

Troop Cookie Manager 2023 Go to Guide

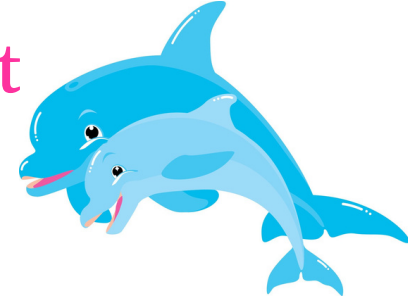
Index:

- 1...Presale
- 2...Initial Orders and Cookie Booth Selections
- 3...Initial Delivery
- 4...Cookie Cupboards and Tips for Cookie Booths
- 5...ACH and Smart Cookie Reminders
- 6-7...Closing out the Sale

G.S.
COOKIES



Girl Scouts Louisiana East 2023 Cookie Sale Guide for Troop Cookie Managers



For more detailed directions and step by step instructions for Smart Cookies, please view the short Just in Time video training tutorials on the ABC Bakers YouTube channel.

Pre-Sale

Before the Cookie program officially begins, troops should:

- Complete your Troop Cookie Manager Agreement at: [2023 Troop Cookie Manager Agreement](#)
- Assign yourself the role of Troop Cookie Manager in myGS (your Troop Leader can also do this for you)
- Please make sure that your troop banking information is up to date. Changes can be submitted here: [ACH Authorization Form](#)
- Make sure that girls participating in the Cookie Program are registered Girl Scouts for the 2022-2023 membership year.
- Get Trained! -- attend one of the Zoom or recorded trainings hosted by Product Program staff.
- Involve your girls and caregivers! Meet with your caregivers and girls to get familiar with the upcoming program. Please be sure to use only program materials provided by your Service Unit and Council. Be sure to have a parent/guardian submit the online Caregiver Permission and Responsibility form for each girl here: [2023 Cookie Program Caregiver Responsibility and Permission Form](#); without the completed form, girls will not be able to receive credit for sales.
- Set a troop goal and encourage individual girl goals! -With your girls and their guardians/parents, decide on a troop goal and work with girls to set a personal goal.
- View the Just in Time training video on “Smart Cookies Set Up for Girls & Volunteers”-the video can be found on the ABC Bakers YouTube channel and under the Resources tab of your Smart Cookies dashboard.
- Go Digital! Go over the online sales platform with your girls and caregivers. Tell them about the email link each will receive to register each girl on the Smart Cookies Direct site and set up their account.
 - View the Just in Time training video on “Entering Initial Orders”- access the video under the Resources tab of your Smart Cookies dashboard.

• Remember girls are “On their honor” to abide by the January 20th start date!





Initial Orders and Cookie Booth Selections

The Girl Scout Cookie Program begins January 20th. On February 6, Troop Initial Orders are due. During this time, no cookies will be in hand. Girls are taking orders through Direct Ship, social media links, and their order cards.

Some things to keep in mind:

- Girls will be able to sell online and in person beginning January 20th.
- Before selling online, parents/guardians should review the Internet Safety Pledge.
- Girls can take orders using their Smart Cookies app, including pre-payments.
- Send emails and messaging about program dates, cookie booths and online to girls and their parents/guardians.
- View the Just in Time training tutorial on “Planned Orders” on ABC Baker’s YouTube channel. It can also be found under the Resources tab in Smart Cookies.

During this time, you as the troop leader can participate in Cookie Booth selections.

Lottery Booths (Sign-Ups occur: January 21-24)

- Troops will have the opportunity to enter a lottery selection for a booth at the Mall of Louisiana in Baton Rouge, Lakeside Mall in Metairie, and the Outlet at Riverwalk Collection in New Orleans.
- Each troop has an opportunity to pick up to three possible slots, and win one slot.
- The lottery winners are system generated by ABC Smart Cookies. Winners will be automatically notified on January 25th.

Council Sponsored Booths (First Come, First Served)

- Council Sponsored booth locations are storefronts that have been secured by Council staff and/or Service Unit Booth Coordinators. These locations are NOT to be solicited by troops for individual use; a list of these locations can be found in your troop resources folder. There are three rounds of First Come, First Serve Booth selection.

Jan 28-31: First Come First Served Booth Signup 1

- Troops can reserve a total of 3 booth reservations
- 1 of 3 can be a Premium location (Indicated in Smart Cookie with a “P” icon)

Feb 4-7: First Come First Served Booth Signup 2

- Troops can reserve a total of 3 booth reservations
- 1 of 3 can be a Premium location (Indicated in Smart Cookie with a “P” icon)

Feb 11-Mar 19: First Come First Served Booth Signup 3

- There is NO limit on the number of reservations or premium locations.

Initial Delivery: Feb 25th & 26th

Initial delivery for the majority of troops will be February 25th and 26th . Your troop will schedule your pickup time in the Smart Cookies system. Due to your area location, you will be assigned a pickup location.

Initial delivery can be a little intimidating. Lots of cars, lots of volunteers, lots of cookies! Thousands of cases of cookies are being moved in a very short period of time, so it's important to:

- Arrive on time- we have a ten-minute time frame to get you in and out, so it is imperative that you show up at your designated time. Please do not show up earlier than your scheduled time as you have others who will be doing their pickup on time.
- Bring enough cars for all your cookies! Please see the chart below as a reference to how many cases can fit in a vehicle. If arriving with multiple cars, please show up all together to make the process as smooth as possible.
- Also remember that you cannot fit cases of cookies around other people! Your car needs to clear of strollers, car seats, children, or any other items that will take up space.
- Be Prepared! - Take a copy of your troop's initial cookie order printed from Smart Cookies.
- Count and recount your order and check for damaged cases BEFORE signing for cookies!
- Remember troops will be charged for the cases listed on the dot sheet as signed by the troop leader/Cookie Manager. Make sure you pick up exactly what you ordered and signed for!
- Distribute cookies - Once you have your cookies, take them to a site where you can sort them into girl orders and distribute to your girls. You cannot sort your troop's order at the pickup location.
- Receipts! Remember to have your parents/guardians sign a receipt for their order and give them a copy as well.

How many cases of Girl Scout Cookies can you fit in your car?

<i>Vehicle Type</i>	<i>Approximate # of Cases</i>
Compact or 3-door	23
Hatchback or Small Wagon	25-30
Mid-size Sedan (using back seat & trunk)	35
8 passenger Mini-van or SUV	60
Full-sized Station Wagon	75
Standard Pickup Truck	100
Full-sized van with Seats	150
Full-sized van without seats	200
10' U-haul truck	400

All figures are approximate with the vehicle empty, using all space except the driver's seat.

Please note, for safety, children are NOT permitted at Mega-drop

Cookie Cupboards and Tips for Cookie Booths

During girl delivery, do not forget to transfer cookies in Smart Cookies from your troop to girls that have sold cookies.

Council Cupboards will open March 1st. Cupboard planned orders must be placed by the previous Sunday night by 11:59 pm.

When ordering from a Council cupboard, you are only able to order by the case, not in packages.

You cannot return cases to the Cupboard.



Helpful tips for booth sales:

- There must be 2 registered, background checked, non-related volunteers present at all times.
- Troops are encouraged to provide hand sanitizer at every booth, on the table.
- Sign up for multiple booths and allow girls to sign up for booth times that they are willing to work.
- Encourage girls to interact with their customers. This is their opportunity to practice their five skills; assist when needed.
- Contactless payments should be encouraged when possible.
- When arriving for booth set up, please notify the manager on duty beforehand.
- Please abide by management's rules and regulations regarding booths.
- Remember that your planned order for the second week of booth sales is due in Smart Cookies by 11:59 pm on March 5th.
- Deposit money collected from booth sales prior to first ACH draft on March 8th. The first ACH will be for 25% of your troop's total balance due as of 3/3/23 and will be drafted from the troop bank account.
- Check the Messages section of your Smart Cookies dashboard for important news, reminders, and alerts



ACH and Smart Cookie Reminders

Ask caregivers if they need more cookies. Work with them to place an order for additional cookies from a Council cupboard, local cupboard, or through a troop-to-troop transfer.

- Place a planned order in Smart Cookies by 11:59 pm on Sunday, March 5th.
- Set a time and place for caregivers to pick up additional cookies and turn in money for cookies they have already sold/delivered.
- Remind girls/caregivers that money is due for the first ACH draft before March 8th. The first ACH will be for 25% of your troop's total balance due as of 3/3/23 and will be drafted from the troop bank account.
- Deposit all collected cookie money into your troop bank account.
- Check your balance in your troop's bank account to be sure you have the adequate funds for the first ACH draft, which will occur on March 8th.
- Remind girls once again about collecting donations.
- Transfer cookies in Smart Cookies from your troop to girls that have sold cookies as necessary.
- Check your Troop Balance Summary Report in Smart Cookies to see what cookies have been transferred into your troop from cupboards and other troops, and what has been transferred out of your troop. Report any possible discrepancies to your SUCM immediately.
- Check the Messages section of your Smart Cookies dashboard for important news, reminders, and alerts

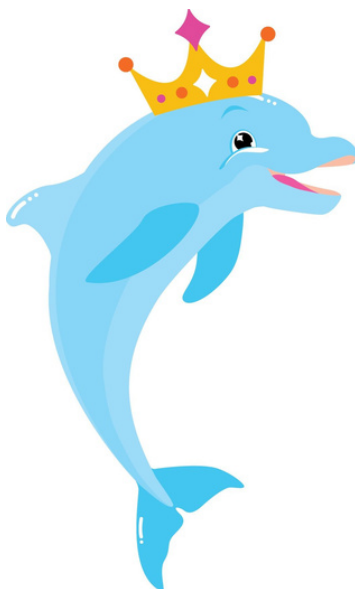


Closing out the Sale

The last week of the 2023 Cookie Program is March 13-19th. Encourage your girls and caregivers to sell anything that they have left! Watch for notices from your Service Unit Cookie Manager for troops who would like to trade varieties or transfer cookies (in or out of the troop). Make sure you have some of the favorites for your final booth sales!

Remind caregivers that this is the last chance to get additional cookies.

- Final planned order is due in Smart Cookies by 11:59 pm on Sunday, March 12th.
- Set a time and place for caregivers to pick up additional cookies and turn in money for cookies they have already sold/delivered.
- Deposit all collected cookie money into your troop bank account.
- Send a final reminder notice to each girl that still owes money for cookies and let them know of the final deadline for turning in money owed. Report any potential problems with caregiver payments to your Service Unit Cookie Manager.
- Transfer cookies in Smart Cookies from your troop to girls that have sold cookies as necessary.
- Check Smart Cookies for transfers in and out of your troop for accuracy and report any discrepancies to your Service Unit Cookie Manager immediately.
- Check the Messages section of your Smart Cookies dashboard for important news, reminders and alerts



Closing out the Sale

- Collect all outstanding money from girls/caregivers by March 20th and deposit into your troop bank account.
- Complete all transfers of cookies in Smart Cookies from your troop to girls by the March 20th deadline.
- Let girls and their parents/guardians know each girl's final box total.
- View the Just in Time training tutorial on "Recognition Orders" on ABC's YouTube Channel, or under the Resources tab of your Smart Cookies dashboard.
- Create your troop's main recognition order in Smart Cookies and check for accuracy before March 20th - Be sure your girls get credit for their sales!
- Check Smart Cookies for transfers in and out of your troop for accuracy and report any discrepancies to your Service Unit Cookie Manager immediately.
- Review your Troop Balance Summary report in Smart Cookies and check for accuracy before the final March 27th ACH draft. Report any discrepancies to your SUCM immediately.
- Please turn in the following items for any girl that did not pay her cookie bill in full: Cookie Collection Cognito form, copies of receipts, emails/texts and any other documentation and Girl Balance Summary report from Smart Cookies. All Cookie Collection forms are due March 27th.
- Once incentives arrive in May to your SUCM, please pick up recognitions and distribute to girls as soon as possible.
- Report recognition issues and/or shortages to your SUCM as soon as possible.

Have a cookie and pat yourself on the back for a job well done!

