

**BRAVE.  
FIERCE.  
FUN!**



girl scouts  
of silver sage

# Cookie Program

## 2026 Troop Guide



**Maise R & Nayeli M of  
Troop 437**



# Introduction to Volunteers: The Girl Scout Cookie Program

Thank you for volunteering to serve as a Troop Cookie Manager. As the captain of your Troop Cookie Team, your efforts are critical to the success of the Girl Scout Cookie Program. Our Council offers this program to increase opportunities for girls. It helps girls develop the five key business and leadership skills, and revenues generated from this program fund girl-led Troop activities, projects, events, and adventures. It also helps maintain our facilities and camp properties in Idaho and develop quality training for adults. Without you, this would not be possible. With your guidance and the power of the Girl Scout Cookie Program, Girl Scouts can have great experiences and a lifetime of memories. Will she help plant a community garden for friends and neighbors? Go to summer camp or earn one of Girl Scout's highest awards? Cross an ocean for the travel experience of a lifetime? It's up to her and her Troop — they own their adventures!

## Your Girl Scout Cookie favorites are back!





# Table of Contents

<a href="#"><u>Meet The Cookies</u></a>	2	<a href="#"><u>Resources</u></a>	10	<a href="#"><u>Cookie Finder</u></a>	23
<a href="#"><u>Introduction to Volunteers</u></a>	2	<a href="#"><u>Pins &amp; Badges</u></a>	11	<a href="#"><u>Money Management</u></a>	24
<a href="#"><u>Five Essential Skills</u></a>	4	<a href="#"><u>Smart Cookies</u></a>	12	<a href="#"><u>Banking Guidelines</u></a>	25
<a href="#"><u>How the Cookie Crumbles</u></a>	4	<a href="#"><u>Digital Cookie</u></a>	13	<a href="#"><u>Delivery &amp; Pick-up</u></a>	26
<a href="#"><u>Girl Rewards &amp; Program Credits</u></a>	4	<a href="#"><u>Participation Methods</u></a>	14	<a href="#"><u>Fitting Cookies in Vehicle</u></a>	26
<a href="#"><u>Troop &amp; Service Unit Proceeds</u></a>	4	<a href="#"><u>Initial Orders &amp; Order Cards</u></a>	15	<a href="#"><u>Variety Estimates</u></a>	27
<a href="#"><u>Calendar</u></a>	5	<a href="#"><u>Goal Getter</u></a>	16	<a href="#"><u>Cupboards</u></a>	27
<a href="#"><u>Program Roles</u></a>	6	<a href="#"><u>Walk-A-Bouts</u></a>	16	<a href="#"><u>Planned Orders</u></a>	28
<a href="#"><u>Cookie Team</u></a>	7	<a href="#"><u>Cookie Booths</u></a>	17-19	<a href="#"><u>Cookie Share (Donations)</u></a>	29
<a href="#"><u>Cookie Team Roles</u></a>	8	<a href="#"><u>Cookie Booth Tips</u></a>	20	<a href="#"><u>5forFive!</u></a>	30
<a href="#"><u>Social Media Guidelines</u></a>	9	<a href="#"><u>Booth of the Week</u></a>	21	<a href="#"><u>Close Out</u></a>	31-32
<a href="#"><u>Girl Scout Safety Guidelines</u></a>	9	<a href="#"><u>Scheduling Booths</u></a>	22	<a href="#"><u>Glossary</u></a>	33

## Girl Scout Promise

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

\*Members may substitute for the word  
God in accordance with their own spiritual  
beliefs.

## Girl Scout Law

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



Timely updates,  
instructional  
screenshots, and  
more will be posted  
on our 2026 Cookie  
Updates and FAQs  
page.



# Learn & Earn

The Girl Scout Cookie Program is a hands-on leadership and financial literacy program unlike any other in the world. Girls gain essential skills from real-life experiences, building a strong foundation for success. The knowledge and skills learned will serve participants for a lifetime.

## 1. Goal Setting

Sets cookie sales goals individually and, with her team, creates a plan to reach them. She develops cooperation and team building skills all along the way.

## 2. Decision Making

Helps decide how her Troop spends their cookie money, furthering critical thinking and problem-solving skills.

## 3. Money Management

Takes cookie orders, handles customers' money, and gains valuable and practical life skills around financial literacy.

## 4. People Skills

Learns how to talk to, listen to and work with all kinds of people while selling cookies. These experiences help her develop healthy relationships and conflict resolution skills that she can use throughout her life.

## 5. Business Ethics

Is honest and responsible at every step of the cookie sale. Her business ethics reinforce the positive values she is developing as a Girl Scout.

## How the Cookie Crumbles?

Girl Scout Cookies are sold for \$6.00 per package. The proceeds stay local and break down by percentage as follows:

Investing in  
Girls : 47%



Cookie  
Program  
Costs: 31%

Proceeds &  
Rewards: 22%

### Earn Funds for Troop Activities:

- Troops receive 70 cents for all cookies sold when the Troop averages 0 – 324 packages per girl
- Troops receive 75 cents for all cookies sold when the Troop averages 325 - 399 packages per girl
- Troops receive 80 cents for all cookies sold when the Troop averages 400 - 499 packages per girl
- Troops receive 85 cents for all cookies sold when the Troop averages 500+ packages per girl

### Earn Funds for Service Unit Activities:

- Service Units receive 1 cent per package sold.
- When at least 70% of the girls (registered by March 31, 2025) in your Service Unit participate in the Cookie Program, the SU will receive an additional 1 cent per package sold.
- When at least 70% of eligible girls (who sold 200+ packages this year; excluding High School Seniors) in your Service Unit renew their memberships through the Cookie Program's "Easy Renewal," the SU will receive an additional 1 cent per package sold.

### Earn Rewards and Program Credits:

Girls can earn many great reward items, colorful patches, and valuable Program Credits by participating in the Girl Scout Cookie Program. Program Credits are Girl Scouts of Silver Sage's primary way to recognize the hard work that Girl Scouts and their families put into the Cookie Program. Program Credits are physical papers that are spent just like cash, and they must be submitted in person or by mail to be redeemed.

#### Do not throw Program Credits away.

Please see the [Rewards Card](#) for more details!



TIP: You can find your Troop's Per Girl Average (PGA) in Smart Cookies on the Troop Dashboard or by running the Troop Balance Summary Report. PGA is calculated based on the number of girls selling.



# Cookie Calendar



Volunteer Cookie Training from Council - In Person Events	December 4-10, 2025
Cookies Kickoff for Families	December 18
Make-up Training for TCMs will be in gsLearn	Mid-December
Hold Parent Meeting & Distribute Materials to Families	December, Early January
Smart Cookies Opens for Volunteers	December 15
Digital Cookie Opens for Volunteers	December 15
Just-in-Time Training Video - Volunteer/Caregiver/Girl Access	December 12
Volunteer/Caregiver/Girl Access Q&A	December 16
Digital Cookie Opens for Girls & Caregivers to set up	December 22
Plan, Carry Out, and Attend Local Cookie Rallies (as appropriate) – Register on gsEvents	January 2 - 9
Pre-Sales through Digital Cookies for Friends & Family Begins	January 2
Just-in-Time Training Video - Scheduling a Booth	January 2
Scheduling a Booth Q&A	January 6
Cookie Time Begins: Girls Can Take Orders Online & In-Person	January 9
Initial Order Taking (Order Cards)	January 9-25
Cookie Booth Scheduler Opens: Round 1	January 11
Cookie Booth Scheduler Opens: Round 2	January 14
Just-in-Time Training Video - Initial Order Entry & Placing Planned Orders	January 16
Cookie Booth Scheduler Opens: Round 3	January 17
Initial Order Entry & Placing Planned Orders Q&A	January 20
Open Office Hours (Times TBD)	TBD - (January 21-23?)
Girls Can Continue to Take Orders Online & In-Person (Goal Getter)	January 25-February 20
Troop's Initial Cookie Order Due in Smart Cookies	January 26
Troops Can Place Planned Orders for More Cookies from Cupboard	January 30
Just-in-Time Training Video - Cookie Distribution/Allocation	February 6
Cookie Distribution/Allocation Q&A	February 10
Just-in-Time Training Video - Smart Booth Divider & Distribution	February 13
Pick Up Initial Orders Cookies from SUCM	February 13-19
Smart Booth Divider & Distribution Q&A	February 17
Cookie Cupboards Open to Pick Up More Cookies	by Feb 19
National Girl Scout Cookie Weekend (GSUSA Marketing Boost)	February 21-22
Cookie Booth Sales Begin	February 20
Planned Order Estimates For Next 3 Weekends Entered in Smart Cookies	February 22
First Electronic ACH Withdrawal from Troop Bank Account	February 25
Start Contacting Caregivers About Unsold Inventory	March 1
Just-in-Time Training Video - Reconciliation & Wrap Up	March 6
Reconciliation & Wrap Up Q&A	March 10
Last Day for Council Cookie Booth Sales	March 15
Open Office Hours (Times TBD)	Between March 16 & 20
Final Payments Due from Caregivers/Girls	March 20
Troop Girl Rewards Order Due in Smart Cookies	March 26
Final Deposits into Troop Bank Account & Check Balance	March 25
Final Electronic ACH Withdrawal from Troop Bank Account	April 8
Pull Reports from Smart Cookies	April 23
TCMs Receive Program Credits Rewards & Patches	Mid-May
TCMs Distribute Program Credits, Rewards & Patches	ASAP Upon Receipt
Submit Smart Cookies Reports & Receipts to Troop Leader for Annual Report	May 1

# The Cookie Crew

Every Girl Scout has it in her to do great things. With your support, she'll rise to success! A successful Girl Scout Cookie Program depends on dedicated volunteers like you. Understanding everyone's roles on the team ensures a smooth-running program.

## Service Unit Cookie Manager (SUCM)

- Attends Cookie Program Training provided by the council and reads materials provided.
- Trains their area's Troop Cookie Managers & Leaders and supports them as needed.
- Receives materials from ABC Bakers, then assembles & distributes packets to each TCM.
- Helps to coordinate a local Cookie Rally.
- Reviews and submits the Initial Cookie Order and girl rewards order for the entire Service Unit.
- Recommends Cookie Cupboard locations and volunteers.
- Coordinates Service Unit delivery and distribution of cookies & rewards to Troops.

## Silver Sage Council Product Team (Team Cookie)

- Manages all training curriculum, materials creation, volunteer resources, tools, and guidelines for the Cookie Program.
- Supports Council staff, Service Units, Troops, and families throughout the Cookie Program.
- Manages and tracks all stages of the sale, including the partnerships with the baker partner, booth partners, and transportation partners.

## Silver Sage Council Customer Care

- First Council point of contact for any questions about the Program that cannot be resolved by the SUCM or ABC Customer Care.
- Answers questions throughout the sale for cookie volunteers and families.

## Other Silver Sage Council Staff

- Creates and develops marketing and communication plans to support Troops and girls while selling.
- Helps with cupboard cookie distribution.
- Ensures financial integrity is upheld and enforced.

## Troop Cookie Manager (TCM)

- Attends Cookie Program Training provided by the SUCM.
- Works with Troop Leader to schedule, plan and lead the family meeting.
- Manages all aspects of the Cookie Program including training families, using online systems, scheduling Booth sales, pick-up and delivery of inventory, etc.
  - Tip: This can be a lot for one person, you are encouraged to delegate and create a Troop Cookie Team!
- Follows all Council, GSUSA, and baker guidelines, including for Smart Cookies and Digital Cookie.
- Follows all timelines and deadlines to ensure successful completion of cookie-related tasks. Completes and submits end-of-sale receipts and reports to Troop Leader or Troop Treasurer.

## Troop Leader (TL)

- Attends Cookie Program Training provided by the SUCM.
- Supports the Troop Cookie Manager with all aspects of the Cookie Program including hosting a family cookie meeting, working with Troop to set & communicate goals, and planning learning activities.
- Connects regularly with TCM to stay apprised of progress to goals, inventory, girl payments, etc. and escalates to SUCM and/or Council Product Team if TCM is unresponsive.

## Troop Cookie Team (See Next Page)

- This is the team that you, the TCM or Leader, create to help you manage the Cookie Program.
- You can hand pick adults from your Troop and ask if they will take on a role that works with their strengths.
- You could also ask for volunteers to help you manage the program by asking for someone to take on a specific role.
  - Many times it just takes asking to get other parents on board.

# Create a Troop Cookie Team

A lot is asked of Cookie Volunteers, for example:

- Be registered
- Complete background check
- Sign agreement
- Attend training
- Lead individual and Troop goal setting
- Collect orders
- Place order in baker system
- Pick up order
- Sort order
- Distribute cookies to families
- Collect reorders
- Place reorders in baker system
- Pick up reorders from cupboard
- Distribute reorders to families
- Collect money from families
- Receipt money/product exchanges with families
- Record product/money exchanges in baker software
- Deposit money in Troop account
- Set up bank account/report to council
- Receive girl/Troop materials
- Recruit additional help
- Train/plan with Troop leadership
- Train adults/families
- Train Girl Scouts
- Identify where cookies will be stored
- Verify all girls are in baker software
- Follow up with all girls who are not registered
- Collect family participation agreements
- Distribute materials to families
- Communicate with families and answer questions
- Schedule booths w/council using the baker software
- Schedule booths w/Troop
- Coordinate booth volunteers
- Verify booth volunteers meet safety requirements
- Manage inventory, transfers, etc.
- Enter Girl Rewards Order
- Turn in final paperwork to Troop Treasurer or Leader
- Pick up girl rewards and Program Credits
- Sort girl rewards
- Distribute girl rewards and Program Credits





# Create a Troop Cookie Team

You don't have to do this alone. Pick adults in your Troop that you think would be a good fit and ask them to help in a way that matches their strengths.



**TIP:** Create a Troop Email through Gmail or Outlook/MSN/Hotmail that all Cookie Team members can access. Specifically use the Google Drive or One Drive feature to share live documents that track changes and who does them

## Additional Users

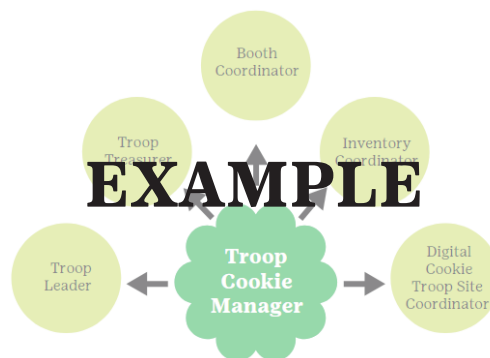
Additional users can be added by council into Smart Cookies. Volunteers do need to be registered, and background checked in order to get access. They can be given full or limited access to SC based on their role. We only require one person to sign the TCM contract, but request that you share what's on it with anyone who has access to SC so that they know what is expected of the TCM.

### Booth Coordinator

A Booth Coordinator can be given limited access to Smart Cookies so that they only deal with items related to selecting and deleting booths. This person can organize which girls and volunteers are at each booth by creating a spreadsheet or a Signup Genius, etc.

### Finance Manager

If your Troop has a Troop Treasurer that is not also a Troop Leader, they can enter the girl financial transactions in Smart Cookies. It's also recommended to keep track of cookie booth reconciliations on a separate spreadsheet as a backup plan.



### Inventory Coordinator

An Inventory Coordinator can be the person who has a big enough space to store cookies. They should be a good communicator so that they let the TCM know how much inventory is in their possession at all times. I recommend having a Google Doc/Sheet or a file on OneDrive or SharePoint that can be edited by approved people and makes updates in real time.

### Cookie Pickup

Any parent or Troop volunteer can pick up cookie reorders from a cupboard! If they, or you, are concerned about inventory management, have send you photos of their receipt and what was picked up at the cupboard.

### Digital Cookie Lead

A TCM does not have to be your Troop Lead in Digital Cookie. This can be managed by another volunteer. They would be the person to set up the Troop Link so that anyone can order from the Troop through the Cookie Finder and accept payments at Cookie Booths. They would make sure girls/families are approving orders

# Safety Do's & Don'ts

At Girl Scouts of Silver Sage, there is nothing we take more seriously than the safety and well-being of our girls, volunteers, families, and staff members. An essential part of your action plan for a successful Girl Scout Cookie Season is reviewing safety guidelines with Troop members and their parents or guardians.

## Girls Should:

- Sign the Girl Scout Internet Safety Pledge & Digital Cookie Pledge
- Show you're a Girl Scout! Wear your vest, sash, membership tab, or any Girl Scout clothing items
- ALWAYS use your online sales link for customer orders
- Have parents/guardians approve ALL girl delivered online orders
- Have parents/guardians supervise communications and product delivery logistics for online sales
- Always have an adult present when selling at a cookie booth

## Girls Should Not:

- Share personal information (last name, address, phone number, email address, etc.)
- Enter someone's home or vehicle. Avoid selling to people in vehicles except for at drive-thru booths
- Direct Message with people you don't know online or through social media
- Deliver cookies alone! A parent/guardian must accompany Daisies, Brownies & Juniors, and must supervise Cadettes, Seniors & Ambassadors when selling in person. Girls should never sell or deliver alone

## Girls/Families May Not:

- Post their Digital Cookie link or otherwise sell cookies on resale sites such as Craigslist, eBay, Facebook Marketplace, etc.
- Post where any specific girl is participating in a Cookie Booth
- Post content including their last name or direct contact details (i.e. phone number, address, school, location, and/or email)

## Girls/Families May:

- Share their Digital Cookie link with friends and family
- Post their Digital Cookie link on her own page on a public social media site such as Facebook, X, Instagram, etc.
- Post their Digital Cookie link in a local neighborhood on a public social media site such as Nextdoor or a local Facebook group (e.g. Trail Head Estates is OK; Idaho News is not)
- Post where their Troop (not just themselves) has a Cookie Booth where multiple girls and adults will be present



# Resources

GSUSA has links to valuable resources like:

- [Cookie Booth Essentials](#)
- [Cookie Family Connection Guide](#)
- Cookie Program Family Meeting Guides
  - [Daisy, Brownie, & Junior](#)
  - [Cadette, Senior, & Ambassador](#)
- [Entrepreneurship Progression Chart](#)
- [Financial Empowerment and Entrepreneurship Program Overview](#)
- [Ways to Participate in the Girl Scout Cookie Program](#)
- [Where the Money Goes](#)
- Cookie Entrepreneur Family Pin Requirements
  - [Daisy, Brownie, Junior, Cadette, Senior, & Ambassador](#)
- [Digital Marketing Tips for Entrepreneurs and Families](#)
- Practical Tips for Parents
  - [English & Spanish](#)
- [Safety Tips for Product Sales](#)

## Training:

- [youtube.com/user/ABCCouncils](https://youtube.com/user/ABCCouncils)
- [youtube.com/@productdepartment9704](https://youtube.com/@productdepartment9704)
  - [Just In Time Videos](#)

## Digital Art:

- [ABC Smart Cookies Digital Art](#)
- [ABC Baker's Flickr](#)
- [Giphy - Girl Scout Cookies](#)

## Silver Sage Volunteer Essentials:

- [Product Program Section](#)
- [Cookie FAQ Google Doc](#)
- [GSSSC Cookie Program Page](#)



Timely updates, instructional screenshots, and more will be posted on our 2026 Cookie Updates and FAQs page.



# Entrepreneurship Pins & Badges

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. You can click on the image below to take you to the GSSSC Online Store and to the requirements for the Cookie Family Entrepreneur Pins.

	Cookie Business		Financial Literacy		Cookie Entrepreneur Family	Entrepreneur		
Daisy	 My First Cookie Business	 Cookie Goal Setter	 Money Explorer	 My Money Choices	 <a href="#">Year 1 and 2 Cookie Entrepreneur Family Pins</a>	 Toy Business Designer		
Brownie	 My Cookie Customers	 Cookie Decision Maker	 Budget Builder	 My Own Budget	 <a href="#">Year 1 and 2 Cookie Entrepreneur Family Pins</a>	 Budding Entrepreneur		
Junior	 My Cookie Team	 Cookie Collaborator	 Budget Maker	 My Money Plan	 <a href="#">Year 1 and 2 Cookie Entrepreneur Family Pins</a>	 Business Jumpstart		
Cadette	 My Cookie Venture	 Cookie Market Researcher	 Cookie Innovator	 Budget Manager	 My Money Habits	 My Dream Budget	 <a href="#">Year 1, 2, and 3 Cookie Entrepreneur Family Pins</a>	 Business Creator
Senior	 My Cookie Network	 Cookie Boss	 Savvy Saver	 My Financial Power	 <a href="#">Year 1 and 2 Cookie Entrepreneur Family Pins</a>	 Business Startup		
Ambassador	 My Cookie Business Resume	 Cookie Influencer	 Financial Planner	 My Financial Independence	 <a href="#">Year 1 and 2 Cookie Entrepreneur Family Pins</a>	 Entrepreneur Accelerator		

# ABC Smart Cookies



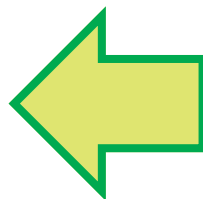
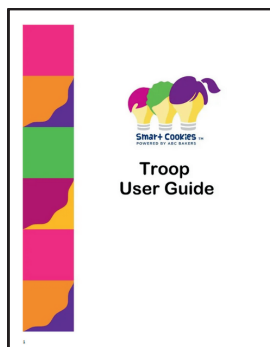
## **ABC Smart Cookies**

The Smart Cookies platform is for Volunteer use only. It is the logistics system for managing Troop inventory, tracking payments, entering Booth sales, and more. You will get access to the system on December 15.

Once you have logged into the system. Go to the My Troop Tab and click on Troop Roster. Confirm that all of the girls listed are still members of your Troop and that no one is missing. Also confirm that all parent emails are spelled correctly so that parents received the email to set up their Girl Scout in Digital Cookie. If your roster or any parent emails need updates or corrections, please reach out to Customer Care by December 24.

Go to the Finance Tab and confirm that the Troop bank account information that was uploaded for you is correct. This is how the ACH transfers to council are made. The first ACH will take place on February 25.

Training on Smart Cookies will take place regularly just before you should need them. On most Fridays throughout the Program (starting on December 12), our team will upload a video to our YouTube channel at [youtube.com/@productdepartment9704](https://youtube.com/@productdepartment9704) and follow up with Q&A sessions on the following Tuesdays related to the topics covered. For example, we will post a video by December 12 that addresses registering as a volunteer, setting up your Troop, adding a new girl, navigating the Troop dashboard, setting your Troop goal, etc. Then on Tuesday, December 16, we will have a Q&A session to address any questions that arise from the video.



Check out the Smart Cookies Guide from ABC Bakers.

Click the image to take you to the guide.

This covers all things you can do in Smart Cookies in detail. It has been slightly modified to

# Digital Cookie®



GET IT ON  
**Google Play**

Download on the  
**App Store**

## Digital Cookie®

Digital Cookie® is the platform that is seen by Girl Scouts and their customers. It is the Cookie Sales Platform for all girls across the country and used by both Girl Scout Cookie Bakers.

Girls will need to use a web browser to set up their sites; thereafter they can use that and the Digital Cookie app. Girls can send customer emails, accept online orders for girl delivery or direct ship, accept credit card payments for in- person or booth orders, and manage on-hand inventory. Girls age 13+ can have their own login and customize and manage many portions of their Digital Cookie page themselves. Girls are encouraged to personalize their Digital Cookie® site with their goals and an audio or video cookie pitch.

Some data in Digital Cookie will transfer to Smart Cookies automatically, while other data points will require manual updates.

\*It is recommended that you delete and reinstall the app each season.



TIP: To use the Digital Cookie Mobile App, girls must first set up their store through a web browser!

## Become a true cookie boss in four easy steps!

### 1. Register for Digital Cookie®

Look for the Digital Cookie® registration email in your inbox to register. If you can't find it, contact your council.

### 2. Set Up Your Site

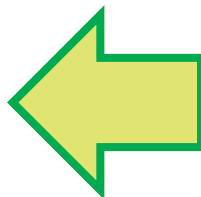
Take a few minutes to set your sales goals, share your cookie story, and upload a fun picture or video. Then publish and go!

### 3. Invite Customers

Use the email in Digital Cookie® to reach out to customers. Ask them to visit your site, purchase, and share your site. Also, post your site on social media.

### 4. Track Your Progress

Use your Digital Cookie® platform to track sales and inventory and check progress towards your goal.



Check out the 2025 Digital Cookie Guide.

Click on the image to go to the guide.

This covers all things Digital Cookie for a Troop Manager, a Caregiver/Girl, and even Customers.



# Ways to Participate

The Girl Scout Cookie Program is a great way for Girl Scouts to learn skills that last a lifetime. The Program is both optional and flexible. Troops and families get to decide which part(s) of the Program they want to participate in.

## **Digital Cookie® – Online & App – January 2 to March 15**

Girl Scouts will be invited to join the Digital Cookie platform through an email sent to their primary guardian on December 22. Once a girl is logged in, she will be able to customize her own Online Storefront. Friends & Family pre-sales begin January 2 and Girl Scouts can begin selling in-person on January 9



## **Initial Order – In Person with Order Card – January 9 to January 26**

Girl Scouts take orders with their color Order Cards and use them to sell to friends, family, and anybody who likes to pre-order their favorite Girl Scout Cookies. When girls sell using their Order Cards, they record the customers' contact information (name, address, and phone number) the quantities and varieties of cookies they would like to purchase and collect money up front. NEVER DELIVER ITEMS WITHOUT RECEIVING PAYMENT! When girls turn in their Order Card for the TCM to submit to the cookie baker, this is a portion of Initial Order.

## **Goal Getter Period – In Person with Order Card – January 27 Until Cookies Are Available (by Feb 16)**

Once Girl Scouts turn in their Order Card to their Troop for the Initial Order, they can continue selling using a copy of the Order Card to help them reach their goals! If a Girl Scout runs out of room on her Order Card, she can ask her TCM for another Order Card or use a black-and-white Goal Getter Order Card.



**TIP:** Make a bold line with a sharpie after the last customer in the initial order & keep using the same Order Card for your Goal Getter orders.



## **Walk-A-Bout – Selling Cookies on Hand – From when cookies are available to March 15**

Cookies will be delivered to SUCMs starting on February 14. Once Girl Scout Cookies arrive, girls should make every effort to deliver all Initial Order packages to customers first. Then they can continue selling by canvassing their neighborhoods door-to-door with extra packages.



**TIP:** Girls can use wagons, cookie carts, or other devices on wheels to take cookies door-to-door.

## **Booth Sales – February 20 to March 15**

Troop Booths give girls the opportunity to work together and sell as a team. Troop Booths have at least 2 registered Girl Scouts supervised by at least 2 registered & background-checked Volunteers. No tagalongs are allowed.

Girl & a Grown-up (formerly Mom & Me) Booths are operated by one Girl Scout and one trusted adult. If the Girl Scout has one or more siblings that are also registered Girl Scouts and participating in the Cookie Program, they can be present. No tagalongs are allowed.

If your Troop wants to operate a Booth that is not already listed in Smart Cookies and is not part of a multi-store chain, enter it in Smart Cookies for approval by the Council. This is called a “Troop-Secured Booth.” Entering it in Smart Cookies is important because will allow the Booth to show up on the Cookie Finder and to accept Credit Card payments.



# Initial Order Sales

- To create an honest, fair, and equal sales opportunity for Girl Scouts, no in-person sales are to be made prior to the start of the official Council sale date, January 9, 2026. However, Digital Cookie is available to send emails to friends and family beginning January 2.
- Girls record customer information and orders on their Order Card throughout the selling period.
- Girls should collect money at the time of order taking. This allows girls to drop off cookies without requiring a customer to be home at the time of delivery. If a customer does not feel comfortable paying upfront, simply take the order and collect on delivery. **NEVER DELIVER ITEMS WITHOUT RECEIVING PAYMENT!**
- At the end of the Initial Order period, girls should add up their totals by variety and overall totals of packages sold and turn in their Order Card, along with all money collected, to their Troop Cookie Manager (TCM).
- Once the TCM has all their girls' Order Cards collected, they will input all the totals by variety into Smart Cookies. The TCM should take photos of each Order Card or keep them in a safe place and return them to each girl when cookies are distributed so she will know where to deliver cookies. Initial Orders will be entered into Smart Cookies in package quantities and then rounded as a total to the next case (see below).
- After all Order Cards have been entered, Troops can then order extras if they choose for Booth Sales and door-to-door direct sales. Troops may also pick up more cookies from their local Cookie Cupboards after the Initial Order process is complete.
- Troop Initial Orders are due on January 27. Please note that once an Initial Order is submitted, Troops cannot change their order. (Reach out to a SUCM immediately if you need to make a change.)
- All Troop Initial Orders will be rounded up by variety to the next case and delivered in FULL cases (12 packages per case) so be prepared for a few extras. For example:

Placed Initial Order for 9 Thin Mints

Total Ordered & Delivered – 12 Thin Mints (one case)

Extras – 3 Thin Mints



**TIP:** Do not round each girl's order to the next case. The system rounds up for you.

- Once the Initial Order has been submitted, the TCM will also need to submit an Early Rewards Order for any girls in their Troop who reached 350+ packages sold at the time of the Initial Order so the girls can receive their Instant Early Reward.

**TROOPS ARE RESPONSIBLE FOR ALL COOKIES ORDERED & PICKED UP.**



# Goal Getter & Walk-a-bouts

## GOAL GETTER GUIDELINES

The time between the Initial Order and Booth Sales is called “Goal Getter.” Girls are encouraged to continue taking orders on their Order Cards.

At this point most Troops have collected their girls’ color Order Cards, so girls need a new way to keep track of any order that comes in after they are turned in. This is where the Goal Getter Card comes into play. Girls simply use the Goal Getter Card just like a traditional Order Card.



## WALK-A-BOUT GUIDELINES

Walk-A-Bouts can be done as a Troop or as an individual girl once your Troop has cookies on-hand. Loading up a cart or wagon with Girl Scout Cookies then selling to neighbors door-to-door is a fun and easy way to sell even more cookies.

Here are a few sales tips:

- Make up door hangers or business cards in advance, so you can leave ordering information if a customer is not home. The council has created some sticky notes for this purpose, too.
- Reach out to your Service Unit Cookie Manager or the Council office to get some. Try bundling the cookies and adding a decorative bow or ribbon.
- Selling in bundles can increase your sales. Set goals, make a plan, and leave no doorbell un-rung!
- Sell with friends, or even better, schedule the whole Troop to canvas the entire neighborhood. Ask a local business if your Troop can come through and ask employees if they would like to purchase some delicious Girl Scout Cookies!





# Cookie Booths



Cookie Booths are any sale where you set up at a single public location, and customers come to you.

You can book two different kinds in Smart Cookies:

- Council-Secured Booth, where the Council contacts the location's management and schedules times and dates. Troop Cookie Manager requests day/time slot in Smart Cookies. Girls and volunteers operate Booth.
- Troop-Secured Booth, where a volunteer contacts the business' management and schedules times and dates for the Booth to operate. The Troop Cookie Manager (TCM) enters the details in Smart Cookies for Council approval. Entering it into Smart Cookies is critical because it allows the Booth to display on the Cookie Finder and to accept digital payments at the Booth. Do not contact any business with more than 2 locations without express permission from the Girl Entrepreneurship Team.



## Mom & Me Booth

A “mom” is a trusted adult that partners with a single Girl Scout to operate a Cookie Booth. If the Girl Scout has one or more siblings that are also registered Girl Scouts, they can be present. No tagalongs are allowed. “Moms” do not need to be registered and background checked Girl Scout Volunteers.

The 2 most common types of booths are:

## Troop Booth

A Troop booth **MUST** consist of a minimum of 2 girls and 2 adults. All adults present must be registered & approved volunteers and at least one must be female. All girls involved in the sale **MUST** be registered.



# Cookie Booths continued



A less common type of booth is the Drive-Through Booth, where the Troop sets up their Booth in a parking lot and cars drive around to complete their transaction, like a restaurant drive-thru. Customers do not get out of their cars. Girls should not be reaching into or entering any car for any reason, and they should use extreme caution when near automobiles.

## Troop Booth Guidelines:

- **It's recommended to have 4 or fewer girls at a booth at any given time.**
  - Too many girls can lead to too much play.
  - Use your best judgement for how your Troop and follow any special instruction from our Booth Partners
  - You can choose to break up booth time into smaller chunks within your Troop, i.e. 1.5 for 2 groups or 1 hour for 3 groups.
    - This is especially helpful for younger girls or girls with special needs.
  - If your booth location allows you to set up at multiple exits (this is not common) EACH doorway MUST be either a Troop Booths with 2 unrelated adults at each, OR Mom & Me booths from the same troop at one or both doors.
- **You MUST have health histories and a first aid kit at each booth location.**
- **Girls should be identifiable as Girl Scouts by wearing Girl Scout attire, uniform, or insignia tab.**
- **DO NOT block entrances or exits of the establishment and only approach customers as they EXIT so they don't have to carry non-merchandise into a store.**
- **Each Troop will be responsible for providing cash for change and a container to keep it safe. Be sure to have plenty of \$1 bills on hand**
  - Troops must supply their own tables, chairs, pens/pencils, calculator, tape, and any sale aids.
- **Bring a paper copy of your booth schedule to all booths in which your Troop Participates.**
  - If for some reason you and another Troop show up at the same location and time, please try to come to a mutual solution.
  - Remember adults should act in a way that you would want the Girl Scouts watching you to act.

**Always keep the Girl Scout Promise and Law in mind.**





## Mom & Me Booth Guidelines:

Girls gain lots of practice working together with other girls on their team during the Cookie Program. This fosters teamwork, as it is often the best way to get things done and achieve a variety of goals. However, girls may have higher goals than their Troop or may not be able to attend the Troop's Cookie Booth slots.

One Girl Scout can sell cookies at a booth with one adult under these guidelines:

- There is always a trusted adult, or “mom” present at the booth.
- The Troop must agree that they have signed up for as many booth locations as desired for Troop booths prior to Mom & Me sign ups.
- The Mom & Me team must sign up for booths through their TCM. Even if they are finding the location for themselves. This way their booth shows up in the online Cookie Finder and in Digital Cookie for Booth Sale payment tracking.
- Once cookies leave the troops possession and receipts are provided, the parent/guardian is financially responsible for all cookies and money in their girl's possession.
- Girl Scout siblings can partner together at a booth with one adult. No additional siblings or tagalongs allowed.

**Always keep the Girl Scout Promise and Law in mind.**

## Drive-Thru Booth Guidelines:

Drive-Thru booths are not as popular of a booth type after the restrictions of the pandemic lifted. However, they are still a clever option for a booth if you have great visibility but the business entrance is not convenient for a table, or the business gave permission to run a booth, but they are not open on weekends (but they have a great corner access to the main streets).

With this booth style make safety first!

- Girls do not reach into or get into cars.
- An adult should always be present to supervise transactions.

**Always keep the Girl Scout Promise and Law in mind.**





# Cookie Booth Tips



- Be sure to display information about Operation Cookie to encourage donations.
  - Tip/Donation jars or boxes are not allowed. They violate our agreements with many booth partners.
  - A display or bin to symbolize donating cookies from any “keep the change” or cookie donations is okay.
- Bring 5forFive! slips and be sure to let customers know about the drawing.
- Avoid eating, drinking, and chewing gum.
- Decorate your booth with display posters, troop goals, or things/pictures of troop activities
- Bring lots of smiles, eye contact, good manners, and polite voices. Remember “Please” and “Thank You”!
- LEAVE THE AREA CLEANER THAN YOU FOUND IT! Take empty cases back home to recycle or make into other service projects.
- Protect the cookies! Keep them out of direct sun and moisture. A clear shower curtain liner is inexpensive and a good size to both cover the cookies and keep them visible to customers.
- Count money and cookies by variety at the beginning and end of each shift. Be sure to keep money in a safe place throughout the sale. If adult responsibility chances during the booth, count inventory and money again and fill out a receipt or worksheet. A sample Cookie Booth Worksheet is available to help with this.
- The troop should arrive and depart together. Girls should always be accompanied by an adult.
- Before booths begin, discuss how sales made during the booth will be divided up for each girl. There are many ways to split the sales, so make sure everyone knows ahead of time how your Troop plans to divide up packages sold at booths.
- The most traditional split is to divide the total number of packages sold equally by number of girls participating during that time slot. Please reach out to the Entrepreneurship Team if you need help making the math work in your tracking spreadsheet.
- Please be considerate to the other troops setting up and taking down their booths. Take-down should begin at the scheduled end time and any sales at that point should be directed to the Troop setting up. You should be prepared to help other troops set up or take down (after taking inventory) for a quick and speedy transition.

# Booth of the Week



**Have you seen the amazing photos that are included in our materials?**

**Almost all of these came from images shared through the 2024 or 2025 Cookie Program's Booth of the Week.**

**Over 500 images have been submitted through Booth of the Week, and it was hard to choose only a few that were included.**

**2026 Booth of the Week is happening! You can submit your booth photos here: [2026 Cookie Booth of the Week Entry Form](#)**

**We are so excited to see the creativity and excitement that our Girl Scouts share with us through these photos!**

# Scheduling a Booth

Starting in January, Troop Leaders should begin planning the number of Booth Sales they want to schedule based on Troop goals and girl/adult availability. Troop Leaders should collaborate with their Troop Cookie Manager to review the Booth sales sites available to decide which sites they want to target once scheduling begins.

Booth scheduling occurs in three “rounds” to give Troops equal opportunity to get the most popular Council-Secured Booth Slots.

We ask that all Troops treat one another with respect and follow the Girl Scout Promise and Law when selecting booth locations.

If issues arise, the council’s Girl Entrepreneurship Team reserves the right to remove Troops from booth locations and time slots and notify all parties involved of the decision.

**January 11, 7pm**  
**Round 1:**  
**Two slots at Two**  
**different businesses**  
**Ex: 1 Walmart & 1**  
**Ridley’s**

**January 14, 7 pm**  
**Round 2:**  
**Three more slots at any**  
**business**  
**Troops can have 5 total**  
**slots**

**January 17, 7 pm**  
**Round 3:**  
**Open to All**

 **TIP:** Sales that take place on the first weekend of Cookie Booths have a higher sales-per-hour average than the second and third weekends.

**NEW for 2026:** Booth rounds were moved up 1 week so that Troops have more time to plan and schedule their families

Always release Booths in Smart Cookies that your Troop won’t operate as early as you can. This gives other Troops the chance to sign up and make plans to fill the time slot. This also ensures that the Cookie Finder App does not send customers to an empty Booth.

**REMEMBER:** Selling Girl Scout Cookies at a Booths is a privilege granted to us by the local merchants. These Booth Sales are a fragile privilege and if abused, even unintentionally, could cause all Girl Scouts to lose the opportunity for additional sales at these places of business permanently. Girls and adults need to be respectful, careful, and considerate of the merchant’s property and customers. If complaints are received, you may be asked to leave and additional consequences may apply.



# Cookie Finder

Find Cookies! ×

Zip Code

GO

## What is the Cookie Finder?

The Cookie Finder is a GSUSA tool that can be found at <https://www.girlscouts-ssc.org/en/cookies.html>

The Cookie Finder allows a potential cookie customer to find a nearby Girl Scout Cookie Booth by entering their zip code. When a customer puts in their zip code, it gives them a list of all nearby Cookie Booths that Girl Scouts have selected in Smart Cookies at their current time.

If a troop is no longer able to run a Cookie Booth, but do not release the booth in Smart Cookies, customers may come to that booth looking for Girl Scouts and not find any. This makes ALL Girl Scouts and our Cookie Finder look unreliable.

## Is this just for In-Person Orders?

Not at all! When a zip code is entered a randomly generated troop will also pop up that a customer can place an order with directly!

This is determined by your Troop Site settings in Digital Cookie. If your troop site has approved Girl Delivery orders, that will be available, but if your troop has turned off Girl Delivery for the Troop Site, then customers will only get a Direct Ship option to order directly from the troop.

## Is my Troop on the Cookie Finder?

Most likely!

When your Troop's Digital Cookie Lead, also usually the TCM, sets up the Troop Site on Digital Cookie, this puts your troop number into the random troop selection on the Cookie Finder.

This is also why your troop number might look different than normal. Troops in Digital Cookie are nation-wide so to identify troops specifically in our council troops will be listed as Troop 123647 where 123 is their Troop number and 647 is the code that identifies it as a Silver Sage Girl Scout Troop. It's super important since it identifies Silver Sage's Troop 123 from Northern Illinois's Troop 123, or Historic Georgia's Troop 123.





# Money Matters

As with any product sale, money changes hands often. From customer to girl, girl to caregiver, caregiver to troop, troop to bank.

Recording every transaction, counting carefully, and issuing a receipt are the keys to proper money management.



## Girl & Family Responsibilities


- Girls should collect money up-front when taking orders with their Order Card - indicate that payment has been received by marking the “CHECK WHEN PAID” box on the far right of their order line next to the box, write a \$ for cash, C for check, DC for Digital Cookie (although these do not need to be on the order card), to help keep them straight
- Girls should confirm that payment and change given is correct. Place cash and checks collected in the Money Envelope. Store this in a safe place before giving it to your TCM
- Before turning the money in, count the total to make sure all money matches the recorded amounts. Both families and TCMs should keep a record of money turned in
- **Get a receipt every time! This helps to hold everyone accountable for their part!**

## TCM Responsibilities

### Receipts need to be completed every time money or cookies change hands.

This even applies to the Troop Cookie Managers themselves. If they check out cookies for their girl, a receipt must be completed.

- When girls turn in money to the Troop, both parties should count the amount being turned in.
- After the amount is agreed upon, a provided receipt must be filled out and signed by the Troop representative and parent. The top copy goes with the parent and the bottom stays with the Troop records.
- After money is collected from girls the TCM or her designee must:
  - Keep physical receipts in a safe place until all final cookie reporting for the year is complete, then submit all records to the Troop Leader or Troop Treasurer for Annual Reports and archiving by May 1.
    - NEW: ALL Cookie receipts will need to be turned into council in the Annual Report Process.
  - Record amount turned in by each girl in the Smart Cookies Finance Tab as a Girl Transaction.
  - Total all money received using a spreadsheet, like Excel or Google Sheets. This is your backup!
  - List each check with it's number separately and then add to the total cash received.
  - Endorse each check.
- Make deposits often! Do not hold on to money longer than necessary!
- During your bank visit, don't forget to pick up change. You'll want 5's and 1's on hand!
- Your bank tellers should always count the cash being deposited and then add each check
  - Know how much is being deposited before you go. Confirm what you counted before you go in matches what the bank counts.
- Ensure that money is deposited in time for the scheduled council withdrawals from Troop bank accounts.

 Experienced TCM recommendation: Do your cookie housekeeping daily (transfers, deposits, finance tab entries, etc). Only wait until the end to enter your total donations. This will make your reconciling at the end easier and the program less stressful for you in the long run when you stay on top of it.

# Banking Guidelines

## Electronic Withdrawals (ACH)

There will be two electronic transfers from Troop bank accounts to the Council cookie account. Council Staff will send you an email with the amount prior to the withdrawal.

- Wednesday, February 25: 25% of the Initial Order, minus credit card payments for girl-delivery and booth cookies
- Tuesday, April 8: All remaining balance withdrawn
  - If you will not have enough funds in your Troop Bank Account to cover the automatic withdrawal, you must contact Customer Care at least four days before the posted date so arrangements can be made. Your request should include the amount of money that is OK to withdraw. Any payment return, insufficient funds, or incorrect account number will result in a charge of \$8.00.

### Example Situation:

Troop orders 500 packages for the girl Initial Order  
Troop orders 250 packages for booths/extras on Initial Order  
Girl Scouts sell 100 packages online for girl delivery  
Girl Scouts sell 50 packages online for direct-ship  
Troop earns 70 cents per package in proceeds

### Example Calculation:

Total Initial Order =  $750 * \$6.00 = \$4,500$   
Troop proceeds for sales:  $850 * \$.70 = \$595$   
Credit Card Payments on 100 packages = \$600

$\$4,500 - \$595 = \$3,905$  Total Initial Order minus proceeds  
 $25\% \text{ of } \$3,905 = .25 * \$3,905 = \$976.25$   
minus \$600.00 Credit Card Payments on 100 packages  

---

\$376.25 due



TIP: Numbers found on Troop Balance Summary Report

## Other Methods of Payment

You can bring cash or checks to the Silver Sage Store during store hours for processing. Payment will be credited to your Troop and appear on Smart Cookies by the next business day. Regardless of payment method, all money for cookies is due on April 8.

## Responsibility

We are happy to work with Troops that need assistance or need to make reasonable payment arrangements. Please reach out to Customer Care as soon as you know you need help. The more notice we have, the more we can do for you. Negligence or theft is not tolerated and we refer past-due accounts to collections or, when necessary, to local authorities. All money earned belongs to the Girl Scouts in our council.

## When should I write a receipt or request a receipt?

- When money is turned into the Troop
- When cookies are given to a girl/family
- When a girl/family returns unsold cookie inventory (if TCM allows)
- When cookies are given or received by another Troop
- When cookies are picked up at a cupboard

# Cookie Pick-Up

Once the Initial Order has been placed, cookies will be ready to be distributed to Troops starting on February 15. Service Unit Cookie Managers will help coordinate the when, where, and how to pick up your Initial Order. If you have any questions regarding the delivery process, please contact your Service Unit Cookie Manager for details.

## Guidelines for Cookie Pick Up

1. ALWAYS COUNT ALL CASES by variety before loading and only sign the receipt when everyone agrees on the count.
2. EVERY TRANSACTION needs a receipt.
3. KEEP YOUR VEHICLES CLEAN AND CLEAR OF UNNECESSARY CLUTTER.
4. ONLY BRING PEOPLE THAT ARE HELPING TO LOAD. Vehicle space is limited, and time is limited.
5. BE ON TIME. Being too early or too late can cause delays. Be ready to pick up all cookies at the designated time slot.
6. HAVE A PLAN READY TO GET GIRLS THEIR COOKIES QUICKLY!

The faster girls get their cookies the faster cookies are out of your possession and in the hands of the customers. Make sure parents count all their girls' boxes and sign a receipt before taking possession.

## Fitting Cookies in your Car

Use this guide to approximate how many cases of cookies will fit in your vehicle. The amounts assume the car will be empty except for the driver and uses all space except the driver's seat. Amounts can vary depending on make/model and whether seats are in place, adjusted flat, or removed. Safety Note: Avoid carrying cookie cases and children in the passenger area of a vehicle at the same time.



Estimated Cases in a Vehicle	
Compact Auto	23 Cases
Hatchback Car	30 Cases
Standard Auto	35 Cases
SUV	60 Cases
Station Wagon	75 Cases
Minivan	75 Cases
Pickup Truck (uncovered bed or rolling cover)	100 Cases
Pickup Truck (with bed cap)	150 Cases
Cargo Van	200 Cases

**COOKIES CANNOT BE RETURNED ONCE THEY'RE PICKED UP**



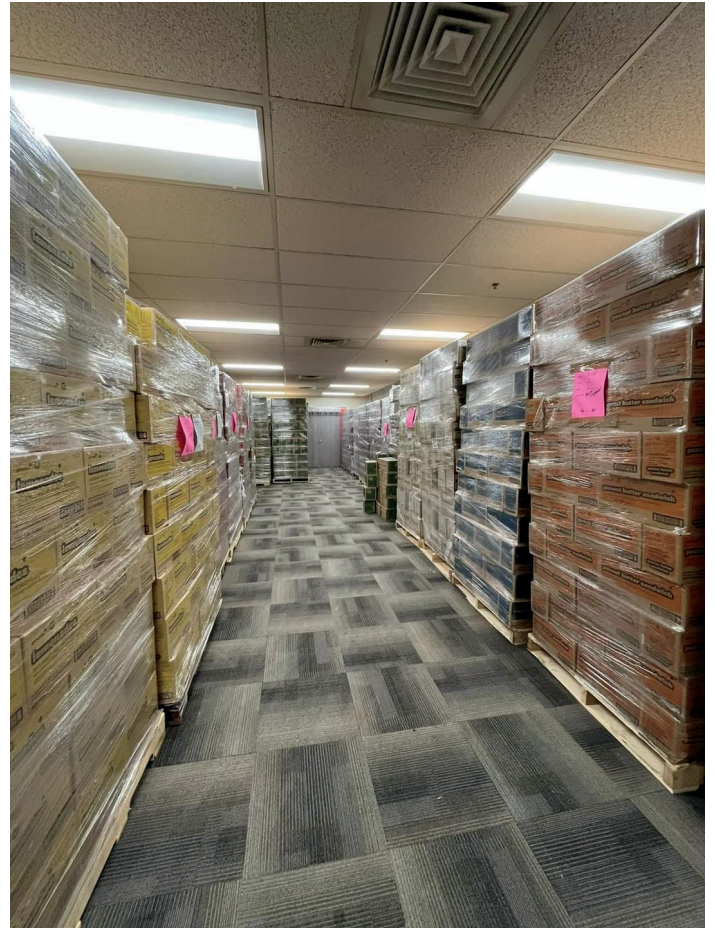
# Cookie Cupboard

Cookie Cupboards are set up to allow Troops easy access to more cookies throughout the “direct sale” portion of our Cookie Program, when we have Booth Sales and Walk-A-Bouts. You can order additional cookies from your local cupboard in Smart Cookies by placing a Planned Order by noon and pick them up during cupboard hours the following day. Cupboard pickups can be done by any Troop adult, so TCMs can delegate this task. Please make sure the person coming has a vehicle large enough to accommodate the order and is prepared to count with the cupboard manager to make sure their numbers agree.

New for 2026: Due to timing, in order to make sure we have enough cookies across our several cupboards by the time booth sales end, we need to Troop to place tentative Planned Orders by FEBRUARY 23 with pickup dates for Feb 27, Mar 6, and Mar 13.



Cupboard Details



## WHAT TO ORDER

All Troops have different goals and selling patterns. Use your own best judgement when placing orders. Please note that cookies cannot be returned to the Council once they are picked up.



The box to the right shows our council-wide, in person Cookie sales by variety for 2025, and an estimate on Exploremores. The example shows the proportion of Cookie varieties for a 200-package order.

Each Council's variety mix is different, so do not use Google to determine your cookie order percentages!

Cookie Variety	Order %	Example (200 pkgs)
Thin Mint	29%	57 pkgs
Caramel deLite	25%	50 pkgs
Peanut Butter Patties	13%	26 pkgs
Exploremores	10%	19 pkgs
Adventurefuls	7%	13 pkgs
Lemonades	7%	13 pkgs
Peanut Butter Sandwich	5%	9 pkgs
Trefoils	4%	8 pkgs
Caramel Chocolate Chip	2%	5 pkgs

\*percentages are rounded to the next whole percent



# Planned Orders

Planned Orders are how Council and Cupboards know how many cookies troops are expecting to need in order for their girls to fill orders, go on walk-a-bouts, manage cookie booths, and meet their goals.

Council typically places a larger initial order from our baker and if needed can place restock orders if their planned orders indicate needing more cookies.

Because of market trends our initial order was conservative so that we could place a larger reorder and have a guaranteed shipping length.

We take a lot into consideration when we place this reorder:

- How long will shipping take to get to our delivery partner?
- How long will our delivery partner need to get cookies to each of our 6-9 cupboards across the state?
- How many cookies do girls need to meet their goals?
- Do we have enough cookies to fill Operation Cookie Donations?

We want to order enough cookies to answer all of those questions, but we don't want to order too many and have to cover the cost of cookies the girls aren't able to sell (because Council can't sell cookies, only Girl Scouts can sell cookies.)

In order for us to know if a reorder is needed or how much is needed in a reorder, we need help from you, our TCMs, so that we have an idea of how cookies are selling and where your girls goals are.

To help us determine how many cookies are needed in a reorder, we need TCMs to place planned orders with pickup dates for Feb 27, Mar 6, and Mar 13 that are estimates of what they believe will be all the cookies they need for those weeks.

We know it's a big ask, but it is an estimate and can be edited either before getting to or at the cupboard. It also does not need to be picked up if it's not needed. Troops are not financially responsible for any cookies in Planned Orders until they are picked up.

When trying to determine how many cookies to put in your planned orders consider the following:

How did the first weekend of booths go?

How many more booths does our troop or our girls have coming up?

What are our girls' goals?

We wish there was a one size fits all formula to give you, but when each troop has different goals, it can get tough. However, because it's an estimate you could follow this rule of thumb:

- Take weekend 1's average cookies sold per booth.
  - We know the first weekend is usually the highest in sales, so keep that in mind.
- Estimate that weekend 2 will be similar or slightly under that average per booth.
- Estimate that weekend 3 & 4 will have sales about half of weekend 1.

This should give you a decent estimate for your Planned Orders for weekends 2-4 by Feb 23.

If you need any help, please ask! You have seasoned TCMs, a SUCM, and council staff that can help guide you, but we need to know you need help.

# Cookie Donations

Many of our generous customers want to purchase cookies to donate. Councils that have cookies priced at \$6.00 per package report that customers often purchase 3 packages with their \$20 bill and tell the Troop to “keep the change.” That “change” cannot be a donation to the Troop, because we are not allowed to solicit cash donations at Cookie Booths. It needs to be used to purchase cookies for donation.

## **VIRTUAL COOKIE SHARE\* - Operation Cookie - Council-wide Cookie Donation Program**

*This program (formerly called Cookies from the Heart or Cookie Share) gives customers and Troops an opportunity to make donations easy.*

Here's how it works:

- Troops should display marketing materials during order taking and booth sales to promote the donation of cookies
- Money is collected for each donated box and the TCM will record the sale as a Virtual Cookie Share package in Smart Cookies.
- At this point the troop is done. The cookies are added up from all the participating Troops and taken directly from the Boise Cupboard to the military and veteran organizations.
- Girls who sell 15+ packages for this program will receive an Operation Cookie patch.



\*Virtual Cookie Share packages are recorded as a sale; but do not add to your Initial Order total or inventory total because Troops do not need to order or deliver the actual packages to be donated. The council takes care of that for your Troop.

### **Tips for Promoting Donation Purchases**

- Create and display a sign that informs customers which organization their donation will benefit.
- Create a drop box where customers can place donated cookies, and watch the donated cookies stack up! (Boxes do not need to be the actual cookies donated -- just symbolic for donors and your girls.)
- Create a Tally Poster to track the number of donated packages, so customers can see their donations making a difference.
- During door-to-door sales, Walk-A-Bouts or workplace sales write on your Order Card the name of the group to receive donated cookies and ask customers if they would like to purchase a package or two to donate.

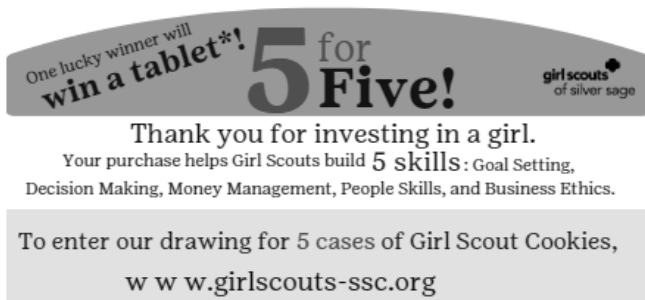


**Troops/Girls CANNOT have a “tip” jar or box for donation money. Doing so violates the agreements with many of our booth partners and puts the continued partnership with those locations at risk.**

To keep any cash for donations separate, use a second cloth money pouch or a special envelope inside your cash box.

# 5forFive! Program

The 5forFive! Program is designed to give girls a way to sell more cookies and give back to the customers that best support our mission. When a customer purchases 5 packages of Girl Scout Cookies, they can enter to win 5 cases (60 packages) of Girl Scout Cookies. Five winners will be drawn, one in each Girl Scouts of Silver Sage membership regions, plus one GRAND PRIZE winner receives a big screen TV and 5 cases of cookies.



\*This is not a valid ticket. Pick some up at your nearest cupboard location or council office.

## Here's how it works:

- Troops are provided with 5forFive! Contest Entry Pads. Each pad has 50 sheets with a unique number code printed on each sheet. See your Service Unit Cookie Manager or ask at your Cupboard if you need more.
- When a customer purchases 5 or more packages they are given one Entry Sheet. A customer can receive one Entry Sheet for every multiple of 5 packages purchased: 24 packages purchased earns 4 Entry Sheets (they would need one more package to earn a 5th Entry Sheet).
- Customers then scan the QR code on their entry form or go online to [www.girlscouts-ssc.org](http://www.girlscouts-ssc.org) and follow the 5forFive! link to enter their unique code and contact information.
- The drawing will be held in April. Winners will be notified by phone and e-mail.

## Tips for Girls to make the most out of 5forFive!

- Use the 5forFive! Entry Sheet while selling as an incentive to increase each customer's purchase -- not just at delivery time as a reward. Tell every customer who buys 3 or 4 packages about the drawing.
- Use them during every sales opportunity: with Order Cards, Goal Getter Cards and at Booth Sales.
- Use posters and flyers to promote 5forFive! at Booth Sales.
- Link it to girl and Troop goals, such as, "When you purchase five packages it helps me to earn my way to camp," or "When you purchase five packages for only \$30, our Troop uses proceeds to purchase cat food and donates it to the local Humane Society."



# Close Out

## Troop Cookie Manager End of Program Checklist

- Assign all unallocated Troop cookies via Troop to Girl Transfers.
  - This includes any unsold inventory in the Troop “stash”. All cookies need to be assigned to girls at the end of the program.
- Confirm all Girl Rewards that have choices have been selected.
- Save a copy and/or print the following reports from Smart Cookies -  
Select Packages as your unit of measure for all reports:
  - Troop Balance Summary Report
  - Balance Summary Report by Girl
  - Recognition Order Summary
    - By Troop
    - By Girl
  - Troop Initial Order Report
  - Troop Total Sales and Finance Summary Report (Views 1 & 3)
  - Girl Balance Summary Report for all girls
  - Girl Cookie Order Details Summary for all girls
- Collect all receipt books, deposit slips, and related documentation.  
Make a copy if possible. One copy should stay with the TCM and one copy should go to the Troop Leader or Treasurer by May 1

### Final Reward Submission

- Digital Cookie will give girls the option to choose their rewards at each level, however this information does not automatically move into Smart Cookies.
  - The Rewards Selection report can be downloaded from the Troop Dashboard.
- Please reach out to girls who have not made their selection before submitting the final reward order.
- For eligible girls who sell 300+ packages, the “Early Renewal” option should be checked for girls who would like to renew their membership using \$65 of their Program Credits. They can opt out if their family prefers to renew in person or online.
- After each girl’s rewards have been entered and reviewed, click save. Then toggle the submit bar.



**TIP:** At your Troop Cookies & Camp meeting have each girl put their name on a rewards card and circle the item she would like where there at each reward level where there are choices. This way if she makes that level you just need to confirm with her and her caregiver that you are selecting the choice she wants.



# Close Out

## Mitigating Debt

- If the Troop Cookie Manager is uncomfortable with the number of packages that a girl/family has checked out from the Troop without payment, they can decide not to allow that family to check out more cookies until a payment is made.
- Girls collect money as they take orders, and they should be turning in money as soon as they start taking orders.
- The Troop should stay in contact with girls and their caregivers about monies owed. We recommend weekly check-ins with all Girl Scout Caregivers about unsold packages of cookies & upcoming scheduled booths.
- If a girl has not turned in money for cookies she has received, and the Troop is not successful contacting the family, start taking notes about your efforts to contact them.
- If your Troop finds itself with more cookies than can reasonably be sold by the girls in the Troop, please reach out to other Troops and your Service Unit Cookie Manager.
- You will likely find a Troop that needs the variety of cookies you have extras of. Once you've agreed to transfer cookies to another Troop, be sure to enter a Troop-To-Troop transfer in Smart Cookies and that you both sign a receipt.
- You can also put excess cookies on the [2025 Cookie Exchange Google Doc](#)

## Final Deposits

- Your final deposit to your Troop Bank Account must be made by March 26.
  - This will give time for all checks to clear before the final electronic withdrawal for the remaining balance of funds due.
- All remaining funds in your Troop Bank Account should equal your Troop proceeds, given that all cookies have been sold, and all money has been collected from girls in the Troop.
- If you will not have enough funds in your Troop Bank Account to cover the automatic withdrawal, you must contact Customer Care at least four days before the posted date so arrangements can be made.
  - Your request should include the amount of money that it is OK to withdraw. Any payment return, insufficient funds, or incorrect account number will result in a charge of \$8.00.



# Glossary

**ABC Bakers** — One of two bakers licensed by Girl Scouts of the USA (GSUSA) to provide cookies for the annual Girl Scout Cookie Program.

**Automated Clearing House (ACH)** — ACH is the banking system used for electronic fund transfers during the cookie season.

**Cookie Booth** — A stationary sale of Girl Scout cookies at a public location. A Booth Sale is any sale that you are set up at one location and customers come to you.

**Cupboard** — A place where Troops can pick up more cookies or exchange damaged packages.

**Cookie Finder** — This database of Booth Sale locations, dates & times connects customers to cookies. You'll find it at [girlscouts.org](https://girlscouts.org) and [www.girlscouts-ssc.org](https://www.girlscouts-ssc.org). Potential customers can type in their zip code, and the finder displays all current and future active booth site locations within that zip code.

**Digital Cookie** — A web and app platform that gives Girl Scouts an online store. Girls can send emails, set their goals, track their progress, and take payments through Digital Cookie.

**Digital Cookie Safety Pledge** — An agreement made by girls and supported by caregivers through Digital Cookie stating that they will use online resources in a safe manner.

**Initial Order (IO)** — Cookie orders submitted for delivery to Service Units. These are the very first cookies that are delivered to customers by girls. Troop Initial Orders are due on January 31.

**Initial Reward** — An item earned by a girl that is only offered for specific goals met as part of the initial order. This will appear in Smart Cookies as “Early Reward”

**Pending Order** — Troops can place cookie orders from cookie cupboards to get additional cookies to fulfill orders and for booth sales. Orders are considered pending until they are picked up. Submit by noon to pick up the following day.

**Per Girl Average (PGA)** — The average number of packages sold per girl participating. This calculation only includes girls that are selling and does not include girls who are not participating in the program.

**Program Credits** — Council-issued credit that can be spent at the rate of one credit per dollar with Girl Scouts of Silver Sage to purchase Silver Sage Summer Camp sessions at CAP, TAM, and Echo; merchandise at the Silver Sage Store (except earned awards); Annual Girl Membership Renewal; Silver Sage Programs; Destinations; etc. These credits are physical paper sheets that need to be submitted by mail or in person to redeem, so do not throw them away.

**Reward** — Item, patch, and/or Program Credits earned by a girl for meeting specific goals.

**Service Unit (SU)** — A community of volunteers and girls in a specific geographic area. The Service Unit is an essential support system that organizes training, mentorship, and membership support for volunteers, girls, and families.

**Service Unit Cookie Manager (SUCM)** — Volunteer who coordinates the Cookie Program for the Service Unit.

**Smart Cookies** — A digital logistics platform for volunteers to manage orders, run sales reports, see finances, select booth spots, place cupboard orders, manage inventory, etc.

**Troop Proceeds** — Money earned by a Troop for total cookie sales.

# 2026 Cookie Program

## Facts:

Cookies sell for \$6.00 per package.  
Collect money up-front when selling.  
Use Digital Cookie to sell online and on the app!

Distribute Cookie Materials & Hold Parent Meeting – in December or Early January

Attend a Local Cookie Rally - January 3 - January 9

Digital Cookie Pre-Orders Start – January 2

Sales Start with Digital Cookie & Order Cards – January 9

Cookie Booth Scheduler Opens — Round 1, January 11, 7 PM

Cookie Booth Scheduler Opens — Round 2, January 14, 7 PM

Cookie Booth Scheduler Opens — Round 3, January 17, 7 PM

Troop Initial Cookie Order Due in Smart Cookies – January 26

Initial Order Pickups – February 13-19

Cookie Booth Sales – February 20 – March 15

Place Tentative Planned Orders for Remaining Booths — February 22

First Electronic Withdrawal from Troop Bank Account – February 26

Cookie Sale Ends – Last Day for Cookie Booth Sales – March 15

Final Payments Due from Families — March 20

Troop Girl Rewards Order Due in Smart Cookies – March 25

Final Deposits in Troop Bank Account – March 25

Final Electronic Withdrawal from Troop Bank Account – April 8

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

Silver Sage Council Customer Care

Phone: 208-377-2011

Email: [customercare@girlscouts-ssc.org](mailto:customercare@girlscouts-ssc.org)

24-Hour Smart Cookies Tech Support

Phone: 800-853-3730

E-mail: [ABCSmartCookieTech@hearthsidefoods.com](mailto:ABCSmartCookieTech@hearthsidefoods.com)

Digital Cookie Support

See the Help Section on the Digital Cookie App or Website for more information

**girl scouts**  
of silver sage