



2025 Cookie Program Service Unit Guide





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

www.abcsmartcookies.com/safety-and-training

Be on the lookout for this important email!

From: noreply@abcsmartcookies.com <noreply@abcsma
Sent: Tuesday, November 29, 2022 4:34 PM
To: abcbakers.troop+test@outlook.com <abcbakers.troop+test@outlook.com>
Subject: ABC Smart Cookies Registration

Add noreply@abcsmartcookies.com
to your safe sender list!

Dear Girl Scout Volunteer,

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

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

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

Thank you,

The ABC Smart Cookies Team

If you'd like to unsubscribe and stop receiving these emails [click here](#)



Table of Contents

	Page
Message from our CEO	4
Council Map	5
2025 Girl Scout Cookies	6
2025 Food Allergens Guide	8
Cookie Facts	9
Cookie Program Goal	10
Cookie Calendar	11
Service Unit Cookie Chair	13
Getting Started	14
Ordering & Picking Up Cookies	15
ACH Information / Bank Information / Donations	16
Troop & SU Proceeds	17
Reviewing & Submitting Troop Orders	18
Mega Drop / Troop Inventory / Returns	19
Damaged Cookies / Troop to Troop Transfer	20
Ways to Participate	21
Market Your Business Online	22
Market Your Business in Person	25
Care 2 Share	31
Grievances / Violations	32
Delinquents / Girl Delinquents	33
Badges & Pins	34
2025 Cookie Reward Calendar	35
Cookie Rewards	36
Recognition Orders	39
Key Reports	40
Service Unit Cookie Chair Position Description	42
Cookie Program Opt-Out	44
Parent / Guardian Permission Form	46
Girl Delinquent Report	48
Cookie Booth Etiquette	50
ABC Resources	51

Message from our CEO

As we enter this year's cookie season, I am thrilled to invite each of you to "Embrace Possibility." This powerful theme reminds us that dreaming big and exploring new ideas can lead to incredible growth and success. Selling cookies is only one part of the journey; the true impact lies in the skills our Girl Scouts acquire along the way - skills that will serve them well for a lifetime.

Through the Cookie Program, girls are building essential business skills that go beyond the season. They're learning goal setting as they plan their sales and set milestones to reach individually and with their troops. They're practicing decision making by evaluating different approaches, from product displays to marketing strategies, helping them gain confidence in making choices that align with their goals.

Each Girl Scout is also developing money management skills, from handling customer payments to tracking expenses. This hands-on experience with financial literacy lays a foundation for responsible budgeting and financial planning in the future. Alongside this, they are enhancing their people skills - communicating effectively with customers, handling questions, and building rapport - empowering them with the confidence to connect and make a lasting impression.

Finally, they're developing a strong sense of business ethics as they learn the importance of honesty, reliability, and responsibility. These values form the backbone of every interaction, helping girls understand the impact of trust and respect in the business world.

Girl Scouts is about growth - the willingness to embrace challenges and seize opportunities. What makes this season so special is the focus on fun, friendship, and community involvement. Every cookie sold supports not just our Girl Scouts but the communities they're part of, as they make a difference one box at a time.

Thank you to our dedicated volunteers, parents, and community supporters for helping our Girl Scouts turn possibilities into realities. Together, we're not just changing lives - we're empowering the next generation of leaders. Here's to an inspiring, successful season ahead, as we support each girl in believing in herself and her potential.

With gratitude,
Patty Craven
Chief Executive Officer

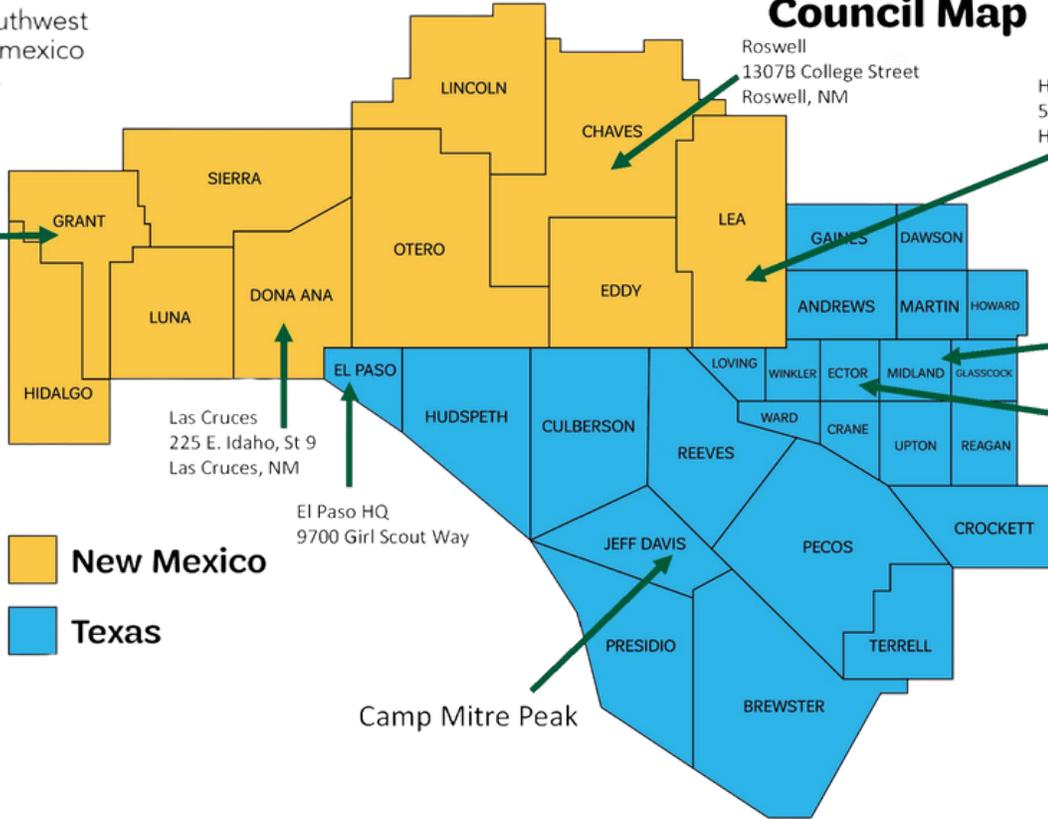


girl scouts
of the desert southwest
southern new mexico
& west texas

Council Footprint with Staffed Locations

Council Map

Silver City
302 W. 11th Street
Silver City, NM



GIRL SCOUT
COOKIES



Mei Lin and Bao Beithe pandas are wishing you a bear-y successful Girl Scout Cookie® season!

Your Girl Scout Cookie favorites are back!



Adventurefuls®

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



Toast-Yay!®

French Toast-inspired cookies dipped in delicious icing



Lemonades®

Savory slices of shortbread with a refreshingly tangy lemon flavored icing



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe



Thin Mints®

Crispy chocolate wafers dipped in a mint chocolaty coating



Peanut Butter

Patties®

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



Caramel deLites®

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



Peanut Butter

Sandwich

Crisp and crunchy oatmeal cookies with creamy peanut butter filling



Caramel

Chocolate Chip

*Caramel, semi-sweet chocolate chips, and a hint of sea salt in a delicious cookie**

*Limited availability





Toast-Yay!® is retiring...but we are still saying “yay!”, because it means 2026 will bring a new Girl Scout Cookie!

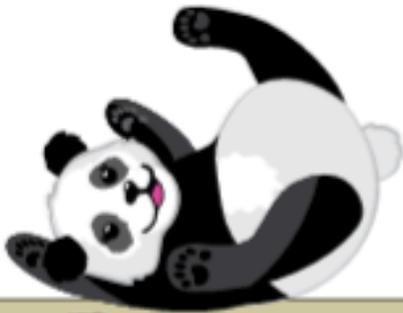
Use the 2025 season as a last-call push promotion opportunity.



Good bye,
Sweet Friend!♥
We'll miss you, Toast-Yay®



Girl Scout Cookies® 2025 Food Allergens Guide



	CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M)						DOES NOT CONTAIN				CERTIFICATIONS		
	Wheat	Soy	Coconut	Milk	Peanuts	Eggs	NO High Fructose Corn Syrup	NO Artificial Colors	NO Preservatives	NO Trans Fat	Certified Gluten Free	Made with Vegan Ingredients	Certified Kosher OU-D and Halal
 Adventurefuls®	Y	Y	M	M	M		Y	Y	Y	Y			Y
 Toast-Yay!®	Y	Y	M	M	M		Y	Y	Y	Y		Y	Y
 Lemonades®	Y	Y	M	M	M		Y	Y		Y		Y	Y
 Trefoils®	Y	Y	M	Y	M		Y	Y	Y	Y			Y
 Thin Mints®	Y	Y	M	M	M		Y	Y	Y	Y		Y	Y
 Peanut Butter Patties®	Y	Y	M	M	Y	M	Y	Y	Y	Y		Y	Y
 Caramel deLites®	Y	Y	Y	Y	M		Y	Y		Y			Y
 Peanut Butter Sandwich	Y	Y	M	Y	Y		Y	Y	Y	Y			Y
 Caramel Chocolate Chip							Y	Y	Y	Y	Y	Y	Y

For complete nutrition facts and ingredients, visit girlscoutcookies.org or www.abcbakers.com for more information.

Cookie Facts



12 cookie packages per case

\$6 per package

Proceeds stay local!



55%
Girl Scout Mission



29%
Program Expenses



16%
Troop/SU Proceeds



How much can I pickup?

Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station Wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases

How much should I order?

Based on average sales per cookie variety in the past, we recommend you order based on the below mixture:

Thin Mints®	21%	Trefoils®	8%
Caramel deLites®	20%	Peanut Butter Sandwich	9%
Peanut Butter Patties®	12%	Toast-Yay!®	8%
Adventurefuls®	8%	Caramel Chocolate Chip	3%
Lemonades®	11%		

The oven that bakes Trefoils® is as long as an American Football field.

A cookie season of Caramel deLites® needs as much coconut as 6 blue whales weigh.

Fun Facts!

ABC uses enough peanut butter in Peanut Butter Patties® to fill 6 swimming pools.

Girl Scouts have been selling Lemonades® since 2006.

Cookie Program Goal

The Girl Scout Cookie Program is a council-sponsored program that combines educational activities with money-earning opportunities for troops through the sale of our iconic Girl Scout Cookies. Whether a Girl Scout is new to the Girl Scout movement or has years of Girl Scout experiences, the Cookie Program allows girls to learn and develop the five key financial literacy skills (goal setting, decision making, money management, people skills, and business ethics) that will help them to succeed throughout their lives. In addition, Girl Scouts will be able to earn recognitions for their efforts and help their troop fund the many exciting adventures they will experience.

Financial Literacy Skills

Goal Setting

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

Decision Making

- Each Girls Scout helps decide how her team will spend their cookie proceeds, furthering the critical thinking and problem solving skills that will help her in many aspects of her life.

Money Management

- Girl Scouts takes cookie orders, handles customers' money, and gains valuable and practical life skills around financial literacy.

People Skills

- Girl Scouts learn how to talk to, listen to, and work with all kinds of people during the course of the Cookie Program. These experiences help her develop healthy relationships and conflict resolution skills that she can use throughout her life.

Business Ethics

- Girl Scouts are honest and responsible at every step of the Cookie Program. Her business ethics reinforce the positive values she is developing as a Girl Scout.

Girl Scout Leadership Experience



Cookie Calendar



Activity	Date
SU Cookie Chair names and addresses due to info@gdsdw.org	September 16
SU Cookie Chair Training - Las Cruces, NM - in person	November 11
SU Cookie Chair Training - Midland, TX - in person	November 12
SU Cookie Chair Training - Carlsbad, NM / El Paso, TX - in person	November 13
SU Cookie Chair Training - online	November 14
Import SU and Troop emails in Smart Cookies	November 22
Last day for girl moves / removes to and from troops	December 1
Troop Cookie Coordinator Training - online	December 3 - 5
Troop / girl uploads in Smart Cookie	December 5
Troop / IRG Q&A - online	December 12
Troop banking information due in Smart Cookies	December 16
SU cookie order & initial rewards order due in Smart Cookie	December 15
Council submits cookie order & initial rewards order in Smart Cookie	December 19
Digital Cookie start date - Direct Ship Program	January 1
Opt-out forms due to info@gdsdw.org	January 6
Booth selection begins	January 7
Troop / IRG Q & A - online	January 9
Mega drop in El Paso, TX and Odessa, TX	January 11

Cookie Calendar



Activity	Date
First day of Cookie Program and boothing begins	January 12
Cupboard / Booth Coordinator Q & A - online	January 16
Troop / IRG Q & A - online	January 23
ACH #1 - 50% balance due as of Sunday, Jan. 26 Cupboard / Booth Coordinator Q & A - online	January 30
Troop / IRG Q & A - online	February 6
Cupboard / Booth Coordinator Q & A - online	February 13
ACH #2 - 50% balance due as of Sunday, Feb. 16 Troop/IRG Q & A - online	February 20
National Girl Scout Cookie Weekend Bling Your Booth weekend theme: Girl Scouts Through the Decades	February 21 - 23
Bling Your Booth weekend theme: Embrace Possibility	March 1 - 2
Last day of sales / last day for boothing	March 2
Troop / IRG rewards due in Smart Cookies	March 5
Delinquency reports due to info@gsdsw.org	March 6
SU Cookie Chairs confirm rewards	March 7
Girl moves / removes to and from troops resume	March 10
Rewards due to ABC	March 10
ACH final clean up	March 13
Rewards arrive to SU Cookie Chairs	mid-April

Thank you for stepping up as the Service Unit Cookie Chair for your VOLUNTEERS and GIRL SCOUTS!



Eligibility

Volunteer

All volunteers must meet the eligibility requirements established by GSDSW before performing any actions in their volunteer roles. This includes Service Unit Cookie Chairs, Cookie Booth Coordinators, Cookie Cupboard Coordinators, and Troop Cookie Coordinators. Your Community / Customer Engagement Specialist will be able to assist you with verifying the eligibility requirements of your volunteers.

- Adult membership for the 2024-25 Girl Scout Membership Year.
- Have a completed and eligible background check on file with GSDSW.
- Be in good standing with GSDSW (i.e., no outstanding balances).
- Attend a position specific training (held by the service unit or council staff member).
- Sign and submit a 2025 Volunteer Agreement Form for the appropriate position.

Troop

Before troops can participate in the 2025 Cookie Program, they must meet the following requirements.

- Two registered (unrelated) and council-approved leaders or co-leaders (troop helpers and adult members do not count).
- Minimum of five registered Girl Scouts. Cadette through Ambassador exclusive troops can have a minimum of three registered Girl Scouts WITH council approval.
- Have at least one council approved Troop Cookie Coordinator.
- Be in good standing with council. No outstanding balances (i.e., cookie or fall product) AND previous year financial report submitted (unless new troop with a start date after the previous report date).



Getting Started

Before scheduling your 2025 Cookie Trainings, here are steps you can take to get ready.

- 1) Study training materials and prepare.
 - a) Review this guide fully so you know what is expected of you as the Service Unit Cookie Chair.
 - b) Review the Troop Cookie Coordinator Guide and training materials so you are familiar with the expectations of your troop volunteers.
 - c) Review the roster of troops and volunteers in your service unit.
 - d) Organize all materials provided and verify you have enough supplies for everyone.

- 2) Conduct training for Troop Cookie Coordinators
 - a) Distribute the following supplies to each troop.
 - i) Order cards (one per registered Girl Scout).
 - ii) Money envelope (one per registered Girl Scout).
 - iii) Recognition insert (one per registered Girl Scout).
 - iv) Parent permission forms.
 - (1) Permission forms must be completed for each Girl Scout, not family.
 - v) Receipt books (two books per five registered Girl Scouts).
 - vi) Troop Guide (one per Troop Cookie Coordinator, no more than two Coordinators).
 - vii) Note: These supplies are intended to get a troop started for the 2025 Cookie Program.



Ordering and Picking Up Cookies

Initial Cookie Order Submission

- Go to www.abcsmartcookies.com
- Click on the Orders tab
- Locate the Troop Initial Order option
- Enter quantities by variety in cases
- Ensure your order is correct and click save at the bottom of the screen

Troop initial orders are due in ABC Smart Cookies December 15, 2024



Initial Order Delivery Locations

- Select a delivery day and time that works for you and your troop
 - El Paso troops will pick up at the El Paso Mega Drop location
 - Midland and Odessa will pick up at the Odessa Mega Drop location
 - All other areas will pick up at the Cookie Cupboard closest to your troop
- Don't forget to click save!

Weekly planned orders are due in ABC Smart Cookies on Sunday by 11:59 PM MT

Placing Planned Orders

- Go to abcsmartcookies.com
- Go to the Orders tab
- Locate the Planned Orders tab
- Select the Cupboard on the left side of the screen and click continue
- Finalize your planned order date, time, and order details
- Be sure to confirm your planned order



ACH Information

ACH	Date	Amount of ACH
1	Thursday, January 30, 2025	50% as of Sunday, January 26, 2025
2	Thursday, February 20, 2025	50% as of Sunday, February 16, 2025
3	Thursday, March 13, 2025	Total balance due

Insufficient Funds: Troops without sufficient funds in their account to cover the amount they owe for each payment will fail that round. Troops that fail will not be allowed to pick up from the cupboard until the payment is paid in full.

Potential Debt: Council will email the amount of your troop’s payment before the scheduled withdrawal. If the troop is concerned that there may not be sufficient funds in the troop bank account, you must email info@gsdsw.org to alert Council no later than the Tuesday before the ACH withdrawal.

Bank Account Changes: If your troop changes bank accounts after entering the ACH information, you must notify Council and update the information in Smart Cookies before the next ACH cut-off date.

Bank Information

- Click the Finance tab to enter your bank information before Monday, December 16, 2024.
- Click Update Troop Bank Info, enter your troops bank account number and routing number, and save.
- The last 4 digits of the account number and routing number will be visible to troop leaders and Service Unit Chairs. Only Council staff has access to full bank account details in Smart Cookie.
- If there are any issues with your troop bank account number, alert your Service Unit Cookie Chair and Council immediately. Accepting checks is a troop decision.

Donations

- All donations should be currency.
- Once the money is donated every \$6.00 can be counted as a virtual cookie share package in Smart Cookies.
- At the end of the program, Girl Scouts of the Desert Southwest Product Program Team will reach out to troops to assist with the donation of the packages from Council.





Troop Proceeds

PGA Levels	Troop Proceeds	Early Bird Proceeds
1 - 300 pkgs	.75	.80
301 - 400 pkgs	.80	.85
401 - 600 pkgs	.85	.90
601 + pkgs	.90	.95

SU Proceeds

Eligible service units will receive \$0.05 per package for cookies sold in their service unit.

To be eligible for these proceeds, a service unit must have the following:

- Council approved Service Unit Cookie Chair.
- Financials in good standing (approved with council).
- An active service unit.

An active service unit has:

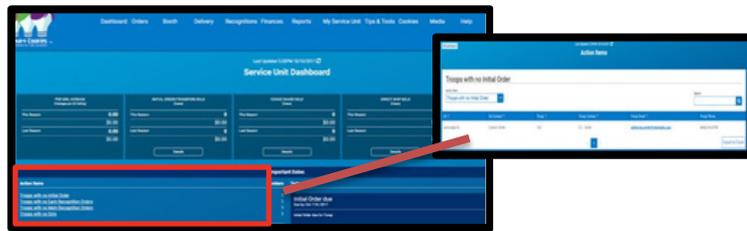
- At least two troops with different leaders.
- A Service Unit Manager (cannot serve in any other team position).
- A Service Unit Treasurer.
- A Service Unit Bank Account.
- A Service Unit Recruiter (or the equivalent participation of the service unit in hosting recruitment events, with the intention of completing 12 recruitment events through the membership year).



Reviewing & Submitting Troop Orders

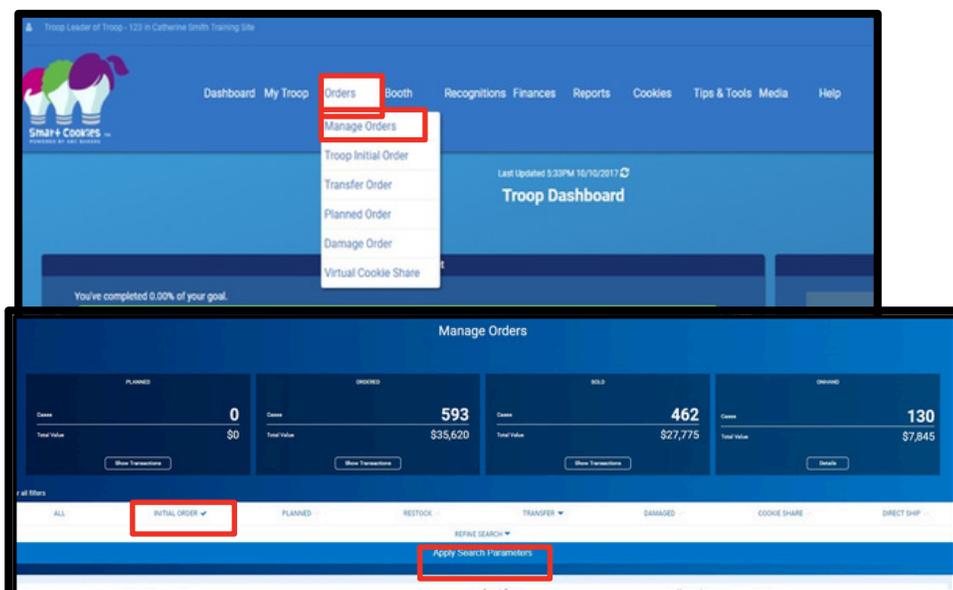
Step 1: Troops with No Initial Order

From your Service Unit dashboard you will see a list of “Action Items”, click on the link “Troops with no Initial Order” and a list will generate. You can use the email feature in ABC Smart Cookie to send reminder emails.



Step 2: Submitting Service Unit Order

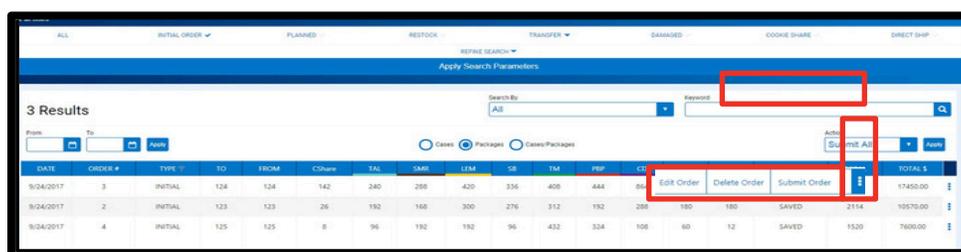
From your dashboard, hover over the “Orders” tab and click on “Manage Orders.”



Select the “Initial Order” option and click apply search parameters From here, you can review, edit, or submit troop orders by clicking on the three dots on the right side of the screen.

Note: ONLY edit an order if approved by the Troop Cookie Coordinator.

You can submit each troop individually by clicking the troop and the “submit order” option next to it, or submit all troops in you Service Unit at once by clicking on the “Submit All” in the drop down box and clicking apply



Mega Drop

What is a Mega Drop? Mega Drop is a one day event in which most troops who placed their initial order will pick-up their product from the warehouse. The two primary locations for these Mega Drops are El Paso and Odessa. Other areas may have other pick-up dates and locations.

Additional information, including addresses and times for all pick-up areas will be provided to troops when we get closer to January.

Service Unit Cookie Chairs may be asked to assist with cookie pick-up in their area depending on the location and needs of your Service Unit and region.



Troop Inventory

Troops will be responsible for maintaining their own inventory throughout the course of the 2025 Cookie Program. When a troop submits a planned order into ABC Smart Cookies, the Cookie Cupboard Coordinator for the cupboard associated with that order, will be responsible for reviewing and confirming these orders.

All Troop Cookie Coordinator **MUST** complete receipts for **EVERY** transaction between themselves and a Girl Scout or other troop. Cookie Cupboard Coordinators will also issue receipts for all cookies picked up by troops. **ALL** transactions must be completed in the system by 11:59 PM MST on Sunday, March 2, 2025.



No Returns

Product picked up and signed for by a Troop Cookie Coordinator (or designated individual) at any cupboard location becomes the responsibility of that troop.

NO RETURNS OR EXCHANGES WITH COUNCIL ARE PERMITTED AT ANY TIME!

Troops will be responsible for covering the cost of any leftover cookies in their possession at the end of the program.

Damaged Cookies

Cookies that have been left in the sun, rain, dropped, or appear opened or damaged in any way, are not sellable. If a troop receives damaged cookies from a Council Cupboard, they must contact the Cookie Cupboard Coordinator to report the damages within 72 hours of receiving them in order to exchange these packages.

All damaged packages must be photographed and emailed to info@gsdsw.org. The Product Program Team will then reach out to the troop and cupboard regarding a replacement. The package needs to be returned to pick up the replacement.

Note: If a customer claims that they received a damaged box of cookies, please have them call the ABC phone number on the package. They will need the production code.



Troop to Troop Transfer

If a troop finds itself with too many cookies, a Troop-to-Troop transfer can be made IF another troop is willing to take on that inventory. As the Service Unit Cookie Chair, you can assist with facilitating such exchanges between troops.

Note: Troops are under NO obligation to participate in a Troop-to-Troop transfer.

Troops should reach out to their local Cookie Cupboards and Service Units early if they are concerned with having extra cookies.

Note: The troop receiving cookies will be responsible for completing the transfer in the ABC Smart Cookies system.

Ways to Participate in the Girl Scout Cookie Program

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

Text or Call Friends and Family

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

Digital Cookie®

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

Door-to-Door Deliveries

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

Lemonade Stands

Would your Girl Scout feel more comfortable on their own turf? Lemonade stands, are set up in front of a residence on private property, where they'll market their cookies to customers in their neighborhood. They're a great way to ease more introverted Girl Scouts into connecting with their communities. This can be fun for the whole family!

Cookie Booths

Cookie Booths are a great way to interact with new customers, develop teamwork, and have fun. Troops work together to market their cookies outside a preapproved location (i.e., grocery store, bank, drive-through booth in a parking lot) where they practice their business skills with customers. Note: cookie booths must be coordinated by troop cookie coordinator; may only happen at council-approved locations; and must be legally open to, accessible, and safe for all girls and potential customers.

Personal Booth

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

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

Market Your Business Online

Digital Cookies

With the Digital Cookie platform, Girl Scouts can ship cookies directly to customers, accept orders for cookie donations, or schedule an in-person delivery.

Facebook and other social media

Post about your cookie sales on your personal Facebook, Instagram, and other personal social media outlets.

Text or call family and friends

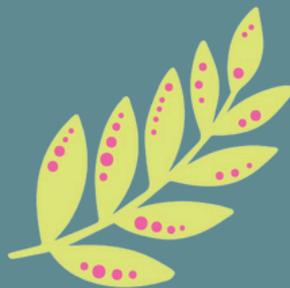
Texting or calling friends and family is a great way to help them feel comfortable connecting with cookie customers.

Make a video

Make a short video of why selling cookies is important to you, what rewards you are aiming to earn, and what your troop plans on doing with the proceeds.

Email

Email family and friends about your cookie sales. Include the ordering link and your video!



Social Media

Stress the importance of Girl Scout safety when participating in online activity. Girl Scouts participating in online marketing should be supervised. Never give out personal information such as a Girl Scouts phone number, address, or school.

- Social media posts related to the Cookie Program may only be done through the Girl Scouts and / or her guardians personal accounts.
- Posts / advertisements are NEVER allowed on groups, business pages or apps. including foundations, fan pages, local city pages, yard sale pages, etc.
- Sales on EBay, Amazon, Craigslist, OfferUp, etc. are NOT permitted.
- Girl Scouts can pose a “teaser post” prior to the start of the program; for example, “Hi friends and family, I am a Girl Scout and will be selling Girl Scout cookies this year so get ready to place your order!”
- Do not actually accept any orders before the program begins. If you get a response that includes an order, make sure to reply with, “Thank you for your interest, I will contact you at the start of the program.”
- During the program: post as much as you feel is necessary to your friends and family! Suggested times are the first day the program begins, in the middle of the program and right before the last weekend.
- Complaint or desperation posts are not permitted. Should a volunteer or parent feel frustrated or panicked, they should be reaching out to their Troop Cookie Coordinator or Service Unit Cookie Chairs for assistance.
- If they find that to be unsuccessful, they can also reach out to info@gdsdw.org.



Online Sales

The system for online cookie sales is ABC Smart Cookies. Girls can utilize this system to upload contacts, send e-cards for girl delivery or direct ship orders, monitor their sale progress, and access other marketing tools.

An email will be sent to the parent / guardian with the link for registering their Girl Scouts online. Each girl must have a unique account. For example: two girls can not share the same account.

If a parent / guardian does not receive an email after Thursday, January 2, 2025, contact info@gdsdw.org to confirm that their Girl Scout has been registered for the 2025 season.

NOTE: Please do not encourage Girl Scouts to send emails to every single person in their personal or work email contact list. This may be considered spam by some, and we would hate to give that impression from Girl Scouts. For example, do not send the link to a realtor you used in the past, but never spoke to again. Do not send it to other Girl Scout families, whom you know are also participating in the Cookie Program, unless they have requested one. Ensure your e-cards are being sent to those who are truly potential customers!

Market Your Business in Person



Cookie Booth Program

Cookie Booths are a great way for your Girl Scouts to sell cookies in your community. Your troop can set up a table at a business or other approved public location and sell Girl Scout cookies. All proceeds earned go into your troop's bank account for troop activities and events.

Girls get excited when setting up their booths. They use all types of creativity, from balloons and streamers to posters and goal charts. Some girls even dress up in a cookie costume to drive business to their booth!

The Bothing Coordinators will set up listings for Cookie Booth Sites in Smart Cookies. On Tuesday, January 7, 2025, the Cookie Booth Selector will open at 6:00 AM MT / 7:00 AM CT. At that time, volunteers can make their selections for times and locations of the booth spaces they want.

Cookie Booth Flavors

Lemonade Stands are cookie booths held on your residential property or on private property for which prior permission has been granted. This type of cookie booth does not require a cookie booth program request form to be submitted.

Girls and their parents/caregivers are responsible for their own materials, tables, decorations and cookies. The girl should be in her Girl Scout uniform and, if possible, the attending adult should wear attire that supports Girl Scouts.

The girl should stay with her booth at all times and know what to do in case of emergency.

Personal Booths are ones that has limited public exposure and limited access for customers. A personal booth would be something like a special event at a house of worship or an organization (e.g., parish picnic or a Kiwanis banquet).

However, a personal booth can also be preparing a corporate pitch to selling cookies in bulk to car dealerships, real estate agents, or financial institutions. There are so many ways to grow your cookie business.

Walkabouts

Girl Scouts walking the neighborhoods with an adult selling Girl Scout Cookies are participating in a “walkabout”. The first two weeks of the Cookie Program are designated as our walkabout weeks. Girl Scouts can continue participating in walkabouts throughout the course of the sale as they see fit.

Neighborhood Rules

All neighborhoods within our GSDSW council boundaries are fair game, with the exception of government controlled property such as military housing (ex. Fort Bliss and Hollman), to all GSDSW Girl Scouts, however, please be kind to one another.

Girl Scouts should focus on their neighbors/neighborhood/street first, before traveling to others. We want to allow all of our GSDSW girls to have the opportunity to participate in door-to-door sales. When visiting areas such as trailer/RV parks or apartment complexes, Girl Scouts must check in at the office to obtain permission before beginning their walkabout sales.

Why do we allow Girl Scouts to travel outside of their neighborhood and go to others? Because not all neighborhoods allow for door-to-door sales due to distance, community rules, or safety. Some do not have participating Girl Scouts in them and those people would love a visit from a Girl Scout, nor do all participating Girl Scouts desire to participate in the door-to-door fashion.

NOTE: Girls are NOT allowed to set up a booth or walk through any retail area such as a mall or shopping center unless it is a council approved cookie booth location.



Military Installations

Those living on or near military installations will have additional rules and regulations to adhere to. Each Service Unit located on military property will have the details specific to their location with regards to booth or door-to-door sales.

DO NOT conduct walkabouts in military neighborhoods without the required permissions provided by the Base Garrison Command.



Lemonade Stands

Lemonade Stands are similar to cookie booths but are set-up in a Girl Scouts front yard, or other family members yard (not a friend or neighbors house). These stands will not show up in ABC Smart Cookie and therefore do not have to be pre-approved by council.

- Staffing: parent and Girl Scout (no unrelated Girl Scouts) must be present at all times.
- Uniform: Girls MUST wear a Girl Scout uniform or recognizable Girl Scout attire; such as a Girl Scout t-shirt / sweater, insignia tab, and membership pins.
- Marketing: Follow city rules for signs. Only place signs up during the time of your Lemonade Stand.
- Location: Must be at the Girl Scouts own personal residence (not business). DO NOT set-up on a street corner, sidewalk, street median, outside of fencing or walls, or in neighbors or friends yards.
- Girl Scouts may NOT sell anything other than Girl Scout Cookies. For example, you cannot sell lemonade.

If a Girl Scout lives in an apartment, condo, trailer park, or other shared housing location: consult with the property manager, owner, etc to obtain permission. She may then set up in a common area inside of the complex.



buy cookies. support girls.

Safety

- Girls NEVER sell alone; girls must always have an adult with them.
- ONLY Senior and Ambassadors may sell with a buddy of their same age or older, but must have adult guidance and supervision.
- Girl Scouts must ALWAYS wear their Girl Scout uniform or Girl Scout Membership Pin when participating in the Cookie Program.
- Girl Scouts should be dressed appropriately and demonstrate appropriate Girl Scout behavior at all times.
- When selling door-to-door, NEVER go inside someone's home; Girl Scouts should remain where they can be seen from the street.
- Girl Scouts should never accept food or beverages.
- All pets should be left at home, unless a service animal is necessary; i.e., seeing eye dog.
- Do not sell door-to-door after dark, go into yards with dogs, closed gates, or over fences.
- Girls should NEVER give their last name or phone number to customers.



Cookie Booth Information



Chain Stores:

- Booths are limited per chain, not per store location. The individual store location will come under the chain rule.
- This is to stop troops from selecting all of one store type or brand.
- For example: In the first round, troops will only be able to select three Walmart locations.

Selecting a Booth Location:

- Click the Booth tab.
- Locate Scheduled Booths option.
- Click on the Troop for you would like to secure a booth.
- Click on desired location from the list on the left or use the search option to locate a specific location.
- Click on desired month and date you would like to hold the booth.
- Click the available booth appointment that works best for your troop.
- Click save (a successful message will appear at the bottom of screen).

To Locate your Reservations:

- Go to the Booth tab.
- Click Troop Reservations.
- If a booth was selected in error, click the menu option to the right of the booth location and click delete.

Cancellations

- If, for any reason, a troop is unable to attend a scheduled booth, they MUST cancel the booth through ABC Smart Cookies before the reservation time. This will allow other troops to secure the reservation in their place.
- Troops should not be “trading booths” verbally with another troop or via facebook or other means without following up in ABC Smart Cookie.
- When canceling a booth, troops are encouraged to post in service unit groups or on the GSDSW Product Page as a courtesy to other troops.

Date	Time	Number of Slots
Tuesday, January 7, 2025	6:00AM MST 7:00AM CST	Select 8 slots Maximum 3 booths per chain
Wednesday, January 8, 2025	6:00AM MST 7:00AM CST	Select 10 slots Maximum 4 booths per chain
Thursday, January 9, 2025	6:00AM MST 7:00AM CST	Select 12 slots Maximum 5 booths per chain
Friday, January 10, 2025	6:00AM MST 7:00AM CST	Unlimited Booth Selections

Cookie Booth Management

It's important for everyone involved to understand the responsibility we share as Girl Scouts. The council has communicated clear guidelines for booth locations, and following these rules is crucial. If any troop fails to comply, it could negatively impact not just them but all troops' future opportunities.

We must remember that our actions reflect on the entire organization, and adults play a key role in setting a positive example. By working together and supporting one another, we can ensure that everyone has a successful and enjoyable experience. Let's focus on our shared mission and uphold the values that unite us.

Before you Arrive

- Dress for the weather. Most booth locations are outside.
- Have all of your supplies: money box, booth bling, extra pens, calculator, etc.

When you Arrive

- Arrive at your booth location no more than five minutes early.
- Check in with the store manager before setting up your booth.
- Thank them for the opportunity and identify the adult in charge during your shift.
- If a troop is already participating at the location, let them know you are there. Please make the transition smooth. Exiting troops may not wait with the cookies.
- Never involve store management in a cookie booth dispute.
- Stay within the area specified by the management.
- Booths must not interfere with the business's activity, including the flow of its customer / patrons.
- Managers have the right to ask you to leave if instructions are not followed or patrons are bothered.

During your Booth

- Safety the number one priority!
- Never leave your booth unattended; always have two adults at the booth.
- Girls should never be left alone.
- The troop is responsible for safeguarding the money and inventory.
- Remember to abide by any specific requirements identified on your current sign-ups print out. The Council Booth Coordinator that arranged the booth opportunity, has listed anything you need to know there.
- The girls should run the booth, with adult support, as much as possible.
- Adults should monitor all transactions.
- Count cookies and money before and after each sale and/or when adults change shifts.

At the end of your Booth

- Do not throw away cookie trash at the location.
- Ensure the area is neat and clean when you leave.
- Leave on time. Thank the store manager and let them know you are heading out.
- Leave as a group. Each girl should be picked up by her parent/guardian before you leave (regardless of the girl's age).



Personal Booth Information



A Personal Booth is one that has limited public exposure and limited access for customers. A personal booth would be something like a special event at a house of worship or an organization (e.g., parish picnic or a Kiwanis banquet).

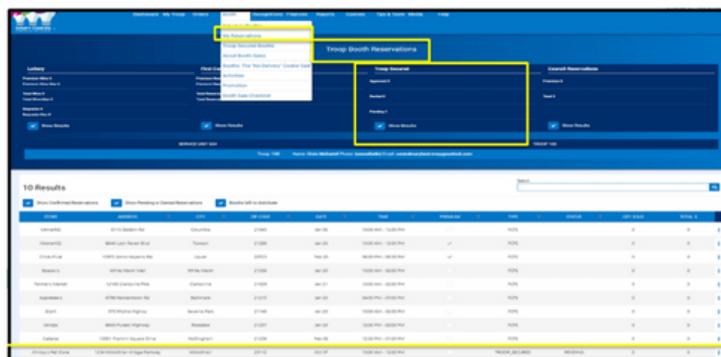
However, a personal booth can also be preparing a corporate pitch to selling cookies in bulk to car dealerships, real estate agents, or financial institutions. There are so many ways to grow your cookie business.

Requesting a Personal Booth

- Troops must request a Personal Booth approval in the Smart Cookies system, where the Council Product Team will then approve or deny the requests.
- Please do not approach an established business for a personal booth.
- The Cookie Booth Coordinator is responsible for contacting business and may have already requested slots to which the business had previously decided, for whatever business reason, not to allow Girl Scout cookie booths.

How to request in Smart Cookies

- On the Booth tab, click the drop-down menu on the top right and select “Troop Secured Booths.”
- Fill out all booth information.
- Click “Request Appointment Times” and select the times and days. Click Save.
- Click “Go to Troop Reservation.”
- Add the Booth Agreement form to info@gdsdw.org.
- Your request is in a pending status until reviewed. It MUST be approved by council before the booth can take place.
- Personal booth request need three business days for approval.



Important:
Please keep Booth Scheduler in Smart Cookies up to date with your troop’s booth slots. If you find a reserved booth slot no longer fits your troop’s schedule, be a sister to every Girl Scout and release it so another troop may add it.



Care 2 Share



Even if you don't buy Girl Scout cookies for yourself this season, through "Care 2 Share," you can purchase a box (or several!) that goes towards a charitable organization chosen by your local Girl Scout Council. Examples of organizations are USO, Operation Gratitude, first responders, veterans, food banks, Border Patrol, and many more. Both the Girl Scout and her Troop will get credit for every box you donate to "Care 2 Share"!

The Girl Scout Cookie program powers amazing experiences for girls! They work together to solve problems, make business plans and turn their goals into amazing reality. Girl Scouts use some of their earnings to give back to their community by helping animal shelters, feeding the homeless, raising awareness on bullying and much more. The Girl Scout Cookie Program teaches essential life skills empowering these young women to change the world.



How to Account for Donations

- In Smart Cookies, under each girl who received donations, you will enter one package for every \$6.00 collected.
- The council will be collecting the funds owed for the donated packages via the scheduled ACH withdrawals.
- At the end of the program, the council will begin disbursing donated cookies to the community.
- Note: All Care 2 Share donations must be entered manually by the Troop Cookie Coordinator for each girl through the Virtual Cookie Share tab in Smart Cookies.



Grievances

In an attempt to be sure that all complaints during the Cookie Program are fully substantiated honestly and fairly, the following guidelines have been implemented.

- Third-party complaints will NOT be accepted. The person with the complaint must be the person who saw it, heard it, read it, or was directly involved in it.
- You must be willing to put your complaint in writing and sign your name.
- You must be willing to back up your complaints with examples. Random and/or vague complains will not be accepted.

Violations

Violations of the Girl Scout Code of Conduct or the Entrepreneurial Program Rules and Guidelines will have consequences that will affect the Girl Scouts, Troops, and Volunteers participation in this and possibly future programs.

- First Violation: Warning
- Second Violation: Can include forfeiture of individual girl recognitions, troop proceeds, and/or Service Unit proceeds.
- Third Violation: Girl or volunteer participation in program is terminated.

NOTE: Severe violations may result in more stringent consequences on the first offense.



Delinquents

Cookie Program Volunteers are legally accountable for depositing ALL funds from the 2025 Cookie Program into their troops bank account. Girl Scouts of the Desert Southwest reserves the right to take any legal action it deems necessary to collect funds owed from this program. If there is any outstanding debt by a troop, the Troop Cookie Coordinator's position may be in jeopardy, and that troop will be considered Not in Good Standing with council.

Troop or individuals considered Not in Good Standing with council will not be allowed to participate in Council Programs and events.

- Troops that are found to be delinquent will impact the participation of the entire troop. Troops with delinquent accounts will not receive recognitions or be allowed to participate in Council Programs until the debt is paid.
- If a Parent/Guardian is delinquent, the affected Girl Scout will not be allowed to participate until the debt is paid (or other responsible adult takes responsibility for all money received during future programs). If there are siblings and one girl is delinquent, that is considered a family debt and the family will not be allowed to participate.

Girl Delinquents

Throughout the 2025 Cookie Program, Troop Cookie Coordinators will be expected to enter financial transactions into the ABC Smart Cookie system and provide parent / guardians with regular financial summaries.

Troop Cookie Coordinators must submit a Girl Delinquent Report for any parent / guardian who has not turned in ALL cookie money by the end of the program. These forms **MUST** be completed and submitted (with all required documentation), no later than 11:59 MST on Thursday, March 6, 2025. Should a Troop Cookie Coordinator fail to submit this report on time and/or be incomplete, the troop will still be responsible for any and all funds owed to council.

Completed reports will be reviewed and ACH amounts will be updated according to these reports.

Girl Delinquent Reports will be available on our council website. Completed reports must include the following:

- Completed Delinquent Report
- White receipts for ALL product and money transactions for that Girl
- Parent / Guardian permission form, signed
- Girl Financial Summary from ABC Smart Cookie (transactions on summary **MUST** correspond to receipts, unless direct ship or booth sales.

Note: Reports are to be submitted to info@gdsdw.org.



Entrepreneurship Badges & Pins

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

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

2025 Cookie Program Reward Calendar



April

Apr. 22 - Crocs and Jibbitz with design class (1st offering) - online

Apr. 25 - 27 - Meow Wolf

May

May 1 - Crocs and Jibbitz with design class (2nd offering) - online

May 8 - Mini-projector with foldable screen movie class (1st offering) - online

May 9 - May 11 - Roswell Alien Excursion - Roswell

May 13 - Mini-projector with foldable screen movie class (1st offering) - online

May 20 - iPad with Cyber Safety Class (1st offering) - online

May 22 - iPad with Cyber Safety Class (2nd offering) - online

June

Jun. 9 - 13 - Train, Planes, Automobiles *subject to train schedule

Jun. 22 - Jul. 12 - Free Week of Resident Camp - Camp Mitre Peak

Jun. 22 - Jul. 12 - Second Free Week of Resident Camp - Camp Mitre Peak

July

Jul. 14 - 18 - Exploring our Girl Scout Legacy - Savannah, GA

August

Aug. 15 - Aug. 17 - Journey to the Center of the Earth - Carlsbad

** TBD - The Core in Hobbs, Hobbs



Set Your Cookie Goals

Digital Cookie Direct Ship Begins–Wednesday, January 1, 2025
 In-Person Program Begins–Sunday, January 12, 2025
 Program Ends–Sunday, March 2, 2025

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 southern new mexico
 & west texas
 www.gsdsw.org

<p>5+ Pkgs</p> <p>Goal Getter Patch</p>	<p>25+ Pkgs</p> <p>2025 Patch</p>	<p>50+ Pkgs</p> <p>Cookie Kickoff Patch</p>	<p>100+ Pkgs</p> <p>Panda Toast-Yay!® Charm</p>	<p>150+ Pkgs</p> <p>Soothing Face Mask</p>
<p>250+ Pkgs</p> <p>Panda Belt Bag</p>	<p>350+ Pkgs</p> <p>2026 Membership</p>	<p>475+ Pkgs</p> <p>Small Panda Plush</p>	<p>500+ Pkgs</p> <p>500 Club The Core in Hobbs NM</p>	<p>600+ Pkgs</p> <p>ABC Theme T-shirt</p>
<p>725+ Pkgs</p> <p>White Panda Cup</p>	<p>850+ Pkgs</p> <p>Be.Cause Shoe + Socks <i>(Donate a pair of shoes, earn a pair of Socks)</i></p>	<p>1000+ Pkgs</p> <p>Panda Blanket</p>	<p>1250+ Pkgs</p> <p>Letter Jacket</p>	<p>1500+ Pkgs</p> <p>Portable Hammock</p>
<p>1750+ Pkgs</p> <p>Crocs & Jibbitz w/Design Class</p>	<p>2250+ Pkgs</p> <p>Roswell Alien Excursion</p>	<p>2750+ Pkgs</p> <p>Mini Projector w/Foldable Screen</p>	<p>3000+ Pkgs</p> <p>Free Week of Resident Camp @ Camp Mitre Peak</p>	<p>3500+ Pkgs</p> <p>Journey to the Center of the Earth</p>
<p>4000+ Pkgs</p> <p>Meow Wolf</p>	<p>4500+ Pkgs</p> <p>iPad & Apple Pen w/ Cyber Safety Class</p>	<p>5000+ Pkgs</p> <p>2nd Free Week of Resident Camp @ Camp Mitre Peak</p>	<p>5500+ Pkgs</p> <p>Exploring Our Girl Scout Legacy</p>	<p>6000+ Pkgs</p> <p>Trains, Planes, Automobiles</p>

The council reserves the right to substitute items of equal or greater value. All rewards are cumulative except for PGA recognitions.

The GIRL SCOUTS® name and mark, and all other associated trademarks and logotypes, including but not limited to the Trefoil Design, are owned by Girl Scouts of the USA. ABC Bakers is an official GSUSA licensee.

Additional Rewards

Care 2 Share

15+ Pkgs



Cookie Share Patch

Digital Cookie

15+ Emails



Cookie Techie Patch

100+ Pkgs



Desert Dollars

Earn \$5 Desert Dollars for every 100 packages sold beginning at 100 packages up to 4,000 packages

100+ Pkgs



Achievement Bars

Begins at 100 packages earned and awarded at the highest level achieved (non-cumulative and earned in increments of 100 up to 1,000 level)

Troop Rewards

300+ PGA



USB Hand Warmer
Initial Order

525+ PGA



Airbrush Fashion Design Kit
Troop Rewards-PGA

Volunteer Rewards

300+ PGA



USB Hand Warmer
Initial Order

525+ PGA



White Panda Cup
Troop Rewards-PGA

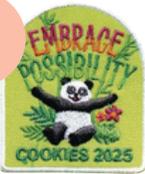
625+ PGA



Lifetime Membership
Graduating Seniors Only

Instant Rewards

5+ Pkgs



Embrace Patch

25+ Pkgs



Toast-Yay!® Charm

50+ Pkgs



Butterfly Charm

100+ Pkgs



Rocks Charm

150+ Pkgs



Bamboo Charm

150+ Pkgs



Panda Charm



Become a true cookie boss in four easy steps!

1. Register for Digital Cookie®

Create your **Digital Cookie Password** for email address: parent@email@domain.com

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

Password:

Confirm password:

Passwords must be 8-16 characters, including 1 number, capital letter and lowercase letter, with optional special characters !, #, or \$

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

2. Set Up Your Site



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

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

The app makes it easy for you to take payment from customers purchasing cookies.



3. Invite Customers



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

The Girl Scouts name and mark, and all associated trademarks, including but not limited to Girl Scout Cookies, Girl Scout Cookie Program, Thin Mints, Trefoils, Digital Cookie® and the Trefoil design and mark are owned by Girl Scouts of the USA.

4. Track Your Progress



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



Desert Dollars

Desert Dollars may be used for the following:

- GSDSW Shop purchases of girl items
- GSDSW girl program and training fees
- GSDSW Travel Group sponsored trips
- Approved Girl Scout Destinations
- GSUSA Girl Membership Fee

\$5

\$5

girl scouts
of the desert southwest
southern new mexico
and west texas



Desert Dollars may NOT be used for Girl Scout fundraising events, purchase of cookies or fall product items, adult training fees, adult items from the retail shop, or GSUSA adult membership (unless graduating senior).
2025 Cookie Program

\$5

GSDSW DESERT DOLLARS

MAY NOT BE DUPLICATED. NOT REPLACEABLE IF LOST OR STOLEN.

Expires April 30, 2026

\$5

Desert Dollars may NOT be used for the following:

- Girl Scout fundraising events
- The purchases of cookies and fall product items
- Adult training fees
- Adult items
- Adult GSUSA Membership Fees

Recognition Orders

Troop

There are two steps Troop Cookie Coordinators must take when completing their troop's recognition order. The first is to create the order and the second is to submit it.

Step 1: Creating Recognition Order - This step can be completed at any time between Sunday, March 2 - Monday, March 3, 2025. Once created, Troop Cookie Coordinators can update choices and selections as the Girl Scout earns each level.

Note: If a troop will be opting out of recognitions, they should NOT be creating their order until after they have submitted the completed opt-out form. Once approved, they may then create and submit their order. Opt-out forms are due no later than 5:00 PM MST on Monday, January 6, 2025.

Step 2: Submitting Recognition Order - Troop Cookie Coordinators must have their recognition order must be submitted by 11:59 PM MST on Monday, March 3, 2025 in order to be processed.

Service Unit

After troops have completed their recognition order, Service Unit Cookie Chairs will then submit them to council no later than Friday, March 7, 2025. Please take this time to confirm all troop recognition orders are complete. Council confirms recognitions before uploading to ABC, Monday, March 10, 2025.



Receiving Recognition Order

Recognition orders will begin arriving to Service Unit Cookie Chairs mid-April through the beginning of May.

When recognitions arrive, you MUST verify the numbers of all items received with the packing slip. Once confirmed, a copy of this packing slip with your signature and date must be sent to info@gdsw.org.

You then separate the items based on the Troop Recognition Report (see the “Reports” section of this guide for more information) and establish pick-up times for your respective Troop Cookie Coordinators. When the volunteers pick-up their items, they MUST count, verify, and sign that they have received those items. If there are any discrepancies, please contact info@gdsw.org immediately.

Key Reports

Troop Balance Summary (required for Troop End-of-Year Financials)

- Shows the summary of a troop as a whole.
- Shows how many packages have been transferred in and out of the troop, payments made to council (via ACH withdrawals and online or credit card payments), what the troop proceeds are, and the troop balance due to council.
- At the end of the 2025 Cookie Program, the balance should read \$0.

Troop On Hand Inventory

- Shows a breakdown of how many cookies the troop currently has in its possession. It is useful in monitoring the troop inventory as cookies are transferred in from cupboards, troops, or girls and transferred out to girls, through booths or to other troops.
- If a troop is showing more or less cookies on the report than they have in their possession, then they should review their receipts for any missing, or duplicated transactions.
- At the end of the program, the Troop-on-Hand inventory should be zero across all categories.

Girl Balance Summary

- Similar to the Troop Balance Summary, this report shows each Girl Scouts current standing.
- This report is ideal for giving to parent/families throughout the course of the program.
- It will include the number of packages transferred to the Girl Scout, booth sale packages, online sales, payments made to the troop (if transaction entered into system), and direct ship or credit card transactions credited for.
- At the end of the program, the Girl Scout balance should read \$0.

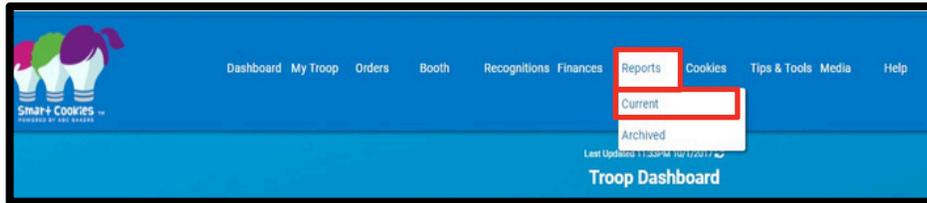
Recognition Report by Troop

- This report will be needed to sort the recognitions for distribution to the troops at the end of the program.

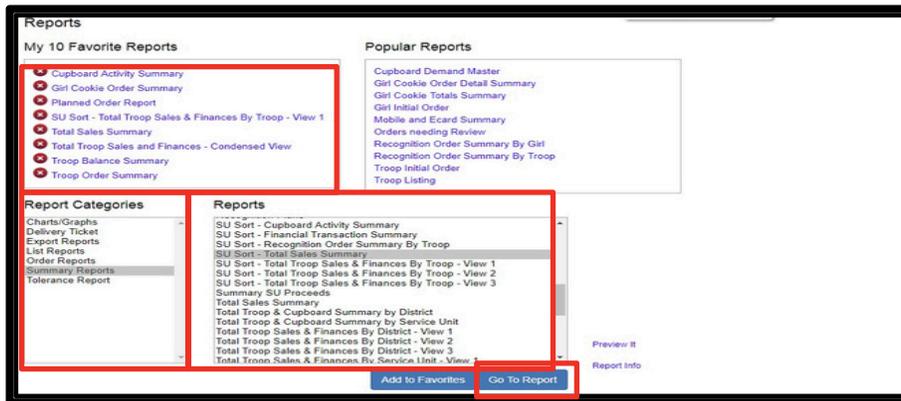


Run Report

Log-in to ABC Smart Cookie, hover over the “Reports” tab, and select “Current.”



Locate and select report and click “Go To Report.”



Set criteria (if desired) and click “View Report.”

A screenshot of the 'Report Criteria' form for a 'Troop Balance Summary'. The form contains several input fields: Council (Catherine Smith Training Site), District (Midlothian District), ServiceUnit (Shortbread SU), Troop (456), Proceed Plan (Main Proceed Plan - All Troops), Troop Level (All), Unit Of Measure (Packages), and Select View Type (PDF). The 'Proceed Plan', 'Troop Level', 'Unit Of Measure', and 'Select View Type' dropdown menus are highlighted with a red box. At the bottom, there are three buttons: 'Go to Report Listings', 'Reset', and 'View Report', with the 'View Report' button highlighted by a red box.

2025 Service Unit Cookie Chair Position Description

Description: Support the annual Girl Scout of the Desert Southwest (GSDSW) Cookie Program by volunteering time as a Service Unit Cookie Chair (SUCC). This position is responsible for working with troops within the service unit to support the Cookie Program.

Term: November through April is the most concentrated time commitment. The final responsibility is ensuring distribution of girl recognition to troops within 3 weeks of delivery.

Appointment: Recommended by Service Unit Manager with final approval and appointment by the Council.

Reports to: GSDSW Product ProgramTeam

Duties and Responsibilities:

- Attend mandatory Service Unit Cookie Chair training provided by GSDSW
- Become familiar with the Cookie Program products, procedures, recognition plan and troop incentives such that you are able to answer troop volunteer questions comfortably.
- Conduct the Cookie Program safely by adhering to GSDSW Safety Guidelines.
- Encourage troop participation and promote the Cookie Program.
- Receive program materials and distribute in a timely and safe manner.
- Provide support to Troop Cookie Program Coordinators and other troop volunteers.
- Ensure that all troop orders within your service unit have been entered into Smart Cookies by the program deadline.
- Receive product delivered by trucking company on designated delivery date.
- Receive and distribute both product and recognitions to troops in a timely and safe manner.
- Conduct open and positive communications with Product Program Team as needed.
- Act as liaison between GSDSW Product Program Team and troop volunteers.
- Review Cookie Program emails, attend or view recorded GSDSW Cookie Program Just-In-Time Trainings to stay up-to-date on the program.
- Proactively communicate with all troops within your service unit reminders of program details and deadlines.
- Report any concerns to council about unsuitable troop behavior.
- Supervise Cookie Program activity by ensuring all troops have entered their troop bank account information in Smart Cookies.
- Accept financial responsibility of girl recognitions received from the Cookie Program vendor, until signed for and received by troop volunteers.
- Withhold recognitions for troops with outstanding balances until notified by GSDSW.

2025 Service Unit Cookie Chair Position Description cont.

Qualifications:

- Current registered adult member of GSUSA
- Completed and eligible background check on file
- In good standing with GSDSW (i.e. no outstanding debt)
- Additional qualifications include: the ability to work with and motivate troop volunteers in a team situation, have good conflict management resolution and problem-solving skills, and have the ability to keep accurate inventory and financial records
- Detail oriented and excellent time management skills; must be able to meet council set deadlines
- Must have access to a computer with internet capability
- Comprehensive computer knowledge; willing to learn online database system- Smart Cookies and Digital Cookie

I have read the Service Unit Cookie Program Chair position description and agree to accept this volunteer position and will fulfill the duties required to the best of my ability. In the event I am unable to complete the duties of this position, I will immediately notify the Service Unit Manager and the Product Program Department. I will return all records pertaining to the Cookie Program in a timely manner.

I understand that GSDSW will share my contact information with the Cookie Vendor and Service Unit Manager. I understand that GSDSW is releasing restricted data to me for use in my volunteer capacity. Any unauthorized disclosure or distribution of such data for any reason other than Girl Scout business is prohibited.

I understand that I will share my log in and password with the council Product Program Specialists and no one else for security reasons.

I understand that I am responsible for all product and recognitions in my position and will be expected to keep accurate records and receipts. Failure to keep accurate inventory records, financial records and receipts on my part may result in legal action taken against me by Girl Scouts of the Desert Southwest.

The information I have provided is true. I understand that falsification or significant omissions of information may be considered reason for dismissal from this and future positions.

By signing this position description, you agree to follow all responsibilities and guidelines listed above.

Cookie Program Opt-out of Rewards Form & Guidelines

Girl Scout Cadette, Senior, and Ambassador troops ONLY. FULLY complete this form. Use additional forms as necessary to list all girls registered in the troop.

Date _____ Troop _____ Service Unit _____

Girl Name	Sold cookies	Opt-out Vote	Girl Signature	Parent Signature
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		
	Y N	Y N		

By signing and submitting this form, I am confirming that all registered and selling girls in my troop have had an opportunity to vote and have agreed (by majority vote) to opt out of girl rewards to earn an additional 10¢ per package sold during the 2025 cookie program. I understand that after submitting this form to council, my troop will not earn girl rewards as indicated on the back of the 2025 girl order card and Troop Guide and instead will earn an additional 10¢ per package. I understand that this only applies to the 2025 cookie program.

**Girls will still receive ALL earned patches and initial rewards.*

Troop Leader Name (first and last) _____

Troop Leader Signature _____ Date _____

Troop Cookie Manager Name (first and last) _____

Troop Cookie Manager Signature _____ Date _____

Opt-out of Rewards GUIDELINES cont.

This initiative is available to Girl Scout Cadette, Senior, and Ambassador troops ONLY (multi-level troops with Girl Scout Daisies, Brownies, or Juniors are NOT eligible).

Cadette, Senior, and Ambassador troops (or combination of, without Daisies, Brownies, or Juniors) with a troop PGA of 350+ may choose to opt out of ALL rewards and receive an additional 10¢ per package for the 2025 Girl Scout Cookie Program. Girls will still receive ALL earned patches and initial rewards.

Fully completed and signed form MUST be turned in to the Product Program department no later than Monday, January 6, 2025, 5:00 PM MT.

Rules & The Fine Print

- Entire troop MUST vote on this option. ALL registered girls in troop MUST be listed and included in vote, signature, etc. - EVEN if that girl does not sell cookies during the 2025 season.
- Multi-level troops with Daisies, Brownies, or Juniors are NOT eligible.
- Decision to opt out will be determined by majority rule.
- Girls selling will still receive all earned patches and any earned initial order rewards.
- The Troop Leader and Troop Cookie Manager must sign this form as consent of the troop's decision to opt out of earning girl rewards.
- This form must be submitted to the council by Monday, January 6, 2025, 5:00 PM MT.
- NO LATE SUBMISSIONS will be accepted.
- Use only one form per troop. If you are a Troop Leader and Troop Cookie Manager for multiple troops, you must complete this form for each troop.
- Troops with delinquent accounts-troop or parent-will not be applicable for this initiative.
- Troops having issues with ACH process or making multiple ACH adjustments may not be applicable for this initiative.
- Troops not in compliance with council-approved troop bank account may not be applicable for this initiative.

These additional proceeds will be calculated after the cookie audit is completed and will be submitted to the troops in an additional transaction (outside of receiving their original proceeds) no later than end of April. If troops submit delinquent accounts with end-of-program paperwork-troop or parent-additional proceeds will NOT be given.

Questions? Email info@gsdsw.org.

2025 COOKIE PROGRAM PARENT/GUARDIAN PERMISSION & RESPONSIBILITY FORM

My Girl Scout, _____, a member of Troop _____, has my permission to participate in the council-sponsored 2025 Cookie Program.

Parent/Guardian Name (print legibly): _____

Mailing Address: _____

Phone: (____) _____ Street (____) _____ City (____) _____ State _____ Zip _____
Home Work Cell

E-mail Address: _____

Driver's License: _____ State: ____ Name of Employer: _____

Parent/Guardian Signature: _____

Are you or your Spouse Active Military: Yes No If Yes, if checked please complete the following:

Sponsor Name: _____ Unit: _____

Address: _____ Duty Phone #: _____

If money is delinquent, commander will be contacted

Recognition Choices:

T-Shirt Size (circle 1) YS YM YL AS AM AL AXL A2XL A3XL A4XL A5XL

Jacket Size (circle 1) YS YM YL AS AM AL AXL A2XL A3XL A4XL

Please Remember:

Cookie booths give girls the opportunity to learn new skills, promote Girl Scouting, live the Girl Scout Promise and Law, and sell more cookies. This opportunity comes with the responsibility to follow safety, public relations, and business guidelines.

Please keep in mind that selling Girl Scout Cookies at cookie booths is a privilege granted to us by local businesses. This privilege, if abused, even unintentionally, could cause all Girl Scouts to lose the opportunity for additional sales at these places of business. Please be considerate of the business' customers and property. If complaints arise, you may be asked to leave.

Girl Scout Signature _____ Date: _____

Parent Signature _____ Date: _____

I have read and will follow social media rules as instructed by GSUSA and GSDSW.

Any girl or adult participating in Cookie Booths must follow procedures on next page.

Girl Scouts of the Desert Southwest - 2025 COOKIE PROGRAM PARENT/GUARDIAN PERMISSION & RESPONSIBILITY FORM cont.

- I understand that my daughter must be registered as a Girl Scout for the October 1, 2024, through September 30, 2025, membership year.
- I understand that unsold product cannot be returned to or exchanged at the council, cookie cupboards, or to the troop leader.
- I understand that my daughter cannot sell prior to Sunday, January 12, 2025, and I understand that my daughter will be penalized for early orders and will not receive credit for orders received before Sunday, January 12, 2025.
- I understand that my daughter cannot collect money until the product is delivered to the customer. I accept responsibility to meet all troop deadlines outlined by my daughter's troop leader.
- I understand that I am financially responsible for any orders submitted by me to the troop leader via email, text, verbally, or through social media.
- I understand that all cookies are to be promptly delivered to customers and monies owed by my family are paid on a weekly basis to the troop leader(s). Total monies will be paid in full no later than Monday, March 3, 2025.
- I understand that if all money due by my daughter is not paid by Monday, March 3, 2025, she will not be entitled to receive recognitions until the amount has been paid in full.
- I understand that the leader and/or council may request payment for cookies received prior to the release of more cookies once the sale has started.
- I understand that outstanding accounts will be turned over to a collection agency by the council at the conclusion of the sale and any collection cost will be added to the amount owed.
- I understand that all monetary proceeds belong to the council and troop and are not to be retained by individual girls as their property. Proceeds DO NOT follow the girls. ____ (initial)
- I understand that due to the rising cost of recovering money from "Non-Sufficient Funds" checks, any checks accepted will be at my own risk. Council will NOT cover the cost of returned checks.
- I understand that for my daughter to participate in the cookie program, I cannot have any outstanding debt with the council.
- I agree to accept financial responsibility, including prompt payment for all cookies and money my daughter receives and will also see that she has adult guidance at all times.
- By signing I also give my daughter permission to participate in troop cookie booths for the 2025 Cookie Program.

Cookie Booth Etiquette Contract

I will:

- Follow GSDSW Guidelines
- Be polite and friendly
- Remember my behavior reflects on all Girl Scouts
- Wear my uniform or pins to identify me as a Girl Scout
- Keep table and area neat
- Say THANK YOU to all individuals approached
- Take empty boxes, recycles, and trash with me when leaving location
- Know what my troop will do with proceeds
- Respect each retailer's policy and procedures

I will not:

- Block the entrances to the store
- Get in the way of customers
- Ask a customer twice to buy cookies
- Go shopping in the store during the cookie booth
- Talk loudly, run around, or play while at booth
- Eat, drink, or chew gum while at booth
- Leave trash behind
- Conduct an illegal roadside booth
- Bring tag-a-longs

Girl Delinquent Report

Check List

<input type="radio"/> Delinquent summary must be filled out completely	<input type="radio"/> Girl Cookie Order Detail Summary
<input type="radio"/> Signed Parent/Guardian Permission Form	<input type="radio"/> Girl Scout Balance summary from Smart Cookie
<input type="radio"/> Signed product & money receipts (white copy)	<input type="radio"/> Submitted to council NO LATER THAN Thursday, March 6, 2025

Delinquent Parent/Guardian Information

First Name: _____ Last Name: _____

Is parent/guardian a registered GS Adult? Yes No

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Alt Telephone: (____) _____

Email: _____

Girl Scout Name: _____ Troop #: _____

Total Sales (a):	
Amount Collected Via Direct Ship and Credit Card (b):	
(a-b) Total to be Collected (c):	
Total Collected (white receipts) (d):	
(c-d) Total Amount Owed:	

Troop Cookie Coordinator: _____ Telephone: _____

I hereby certify that all the above information is true and complete.

Signature: _____ Date: _____

Girl Delinquent Report Instructions

Due:

- Report due completed, with all documentation by Thursday, March 6, 2025.

Submit:

- One report per email per Girl Scout. Email all documentation to info@gsdsw.org.

Check list items:

- Girl Delinquent Summary: Each delinquent Girl Scout must have a completed Girl Delinquent Summary. If multiple Girl Scouts in a single family are delinquent, you MUST complete a separate summary for each Girl Scout. Amounts cannot be combined.
- Parent/Guardian Permission Form: Each delinquent Girl Scout must have a signed Parent/Guardian Permission Form on file to participate in the Cookie Program. This signed form must be included in the Girl Delinquent Report.
- White Cookie Program Receipts: These receipts must be signed by both the Troop Cookie Coordinator and the parent/guardian. Each of these transactions MUST match what is in the Smart Cookie system.
- Girl Cookie Order Detail Summary: To export this report, follow these steps. From the Troop Dashboard click on "Reports," "Current," click on "Orders," click the "Girl Cookie Order Detail Summary," enter Girl Scout First and Last name as it appears in Smart Cookies and click "View Report." You can then save it as a .pdf file.
- Girl Scout Balance Summary from Smart Cookie: To export this report, follow these steps. From the Troop Dashboard, click on "Reports," click on "Finance," click on "Girl Scout Balance Summary," enter the Girl Scout name, scroll to the bottom of the screen, and download a PDF or print report. This report MUST be included with the Girl Delinquent Report.

Cookie Booth Etiquette Contract

It's essential for both girls and adults to understand that when they're at a booth, they're representing the entire Girl Scout organization. Discussing proper behavior with your troop is a great first step.

Having everyone review and sign the Booth Etiquette Contract is important, as it reinforces our commitment to these values. Remind the girls and adults that their actions shape perceptions of Girl Scouts as a whole.

Booths are a fantastic opportunity for girls to learn new skills, promote Girl Scouting, embody the Girl Scout Promise and Law, and sell cookies. However, this privilege comes with the responsibility to adhere to safety, public relations, and business guidelines.

Selling Girl Scout Cookies at these locations is a privilege granted by local businesses. If this privilege is abused, even unintentionally, it could jeopardize future opportunities for all Girl Scouts. It's crucial to be respectful of the business's customers and property. By working together and being considerate, we can ensure that these partnerships remain strong and beneficial for everyone involved!

On our honor, we _____ will follow the rules listed below while working at my Troop's cookie booth.

We will:

- *Be polite and friendly.*
- *Remember that my behavior reflects on all Girl Scouts.*
- *Obey the booth starting date.*
- *Arrive and leave on time.*
- *Wear my uniform, vest or sash, or my pins to identify me as a Girl Scout.*
- *Keep the table and area neat.*
- *Say THANK YOU to all approached customers.*
- *Remove empty boxes and recycle if possible.*

I will not:

- *Get in the way of customers or block entrances.*
- *Ask a customer to buy cookies more than once.*
- *Go into the store while working at the cookie booth.*
- *Talk loudly, run around, or play while selling at a cookie booth.*
- *Eat, drink, or chew gum while at the cookie booth.*

Girl Scout Signature _____

Parent Signature _____





Resources

Resource	Description	Location
Cookie theme information	Complete gallery of images, clip art, certificates, etc.	www.flickr.com/photos/abcbakersvolunteergallery/albums
Cookie varieties	Cookie sell sheets with product description and recipes, etc.	www.abcsmartcookies.com
Booth sale poster	Poster	Flickr, www.abcsmartcookies.com
Troop goal poster	Poster	Flickr, www.abcsmartcookies.com
Volunteer videos	How-to videos on a variety of topics	www.youtube.com/user/ABCCouncils
Standard forms	Order card, count it up forms, etc.	www.abcsmartcookies.com
Social media tips & tricks to boost engagement	Thought starters	www.abcsmartcookies.com
Rally Guide	Fun ideas for troop rallies, etc.	www.abcsmartcookies.com
Cookie calculator	Helps volunteers set package sales goals based on number of packages sold last year and the desired increase this year	www.abcsmartcookies.com
ABC Bakers Facebook Page & Lemonades Facebook Page	Excite and energize volunteers and troops about cookie sales with sales strategies, success stories, technology tips and more	www.facebook.com/abcbakers/ www.facebook.com/LemonadesCookie



Embrace the cookie possibilities and have a great pandamonium sale!

girl scouts 
of the desert southwest
southern new mexico
& west texas

