

2026 Girl Scout Cookie Program

TROOP PLAN BOOK

Dear Troop Leader or Troop Cookie Coordinator,

Welcome to the 2026 Cookie Program! Enclosed is our Cookie Program Troop Plan Book that will guide and help you prepare for a successful cookie season. The Girl Scout Cookie Program is a fun and rewarding experience to help your troop practice financial literacy and business skills, earn badges and rewards, and raise money for their troop supplies and activities.

The **Cookie Program begins with preorders on Tuesday, January 6, 2026**, while **girl delivery and cookies in-hand sales begin on Sunday, January 25 2026**.

For detailed information regarding the Cookie Program and a quick checklist for getting started, you want to refer to this Troop Plan Book and our Family Guide which have important cookie information for families. For more tools and resources, visit www.gscookiesetc.org/cookies

Getting Started is Easy!

1. Complete training by viewing the online Troop Cookie Coordinator training on gsLearn (**available on 11/24/25**) in your MyGS account and/or attending in-person or virtual training in December.
2. Connect with your Service Unit Cookie Manager for specific cookie information for your area.

Watch for your Troop Launch emails from our Cookie baker, ABC Bakers and the program software, Digital Cookie.

New This Year:

- Exploremores! A rocky road inspired sandwich cookie.
- Initial Order Bonus with a tiered reward and proceeds structure.
- Only one troop payment will be collected at the end of the 2026 cookie program.

On behalf of all of us at Girl Scouts of Orange County, thank you for giving your valuable time to enrich girls' lives and provide them with opportunities they need to thrive. Keep an eye on your email inbox for ongoing updates related to the Cookie Program and be sure to check in regularly at www.gscookiesetc.org/cookies.

Lisa Nevares



Product Program Director

Please note that you are the only adult from your troop to receive this special mailing. If you are not the Troop Cookie Coordinator, or are no longer the Troop Leader, please pass this packet to your current volunteer or Troop Leader. Thank you!

Service Unit: _____ Troop #: _____

Volunteer Resources page on www.GSCookiesEtc.org Password: Bff2026

ABC Smart Cookie ID _____ Password _____

For the latest information regarding the Cookie Program visit:
gscookiesetc.org/cookies



Troop Support

As a participant in the Girl Scout Cookie program, you have an extensive network of support. You as the Troop Cookie Coordinator will have the most up to date, troop-specific information. If you have questions about cookies in your community, the Service Unit Cookie team is there to help! Still have questions, the GSOC Customer Care team will be available to answer questions with additional extended hours during the cookie program to ensure you receive sweet support during the sale.

Troop Cookie Coordinator

The Troop Cookie Coordinator is the go-to expert for all things cookies! You're here to guide the girls and caregiver through every step, from getting started to celebrating your troop's sweet success.

Service Unit Cookie Team

Your Service Unit Cookie Team is here to help your troop shine! They provide guidance, answer questions, and share best practices to make your cookie season smooth, fun, and successful.

Add your Service Unit Cookie Team's information below.

GSOC Customer Care

If you've checked with your Service Unit Cookie Team but still need a hand, our friendly Customer Care team is here to help! Reach out when you need extra support—we'll make sure you get the answers you need to keep your cookie season on track.

The Service Unit Cookie Team Roster is located on the Volunteer Resource page (password protected) on GSCookiesEtc.org/cookies.

SU Cookie Manager Name:

(Appoints and Supports Troop Cookie Coordinators)

Phone #:

Email:

SU Booth Sale Coordinator Name:

(Acquires booth sites and runs booth sale lottery)

Phone #:

Date of Cookie Lottery:

Email:

Service Unit Girl Rewards Coordinator Name:

(Receives and passes out girl rewards)

Phone #:

Email:

Cookie Delivery Date, Time and Location

Our Troop pick-up day is: _____
(Date & Time)

At _____
(Location)

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DATES AND QUICK CHECKLIST

Throughout the Program

December - May

- (page 42) ... Resources
- (page 43) ... Websites
- (page 44) ... Additional Support
- (page 45) ... Position Description

Before the Program Begins

November 24- January 14

(pages 6—12)

- ... Meet the Cookies and Cookie Share
- ... Qualify for Troop Cookie Coordinator position
- ... Connect with Service Unit Cookie Manager
- ... Complete Troop Cookie Coordinator Training
- ... Partner with Troop Leaders to prepare for a Family Meeting
- ... Visit gscookiesetc.org/cookies for updates and links
- ... Access ABC Smart Cookies (our Cookie Program software)
- ... Verify girl information in ABC Smart Cookies
- ... Hold a Family Meeting
- ... Collect completed Parent Responsibility Forms (gscookiesetc.org)
- ... Participate in SU Booth Sale Lottery
- ... Access Digital Cookie

December 15 by 11:59pm

(pages 13-15)

- ... Submit Troop's Initial Order

December 22—31 (page 15)

- ... *Cookie Materials for Girls mailing to arrive to girls*

December 29 (page 15)

- ... Watch for Volunteer Registration email for Digital Cookie
- ... Set-up Troop Link

January 02 (page 15)

- ... Watch for Girl Registration email for Digital Cookie

January 06 (pages 16—17)

- ... Cookie Pre-Order and Online Program Begin!

By January 08 (page 30)

- ... GSOC begins uploading troop banking information into Smart Cookies
- ... Ensure troop bank information submitted

January 11

- ... Cookie Kickoff

January 23-25 (page 18)

- ... Pick up Troop's Initial Order
- ... Distribute orders to girls

During the Program

January 06-March 15 (pages 16-17)	... Assist girls with direct, Cookie Share, and online sales
January 20 (pages 24-26)	... Run <i>Booked Booth Sales Summary report</i>
January 24	... Mega Delivery
January 25 (pages 19)	... In-hand cookie sales and girl deliveries begin!
January 25 (page 20)	... Plan Order Feature Live—Place planned order if more cookies are needed
February 1 - March 15 (pages 28-29)	... Collect girl money & provide parent with receipt ... Enter girl payments in ABC Smart Cookies ... Check for counterfeit bills and deposit funds
January 27 (page 24)	... Participate in <i>First Come First Serve Booth Sale Reservations, if earned through the Initial Order Bonus</i>
January 28 (page 24)	... Participate in <i>First Come First Serve Booth Sale Reservations, as needed</i>
January 29 (pages 20-23)	... Cupboards begin to open ... Place Planned Order in ABC Smart Cookies for additional product as needed ... Allocate initial orders, additional cookie orders, and booth sales to girls in ABC Smart Cookies (including Cookie Share)
February 6—March 15 (pages 24-27)	... Booth Sales Adult Booth Training and Etiquette
February 26 (page 32)	... Visit Cookie Swap Site (if needed)
March 15 (page 28)	... Cookie Program Ends ... Collect final balance from parent, issue receipts and deposit funds

After the Program

March 15-18 (pages 34-39)	... Complete end of sale processing
March 17 (page 31)	... Make final deposit into troop's bank account ... Submit Payment Adjustment Form by 3pm (if needed)
March 18 (page 39)	... Submit final troop report email to Service Unit by 9am
March 19 (page 31)	... ACH debit of troop final balance begins
May 1-15 (pages 40-41)	... Pick-up girl rewards from the Service Unit Rewards Coordinator
May 22 (page 41)	... Submit final girl reward adjustments (if needed)

MEET THE COOKIES

Cookies are \$6.00 per package
 Gluten Free Cookies are \$7.00 per package
 There are 12 PACKAGES in 1 CASE of cookies.
 Food products are not returnable or exchangeable.*



\$6

Adventurefuls

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt



\$6



Exploremores

Sweet and crunchy chocolate sandwich cookies, filled with flavors inspired by rocky road ice cream



\$6

Lemonades

Savory slices of shortbread with a tangy lemon flavored icing



\$6

Trefoils

Iconic shortbread cookies inspired by the original Girl Scout recipe



\$6

Thin Mints

Crispy chocolate wafers dipped in a mint chocolaty coating



\$6

Peanut Butter Patties

Crispy cookies layered with peanut butter and covered with a chocolaty coating



\$6

Caramel deLites

Crispy cookies topped with caramel, toasted coconut, and chocolaty stripes



\$6

Peanut Butter Sandwich

Crisp and crunchy oatmeal cookies with creamy peanut butter filling



\$7

Gluten Free

Caramel Chocolate Chip

Caramel, semi sweet chocolate chips and a hint of sea salt
 Limited Availability



Donate to Cookie Share

Share a package of your favorite Girl Scout Cookie with military and food banks

*Troops cannot return cookies after pick-up. Girls/Troops should always accept cookies for damaged exchange/return from customers.**

Troops exchange damaged/returned cookies at a Cookie Cupboard.

Prop 65 — Please see Council's FAQs located on Gscokiesetc.org about guidance around Prop 65.

COOKIE SHARE

January 06—March 15, 2026 Community Service Project

The Cookie Share Program helps girls learn about philanthropy and supporting their community while earning proceeds for their troop and credit toward rewards. Through the council's virtual Cookie Share Program, customers can purchase cookies to be donated. These donated cookies are distributed directly by the council to local food banks and members of the military, making it easy for customers to give back even if they don't want cookies for themselves.

The benefits to participate in the Council Virtual Cookie Share are:

- Girls receive credit towards their rewards for Virtual Cookie Share sales.
- Troops receive proceeds for each package of Virtual Cookie Share sold.
- Customers are given the chance to give to others while supporting Girl Scouts.
- Virtual Cookie Share donations are tax deductible.
- Cookie inventory and delivery is managed by the Council.

Virtual Cookie Share is simple and easy! Here's how to participate:

1. Before orders begin, discuss Cookie Share with your girls. Explain how to take orders, collect payment and provide special Cookie Share receipts. Explain who will be receiving the donations. Make posters for your Booth Sales.
2. Girls ask **every** customer to purchase extra packages for the Virtual Cookie Share program while selling, online, door-to-door and during booth sales. Purchases are recorded on the girl order card or on their online site while selling individually and the troop should track their Virtual Cookie Share donations at booth sales.
3. Girls/Caregivers notify Troop Cookie Coordinator of all Cookie Share purchases and the troops records them in ABC Smart Cookies using the virtual Cookie Share feature.
4. Girls should provide Cookie Share Receipts to each customer. Coach girls on how to print out receipts from the Cookie website: gscookiesetc.org/cookies/girl-scouts under Cookie Booth Resources
5. Troop Cookie Coordinators input Cookie Share from door-to-door, booth sales, and online girl delivery purchases recorded on the Pending Manual Cookie Share Order report into ABC Smart Cookies using the Virtual Cookie Share choice in the Cookies tab (see page 37) and deposit all money into the troop account.

Girls who sell 15+ packages of Virtual Cookie Share will earn a Cookie Share patch



Troop's Own Cookie Share

Girl Scout troops may choose their own organization to receive Cookie Share donations provided they follow the guidelines on the Donation Agreement form found on <https://gscookiesetc.org/cookies/troops/> **must submit an Intent to Donate form by January 6th.** Patches for Troop's Own Donation/Service Project can be ordered for purchase from our Girl Scout Shop.



The girls in the Troop make the decision if they would like to participate in the Council's virtual Cookie Share or host a Troop's Own Cookie Share project. Service Units who do their own Cookie Share project may invite Troops to participate, but **cannot** make it a requirement.

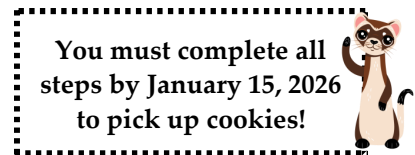
GETTING STARTED

November 24, 2025—January 15, 2026

Welcome to Training

Qualify for Troop Cookie Coordinator position (check off as you go!):

- ☐ Register online for the 2025-2026 Girl Scout Membership year.
- ☐ Select Troop Cookie Coordinator position in [MyGS Member Profile](#) and pass background screening (once every 3 years).
- ☐ Ensure *Troop Banking* form has been submitted (must be done every year). See list on www.gscookiesetc.org/cookies/troops.
- ☐ Connect with your Service Unit Cookie Manager for:
 - ◆ Training packet
 - ◆ Cookie materials
 - ◆ Package of cookies for your troop
 - ◆ Information on your Service Unit's Processes and Cookie Rookie dates
- ☐ Complete Online Cookie Coordinator Training in MyGS and/or in-person training. In-person registration located on the council's calendar (www.girlscoutsoc.org)
- ☐ Hold your troop's Family Meeting to set goals for the Cookie Program



Have your Troop Plan Book and Family Guide ready when you participate in the online Troop Cookie Coordinator training.

November: Pick-up Troop Training Packet

Troops will receive training packets from their Service Unit Cookie Manager in November. Training materials are available for download on gscookiesetc.org/cookies/troops/. Troops not receiving a training packet and want a physical copy of the training materials should email CustomerCare@GirlScoutsOC.org with "Cookies: Training Packet" in the subject line and one will be mailed to you.

Training Packet include:

- ◆ Troop Plan Book
- ◆ Family Guide
- ◆ Parent Responsibility Form

December: Girl Cookie Program Packets Arrive

Girls will receive a Cookie Program Packet in the mail in late December as well. Girls who do not receive a packet will need to contact CustomerCare@GirlScoutsOC.org with Cookies—Girl Packet in the subject line and one will be mailed to them. Packet includes:

- ◆ Family Guide
- ◆ Cookie Order Card
- ◆ Girl Rewards Flyer
- ◆ Parent Responsibility form

The Parent Responsibility form is also available electronically and is located on gscookiesetc.org/cookies/troops/. **Parents must complete the form and submit either a physical or electronic copy to you before their Girl Scout can participate in the Cookie Program.**

Partnering with Troop Leaders

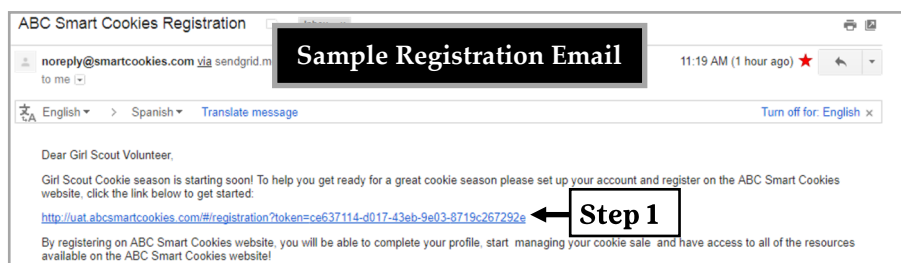
Partner with your troop leaders to:

1.  **Create your Troop Cookie Program Team** located on www.gscookiesetc.org/cookies on the "Resources" tab. It is highly recommended to create a cookie team to support the troop's and girls' efforts during the cookie program. **Don't do it alone!** Enlist support from other parents in the troop.
2. Determine if your troop is willing to take on the risk of accepting checks (see page 28).
3. Ensure your troop leadership has a goal setting session with the girls to determine their troop and individual goals (see www.gscookiesetc.org/cookies on the "Resources" tab for more information about setting goals).
4. Establish troop's plans to attend Service Unit's Booth Sale Lottery.
5. Schedule Family Meeting to review the Cookie Program, talk about troop goals, and collect signed electronic Parent Responsibility forms. Invite **all families** to participate in the Cookie Program.
6. Prepare girls for their role in the family meeting.

ABC Smart Cookies: is the baker's online platform Troop Cookie Coordinators use to manage their troop's cookie program. Smart Cookies is where troops place orders for their inventory, order rewards, log Cookie Share sales, allocates cookies to girls, and track payments.

An email from **noreply@abcsmartcookies.com** with the link for registering as a volunteer will be sent to you once your Service Unit Cookie Manager enters your information into ABC Smart Cookies.

Helpful Tip! Add **noreply@abcsmartcookies.com** to your safe senders list to ensure you receive the ABC Smart Cookies Email.



ABC Smart Cookies Registration

Sample Registration Email

11:19 AM (1 hour ago)

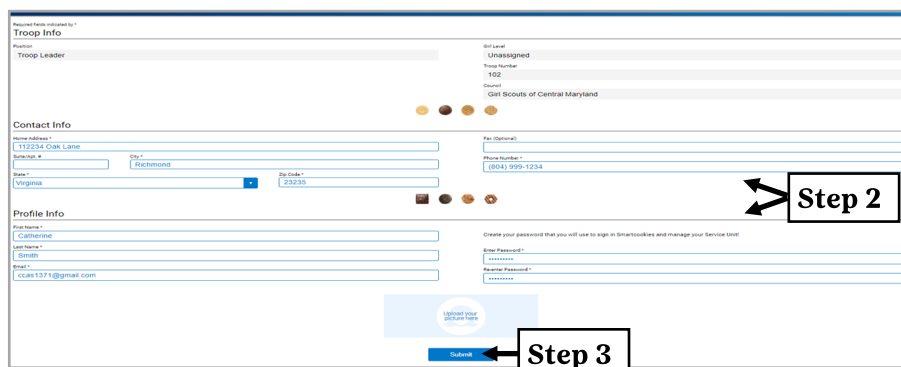
Dear Girl Scout Volunteer,

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:

<http://uat.abcsmartcookies.com/#registration?token=ca637114-d017-43eb-9e03-8719c267292e>

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!

Step 1



Registration form fields:

- Troop Info: Troop Leader, Girl Level (Unassigned), Troop Number (102), Council (Girl Scouts of Central Maryland)
- Contact Info: Home Address (112214 Oak Lane), City (Richmond), State (Virginia), Zip Code (23235), Phone Number (804) 999-1234
- Profile Info: First Name (Catherine), Last Name (Smith), Email (ccas1371@gmail.com), Create your password (casey2594)

Step 2

Step 3

1. Click on your unique Registration Link.
2. Complete the *Contact Info* and *Profile Info* sections.
3. Click Submit.
4. A confirmation message will appear upon completion of the registration process.
5. You will also receive an email confirmation.

IMPORTANT: Save this email since it will contain your username and password as well as the link to ABC Smart Cookies.

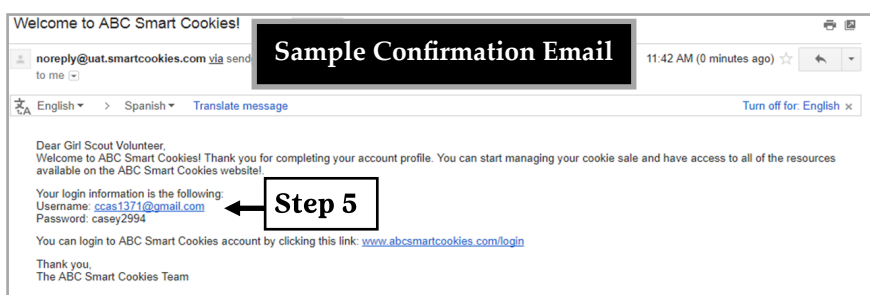


Step 4

You've successfully registered!

Let's go start your cookie sale, Catherine!

Go Visit: abcsmartcookies.org | abcsmartcookies.org | Booth Location



Welcome to ABC Smart Cookies!

Sample Confirmation Email

11:42 AM (0 minutes ago)

Dear Girl Scout Volunteer,

Welcome to ABC Smart Cookies! Thank you for completing your account profile. You can start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Your login information is the following:

Username: ccas1371@gmail.com

Password: casey2594

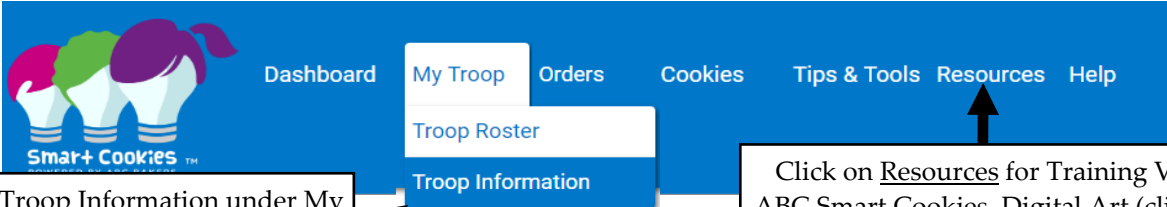
You can login to ABC Smart Cookies account by clicking this link: www.abcsmartcookies.com/login

Thank you,

The ABC Smart Cookies Team

Step 5

To View Troop Information and Accessing Training Videos:



Click on Troop Information under My Troop to view Troop's information. Contact Service Unit Cookie Manager if updating is needed.

Click on Resources for Training Videos on ABC Smart Cookies, Digital Art (clip art), and more! These resources can also be accessed from the log-in page! (No log-in required)

Verifying Girl Information in ABC Smart Cookies

Beginning in November, ABC Smart Cookies will be uploaded on a weekly basis with all registered troop girls from our Girl Scout Membership database. To check that all of the girls in your troop are listed in ABC Smart Cookies, access the Troop Roster under *My Troop* in ABC Smart Cookies (see below).

If girls are missing in ABC Smart Cookies, please complete the following steps to ensure that all of your troop girls are registered:

- ♦ Work with parents and leaders to ensure registrations are submitted in MyGS for any missing girls.
- ♦ Submit transfer requests to customercare@girlscoutsoc.org for girls who have transferred into your troop or for girls who are no longer participating with your troop. Be sure to put "Cookie-Girl Transfer" in the subject line of your email.

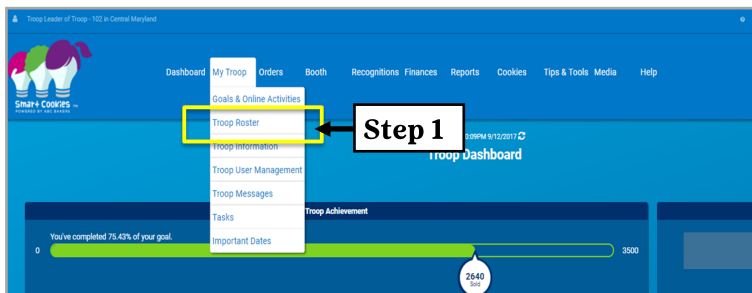


If a girl's name does not show up in ABC Smart Cookies one week after she has registered, please contact Customer Care at customercare@girlscoutsoc.org. Be sure to put "Cookie-Girl Missing" in the subject line. They will check to see if the girl's registration was completed.

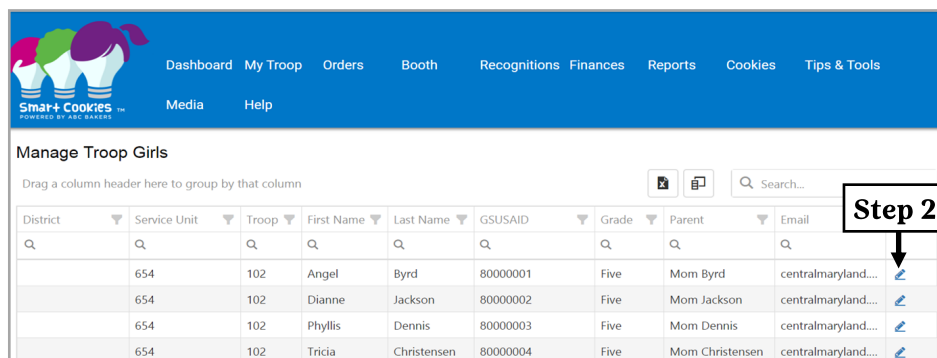


Troops will NOT be able to add, edit, or delete girls in ABC Smart Cookies. Girl **cannot** be moved or transfer troops once they have made sales.

To Access Girl Roster in ABC Smart Cookies:



1. Click Troop Roster located under *My Troop*.
2. To update girl information click the Pencil icon, make changes and click Save.



District	Service Unit	Troop	First Name	Last Name	GSUSAID	Grade	Parent	Email
654	102	Angel	Byrd	80000001	Five	Mom Byrd	centralmaryland...	
654	102	Dianne	Jackson	80000002	Five	Mom Jackson	centralmaryland...	
654	102	Phyllis	Dennis	80000003	Five	Mom Dennis	centralmaryland...	
654	102	Tricia	Christensen	80000004	Five	Mom Christensen	centralmaryland...	

Digital Cookie Access

Digital Cookie is the online system girls with support from their caregiver will use to manage their Cookie business. Troop Cookie Coordinators will use this online platform to monitor troop's progress on the Troop Dashboard, access the Troop's virtual Booth link, run order reports, send cheers to girls and more!

An email from the Girl Scout Program (email@email.girlscouts.org) with the link for registering as a troop volunteer will be sent to you beginning **December 29 2025**. You may receive your volunteer email before parents have access. Parents will receive registration emails starting **January 2nd**.

Helpful
Tip!

Add email@email.girlscouts.org to your safe senders list and check your MyGS to ensure you have not opted out of receiving emails to ensure you receive all cookie related emails, including the Digital Cookie registration email. Contact customercare@girlscoutsoc.org if help is needed to opt in for emails. Be sure to pass this information to the parents in your troop!



Register for Digital Cookie®

Kurtin,

Thank you for everything you do to support the Girl Scout Cookie Program and the success of Girl Scout entrepreneurs.

Ready to help make a huge impact on your troop's cookie sales this year? We thought we'd sign up for Digital Cookie today!

Supporting your troop's online sales is easier than ever. With the Digital Cookie platform, you can view troop participation, follow sales progress, and access tips and FAQs. Plus, you'll help your troop learn essential life skills and reach their goals as they participate in the largest girl-led entrepreneurial program in the world!

PLEASE NOTE:

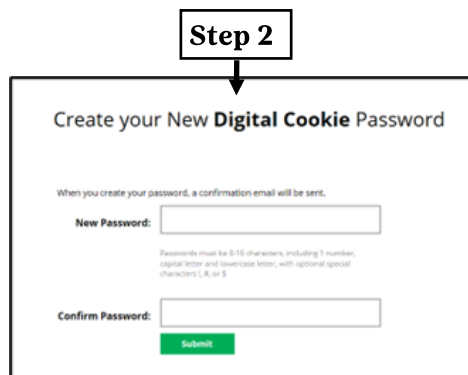
- You will need to sign up for Digital Cookie again this cookie season.
- When you set up your troop's cookie site, your troop cookie link will be available on the National Cookie Finder. This means customers can find you when searching for a troop near them to order shipped cookies, helping you reach your goal faster!
- Your Digital Cookie dashboard includes access to real-time data on the progress of your Girl Scout's cookie sales and full metrics for your troop's cookie link sales.
- If you're also a parent/caregiver, you won't see your Girl Scout listed until parent/caregiver access to the Digital Cookie platform has opened.

Need help registering? [Access our help portal](#)

Register for Digital Cookie today and get started.

REGISTER NOW

Step 1



Step 2

Create your New Digital Cookie Password

When you create your password, a confirmation email will be sent.

New Password:

Confirm Password:

Submit



Log in to Digital Cookie

Email:

Password:

Log in

Step 3

1. Click the Register Now button.
2. Create your password and click Submit.

IMPORTANT: You will receive a registration confirmation email. Save this email since it will contain your username and password for Digital Cookies.

3. Login to Digital Cookies using the password you created and the same email address where you received your registration email.
4. Read the Terms and Conditions-Volunteer.
5. Check the Accept box and click Continue.
6. Select the Troop role if you hold multiple roles.

Digital Cookie
Terms and Conditions for Volunteers
Effective July 30, 2014
Updated August 10, 2022

Step 4

Welcome to the Digital Cookie program! Volunteers must agree to the below terms and conditions ("Volunteer Terms & Conditions") in order to participate in the Digital Cookie program so please read this carefully.

The Digital Cookie program is an opportunity for Girl Scouts to create their own online Digital Cookie sites so that their customers can purchase cookies online. Girl Scouts will also be able to download the Digital Cookie mobile application which will enable Girl Scouts to access the Digital Cookie platform to process cookie orders via a smartphone or tablet (the "Digital Cookie Mobile App"). Girl Scouts will also learn and practice the five business skills (goal setting, money management, people skills, decision making, and business ethics) in a modern digital setting.

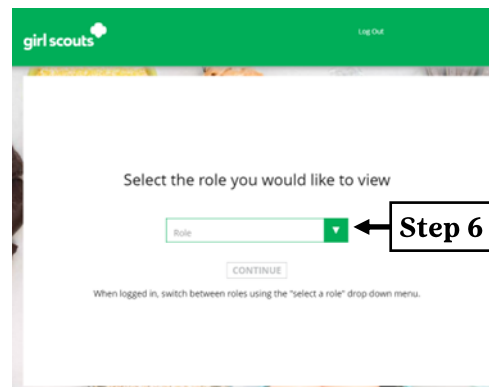
In addition, because your Girl Scouts will be involved with managing and entering information associated with the program online, please carefully review the accompanying [privacy policy](#) before agreeing to these Volunteer Terms & Conditions.

In order to keep Girl Scouts safe during their participation in the Digital Cookie program, both for their sites and our Troop Virtual Booth if we choose to use it, I will:

I, Natsu Dragneel, accept the Terms and Conditions.

Step 5

Step 5



girlscouts

Log Out

Select the role you would like to view

Role:

CONTINUE

When logged in, switch between roles using the "select a role" drop down menu.

Step 6

See the Volunteer Login Tip Sheet located on www.gscookiesetc.org/cookies for more information about accessing Digital Cookie.



HOLD A FAMILY MEETING

Family Meeting

Invite parents to a Family Meeting and attach a copy of the Family Guide and Parent Responsibility Form located on gscookiesetc.org/cookies/troops/ to the invite.

Encourage families to have at least one caregiver review the Caregiver Training found on gscookiesetc.org/cookies/troops/ and bring any questions they may have to the Family Meeting.

Use the *Family Guide* located on gscookiesetc.org/cookies/troops/ to engage girls and parents in the cookie program. Keep it girl led by encouraging the girls to assist with the Family Meeting presentation.

Helpful Tip! Encourage girls to set 3 types of goals: What they would like to learn, how much they want to sell, and how they will use the proceeds the troop will earn.

Ideas for girl involvement include:

- Sharing which of the 5 Skills will be their troop learning goal (Review the 5 Skills training located on gsLearn in your MYGS account to learn more about each skill.)
 - ♦ Goal Setting
 - ♦ Decision Making
 - ♦ Money Management
 - ♦ People Skills
 - ♦ Business Ethics
- Sharing their troop sales goals and their plans for troop proceeds
- Sharing individual goals
- Reciting important due dates
- Sharing what Cookie Business badge they will be earning

Helpful Tip! Learn more about the Cookie Business and Financial Literacy Badges, Entrepreneur Badge, and the Cookie Entrepreneur Family Pin on gscookiesetc.org/cookies/

See the Family Meeting Outline on www.gscookiesetc.org/cookies/troops under the troop accordion for more information about what to discuss with the troop's families.



GIRL LED

When activities are *girl led*, involve *learning by doing*, and *cooperative learning*, girls achieve the desired outcomes of the Girl Scout Leadership Experience.

PLACE YOUR INITIAL ORDER

The only way to GUARANTEE having the cookies you want is to place an initial order. We encourage troops to **place an initial order for 85% of the cookies their troop plans to sell**. *There are no limits (minimum or maximum) on initial orders!*

Determining Initial Order

Troops who participated in the Cookie Program previously should review the troop sales history to help determine their initial order. Troop 2025 sales history can be found on gscookiesetc.org/cookies/troops/.

The table below shows the average number of packages sold by girl at each level .

Average Number of Packages Sold by Girl Scout Level Table											
Program Level	Cookie Share	Adventurefuls	Exploremores	Lemonades	Trefoils	Thin Mints	Peanut Butter Patties	Caramel DeLites	Peanut Butter Sandwich	Gluten Free	Total PGA
Daisy	2	10	18	18	10	41	22	32	11	3	166
Brownie	2	13	24	24	13	54	28	41	14	4	216
Junior	2	15	28	28	15	63	33	48	17	5	253
Cadette	3	19	35	35	19	79	41	60	21	6	318
Senior	2	13	23	23	13	53	28	40	14	4	213
Ambassador	4	24	43	43	24	97	51	75	26	8	393

Troop Initial Order Bonus

Troops who commit their Initial Order and meet all other Troop Initial Order Bonus requirements by **December 15, 2025** have the opportunity to earn one of the options listed below.

 PGA is determined per girl registered in ABC smart cookies at **11:59 pm PST on December 15, 2025**.

Council will enter Gluten Free cookies for you. Yes, Gluten Free cookie order counts towards the bonus!

See Initial Order Bonus flyer on gscookiesetc.org/cookies/troops/ for more information.

For additional advice on how to determine your initial order, please contact your Service Unit Cookie Manager.

Initial Order Options

No Initial Order

- 70 cents troop proceeds
- Pick up cookies from cupboard beginning **January 29, 2026**.
- No Bonus Reward

Initial Order 15 or 16 cases PGA*

- 80 cents troop proceeds
- Will receive initial cookie order at Mega Delivery or through SU Own Delivery
- GSOC T-shirt for every girl registered in Smart Cookies
- Option to participate in cases exchange day

Initial Order 14 cases or less PGA*

- 75 cents troop proceeds
- Will receive initial cookie order at Mega Delivery or through SU Own Delivery
- No Bonus Reward

Initial Order 17+ cases PGA*

- 85 cents troop proceeds
- Will receive initial cookie order at Mega Delivery or through SU Own Delivery
- GSOC T-shirt for every girl registered in Smart Cookies
- Option to participate in cases exchange day
- 24 hour early access to the booth scheduler

*PGA is based on registered girls in ABC Smart Cookies

December 1—December 15, 2025 Placing Troop Initial Order

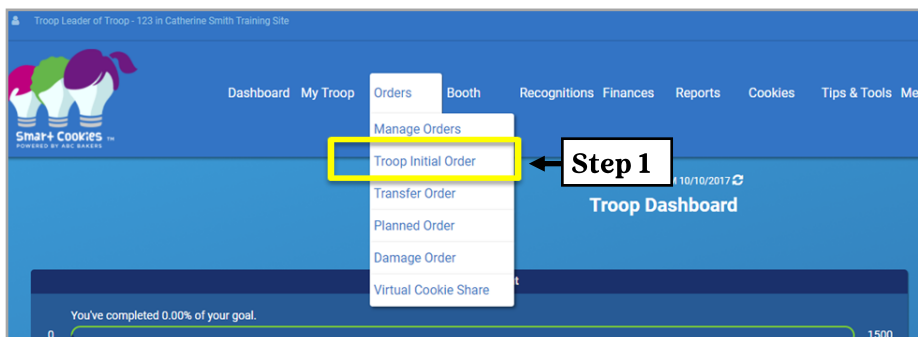
Enter the initial cookie order for your troop in ABC Smart Cookies. Troop order must be in by **11:59pm (Pacific Standard time) on December 15, 2025**. After this time ABC Smart Cookies will not permit you to place an initial order.

- ♦ Initial orders are entered by CASE (12 packages of cookies = 1 case).



Please note: Troops are financially responsible for any initial order they place in ABC Smart Cookies whether it is “saved” or “committed.”

To Enter Troop Initial Order by 11:59pm on December 15, 2025:



1. Click Troop Initial Order located under *Orders*.
2. Enter troop's initial order. Each cookie variety is ordered by the CASE (don't forget to order enough for the first 2-3 weeks of cookies in-hand selling).
3. Double check entries then click Save.
4. Confirm delivery location that appears after you hit Save. Click on location for order to be submitted.

TOTAL SOLD LAST SEASON		PER GIRL AVERAGE		TROOP INITIAL ORDER PACKAGES		TROOP INITIAL ORDER VALUE	
No Data		This Season: 156.00	Last Season: 0	This Season: 780	Last Season: 0	This Season: \$3,120.00	Last Season: \$0.00

	Troop Order	Extras	Total Packages
Thank-A-Lot	60	0	60
Embosses	60	2	64
Lemonades	97	11	108
Shortbread	48	0	48
Thin Mints	112	8	120
Peanut Butter Patties	67	9	76
Caramel Cakes	115	5	120
Peanut Butter Sandwich	65	11	76
Gluten Free Treat	48	8	48
Total	512	70	780

TOTAL ORDER VALUE: \$3,120.00

Order NOTES: 1212121 Order for all 1st girls

READY FOR REVIEW

Save (Step 3)

Delete Order

Mega Delivery—if your Service Unit is participating in the mega delivery, you will be prompted to select a pick-up time as well.

A confirmation message will appear showing the Initial Order was successfully saved.

Please note: Council will enter Gluten Free Cookie orders made by the October deadline to the Troop Initial Order after the order has been submitted.

Troops should print their Initial Order Report on **December 17, 2025** to ensure Gluten-free orders show up on their report.

Initial Troop Order Committed in ABC Smart Cookies by 11:59 pm on December 15, 2025

NO PAPERWORK is due to the Service Unit.

Print the Troop Initial Order report beginning **December 17, 2025** to bring when picking up cookies on your Service Unit delivery day (see *Pick Up Troop Initial Orders* on page 18 for more information).



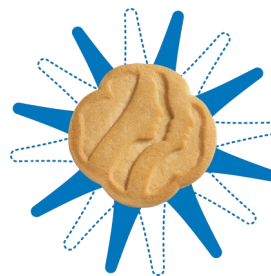
Troops missing the cutoff for placing their initial order online should place a Planned Order from a Cookie Cupboard. See **pages 21-24** for more information about placing a Planned Order.

To Print Troop Initial Order Report Beginning December 17:

The screenshot shows the 'Troop Cookie Manager' interface. At the top, there's a navigation bar with 'Reports' highlighted. Below it, 'Current' is selected under the 'Reports' dropdown. A yellow arrow labeled 'Step 1' points to 'Current'. On the left, 'Orders' is selected under 'Report Categories'. A yellow arrow labeled 'Step 2' points to 'Orders'. In the 'Reports' list, 'Troop Initial Order' is highlighted. A yellow arrow labeled 'Step 3' points to 'Troop Initial Order'. At the bottom, there are buttons for 'Add to Favorites', 'Go To Report', and 'Report Info'.

1. Click Current located under Reports.
2. Click Orders under Report Categories.
3. Click Troop Initial Order under Reports.
4. Click View Report.

The screenshot shows the report filters. 'Troop Level' is set to 'All'. 'Begin Date' and 'End Date' are empty. 'Unit Of Measure' is set to 'Cases'. 'Select View Type' is set to 'PDF'. At the bottom, there are buttons for 'Go to Report Listings', 'Reset', and 'View Report'. A yellow arrow labeled 'Step 4' points to 'View Report'.



December 2025 Girl Cookie Mailing

- ♦ GSOC staff will mail every registered girl a Cookie Guide for Families packet with order cards, Family Guide, and more! If girls do not receive a packet by **January 9, 2026** please have them contact customercare@girlscoutsoc.org for assistance.

December 29, 2025 Troop Cookie Coordinator Digital Cookie Registration Emails begin

- ♦ Troop Cookie Coordinators will receive a registration email from email@email.girlscouts.org with a link for registering as a troop volunteer. Be sure to add email@email.girlscouts.org to your safe senders list so you don't miss any emails! Once registered, follow the "**Troop Links**" tip sheet located on www.gscookiesetc.org/cookies and set up your troops' digital cookie site link so you are ready to accept online cookie orders from GSUSA's cookie finder beginning **January 6, 2026**.

January 02, 2026 Girl Digital Cookie Registration Emails begin

- ♦ Girls and their parent/guardian will receive a registration email from email@email.girlscouts.org with details about participating in the online selling of cookies including a registration link for Digital Cookies.

COOKIE PRESALES

January 06, 2026 Cookie Presales Begin

Cookie pre-orders and online selling via Digital Cookie begins on Tuesday, **January 06, 2026**.

How Girl Scouts Sell Cookies

- **Order Taking:** Girls can use a cookie order card to collect orders then deliver! A potential customer is not home? No problem! Girl Scouts can leave a cookie door hanger with their Digital Cookie link or QR Code and the customer can order online. Door hangers are available for print on www.gscookiesetc.org/cookies.



Door hangers will be available for purchase in Orange County's Girl Scout Shop. Quantities are limited so don't delay, buy today!

- **Digital:** Girls use the Digital Cookies online platform to reach customers near and far. Girls can promote their site by emailing friends and family and more! Check out tip sheets on gscookiesetc.org/cookies/digital-cookie/

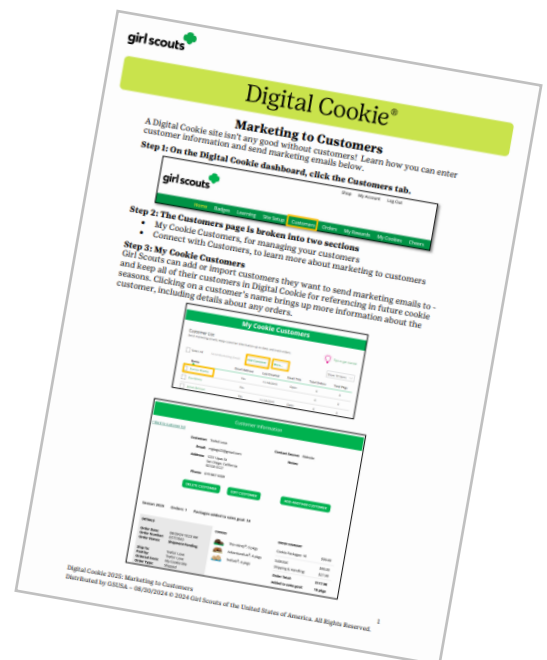
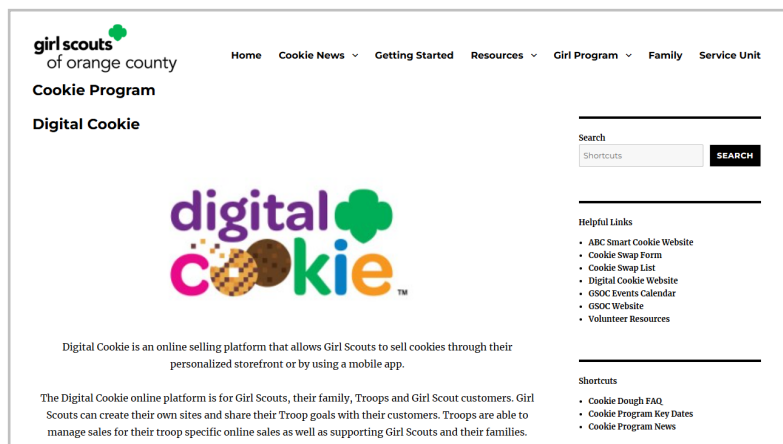


Before participating in any money-earning Girl Scout activity, it's super important for girls and adults to review the following materials: [Digital Marketing Tips for Cookie Entrepreneurs and Families](#), [Supplemental Safety Tips for Online Marketing](#), [Girl Scout Cookie and Product Sales Safety Activity Checkpoint](#). These documents are located on gscookiesetc.org/cookies/family-resources/

Cookie Selling Techniques for Presales January 06—January 24, 2026

Girls may invite friends and family to order their favorite Girl Scout Cookies online by sending marketing emails through the Digital Cookie system.

There are three emails to choose from, "Open for business," "There's still time to order cookies," or "Thanks for your support." Refer your Girl Scouts to the "Marketing to Customers" Tip Sheet on gscookiesetc.org/cookies/digital-cookie/ for more information.



Direct Ship

The direct ship option gives customers the ability to order and pay online and have the cookies shipped directly to them. Credit for the cookies sold and payment is automatically added to the girl's account in Digital Cookies and the troop's account in ABC Smart Cookies.

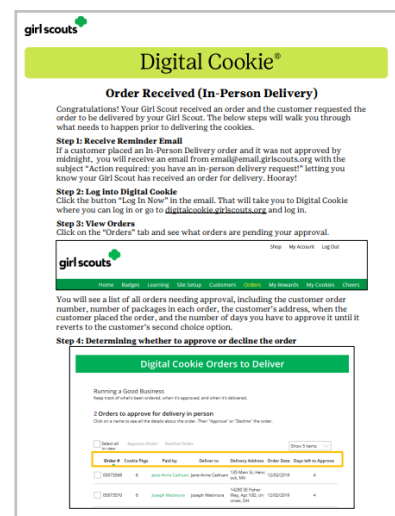
Things to note:

- Shipping and handling fees apply.
- A minimum order of 4 packages is required for online purchases of Girl Scout Cookies for shipping.
- Cookie Share can be purchased online with no minimum order requirement or shipping cost.
- A gift box filled with 6 cookie packages of the customer's choice is available for Direct Ship only. Custom messaging can be included inside the box.

Girl Scouts of Orange County will run shipping promotions periodically throughout the cookie program. Emails will be sent to Troops announcing when a shipping promotion is taking place and all the promotion details. *Gift box purchases are exempt from all shipping promotions.*

Online Girl Delivery

The online girl delivery options allows the customer to order and pay online and have their favorite Girl Scout deliver their cookies. Girls will need to check their Digital Cookie account for Girl Delivery orders and approve orders within five days. The customer's credit card is not processed until the girl, with her guardian's supervision, accepts the order. See the "Order Received-in-Person Delivery Tip Sheet" located on gscookiesetc.org/cookies/digital-cookie/ in the Girl Scout and Parent/Guardian Tip Sheets section.



Social Media Link

Girls can add the option for customers to place a girl delivered order, paid by credit card, via their social media link. All girl delivery orders placed via the social media link require parent approval. See the Girl "Tip Sheets" section of the Digital Cookie Resources on www.gscookiesetc.org/cookies for more information.

Remember, girl/family safety is our first priority. Girl Scouts and parents may not post their personal link on resale sites (ie Facebook Marketplace, Amazon, etc.) or public community sites (ie Nextdoor, etc). Girl Scouts can market their sale on community sites asking customers to direct message them for more information, so adults can decide if this is a safe sale. Please review the Safety & Online Marketing resources on gscookiesetc.org/cookies/family-resources/ your troop.

– Safety Tips and Resources

- [Digital Marketing Tips for Cookie Entrepreneurs](#)
- [Digital Cookie Pledge](#)
- [Internet Safety Pledge](#)
- [Product Sales Safety Activity Checkpoints](#)
- [Safety Activity Checkpoints – English](#)
- [Safety Activity Checkpoints – Spanish](#)
- [Safety Tips for Product Sales](#)
- [Supplemental Safety Tips for Online Marketing](#)
- [Volunteer Essentials – English](#)
- [Volunteer Essentials – Spanish](#)

PICK UP YOUR INITIAL ORDER

January 23-25, 2026 Pick up Troop Initial Orders

- ♦ The Service Unit Cookie Distributor will share the initial cookie order pick-up information, location, date and time with each troop.
- ♦ Cookies received should exactly match the Troop Initial Order report and Dot Sheet report (a service unit report).
- ♦ Carefully check and count the cookies received **before** signing the Dot Sheet report. Damaged product can be replaced through a cupboard (**see page 42**).
- ♦ The troop is financially responsible for all cookies signed as received on the Dot Sheet report.
- ♦ Keep your copy of the Troop Initial Order report for your Troop records. The Service Unit keeps the copy of the signed Dot Sheet report. Make sure both reports match because you will **not** receive a copy of the signed Dot Sheet.
- ♦ Take the Troop's order directly home. Keep it away from direct sun or excessive heat, water leaks, pets, and bugs. Ensure cookies are not placed on floor of garage.

Cookies are insured against fire and theft through the point of delivery to the Service Units. However, once they have been distributed to the troops, the products and related funds are the responsibility of the troop, parents, and girls.

Distribute Orders to Girls

- ♦ Sort the cookies before girls arrive.
- ♦ **Only hand out 25-50 packages** of cookies to your families at a time unless you have a proven top seller who can handle more. Always collect money for packages already sold before handing out more cookies.
- ♦ Complete receipt from receipt booklet for each girl's order. **Use receipt booklets for all transactions.**
- ♦ Have parents count their product against the receipt.
- ♦ Both parties (Troop Cookie Coordinator and parent) sign the receipts.
- ♦ Give parent/guardian the yellow copy and keep the original (white) copy of the receipts with your troop records.
- ♦ Instruct girls when to begin in-person selling and to collect money immediately.
- ♦ Remind parents and girls how to use their order cards (**see page 16**).
- ♦ Remind girls and parents that cookies are \$6 including Cookie Share and \$7 for Gluten Free.
- ♦ Remind girls and parents to turn in money they may have collected promptly and frequently. Emphasize the date payment is due to troop. **See page 28 for more information.**

.....
Damaged product must
be replaced at a cupboard.
.....



.....
Troops may not require
payment from parents
in advance.
.....



The troop works together to sell cookies since the cookies are a troop responsibility.

.....
Always collect money from parents before
handing out more cookies.
.....



COOKIES IN-HAND SELLING

January 25, 2026 Cookies In-hand Selling Begins

Cookie sales run **January 25–March 15, 2026**. Girls can sell with cookies in hand and can continue to take orders on their cards, or use Digital Cookie. They may go door-to-door, host cookie stands, join booth sales (during the booth sale period), and participate in troop walkabouts to support and encourage each other.

Selling Technique: Bundling Promotions

Cookie bundles make great gifts for birthdays, anniversaries, and much more. Plus, they are easy to do! To create a cookie bundle take 3 to 5 boxes of cookies, tie them together using ribbon, twine, netting, freezer bags, or some other creative way, and give the bundle a name (Chocolate Lovers, Peanut Butter Madness, Girl Scout favorites). What a great idea for a gift! Bundling labels/tags are available on gscookiesetc.org/cookies.

Here are a few bundling promotion for door-to-door and booth sales:

- Super Snacks for Super Bowl Promotion
- Valentine's Bundle Promotion
- President Day's Promotion



Other Cookie Selling Techniques (non booth sales)

Type of Sale	Who	Where	When	What is needed
Cookie Stand	Parent/ daughter team	In front of OC residential property	Throughout entire program period	Permission from city and homeowner's association as required
Rolling Sale Putting cookies in a wagon and doing direct sales to customers such as going door-to-door	Troops or parent/ daughter team	Residential Orange County neighborhoods only	Throughout entire program period	Troops need permission slip but parent/daughter teams do not. Some cities require girls/troops to carry a copy of GSOC's solicitation permit – ask your SU Cookie Manager
Caravan Older Girl Scouts go door-to- door with a buddy while the supervising adults follow in a car with the cookies	Cadette, Senior & Ambassador Troops	Residential Orange County neighborhoods only	Throughout entire program period	Some cities require girls/troops to carry a copy of GSOC's solicitation permit – ask your SU Cookie Manager
Walkabout When Girl Scouts work together to map out, then walk a neighborhood, selling cookies door-to-door	Troops	Residential Orange County neighborhoods only	Throughout entire program	Some cities require girls/troops to carry a copy of GSOC's solicitation permit – ask your SU Cookie Manager

The NUMBER ONE reason why people didn't BUY Girl Scout
cookies was because they were never ASKED!



RESTOCK AND RE-ENERGIZE

For your convenience, additional product will be available from Cookie Cupboards.

The Cookie Cupboards will:

- ♦ Open beginning **January 29, 2026**.
- ♦ Not be able to fulfill call-in, email, or drive-up orders.
- ♦ Close gradually throughout the sale to minimize excess inventory at the end of the program.

Locations of the Cookie Cupboards will be **posted on gscookiesetc.org under Volunteer Resources under Helpful Links** (password protected). This listing may be updated periodically and is suggested to check it periodically as some locations may have their availability change or will need to close.

Cookie Cupboard Managers are Volunteers Too



Cookie Cupboards are run by VOLUNTEERS like you! When picking up troop orders, please show your appreciation and gratitude for their service through patience, smiles, and an enthusiastic “Thank you!”

Planned Orders (feature opens January 25 in ABC Smart Cookies)

The only way to order additional cookies is to place a Planned Order in ABC Smart Cookies with a Cookie Cupboard beginning **January 25, 2026**.

General information regarding planned orders

- ♦ Troops are allowed five Planned Orders per week (a week = Monday—Sunday).
- ♦ Place your planned order and choose your preferred pick up day and time in ABC Smart Cookies (see **page 21**).



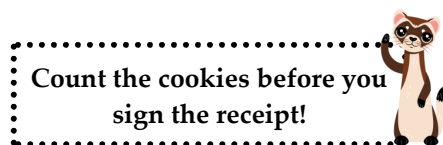
Note: Preferred days are **not guaranteed until confirmed by Cookie Cupboard Manager**.

- ♦ Enter orders for each cookie variety by the **case** (12 packages of cookies = 1 case) **NO MIXED CASES!**
- ♦ Cookie Cupboards process Planned Orders in the order in which they are placed online. Please **DO NOT place the same order at multiple cupboards**. This causes the Council to improperly stock cupboards and negatively impacts troops needing cookies.
- ♦ Cookie Cupboard Managers will **confirm order, pick-up date, and time** via email.
- ♦ Please make sure your spam controls are off to allow cupboard confirmation emails. Volunteer Cookie Cupboard Managers are **extremely** busy and do not have time to complete spam control forms.



Respond to the Confirmation Email to confirm pick up or if you need to reschedule your pick-up time or cancel your order. **IF** you do not pick-up on the **confirmed** day and time, the **order will be deleted** and you will have to start over.

- ♦ **Count cookies before you load your car!** Your troop will be financially responsible for what is listed on the receipt.
- ♦ No drive up, phone, or email orders will be accommodated.
- ♦ Please note that Cupboards are expected to be very busy the first couple of weeks. Please plan accordingly.



Cookie Cupboard Hours

Cookie Cupboard hours are set by the VOLUNTEER Cookie Cupboard Managers and are posted on gscookiesetc.org under the password protected Volunteer Resources that can be found under Helpful Links.



Hours are subject to change due to the availability of our Cookie Cupboard VOLUNTEERS.

To Place a Planned Order:

1. Click Planned Order located under *Orders*.
2. Click a Cupboard under the *Cupboards* section.
3. Click Continue.
4. Click a Date.
5. Click Continue.
6. Click a Timeframe.
7. Click Continue.
8. Enter order.
9. Click Save.

A pop-up will appear in ABC confirming order was saved.

The Cupboard Manager will email you to confirm your order with a date and time to pick up.

Please **do not** change an order after it has been saved in ABC. If you need to change your order please email the cupboard directly.

Picking Up Planned Orders

Follow the pick-up guidelines on the Cupboard Locations document (found on the password protected Volunteer Resources page of gscookiesetc.org) when picking up cupboard orders.

- ♦ Bring a copy of the **Cupboard Confirmation email** with you when picking up cookies.
- ♦ Only Troop Helper adults who have a current membership, passed background screening authorized to drive and handle money for Girl Scouts are allowed to pick-up product. **Minors may not pick-up product.**
- ♦ **Do not** bring tagalongs (children) with you. It is not safe for children.
- ♦ Give your name, Service Unit, and troop number when you arrive to pick-up your order.
- ♦ Follow all Cupboard pick up processes.
- ♦ Your order will be pulled prior to your arrival. Do not start putting the order in your car until *after* you verified the count is correct.
- ♦ Check the troop number and Service Unit name at the top of the cupboard receipt are correct.
- ♦ Be sure to take a picture or receive the yellow copy of the receipt.
- ♦ **The Cookie Cupboard Manager will enter all cookies** picked up from their cupboard into ABC Smart Cookies within 24-48 hours of pick-up.
- ♦ Verify entries made by Cookie Cupboards in ABC Smart Cookies.
- ♦ Allocate cookies to girls who sold them.

To Verify Cookie Cupboard Entries:

Bring a copy of the Cupboard Confirmation email when picking up cookies.



1. Click Current located under Reports.
2. Click on Finance in the Reports Categories field.
3. Click Troop Balance Summary in the Reports field.
4. Click Go to Report.
5. Select Packages in the Unit of Measure field.
6. Click View Report.
7. Verify cupboard orders under Transfers In.

ABC Snap					
Troop Balance Summary					
Girl Scout Council of Orange County Training					
Council = Girl Scout Council of Orange County Training; District = No Specified District; Service Unit = Council; Troop = 7011;					
Contact 1 Information			Contact 2 Information		
Contact Full Name: Lisa Nevares			Contact Full Name:		
Address:			Contact Day Phone: (949)-461-8849		
Contact Day Phone:			Contact Email: tjones@GirlScoutsOC.org		
Contact Email: lnevares@GirlScoutsOC.org					
Troop No: 7011			Proceed Plan: Troop Proceeds		
Service Unit: Council			Girls Selling: 0		
Avg. Packages Sold Per Girl Selling:			Girls Reg: 4		
Avg. Packages Sold Per Girl Registered: 273.00			Early Plan: None selected		
			Main Plan: Main Recognitions		
Received: Initial Order Received			Cs/Pkgs 70/0		
Reorders			0/0		
Damages			0/0		
Total Received			70/0		
CookieShare			0/0		
Transfers In: Date	Trans #	Ref #	Transferred From	Cs/Pkgs	
11/08/15	8469		Cupboard: Fullerton Cupboard	21/0	
Total Transfers In:				21/0	
Transfers Out: Date	Trans #	Ref #	Transferred To		
Total Transfers Out:					
			Control Script failed for	91	

Allocate Initial Orders, Cupboard Orders, and Booth Sales to Girls:

Item	Price	Quantity	Booth Packages
Thank-A-Lot	\$40.00	5	5
S'mores	\$40.00	5	5
Lemonades	\$40.00	5	5
Shortbread	\$40.00	5	5
Thin Mints	\$40.00	5	5
Peanut Butter Patties	\$40.00	5	5
Caramel Delites	\$40.00	5	5
Peanut Butter Sandwich	\$40.00	5	5
Gluten Free Treats	\$30.00	5	5
Total	\$210.00	45	45

Item	Price	Quantity	Booth Packages
Thank-A-Lot	\$40.00	5	5
S'mores	\$40.00	5	5
Lemonades	\$40.00	5	5
Shortbread	\$40.00	5	5
Thin Mints	\$40.00	5	5
Peanut Butter Patties	\$40.00	5	5
Caramel Delites	\$40.00	5	5
Peanut Butter Sandwich	\$40.00	5	5
Gluten Free Treats	\$30.00	5	5
Total	\$210.00	45	45

1. Click Transfer Order located under *Orders*.
2. Click Troop to Girl in the *Type of Transfer* field.
3. Select the Girl in the *Girl* field who is receiving the cookies.
4. Click Apply.
5. Enter the number of packages to be allocated to the girl.
6. Click Save.
7. Click Make Another Transfer to continue to make transfers.

Please note:

Packages column transferring packages to Girl Scouts with the financial responsibility attached

Booths Packages column transferring packages to Girl Scouts with no financial responsibility



BOOTH SALES

What is a booth sale? A booth sale is a Cookie Stand set up in front of a business or public space. All booth sales, including those at youth sporting events or personal businesses, must be approved and arranged through your **Service Unit Booth Coordinator**. They will secure locations by working with property and store managers to obtain permissions and meet insurance requirements.



If you, or someone in your troop, knows of a location that would make a great booth, or would like to host a booth, please contact your Service Unit Booth Coordinator.

Cookie Booth Scheduler in ABC Smart Cookies

After Service Units hold their booth lotteries, Service Unit Booth Coordinators enter all locations and troop booth assignments into the ABC Smart Cookies Booth Sale Scheduler. Once assigned, troops automatically receive an email notification at the contact address listed in the system.

January 20, 2026 Troops Run Booth Sale Reports

- ☐ Run the *Booked Booth Sales Summary* report (see page 26) to verify all troop booth sale shifts received at the lottery are scheduled. Report any errors to your Service Unit Booth Sale Coordinator immediately.
- ☐ To find additional shifts, use the *Available Booth Sales Summary* report (see page 26). Use your Service Unit's number to help you identify locations belonging to your Service Unit.

Jan 27– Jan 28, 2026 First Come, First Serve Booth Sale Reservations

Beginning at **noon on January 27, 2026**, troops who earned this Initial Order Bonus will be given access to the ABC Smart Cookies Booth Scheduler.

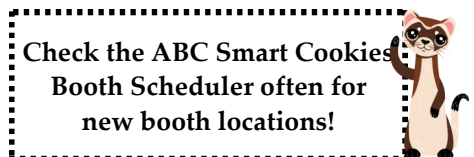
Beginning at **noon on January 28, 2026**, all other troops will have access to the ABC Smart Cookies Booth Scheduler.



Any booths booked prior to noon on **January 27** or **January 28, 2026** will be deleted. Troops are limited to 100 spots the first week the booth scheduler opens.

All unreserved booth sale times will be open for troops and Juliette Coordinators on a first come first serve basis. Troops may reserve or cancel booth sale times at any location council-wide through the end of the program.

Booth sale sign-ups are in real time. Once a troop selects a booth, it's removed from the list. If canceled, the slot becomes immediately available for others. Troops unable to attend must cancel in ABC Smart Cookies right away so another troop can reserve the time.



Adult Training

All adults participating in booth sales must complete the online Adult Booth Sale training and quiz, even for parent/daughter booth sales. This training can be found at gscookiesetc.org/cookies. Remember, girls sell, adults supervise!

February 6, 2026 Booth Sales Begin

- ❑ **Run the *Booth Sale Location* report** in ABC Smart Cookies (**see page 26**). This report will list all of your troop's reserved booth sales with full address information and notes about a location's special circumstances. Use in conjunction with the *Booked Booth Sales Summary* report and **bring copies of each to every booth sales**. Do not rely solely on the information in the confirmation email.



Read the Notes! The notes field for each booth sale location will contain very important information such as if a store manager has any special requests, if any permits are needed, and the Booth Sale Coordinator's contact information. If any questions or problems arise, contact the Booth Sale Coordinator only. **DO NOT CONTACT THE STORE MANAGER!**

Booth Sale Etiquette

As Girl Scouts everything we do, including the Girl Scout Cookie Program, is guided by the principles of the Girl Scout Promise and Law. It is important to review this with the troop and parents and guardians and to reinforce that they are representing all Girl Scouts when selling Girl Scout Cookies.

Girl Scouts will:

- **Follow the Girl Scout Promise and Law.** Talk about how it applies with your troop
- **Be polite, friendly and helpful**, this includes your fellow Girl Scouts
- **Remember my behavior reflects on Girl Scouts.** Remind your troop that they represent Girl Scouts when they are at booths
- **Follow the Cookie Booth sale start dates of February 6, 2026.**
- **Arrive on time and give notice of cancellations.** Your troop should let you know 24 hours before their booth if they must cancel. If you cannot fill it, let your Booth Sale Coordinator know right away.
- **Wear Girl Scout uniform** (vest/sash, pins and Girl Scout attire).
- **Say thank you to every customer even if they say no.**
- **Clean up and take all trash home** including broken down empty cases.

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

Girl Scouts will not:

- **Block entrances.** Remind your troop to read the notes for their booth sale location
- **Go into a host business without an accompanying adult.** The adult must go with the girl to the restroom and close the booth while they are away
- **Get in the way of customers.** Girls should ask each customer, but not block them from getting in or out
- **Give out their full name, address or phone number.** Review [Cookie Sales Safety Activity Checkpoints](#)
- **Run around or play while selling at a booth.** Remind your troop (girls and adults) while it is fun to sell at a booth, it is not the time or place to run around
- **Eat or chew gum while at a booth.** Only Girl Scout Cookies should be on your booth setup.

Girl Scout Law

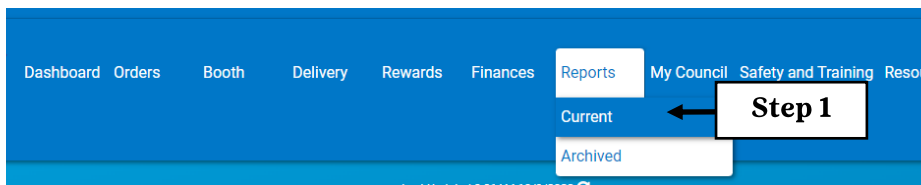
I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.



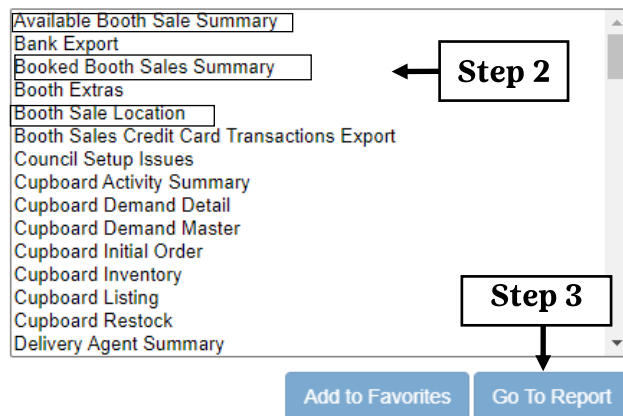
Go to gscookiesetc.org/cookies/troops/ for more about booth sales including:

- Booth Sale Checklist
- Tips for a Better Booth Sale
- How to Schedule a Booth Sale
- How to Create a Booth Sale Display
- Booth Sale FAQs

To Run the Booked Booth Sale, Available Booth Sale, and Booth Sale Location Reports:



Reports



1. Login to ABC Smart Cookies. Hover over *Reports* and then select Current.
2. Click on the report you would like to pull under the *Reports* section
3. Click Go to Report
4. Optional— Adjust report criteria (filters) for Location and/or dates and Select View Type (PDF, HTML, or Excel)
5. Select View Report

Report Criteria

Booked Booth Sales Summary

Council: Girl Scouts of Orange County

District: [Unassigned]

ServiceUnit: SU105 Los Alamitos Rossmoor

Troop: All

Location: All

Begin Date:

End Date:

Select View Type: PDF

Go to Report Listings Reset

View Report

Step 5

Scheduling Booths:

Step 1

Open: First Come, First Served - Reservation 1

Open On: Oct 17 @ 01:00 AM

Close On: Mar 31 @ 01:00 AM

Min. Premium Reservations: N/A

Max. Total Reservations: 9999

DISTRICT: No Specified District

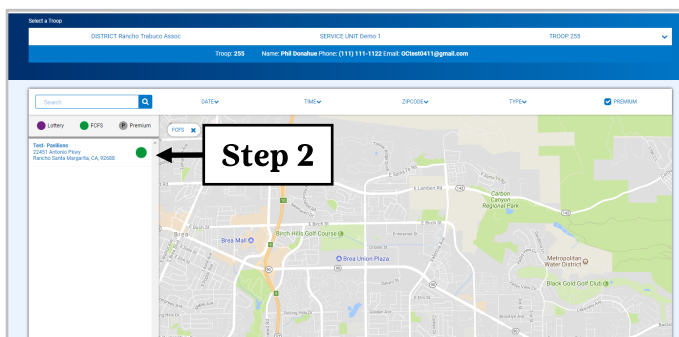
SERVICE UNIT: Council

TROOP: 7011

Troop: 7011 Name: Lisa Newnes Phone: (949) 461-8847 Email: lnewnes@girlscoutsofoc.org

1. Select Schedule Booths under the *Booth* tab
2. Select desired Booth Sale Location.
3. Select the Date and Time.
4. Click Save.

The troop is now assigned to the booth sale.



Step 3

Step 4

Troop Site Links

Your Troop Site links will help your troop make sales online instead of, or in addition to, your regular in person cookie booths. The Troop Site link is available to copy and share and even has a QR code that can be used on marketing materials. These links will let your troop reach new customers in your local community and beyond. Troop Site links are set up in the new Digital Cookie online platform. See the "Troop Site Setup Links" tip sheets located on gscookiesetc.org/cookies/digital-cookie/



Note: All users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can from their account. Troop volunteers should discuss with family members how they want the troop orders to be handled prior to using the app.

Step 1

1. From the Troop Cookie Coordinator's Dashboard, click "Get Started" on the "Our Troop Cookie Site" section
2. Enter the Troop Cookie Coordinator name as the "Troop Site Lead" to finish set up and approve any orders
3. Activate the troop site. This link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand.

Step 2

Step 3

SALES	Girl Scout	Date of Birth	GSUSA ID	Troop	Preferred First Name	Girl Email Address	Action
Registered	kallu2000	08/18/2007	102067446	333	kallu2000	---	edit
Registered	Troop333C66	01/01/2011	TRP333C661	333	---	---	---

MANAGE THE MONEY

February 1—March 15, 2026 Guidelines for Collecting Cookie Money

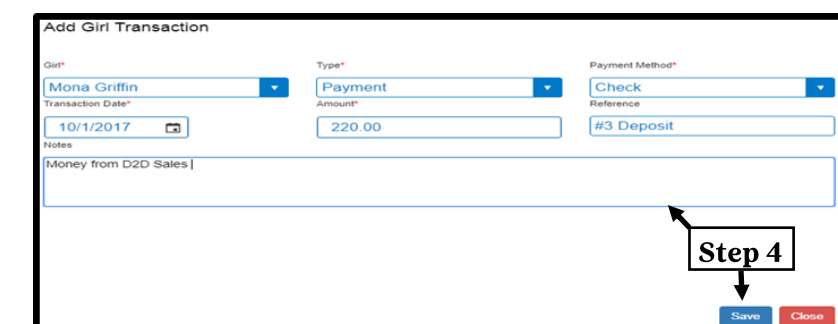
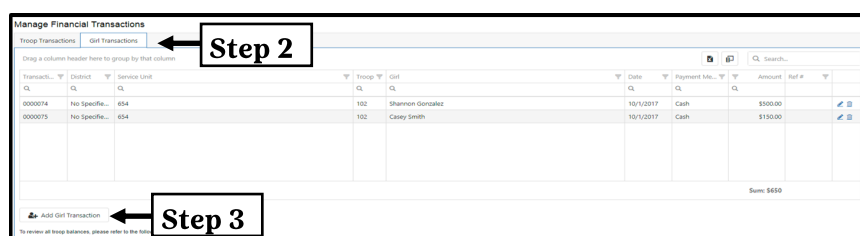
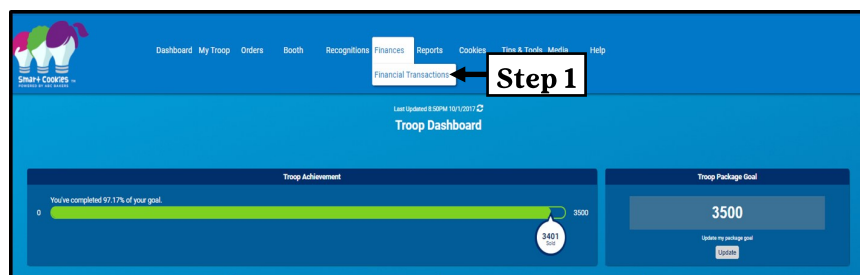
Troops should:

- ♦ Collect money from girls often and before handing out more cookies.
- ♦ Count all money received in the presence of the parent/guardian or another adult. Check all money received for counterfeit bills and do not accept them. Troops give the adult a signed receipt. Save original (white) copy for Troop records.
- ♦ Record girl payments in **ABC Smart Cookies**.
- ♦ Make frequent bank deposits into the **troop** account.
- ♦ Collect final balances from families by **March 15, 2026**.
- ♦ Make final deposits into the **troop** account no later than 3pm on **Tuesday, March 17, 2026** to cover the final troop payment (balance due taken by ACH debit). Troop final cookie payments begin on **Thursday, March 19**.



Accepting checks is **highly discouraged**, but may be unavoidable from family and friends. Partner with your Troop Leaders to determine if the troop will accept checks and instruct the girls and parents of troop's decision at your family meeting.

To Enter Girl Payments in ABC Smart Cookies:



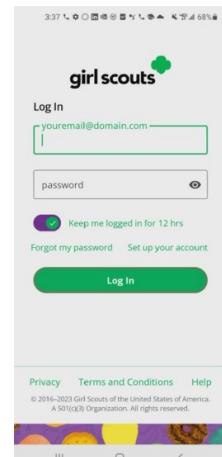
1. Click Financial Transactions located under *Finances*.
2. Click the Girl Transaction tab.
3. Click a Add Girl Transaction.
4. Enter girl transaction information and click Save.

Credit Cards for In-Person Sales

If a customer wishes to pay by credit card for in-person sales, girls can process those payments through the new Digital Cookie App.

Some information about the app:

- The Digital Cookie App is separate from the full site but does require full site setup before the app is used.
- Every parent in troop can login as troop for booth sales if troop site is setup.
- Has a scan credit card option, and takes PayPal or Venmo
- Orders placed for in person delivery through the app still need to be approved.
- And more! (See the Volunteer Tip Sheet title “Mobile App” for more information on setting up the app and functions gscookiesetc.org/cookies/digital-cookie/)



Each time a credit card/PayPal/Venmo payment is made, the girl and the Troop will be credited with the full payment collected. Transactions at booth sales using the Troop Site Link will be credited to troop only.

Girl Scouts of Orange County will cover all credit card fees for orders paid through the credit card feature in Digital Cookies.

Issuing Credit Card Refunds:

Troop Cookie Coordinators can track all orders using the Order Data report and, if necessary, can issue a credit card refund from the Digital Cookie online platform. See the “Refunding Orders” tip sheet at gscookiesetc.org/cookies/digital-cookie/ if needed.

Counterfeit Bills

While it doesn’t happen too often, a troop may receive a counterfeit bill and not even know it. To better protect your troop from receiving a counterfeit bill, we recommend the following:

- Do **NOT** accept bills larger than a \$20.
- Take time to look at and feel the money you receive.
- Check for obvious things like duplicate serial numbers.
- Check for the security stripe and watermark by holding the bill up to the light.
- Use a Counterfeit Detection Pen with light.

If your troop receives a counterfeit bill, please follow the steps on the *Counterfeit Bill Report* located on gscookiesetc.org/cookies/troops/. Counterfeit Bill reports must be submitted by **9:00 am on March 17, 2026**.

If counterfeit bill was received by a parent, it is the troop’s responsibility to collect reimbursement from the parent. Council will reimburse up to \$20 per troop for counterfeit bills received at booth sales.



Troops' Bank Account Information

Troop submits an online *Troop Banking* form with scan of voided troop check attached. A link to the *Troop Banking* form is at gscookiesetc.org/cookies/troops/ under "Forms".

GSOC will upload troop banking information (e.g. bank name, routing number, and account number) into ABC Smart Cookies beginning **January 8, 2026**. Please complete a new online *Troop Banking* form immediately if your troop banking information has changed.



Failure to notify GSOC of bank account changes may result in a \$15 processing fee.

Troop Payments

- Troops deposit all cookie money into their **troop account** by deadlines.
- Run the **Troop Balance Summary** report in ABC Smart Cookies (see page 39). If the amount due is more than the balance in the troop bank account, complete the online **Payment Adjustment Form** to request a reduction of the troop payment amount due to insufficient funds or credit card payments taken by girls. This form can be found on the Cookie Website (gscookiesetc.org/cookies/troops/). Completed form must be submitted by **3pm on March 17, 2026 for final payment**.

Please have the following information ready when completing the Payment Adjustment Form:

- Service Unit name and number
- Troop Number #
- Contact name, email, and phone number
- The amount owed found on the *Troop Balance Summary Report*
- The reduced amount requested to be taken from troop bank account
- Payment Plan
- Reason for Payment Adjustment

Please note: A payment can be reduced but cannot be waived all together.

If a payment plan is requested:

- ♦ Your troop may be asked to make payment by cashier's check or money order (no troop or personal checks accepted) if an ACH withdrawal cannot be done.
- ♦ A late charge of \$15 a week will be assessed for late payments beyond the payment plan agreement.



If you do not notify GSOC in time and the troop payment is not honored by your bank, the debit will be rejected and the Troop will be charged for all NSF (Non Sufficient Funds) fees incurred by the rejected transaction.

- ♦ Council will upload the troop's payment in ABC Smart Cookies after the bank has completed the ACH debits.

Complete a Payment Adjustment form if amount
needs adjusting due to credit card payments



Preparing for Final Troop Payment

- Ensure all cookies including Cookie Share donations have been allocated to girls. See more information about allocating cookies and recording Cookie Share on **page 35-37**.
- Let caregivers know of balance due. Send a copy of the Girl Balance Summary to each caregiver. This summary will have all cookie transactions, payments received, and balance due for each girl. See below for instructions on how to run the Girl Balance Summary.

 The Girl Balance Summary will show the correct balance due if the troop has allocated all cookies taken by the Girl Scout and entered cash/check payments received from caregivers into ABC Smart Cookies for each girl.

- Collect final balance from caregivers by **March 15, 2026**.

March 19, 2026 Final Troop Payment

- ◆ Troops make final deposits of all product money into their **troop** account by **March 17, 2026**.
- ◆ Run the *Troop Balance Summary* report for the troop's final payment due. (See **page 39** for instructions)
- ◆ If troop cannot make final payment in full, complete the *Payment Adjustment form* by 3pm on **March 17, 2026**. (See "Troop Payment" section on previous page for more information).
- ◆ The full balance of Council proceeds will be debited from troop accounts beginning Thursday, March 19, 2026. It may take several days for the troop payment to be processed by the bank.
- ◆ If troop proceeds level changes after the end of the product program, an email will be sent to the troop email address in ABC Smart Cookies with the new decreased final payment amount.

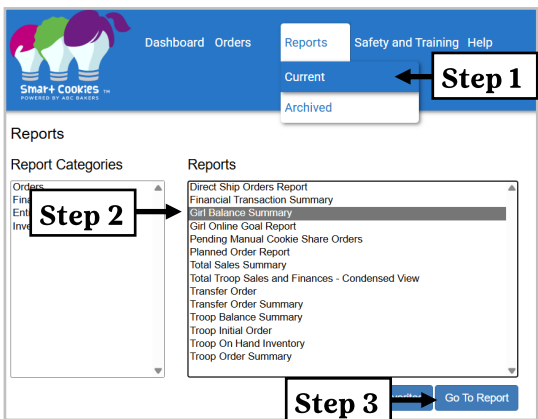
Note: Troop proceeds will be adjusted in ABC Smart Cookies as each Council goal is achieved prior to the final troop payment.

 If you do not notify us in time, and the payment is not honored by your bank, the ACH debit will be rejected and the troop will be charged for all NSF (Non Sufficient Funds) fees incurred by the rejected transaction.

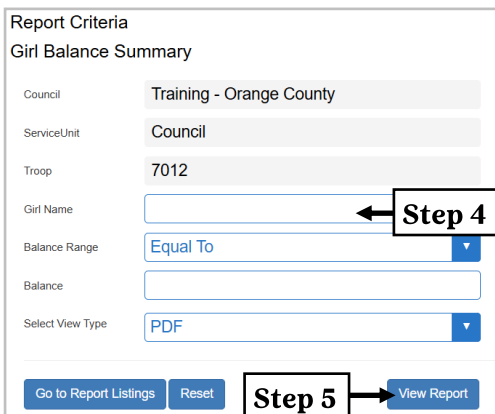
Troops will be charged for all NSF (Non Sufficient Funds) fees.



To run the Girl Balance Summary:



The screenshot shows the ABC Smart Cookies interface. The top navigation bar includes Dashboard, Orders, Reports, Safety and Training, and Help. The Reports section is active, showing a dropdown menu with 'Current' and 'Archived' options. A box labeled 'Step 1' points to the 'Current' option. Below the navigation bar, the 'Reports' section is displayed, showing a list of report categories and a list of reports. A box labeled 'Step 2' points to the 'Girl Balance Summary' report. A box labeled 'Step 3' points to the 'Go To Report' button.



The screenshot shows the 'Report Criteria' form for the 'Girl Balance Summary' report. The form includes fields for Council (Training - Orange County), Service Unit (Council), Troop (7012), Girl Name, Balance Range (Equal To), Balance, and Select View Type (PDF). A box labeled 'Step 4' points to the Girl Name field. At the bottom, there are buttons for 'Go to Report Listings', 'Reset', and 'View Report'. A box labeled 'Step 5' points to the 'View Report' button.

1. Click Current located under Reports.
2. Click Girl Balance Summary in the Reports field.
3. Click Go to Report.
4. Type in the Girl's name in the Girl Name field.
5. Click View Report.

Option: Skip step 4 and click View Report to see Girl Balance Summary reports for all girls in Troop.

Uncollected Funds

Sometimes it happens...

- ♦ Call the family to discuss the problem and to make payment arrangements.
- ♦ Document all contacts with parents, date of contact, and results for any outstanding money.
- ♦ Alert the Troop Leader and the Service Unit Cookie Manager.
- ♦ **Do not hold up final reports** because of delinquencies.
- ♦ Complete a Delinquency Report online and upload a written record of the situation, noting dates and contacts made regarding the delinquent funds. Include copies of all receipts given and the signed parent responsibility form. Form must be completed online **by 9am on Wednesday, March 18, 2026**.

See the Delinquency Report on the Cookie Website (gscookiesetc.org/cookies/troops/) for more information regarding uncollected funds and a link to the form.



If a Delinquency Report is not submitted by 9am on Wednesday, March 18, 2026, Council will not be able to assist the troop with collection and the troop will have to absorb the loss.

Extra Product

Troops can post extra cookies on the **Cookie Swap Site** and Remove entries once cookies have been transferred to another troop. This site is designed to allow troops to advertise extra cookies they do not need to other Girl Scout Troops. Troops should make the transfer in ABC Smart Cookies; however, the transfer must be made by the Service Unit if the troop paperwork deadline has passed. See below for instructions on how to access the Cookie Swap Site and Troop to Troop Transfers.

Contact your Service Unit Cookie Manager for more ideas on how to move the extra product. (ie. Getting additional booth sales scheduled.)

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



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

Cookie Swap Site

The Cookie Swap Site is a password protected online site that allows troops to advertise extra cookies to other Girl Scout Troops. To access the site go to gscookiesetc.org. Locate the Cookie Swap Page Tab and login using the ID and password emailed to you by GSOC on **February 26, 2026**. Instructions on how to post and remove extra cookies are located on the Cookie Swap Site after you login.

Cookie Swap

Fields marked with an * are required

First Name *

City *

Contact Email or Phone *

Have or Need *

How Many *

Boxes or Cases *

Troops who do NOT remove transferred cookies from the Swap Site will lose their Swap site privileges.



All cookie varieties retail for \$6 per package except Gluten Free (\$7).

Protected: Cookie Swap List

Cookie

City

SEARCH

Name	City	Contact Info	Have or Need	How Many	Boxes or Cases	Cookie
Sarah	Newport		Need	1	Cases	Adventurefuls™
Benny	Fountain Valley		Have	5	Boxes	Caramel Chocolate Chip
lauren	Huntington beach		Have	20	Cases	Lemonades®

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 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.



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:

The screenshot shows the ABC Smart Cookies interface with several steps highlighted for transferring product between troops:

- Step 1:** Click Transfer Order located under Orders.
- Step 2:** Click a Troop to Troop in the Type of Transfer field.
- Step 3:** Select the Service Unit and Troop number for the transferring **FROM** troop.
- Step 5:** Select the Service Unit and Troop number for the transferring **TO** troop.
- Steps 4 & 6:** Click a Apply.
- Step 7:** Enter the Transfer order.
- Step 8:** Click Save.
- Step 9:** Click Make Another Transfer to continue to make transfers.

1. Click Transfer Order located under Orders.
2. Click a Troop to Troop in the Type of Transfer field.
3. Select the Service Unit and Troop number for the transferring **FROM** troop.
4. Click a Apply.
5. Select the Service Unit and Troop number for the transferring **TO** troop.
6. Click a Apply.
7. Enter the Transfer order.
8. Click Save.
9. Click Make Another Transfer to continue to make transfers.

WRAP UP THE PROGRAM

March 13-18, 2026 Troop End of Program Processing

- ❑ Verify entries made by Cookie Cupboards in ABC Smart Cookies (see below).
- ❑ Distribute Troop Direct Shipped Orders received through the Troop Cookie Link. (See page 35)
- ❑ Make final entries in ABC Smart Cookies so girls receive credit for additional sales, Cookie Share and booth sales (see pages 35-37). Ensure all packages have been allocated to girls.
- ❑ Use the **Manage Order** feature to access or make changes to orders and transfers already placed. Go to gscookiesetc.org/cookies/Troops/ for the link to ABC Bakers Manage Orders Quick Bites.
- ❑ Record girl final payments in ABC Smart Cookies (see page 28).
- ❑ Exchange damaged product with a cupboard. Damages must be exchanged at a cupboard by **March 15, 2026**. **Damaged product cannot be turned in for credit** (see page 42).
- ❑ Make final deposits to **troop** account.
- ❑ **After all final entries are made**, create Final Recognition Order. This function will be available beginning March 1, 2026. (see page 38)
 - * Make reward choices for each girl using the information on the completed Parent Responsibility form each family submitted in December/January.
 - * The Cookie Share patch will automatically populate in the system if the girl has earned them.
- ❑ Complete Online Evaluation Survey (see link on gscookiesetc.org/cookies/)

Exchange damaged product at a cupboard by **March 15, 2026**



To Verify Cookie Cupboard Entries:

1. Click Current located under **Reports**.
2. Click on Finance in the **Reports Categories** field.
3. Click Troop Balance Summary in the **Reports** field.
4. Click Go to Report.
5. Select Packages in the **Unit of Measure** field.
6. Click View Report.
7. Verify cupboard orders under **Transfers In**.

ABC Snap Troop Balance Summary				
Page: 1 Date: 11/11/2015 Girl Scout Council of Orange County Training Council = Girl Scout Council of Orange County Training; District = No Specified District; Service Unit = Council; Troop = 7011;				
Contact 1 Information Contact Full Name: Lisa Nevares Address: Contact Day Phone: Contact Email: lnevares@GirlScoutsOC.org		Contact 2 Information Contact Full Name: Contact Day Phone: (949)- 481-8849 Contact Email: tjones@GirlScoutsOC.org		
Troop No: 7011 Service Unit: Council Avg. Packages Sold Per Girl Selling: Avg. Packages Sold Per Girl Registered: 273.00		Proceed Plan: Troop Proceeds Girls Selling: 0 Girls Reg: 4 Early Plan: None selected Main Plan: Main Recognitions		
Received: Initial Order Received Reorders Damages Total Received CookieShare		Cs/Pkgs 70/0 0/0 0/0 70/0 0/0		
Transfers In: Date	Trans #	Ref #	Transferred From	Cs/Pkgs
11/08/15	8460		Cupboard: Fullerton Cupboard	21/0
Total Transfers In:				21/0

To View and Distribute Troop Link Ship Only Orders:

Dashboard My Troop Orders Booth Rewards Finances Reports Cookies Safety and Training Resources Help

Manage Orders
Troop Initial Order
Transfer Order
Planned Order
Damage Order
Virtual Cookie Share
Troop Direct Ship Orders

11 Results

From To Apply

DATE	ORDER #	Customer Name	Customer Address	Status	CShare	TV
------	---------	---------------	------------------	--------	--------	----

Troop Direct Ship Orders

Search By

Customer Address	Distribute	CShare	TV	SMR	LEM
12345	Distribute	1	1	8	8
67890	Distribute	0	3	3	3
11111	Distribute	0	0	2	0

LEM	TRE	TM	PEP	CD
1	1	1	1	1

Step 3 → Distribute orders to girls

CShare	TV	SMR	LEM	TM	PEP	CD
1	4	13	11	7	14	1

2 Girls

Girl Name	CShare	TV	SMR	LEM	TM	PEP	CD	RES
Cindy Regeneration	0	2	6	5	7	0	0	0
Regeneration Girl	0	2	6	5	7	0	0	0
Packages left to distribute	1	0	1	1	0	1	1	1
Troop Total	0	4	12	16	14	14	1	1

Edit Girls Save

1. Click Troop Direct ship orders on the **Orders** tab
2. Status will be listed as *Pending Distribution*, highlighted in red until the credit for the sales is distributed to your Troop girls.
3. Click Distribute Orders to Girls at the bottom of the page and select the girls to transfer credit to, then select continue.

The divider will distribute all sales as evenly as possible

4. Distribute any remaining packages highlighted in red
5. Click Save
6. Repeat as needed

! Troop volunteers will not see the 'Distribute orders to girls' button under the Troop Direct Ship order grid once the season end date **March 18, 2026** for Troops has expired.

Helpful Tip! Be sure to check for any additional sales just prior to creating the reward order to capture the most up to date (and final) sale data.

Allocate Cookies from Troop to Girl:

Troop Leader of Troop 102 in Central Maryland

Dashboard My Troop Orders Booth Recognitions Finances Reports Cookies Tips & Tools Media Help

Manage Orders
Troop Initial Order
Transfer Order
Planned Order
Damage Order
Virtual Cookie Share

Step 1

You've completed 91.07% of your goal.

2550 / 2800

Troop Package Goal: 2800

Transfer Order

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT 654

Quantity: 2955 Packages Contact: Chris McDaniel | centralmaryland.troop@outlook.com

To: SERVICE UNIT 102

GIRL: Shannon Gonzalez

Apply

Step 2

Step 3

Step 4

Transfer Order

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT 654

Quantity: 2955 Packages Contact: Chris McDaniel | centralmaryland.troop@outlook.com

To: SERVICE UNIT 102

GIRL: Shannon Gonzalez

Quantity: 580 Packages Contact: Catherine Smith | (804) 614-9999 | csmith1971@gmail.com

Clear Order

		PACKAGES	BOOTH PACKAGES
Thank-A-Lot	\$40.00	5	5
S'mores	\$40.00	5	5
Lemonades	\$40.00	5	5
Shortbread	\$40.00	5	5
Thin Mints	\$40.00	5	5
Peanut Butter Patties	\$40.00	5	5
Caramel Delites	\$40.00	5	5
Peanut Butter Sandwich	\$40.00	5	5
Gluten Free Treats	\$50.00	5	5
Total	\$770.00	45	45

Order Notes: "Packages" are for Shannon's door to door sales. The "Booth Packages" are for her booth event this Saturday.

Save

Step 5

Step 6

Transfer Order 61

Order Date: August 23, 2017 @ 10:42 AM

TYPE OF TRANSFER: Troop to Girl

From: SERVICE UNIT 654

Quantity: 2955 Packages Contact: Chris McDaniel | centralmaryland.troop@outlook.com

To: SERVICE UNIT 102

GIRL: Shannon Gonzalez

Quantity: 580 Packages Contact: Catherine Smith | (804) 614-9999 | csmith1971@gmail.com

LAST EDITED: Catherine Smith on August 23, 2017

Clear Order

		PACKAGES	BOOTH PACKAGES
Thank-A-Lot	\$40.00	5	5
S'mores	\$40.00	5	5
Lemonades	\$40.00	5	5
Shortbread	\$40.00	5	5
Thin Mints	\$40.00	5	5
Peanut Butter Patties	\$40.00	5	5
Caramel Delites	\$40.00	5	5
Peanut Butter Sandwich	\$40.00	5	5
Gluten Free Treats	\$50.00	5	5
Total	\$770.00	45	45

Order Notes: "Packages" are for Shannon's door to door sales. The "Booth Packages" are for her booth event this Saturday.

Save Delete Order

Print Receipt

Go to Manager Orders Make Another Transfer

Step 7

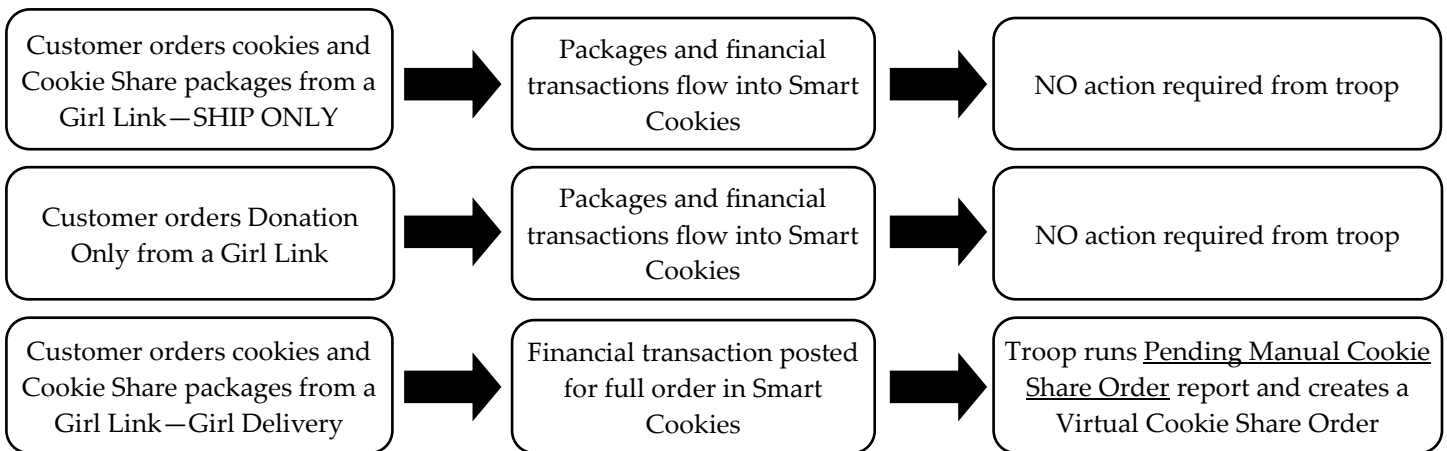
1. Click Transfer Order located under *Orders*.
2. Click a Troop to Girl in the *Type of Transfer* field.
3. Select the Girl in the *Girl* field who is receiving the cookies.
4. Click Apply.
5. Enter the number of packages to be allocated to the girl.

Enter additional girl orders in the *Packages* column and booth sale sales in the *Booth Packages* field.

6. Click Save.
7. Click Make Another Transfer to continue to make transfers.

Allocating Cookie Share Sold Through Girl Digital Cookie Links

The image below show the different types of Orders with Cookie Share customers can place through a Girl Scout's Digital Cookie Link and the required actions for troops to take for each.



To Run the Pending Manual Cookie Share Order Report:

1. Click Current located under *Reports*.
2. Click Pending Manual Cookie Share Orders in the *Reports* field.
3. Click Go to Report.
4. Select Packages in the *Unit of Measure* field.
5. Click View Report.



This report only reflects Cookie Share sold through Digital Cookie.

See the Cookie Share Sales—Girl Delivery Direct Sales Quickbites located on www.gscookiesetc.org/cookies for more information about this report and recording Virtual Cookie Share.

Helpful Tip!

To Enter Virtual Cookie Share:

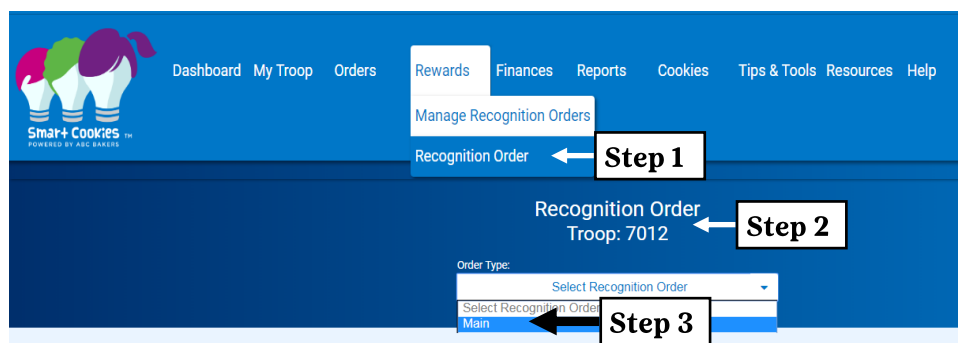
1. Click Virtual Cookie Share located under *Orders*.
2. Enter the Virtual Cookie Share additional and booth sale orders for each girl.
3. Click Save.

A dialog box will appear confirming the order was saved.



The money for Virtual Cookie Share purchased online has already been recorded, entering this will balance out the payment for that purchase. If it causes a balance due, please look at other orders that have not been paid.

To create the Final Recognition Order (feature available starting 3/01/2026):



A recognition order can only be created once. Use the Manage Recognition Orders feature to access orders already created.



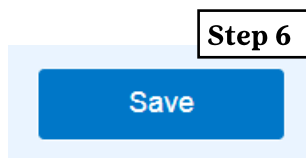
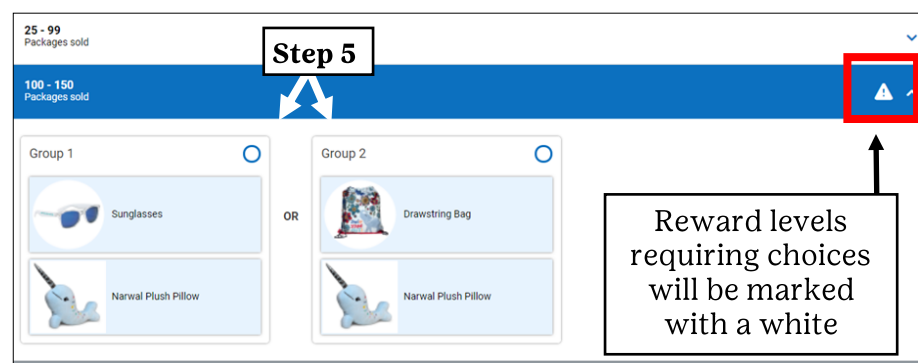
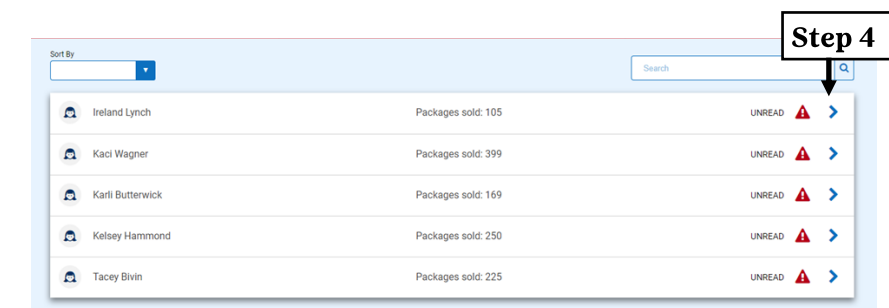
1. Click Recognition Order located under *Rewards*.
2. Troop Number should appear. (See instructions below if Troop number does not appear.)
3. Select Main for *Plan Type*.
4. Click the arrow for the girl who's recognition order needs reviewing.

Note: There will be a red triangle next to a girl's name if order needs attention (size or choice).

5. Make reward selection for every level with a choice based on the Parent Responsibility form.
6. Click save.

Continue process for each girl by clicking the Recognition Order button located on the top left corner of page.

Recognition order will now appear on the View Recognition Orders screen.



If recognition order is placed BEFORE all cookies are allocated you may need to review the Recognition Order through the View Recognition Orders screen to see if a prize choice or size needs to be selected. Reward choices will not auto-populate for girls if cookies are not allocated.

March 18, 2026 Troop Final Reports Due to Service Unit by 9am

- ❑ Email a copy of the **Troop Balance Summary Report** to your Service Unit Cookie Manager, cc your troop treasurer and leaders. Put "Troop XXXX End of Sale Processing" in the subject line AND state "Processing Complete" OR "Unresolved Issue" in body of email. Note all details for any problems in the body of the email and attach documentation (signed receipts, T2 spreadsheet if used). Be sure to note if a *Delinquency* or *Counterfeit Bill* report was completed online.
- ❑ *Delinquency* and *Counterfeit Bill* reports with back up paperwork must be submitted online by 9am on **Wednesday, March 18, 2026** (if necessary).
- ❑ Complete online Cookie Program Evaluation Survey. (See GSCookiesEtc.org/cookies for link).

The final balance due to Council will be debited from troop accounts beginning **Thursday, March 19, 2026**. Debits may not show-up on troop account for several days. Notify GSOC only if debit has not shown up by April 2, 2026.



Run and save troop end of sale reports (Troop Balance Summary and Recognition Order Summary by Girl reports) when your final processing is completed. Your troop will need these reports to distribute girl rewards and for their financial records. **See page 41** for instructions to run the Recognition Order Summary by Girl report.

To print the Troop Balance Summary:

The screenshot shows the Smart Cookies website navigation menu. The 'Reports' tab is selected, and the 'Current' sub-tab is highlighted with an arrow labeled 'Step 1'. In the 'Report Categories' sidebar, 'Finance' is selected with an arrow labeled 'Step 2'. In the main 'Reports' list, 'Troop Balance Summary' is highlighted with an arrow labeled 'Step 3'. At the bottom of the list, the 'Go To Report' button is highlighted with an arrow labeled 'Step 4'.

1. Click Current located under Reports.
2. Click on Finance in the Reports Categories field.
3. Click Troop Balance Summary in the Reports field.
4. Click Go to Report.
5. Select Packages in the Unit of Measure field.
6. Click View Report.

The screenshot shows the 'Report Criteria' form for the 'Troop Balance Summary' report. The form fields are: Council (Training - Orange County), District ([Unassigned]), ServiceUnit (Council), Troop (7012), Proceed Plan (All), Troop Level (All), Unit Of Measure (Packages), and Select View Type (PDF). The 'View Report' button is highlighted with an arrow labeled 'Step 6'.

CELEBRATE AND REWARD GIRLS

Through their cookie program activities, girls are able to earn unique patches and rewards. Rewards provide tangible goals for the girls to reward their participation and effort. See the Rewards flyer, Family Guide, and gscookiesetc.org/cookies for all girl reward information.

Girl Scout Membership Reward

- Girl Scouts can now earn their membership for the 2026-2027 Girl Scout Membership Year by selling 410+ packages during the 2026 Cookie Program.
- Girl Scouts can also use any Cookie Dough they earn from the Cookie Program towards paying for membership! (See more below about Cookie Dough)



Graduating seniors can now earn Girl Scout Graduation Regalia by selling 410+ packages during the 2026 Cookie Program.



Graduating seniors who sell 2,000+ packages can choose to receive a lifetime Girl Scout membership.

1000+ Club Entrepreneurs Bonus Ducks Reward

- Includes 2 Tickets for Anaheim Ducks game (3/08/26), on-ice experience and Girl Scout Night patch
- Girl Scout must have 1000+ packages allocated to them in ABC Smart Cookies **by 2/25/26** cut off date.

Cookie Dough

Cookie Dough is a girl reward item that can be used to pay for Girl Scout program expenses such as:

- Purchases at GSOC's Shop
- GSOC Camp Scherman or GSOC Service Unit Day Camp activities
- Approved Troop Travel (see Troop Travel packet for details)
- Girl Scout Annual Membership
- Lifetime membership for Girl Scout Ambassadors graduating from high school only
- Gold Award supplies reimbursement

And more!



Cookie Dough belongs to individual girls, not a troop or group, so each girl makes individual choices on how to use her Cookie Dough. Troop/groups already benefit from the cookie proceeds.

See the "Resource" tab on gscookiesetc.org/cookies for Cookie Dough FAQs and Redemption Form.

Older Girl Reward Opt-Out Program

Cadettes, Seniors, and Ambassadors troops have the option to opt-out of Cookie Rewards to earn more troop proceeds to fund an event, excursion, or project.

Troops that choose to opt out will receive an *additional 5¢ per package* in troop funds. **Deadline to submit for this program is January 5, 2026.** Please see the Girl Rewards Opt-Out Option for Older Girls flyer on gscookiesetc.org/cookies under Troop Forms for how to qualify for this program.

Troop Proceeds

Troops can earn between **.70¢ — .85¢** per package of cookies sold to fund troop activities. See the Initial Order Bonus flyer on GSCookiesetc.org for additional details.



The proceeds troops earn by participating in the cookie program belongs to the troop and not to individual girls. See page 5 of the [Troop Financial Guidelines](#) for more information.

May 1-15, 2026 Pick Up and Distribute Girl Rewards

The Service Unit Rewards Coordinator will arrange a time with each troop to pick up their Cookie Program rewards once they have been received and sorted.

- ◆ Pick up troop's rewards from the Service Unit Cookie Rewards Coordinator between **May 1-15, 2026**.
- ◆ Print a copy of the Recognition Order Summary by Girl report to use when picking up troop's rewards.
- ◆ Compare the rewards quantities received to the grand total section of your Recognition Order Summary by Girl report.
- ◆ Note any discrepancies on the Service Unit's report before signing.



Your Service Unit Cookie Rewards Coordinator will order any missing rewards and will notify you when the rewards are ready for pick up. Please allow 2 weeks.

- ◆ Distribute rewards items to the girls in your troop right away! They will be excited to receive the items they have earned. **Do not hold for end of year events!**



Please understand there can be shipping delays out of our control that fall outside this timeframe. We do our best to get rewards out prior to this date.

To print the Recognition Order Summary by Girl:

The screenshot shows the Troop Cookie Manager interface for Troop 7012 in Training - Orange County. The interface includes a top navigation bar with links to Dashboard, My Troop, Orders, Booth, Recognitions, Finances, Reports, Cookies, Tips & Tools, Media, and Help. The Reports section is highlighted, and the 'Current' sub-tab is selected. The 'Reports' section is divided into 'Report Categories' and 'Reports'.

Step 1: Click Current located under Reports.

Step 2: Click on Rewards in the Reports Categories field.

Step 3: Click Recognition Order Summary By Girl in the Reports field.

Step 4: Click Go To Report.

Step 5: Select Main in the Recognition Plan Type field.

Step 6: Click View Report.

The 'Report Criteria' section on the right shows the following values: Council: Training - Orange County, District: [Unassigned], ServiceUnit: Council, Troop: 7012, Troop Level: All, Girl Name: [Empty], Recognition Plan Type: Main, Item Type: All, Recognition: All, Order Type: All, Begin Date: [Empty], End Date: [Empty], Select View Type: PDF. The 'View Report' button is highlighted.

May 22, 2026 Final Reward Adjustments & Troop Paperwork

- ◆ Submit any reward adjustments to your Service Unit Cookie Manager **no later than May 22, 2026**.
- ◆ Submit all copies of troop's cookie paperwork (reports, receipts, parent responsibility forms, and delinquency reports) to troop treasurer to retain for one year.

RESOURCES

Damaged Product

Keep product in a cool, dry place off the floor (on a pallet, table, or shelf) to prevent damage from heat, insects, or water. Product damaged due to improper handling (e.g., melted chocolate left in a car) is the responsibility of the volunteer or caregiver.

Damaged product includes: dented, crushed, customer returns, or missing packages.

To request a replacement:

1. Email a Cupboard to arrange a replacement.
2. Use “Damaged Product” in the subject line.
3. List the number of packages by variety to be replaced.
4. Complete a *Damaged Product Report* from www.gscookiesetc.org/cookies.

Bring the damaged product and completed report to the Cupboard when exchanging. All replacement requests must be submitted by **March 15**.

Customer Returns

Occasionally, customers may wish to return a product. Follow these steps:

- **Accept the product** even if your troop did not make the original sale.
- **Offer an even exchange** for the same or another variety, if the customer prefers.
- **If a refund is requested**, issue it from troop funds **only after** receiving the returned product.
- **Exchange the returned product** for new product at a cupboard, following the *Damaged Product Replacement* instructions.
- **Submit all replacement requests by March 15.**

If a **foreign object** is found in a product:

- Notify your **Service Unit Cookie Manager immediately**.
- Retrieve the product from the customer and complete a **Damaged Product Report**.
- Turn in the product and report to a cupboard, staff member, or Service Unit Cookie Manager as instructed.

If an **injury** occurs, report it to your Service Unit Cookie Manager **right away**.

Troops should accept returned product and make exchanges or issue refunds for any customer.



Online Marketing for Girls

Girls can use electronic marketing, social media, and group websites to promote cookie sales to family, friends, and previous customers.

Before engaging in online marketing or sales, girls, volunteers, and caregivers must:

- Read, agree to, and follow the **Girl Scout Internet Safety Pledge**, **Digital Cookie Pledge**, and **Supplemental Safety Tips for Online Marketing**.
- Review the **Safety Activity Checkpoints** for *Computer and Internet Use* and *Cookie and Product Program Safety*.
- Never share a girl’s personal contact information, sales links, or details on public sites like Amazon, eBay, Craigslist, NextDoor, or Facebook Marketplace.
- Protect a girl’s privacy—do not post her email, address, or phone number publicly.
- Follow all terms and conditions for **Smart Cookies** and **Digital Cookie** platforms.



Before any money-earning activity, girls and adults must complete the resources listed above and the **Cookie Caregiver online training**. All materials can be found at www.gscookiesetc.org/cookies/family-resources/

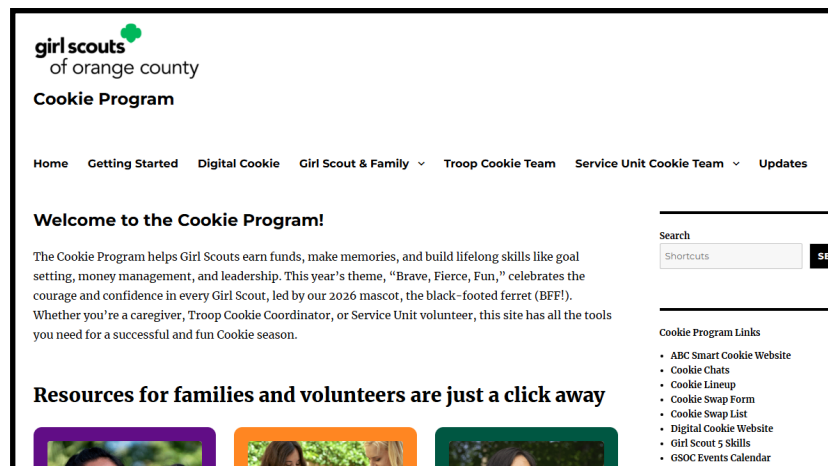
WEBSITES

Product Program Website

Find everything in one place! Go to <https://gscookiesetc.org/cookies/>

. Check here often for the latest information regarding the Cookie program. Here is a list of some

- 5 Skills
 - 2026 Cookie Program Family Guide
 - 2026 Cookie Troop Plan Book
 - Cookie Share Flyer
 - Cookie Share Receipts
 - City Permits
 - Counterfeit Bill Report
 - Delinquency Reports
 - Damaged Product Reports
 - Excerpt from chapter 5 of Volunteer Essentials handbook
 - Frequently Asked Questions (FAQs)
 - Girl Activities
 - Girl Rewards Info
 - Girl Scout Internet Safety Pledge
 - Information for Parents
 - Link to Volunteer Resources
 - Link to Cookie Booth Sale Locator
 - Product Info
 - Safety Activity Checkpoints for Entrepreneurship
 - Service Unit Cookie Team Rosters
- ...and more!



Digital Cookie - The online site used by girls to manage their cookie business. Troops have access to Digital Cookie as well to send cheers to girls, to access their troop's virtual cookie link, issue refunds, and more.

Learn more at gscookiesetc.org/cookies/digital-cookie/



[ABCSmartCookies.com](https://www.abcsmartcookies.com) - The online site used by Troops to manage the Cookie Program. Troops can find resources such as cookie related clip art (ABC Baker's Flickr), Rally Guide, Volunteer Success Guide, Digital Tools, Nutritional Facts, and more!



[ABCBakers.com](https://www.abcbakers.com) - Our baker's public online site where you can find recipes, cookie nutritional information, FAQs, and more!

ADDITIONAL SUPPORT

Who Do I Contact About...

Help and Guidance

- For most issues, your Service Unit Cookie Manager is your first line of support.
Hint: You should have written their contact information on the inside front cover of this book.

Money

- For online Troop Banking Form- see gscookiesetc.org/cookies/troops
- For Troop payment adjustments- complete the online *Payment Adjustment* form located at gscookiesetc.org/cookies/troops.
- For parent non-payment- complete *Delinquency Report* located at gscookiesetc.org/cookies/troops.

Other

- Delivery Date and Time- Contact your Service Unit Cookie Manager or Distributor.
- Personality Conflicts- Contact your Service Unit Cookie Manager or GSOC at CustomerCare@GirlScoutsOC.org.
- Rewards- Contact your Service Unit Cookie Reward Coordinator.
- Burglary/Theft/Robbery—contact your Service Unit Cookie Manager.
- **Selling Issues** (Early Sellers, Unauthorized Booth Sales, etc.) - See the FAQs and contact your Service Unit Cookie Manager.

ABC Smart Cookies and Digital Cookie Resources

Check out the ABC Smart Cookies and Digital Cookie Resources on www.gscookiesetc.org/cookies on the Resources tab. There you will find instructions, tutorials, tip sheets, and much more!

Troop Cookie Chats

Girl Scouts of Orange County will be offering Troop Cookie Chats via Zoom throughout the cookie program. These sessions will give you the opportunity to ask cookie-related questions and share best practices with other Troop Cookie Coordinators. More information including a list of Troop Cookie Chat dates and topics can be found on www.gscookiesetc.org/cookies.

Girl Scouts of Orange County's:

Emailing CustomerCare@GirlScoutsOC.org is the fastest and most efficient way to connect with us.

POSITION DESCRIPTION

TROOP/GROUP COOKIE COORDINATOR

PURPOSE OF POSITION: To administer the Cookie Program within the Service Unit to benefit the membership.

TERM: Appointed by Service Unit Cookie Manager for duration of program.

TIME COMMITMENT: approximately 5-12 hours/month

ACCOUNTABLE TO: The Service Unit Cookie Manager and Troop Leaders.

SUPPORTED BY: Council Product Program Team, Service Unit Team, Volunteer Manager—Troop Support

RESPONSIBILITIES: *(Best Practice: Divide responsibilities for skill sets to complete specific tasks)*

1. Train the parents/girls/leaders on procedures and provide assistance during the program period.
2. Ensure adults and girls follow Council policies and procedures and Safety Briefings are conducted.
3. Verify girls are registered Girls Scout members and Troop helpers are registered and background screened.
4. Accept responsibility to deposit all money collected from parents and girls into troop/group account and for payments to Council by deadlines.
5. Keep accurate records of all transactions, use receipts and submit reports by due dates.
6. Supervise all arrangements for booth sales and ensure adults complete online training prior to troop/group or parent/daughter booth sales.
7. Participate in all position related training prior to troop/group participation.
8. Complete evaluation survey to provide feedback and make recommendations.
9. Complete the membership, background screening and volunteer agreement process.
10. Coordinate product/cookie inventory, take delivery of product/cookies and distribute to girls/parents.
11. Handle items with care while storing product to prevent breakage, heat damage, water damage, loss, etc.
12. Keep accurate records of all transactions, use receipts and submit reports by due dates.
13. Order additional product/cookies as needed.
14. Receive and sort girl rewards and distribute them immediately to girls.

QUALITIES REQUIRED:

- **Ability to Focus on Girls:** Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
- **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
- **Ability to Foster Diversity:** Understand and embrace differences.
- **Communication Skills:** Express ideas clearly and concisely.
- **Personal Integrity:** Demonstrate personal integrity, credibility and dependability for girls.
- **Skills:** Organized, basic computer literacy with intermediate Excel skills, good communicator, keep accurate and organized records.

Dates to Remember

Daily	Visit gscookiesetc.org for forms, links & helpful information
Nov 24 — Jan 14	Complete online Troop Cookie Coordinator training
Nov 24—Dec 11	Conduct Family Meeting and determine Initial Order
December 15 (11:59 pm)	Deadline to submit Troop Initial Order in ABC Smart Cookies
December 22 — 31	Watch for girl <i>Cookie Guide</i> mailing to arrive
December 29	Watch for Volunteer Registration email from email@email.girlscouts.org
January 2	Watch for Girl Registration Email from email@email.girlscouts.org
January 06	Cookie Pre-Order and Online Program Begin. Cookie Finder Troop Link Open
January 8	GSOC begins upload of Troop Banking information
January 11	Cookie Kickoff
January 20	Run Booked Booth Sale Reports to confirm assignments
January 23 - 25	Delivery and distribution of cookies from initial orders
January 24	Mega Delivery
January 25	Girl Delivery and In-Person Cookie Program Begins! Planned Order feature in Smart Cookies opens.
January 27 at Noon	Booth Sale Reservations in ABC Smart Cookies open for IO Bonus troops
January 28 at Noon	Booth Sale Reservations in ABC Smart Cookies opens to ALL troops
January 29	Cookie Cupboards open (see GSCookiesEtc.org for listing; password required)
February 1 — March 15	Collect money frequently and deposit into the troop account
February 6— March 15	Booth Sales begin and Door-to-Door sales continue
February 26	Cookie Swap site opens
March 13	Start collecting Girls' final balance due to troop
March 15	Cookie Program ends
March 15—18	End of Program Processing
By March 17	Final deposits made into troop account to cover final payment
March 18 9:00 AM	Troop Final Reports (Troop Balance Summary & Recognition Order Summary) due to Service Unit by 9am
March 19	ACH of Final Troop payment to Council begins
May 1— 15	Pick up rewards and distribute to girls
May 22	Final Reward adjustments due, if needed