts with Girl Scouts. Locations this includes, but is not limited to are ALL Wal-Mart, Kroger and Food City locations. Troops found soliciting booths at these locations risk the ability to participate in the booth sale for the remainder of the cookie season. Booths that the council secures will be available for selection in the Booth section on Smart Cookies. Initially, these booth will be open for restricted selection during the Lottery Week, but then they will open to First Come/First Serve by the last day of that week and for the remainder of the sale.

Service Unit Sponsored Booth Sales

We are very appreciative of the Service Unit Cookie Managers that we have throughout the council. They provide a key role in helping to identify and secure local businesses that will allow Girl Scouts to set up cookie booths. Service Unit Sponsored Booths are booth sales that the Service Unit Cookie Manager coordinates and schedules. Just as with the council sponsored booth sales, these locations will initially be open for selection by ALL troops during the Lottery Week and then will remain open through the remainder of the sale.

February Cookie Booths

Troop Secured Booths

Troops are welcomed and encouraged to set up Troop Secured Booths, however, there is an approval process that must be followed in order to do so. Troops who are found holding booth sales that have not been accepted through the approval process risk losing the ability to participate in booth sales for the remainder of the cookie season.

During the month of February, Troop Secured Booths may only be approved within your own Service Unit. This allows local troops the opportunity to secure booths close to home first. Starting in March, Troops can reach out to potential locations that are in other Service Units, but must follow all the steps below in the approval process.

- Troops must reach out to the Service Unit Cookie Manager (or council if there isn't one) to find out if it is ok to reach out to the location where they would like to set up a booth. This allows the SU Cookie Manager to share any information with the troop that they have about the location in order to avoid calling if it is already known that they don't allow booths OR to avoid calling if they know another troop is already in contact with them.
- If the SU Cookie Manager agrees, the troop may then reach out to the location to request setting up a booth. The troop volunteer should be professional in their request and note all requirements of the location such as where to set up, dates and times allowed, any limitations to the number of girls, etc. This information should be documented on the Troop Secured Booth Form (located on the council's website under COOKIES) and the store manager/owner must sign the form.
- Once the signed approval is obtained, this form must be sent to the SU Cookie Manager (or council) for approval. If approved, the troop will be asked to submit the booth in the Troop Secured Booth section of Smart Cookies.
- Once booths appear in the Troop Secured Booth section of Smart Cookies, council will review the booth and reach
 out with any questions to the SU Manager or Troop Leader. In order to expedite the process, please send a copy of
 the Troop Secured Booth form to cookieprogram@gswrc.org at the time of submitting the booth into Smart
 Cookies.
- If approved, the booth will then appear in the troop's listing of scheduled booths. Please allow at least 2 business days for this approval process, especially in February when booths are at their busiest time.

Ideas for Troop Secured Booth Locations:

- · Friends and family business owners
- Locations in high-traffic areas with a safe space for a booth
- Places of worship, school sporting events, assisted living facilities and other community events/venues
- Open parking lots where a drive-thru booth could be hosted



Considerations for Scheduling a Booth:

- Check the booth list on Smart Cookies to be sure that there is not another booth scheduled next door or close by the location you are talking with
- Ask the business to suggest their busiest time and see if they would be open to you setting up then. If not, ask for their recommendation on when would be best.
- Remind businesses that approved locations will show up on the Cookie Finder site to help drive consumers to their location too ... so it is a win-win!
- If the location is open to having Girl Scouts sell at their location more times than your troop can handle, reach out to your Service Unit Cookie Manager or council to secure the dates and offer them to other troops who may be interested.

February Cookie Booths

Cookie Booth Guidelines

- Minimum of 2 approved adults and 2 girls (no more than 4 girls during one timeslot). Exception is a Cookie Stands, which can have 1 caregiver and 1 girl. Cookie stands are allowed at all available booths up for selection, but we ask that higher traffic/multiple door locations are left for booths where multiple girls can work. The same rules as a normal cookie booth should be followed and always ensure that girls are in a safe location with adequate lighting and away from traffic. Use cones or other safety precautions to keep the girls and volunteers visible in the drive-thru area around passing cars.
- Drive-thru booths may exceed stated maximums for girls and adults on site as needed to assist with directing traffic.
- REGISTERED GIRLS ONLY NO TAGALONGS AT BOOTHS
- All adults at a booth sale should be registered and approved members. They are supervising girls!
- Dress appropriately for the weather and in Girl Scout gear, when possible.
- Print off booth confirmation so you have verification for your records, and arrive only at your scheduled slot.
- Be on time for your booth sale. Arrive 5 minutes early and pack up with 5 minutes left so you can make a smooth transition with the next troop.
- · Bring your own tables and chairs.
- · Work entire booth time slot unless unforeseen circumstances arise, like inclement weather or you sell out of cookies!
- Do not block doorways or harass customers. This includes yelling and chanting. Allow customers to come up to the table. Pay attention to specific business guidelines for your booth location.
- Girls may ask for donations for Cookie Share Cookies, however, they cannot directly solicit funds from individuals or organizations for themselves.
- No smoking, vaping, or alcohol at the booth –no exceptions. Girls should also not be eating, drinking, or chewing gum in front of customers. Your troop is representing Girl Scouts in the community.
- Do not leave empty packages, cases, or trash at your booth location. The entire council may be asked to cancel all booth sales at that store or chain if there are issues.
- All cookie booths listed in Smart Cookies are linked to the Cookie Locator. Customers can see when and where booth sales occur. Don't be a "no show". If you cannot attend a booth, release it in Smart Cookies or contact your Service Unit Cookies Manager to find a troop to fill in.
- Review Girl Scout Law with girls before starting and help girls "live the law" in how they represent themselves at the booth sale.
- If we receive a customer or store complaint about your troop during a booth, your troop will be removed from the remainder of your council-sponsored booths.

Cookie Booth Best Practices

- Check your phone signal upon arrival to ensure that you will be able to access Digital Cookies to run credit cards.
- Count cookies and money before and after each booth slot. Write a receipt before and after counting to verify (MAKE SURE ALL MONEY AND INVENTORY ARE ACCOUNTED FOR).
- If two adults switch in the middle of the booth time slot, count and verify the cookies and money balance.
- Carry a cash box with around \$30 60 in change. Do not ask the store for change!
- Council WILL NOT reimburse troops for counterfeit money accepted. It is up to the troop to purchase a counterfeit pen (less thatn \$2) and check money before accepting.
- Set up your booth so it is easily visible with great signage, well organized and each girl has a specific role to manage.
- Girls in uniform are always a great way to showcase the association with Girl Scouts, but pins, signs and other Girl Scout gear are all great options too!

HOW TO REPORT A COOKIE SALE PROBLEM

If you see a booth which is NOT following Girl Scout procedures or you see behavior that is unacceptable, you can report this to the council through the following link. Please use this link ONLY for reporting issues. Do not use social media to post concerns. Submissions will be monitored daily and the council or a Service Unit Cookie Manager will follow up and act as necessary. This link will also be provided to ALL businesses where booths have been approved so they can submit any issues they have with troops as well. This link should also be used to report issues with posts on social media that do not follow the GSUSA Guidelines.



February - Cookie Links

This season, each troop will have a Troop Cookie Booth Link that they can share throughout the cookie program to promote touchless ordering and curbside pickup of cookies. The cookies ordered using this link will post in the Smart Booth Divider and troops can divide the cookie packages between girls in the troop.

How do troops find their Troop Cookie Booth Link?

Troop Cookie Booth Links are offered by ABC, and troops will have two links on the troop information webpage in Digital Cookies.

Troop Shipped Only Link:

This link is for direct ship and donation orders only. This is the same link that will appear in the Girl Scout Cookie Finder. It can also be shared by the troop if they wish for direct ship or donation orders to be divided between all girls in the troop.

Troop Cookie Link:

This link is only for local deliveries and donation orders. This link will not appear on the Girl Scout Cookie Finder. *The Troop Cookie Link can be used to manage drive thru cookie booths or curbside pickups.

Customer Tips for the Troop Cookie Link:

- Give clear pick up locations when communicating or socializing drive thru or curbside locations.
- Approve orders promptly. Troop volunteer must approve order before transaction can be completed.
- Refunds can be issued per your Council's instructions if a consumer does not pick up their order.

Tips for the Troop Shipped Only Link:

- Create a QR code for your Troop Shipped Only link and print them off to keep them at your cookie booth. This way if you have a customer that wants to purchase Thin Mints, you can give them the QR code so that they can order them directly from your troop!
- Be sure to divide up your troop's shipped only sales under the Orders tab.

Safety:

A troop volunteer or girl must never deliver cookie orders coming in from the Troop Cookie Booth Link to the home of a person you do not know.

A troop volunteer or girl must never decide to meet someone beyond your pre-established safe booth location to deliver cookies to someone you do not know. Simply reroute the customer order to a physical booth location or the troop Direct Ship Troop Link.



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. Facebook on Community or Group pages, Craigslist, E-Bay, Marketplace, Yard Sale sites).
- If you are concerned about a post Use the link at the bottom of page xx for reporting to council so we can follow up accordingly.

February - Cookie Cupboards

What is a Cookie Cupboard?

Cookie Cupboards are locations throughout the council that offer additional cookies for pick up after Initial Order is placed if you would happen to need more.

NEW THIS YEAR - Inventory Reviews and Cupboard Order Approvals

Troops are being asked this year to transfer cookies to their girls or other troops weekly in order to keep their inventory updated in Smart Cookies. Each Monday while the council prepares their orders to fill the cupboards with the needed cookies, they will also review all orders placed by troops. The following eligibility requirements will need to be met in order to have your troop's order approved. Please note these steps are being placed in order to help troop's avoid inventory and financial issues.

- Council has not received complaints about the troop from retailers regarding when they were working a booth at their location.
- Council has not received any complaints about troops "no-showing" to a booth WITHOUT cancelling it in Smart Cookies,
- Troop has not been found setting up a booth location that was NOT approved by council and set up in Smart Cookies.
- Number of cases being ordered does NOT exceed 25 cases per girl registered (this is a total of their current inventory and the order being placed). An exception would be if they have less than 10 cases of a particular variety. The troop will be contacted if their order exceeds this maximum to discuss plans for the cookies and potential changes in the order to help the troop make the best inventory decision possible.
- If there are issues with a sweep, an order for additional cookies will not be approved until that matter can be resolved with the Finance Department.
- New/At Risk troops will be provided with tighter inventory ordering guidelines based on where we are in the sale timeline.

Cookie Cupboard Basics:

- If you need additional cookies, you place a PLANNED ORDER in Smart Cookies every week by Sunday at 11:30 p.m. You may pick them up on the date and timeframe you selected, which can be as early as the following weekend.
- Troops are not required to pick up their full planned order and are allowed to make changes to their planned order at pickup based on availability. The exception is the LAST TWO WEEKS of the sale when troops are financially responsible for all Planned Orders placed in Smart Cookies.
- 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.
- The main cookie cupboards are at the Service Centers. Many Cookie Cupboards are in volunteers' homes. 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.

February - Cookie Cupboards

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. If you still need those cookies, you will need to place a new planned order for them for a new date/time.

When picking up cookies from the cupboard ...

A receipt will be provided to you at the cookie cupboard for the cookies that you have picked up. When signing the receipt, please be sure to both PRINT and SIGN your name. Receipts will be recorded and cookies transferred in Smart Cookies by the end of the weekend.

Troop to Troop Cookie Transfers

Troop to troop cookie transfers are a great way to help and support sister Girl Scout troops and can be done between troop cookie managers. If a troop has cookies that you need, simply swap or transfer them and add the transaction in Smart Cookies within the week that the transfer happens.

Entering a Cookie Transfer (the giving troop must do this)

- 1. Both parties must sign a paper receipt for the transaction after verifying counts. Please sign & print name.
- 2. Enter in Smart Cookies in the "Orders" tab.
- 3. Select "Transfer Order".
- 4. Under the "type of transfer" dropdown, choose "troop to troop".
- 5. Enter in the other troop's number that you are transferring to.
- 6. Enter the quantity you are giving the other troop, this will be in packages.
- 7. Type in any notes you may want to add then click "save" at the bottom to complete the transfer.



Girl Scouts of Kentucky's Wilderness Road - Cookie Authorization Card 2026. This card and an ID must be present to pick up cookies from any cupboards.

Troop # Service Unit
Troop Cookie Manager:
Name and Phone Number (print please)
Гroop Cookie Manager Signature:
Additional Adult Authorized to Pick up Cookies:

March Money Management and Inventory Final Steps

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 cookie 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.

What if our troop has leftover inventory after the program ends?

See below in "Final Steps" on how to report unsold inventory and complete an extension form with our Finance Department.

Final Steps in Smart Cookies

Check transfers from Cupboard to Troop in Smart Cookies weekly for accuracy!

If there is a discrepancy, you MUST notify the cupboard manager where you picked up your cookies from!

Due April 3rd by 11:30 p.m.

- TROOP TO GIRL TRANSFERS in Smart Cookies must be completed BEFORE submitting your recognition order.
- A troop's cookie transfers to girls should be cookies given out to individual girls to fill orders and cookies sold at cookie booths. Any inventory still on hand should NOT be transferred so that Smart Cookies shows the cookies the troop still has on hand.
- Troop benefits from following this guidance:
 - Troop to Troop Transfers Identifying troops with excess inventory so the council can connect them to troops who need cookies. Other than selling cookies, a Troop to Troop transfer is the only way a troop can reduce their on hand inventory and financial responsibility. (Gentle reminder: cookies can not be returned and troop is responsible for paying for ALL COOKIES they take.)
 - Additional Options and One-on-One Guidance from the council for selling the troop's remaining inventory.
 - Not Holding Girl Recognitions
 - Recognitions for the troop will be released to girls up to the level that corresponds to their successful payments to council
 - The troop will still be responsible for paying their full balance due in a timely manner.
 - The troop will need to share the steps the ENTIRE troop intends to take to sell their remaining cookies with the Finance Department (finance@gswrc.org), who will give them an Extension Form to complete upon approval.
 - If individual girls help sell the remaining inventory after the official sales period is over, those girls can earn free membership at the 500 level and Spark Points at the 600+ level until June 1st based on the additional sales they make. (Levels 1 400 will not be eligible for rewards)
 - If a troop choose to transfer ALL COOKIES, even their unsold inventory, to the their girls, the council will HOLD ALL TROOP RECOGNITIONS until the troop's balance due is paid in full.
- GIRL RECOGNITION ORDER the system populates based on the amount of boxes that are transferred to each girl. The troop cookie manager will need to enter the selections made by the girl at each level up to the 500 box level AND should review the "extras" tab for selection on any additional patches that were earned.
- Orders for SPARK POINT RECOGNITIONS will be sent directly to the council upon completion of the sale. A member of the product team will reach out to collect your troops Spark Point recognition order.



Follow Youtube link in the upper right corner of the Smart Cookies platform to see video tutorials on how to enter transfers and recognitions.

Back this Year! Cookies for Heroes!



If you can't eat them, treat them!

Through the Cookies for Heroes program, our Girl Scouts and community gift donated boxes of Girl Scout cookies to heroes both near and far. From our brave military around the globe, as well as our own hometown heroes, a box of Girl Scout cookies can lift spirits and bring a welcome taste of home —wherever they may be!

TRANSFER COOKIE DONATIONS COLLECTED BY YOUR GIRLS WEEKLY!

It is important to make these transfers regularly so when your parents look at their girl's account they have an accurate count of cookie boxes credited to their girls and the amount they have due.

Based on updates that are being made to the Smart Cookies and Digital Cookies systems at the time of publication of this Plan Book, we will send out separate documentation on how to best identify troop donations and transfer them once the sale begins in 2026. We are hopeful that some of these transfers will be made automatically this year.

The types of donations that can be collected via Digital Cookies are:

Donations - These are orders that ONLY include donation boxes. They did NOT purchase any cookies for themselves.

<u>Shipped with Donations</u> – These are orders placed for Direct Shipment, but also included the purchase of a box of cookies to be donated. (Last year and again this year, these cookies will be automatically transferred to the girl.)

<u>In-Person Delivery with Donation</u> – These are orders that need to be delivered to a customer, but they have also requested that you donate a box of cookies on their behalf.

<u>Cookies in Hand with Donation</u> – These are orders from a customer at a cookie booth who added a donation box of cookies to their order.

Donations can be transferred two ways:

If transferred through Virtual Cookie share which means the COUNCIL will donate the cookies on your behalf, the box of cookies will be transferred to the girl as a box sold and she will need to turn in money for that box of cookies. (It could be that the money actually applies to her account BEFORE the cookie transfer if she collects the money via Digital Cookies.) The troop and girl will not take possession of this box of cookies, the council will hold on to them to add to their large cookie donation for COOKIES FOR HEROES. Be sure that you write a receipt for the girl for this donated box of cookies so there is record that you transferred the box to her virtually. ONLY cookies transferred via VIRTUAL COOKIE SHARE will qualify for the COOKIES FOR HEROES patch.

If your troop does an independent troop donation of cookies ... you will need to transfer your donations a little differently. You will still need to transfer the boxes to the girl scout, but you will actually transfer them just like cookies you are going to give them to deliver to someone under ORDERS/TRANSFER ORDER. Once transferred, set the boxes aside and note that they are donations. That way, you have the credit given to the girl but you have kept the boxes until you make your donation delivery on behalf of your TROOP. When you are ready to donate these cookies, you also need to fill out a donation form (located on the council's website under Cookies). Have the recipient sign and send the copy back to the council. This lets the council know the amount donated and also has the recipient sign that they will NOT profit from the donation.



	DAKLIO	
ABC Bakers Facebook	Excite and energize volunteers and troops about cookie sales with sales strategies, success stories, technology tips and more	www.facebook.com/abcbakers
Lemonades Facebook	Product sales and marketing tool	www.facebook.com/LemonadesCookie
Lemonades Instagram	Product sales and marketing tool	@Lemonadescookie
Cookie Calculator	Calculate package sales goals based on number of packages sold last year and the desired percentage increase this year	www.abcsmartcookies.com/resources
Cookie theme information	Gallery of images, clip art, certificates	www.flickr.com/photos/abcbakersvolunteergaller y/albums
Cookie varieties	Product descriptions and recipes	www.abcbakers.com www.abcsmartcookies.com
Rally Guide	Fun ideas for troop rallies	www.abcsmartcookies.com/resources
Standard forms	Parent permission slip, count it up activity	www.abcsmartcookies.com/resources
Troop goal poster	Poster	www.flickr.com/photos/abcbakersvolunteergaller y/albums www.abcsmartcookies.com/resources
Volunteer and girl videos	How-to videos on a variety of topics	www.youtube.com/user /ABCCouncils
GSUSA Resources	Cookie marketing and selling tools	www.girlscouts.org/en/members/for- volunteers/cookie-resources-troop-leaders- volunteer.html

Buy 5 Program Print and make copies as needed

The "Buy 5 Program" and how it works:

The Buy 5 Program 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 program) 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. Feel free to

make copies as needed.	011 01 4010.1 001 11 00 10
Completed coupons must be dropped off or mailed to at your closest Service Center	Shop NO LATER THAN
April 10th.	p <u></u>
-	
Buy 5 Program 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, Making, Money Management, People Skills and Business Ethics.	girl scouts of kentucky's wilderness roac
Customer Name Email address	
Phone Number Troop Number	
We will only contact you if you WIN the 5 cases of cookies – contest in April, 20:	
Buy 5 Program 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, Making, Money Management, People Skills and Business Ethics.	girl scouts Of kentucky's wilderness road
Customer Name Email address	
Phone Number Troop Number	
We will only contact you if you WIN the 5 cases of cookies – contest in April, 202	26.
Buy 5 Program 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, I Making, Money Management, People Skills and Business Ethics.	girl scouts of kentucky's wilderness road
Customer Name Email address	
Phone NumberTroop Number	
We will only contact you if you WIN the 5 cases of cookies – contest in April, 202	6.



Refer to this Troop Cookie Plan Book.

Use the index on Page 8 to help you find the information you need.



Check out the council's website under the Cookies tab https://www.gskentucky.org/en/cookies/the-cookie-program.html



Reach out to your Service Unit Cookie Manager!

We are so lucky to have many volunteers on our Service Unit teams who are experienced with the cookie sale. Reach out to your Service Unit Cookie Manager with questions. If your SU doesn't have a cookie manager, reach out to another member of the service unit team.



Reach out to the Product Team at Council

Shannon Natale Product Program Coordinator Works out of the Erlanger Office cookieprogram@gswrc.org 859-514-2350

Veronica Smith **Product Program Coordinator** Works out of the Lexington Office vsmith@gswrc.org 859-514-2174



Check out weekly updates in Rallyhood.

Rallyhood is your one-stop spot for all things Girl Scouts of Kentucky's Wilderness Road! View updates, utilize the calendar, access important resources and links, and have real-time conversations with other volunteers. It's where the Girl Scout community stays connected and informed.

Haven't set up your Rallyhood Account yet?

Use the following link: https://bit.ly/40DVQ68



