

# Do you have extra Girl Scout Cookies? Are you looking for a certain Cookie variety?



Post extra Cookies you have or post what Cookies you may need on the Cookie Swap Site. This site is designed to allow troops to advertise extra cookies they do not need to other Girl Scout Troops. Troops who are looking for cookies can post the variety and how many packages they need on the site as well. See below for instructions on how to access the Cookie Swap Site .

Please note: Cupboards cannot take cookies back. Exchanges are for damaged products only!



***If you have a large amount of extra cookies, you should immediately notify your Service Unit Cookie Manager for assistance. Do NOT wait until the end of program.***

To post what Cookies you your troop no longer needs, fill out the Cookie Swap Form [here](#). You will need to enter your name, city, contact email or phone. Next, select “Have” and the amount you have to swap. Last, you will select the variety you have to swap. See sample form below. Please note that you will need to complete the form for each variety.

## Cookie Swap Form

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Fields marked with an \* are required

First Name \*

City \*

Contact Email or Phone \*

Have or Need \*

How Many \*

Packages \*

Cookie \*

**SUBMIT**

# Sample Form

Sample Form



**To post what Cookies you are in need of**, enter your information into the fields on the Cookie Swap Form. You will need to enter your name, city, Contact Email or Phone. Next, select “Need” and the amount you need. Last, you will select the variety you are need of. See sample form below. Please note that you will need to complete the form for each variety.

### Cookie Swap Form

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Fields marked with an \* are required

First Name \*

City \*

Contact Email or Phone \*

Have or Need \*

How Many \*

Packages \*

Cookie \*

SUBMIT

# Sample Form

Sample Form

## What is available to Swap?

To see what Cookies are available, locate the Cookie Swap List [here](#). Enter the variety you are looking for and the city of your choice. See image below.

Cookie Swap List search interface. The search bar has a 'Cookie' label and a 'City' label. The 'Cookie' dropdown menu is open, showing a list of cookie varieties: All, Thin Mints, Caramel deLites®, Adventurefuls™, Trefoil®, Lemonades®, Peanut Butter Sandwich, Peanut Butter Patties®, Toast-Yay!™, and Caramel Chocolate Chip. A 'SEARCH' button is visible next to the search bar.



Once you select the Cookie variety and the city of your choice you will see stock information on the Cookie Swap List page. See image below. Next, kindly contact the Troop Cookie Coordinator to Swap Cookies via phone or email.

## Cookie Swap List

To see what cookies are available near you enter the variety and your city below.

Cookie  City

**SEARCH**

Name	City	Contact Info	Have or Need	How Many Packages	Cookie	
Test	Irvine	Test@test.com	Need	20	Thin Mints	⊖



## I swapped my cookies, what's next?

Once the Cookies have been swapped, you will need to return to [the Cookie Swap List page](#) to delete the entry. In the column to the far right, **select the removal button(-) to delete the entry.** Please note clicking this button will delete the entry entirely.

Name	City	Contact Info	Have or Need	How Many Packages	Cookie	
Test	Irvine	Test@test.com	Need	20	Thin Mints	⊖

## Transferring Product Between Troops

If transferred cookies were from the Swap Site, don't forget to remove your entry. Troops who do not remove their entries from the Swap List will lose their Swap site privileges.

Check Out [Page 33 & 34](#) in the [Troop Plan Book](#) on how to Transfer Product between Troops



**Transferring Product Between Troops**

When a troop has extra product that has not been applied to a girl, they are able to transfer those cookies to another troop who needs them. **Such transactions are entered into ABC Smart Cookies by the troop that is transferring out the cookies.**

**Note:** Troop Cookie Coordinators must approve Troop to Troop transfers **BEFORE** they happen!

Here's how the transferring process works:

- The **Troop Cookie Coordinators** arrange a time for the physical transfer of the product between themselves.
- A receipt for the product must be signed by both troops and each should receive a copy.
- After the physical transfer is complete the **"transferring out" troop** enters the transaction in ABC Smart Cookies using the *Troop to Troop Transfer* feature under the Cookies icon.
- The Troop Cookie Coordinator or from the "transferring in" troop will verify the transaction in ABC Smart Cookies and contact the "transferring out" troop to correct any mistakes.
- The "transferring in" troop has now taken the financial responsibility for the cookies and can transfer the cookies to their girls for reward purposes.

**IMPORTANT:** If transferred cookies were from the Swap Site, don't forget to remove the Swap Site posting for these cookies. Troops who do **NOT** remove transferred cookies from the Swap Site will lose their swap site privileges.

**To Transfer Product Between Troops:**

- Click **Transfer Order** located under **Orders**.
- Click a **Troop to Troop** in the *Type of Transfer* field.
- Select the **Service Unit** and **Troop number** for the transferring **FROM** troop.
- Click a **Apply**.
- Select the **Service Unit** and **Troop number** for the transferring **TO** troop.
- Click a **Apply**.
- Enter the Transfer order.
- Click **Save**.
- Click **Make Another Transfer** to continue to make transfers.