

2026 Cookie Program Troop Guide



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Quick Bites

Smart Cookies User Registration – Volunteers

- Video: [Smart Cookies Registration Video](#)
- Registration emails are sent from noreply@abcsmartcookies.com.

HINT: Add noreply@abcsmartcookies.com to your safe sender list to insure you get all emails in season.

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://www.abcsmartcookies.com/#/registration?token=5b014270-317c-46c9-9aa4-b94694160f73>

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

SAMPLE

Click on the link in the email and complete all required information. You will select your own password. Once you click save, you will receive a confirmation email containing your login credentials. You can also reset your password by clicking on the "Forgot Password" link on the log-in page.

NOTE: Completing your registration in Smart Cookies does not complete your registration in Digital Cookie. You will receive an email from Digital Cookie based on your Council settings to set up your Digital Cookie account. Contact your Council if you do not receive the Digital Cookie email.

8/25/2025

Message from our CEO

As we kick off this year's cookie season, I'm excited to invite you to celebrate what it means to be Brave. Fierce. Fun. This theme reflects everything our Girl Scouts embody—bold in their goals, fearless in their efforts, and always finding joy in the journey.

The Cookie Program is more than a fundraiser—it's a hands-on learning experience that empowers girls to set goals, make decisions, manage money, and communicate with confidence. They're gaining real-world skills and discovering the power of courage, determination, and a positive attitude.

They're also learning what it means to lead with integrity—being honest, dependable, and responsible in every step they take. These lessons in leadership and ethics will stay with them for life.

Above all, cookie season is about connection, community, and fun. Every box sold supports Girl Scouts as they grow, give back, and become the leaders our world needs.

Thank you to our amazing volunteers, families, and supporters. Together, let's make this season one to remember—brave, fierce, and fun from start to finish.

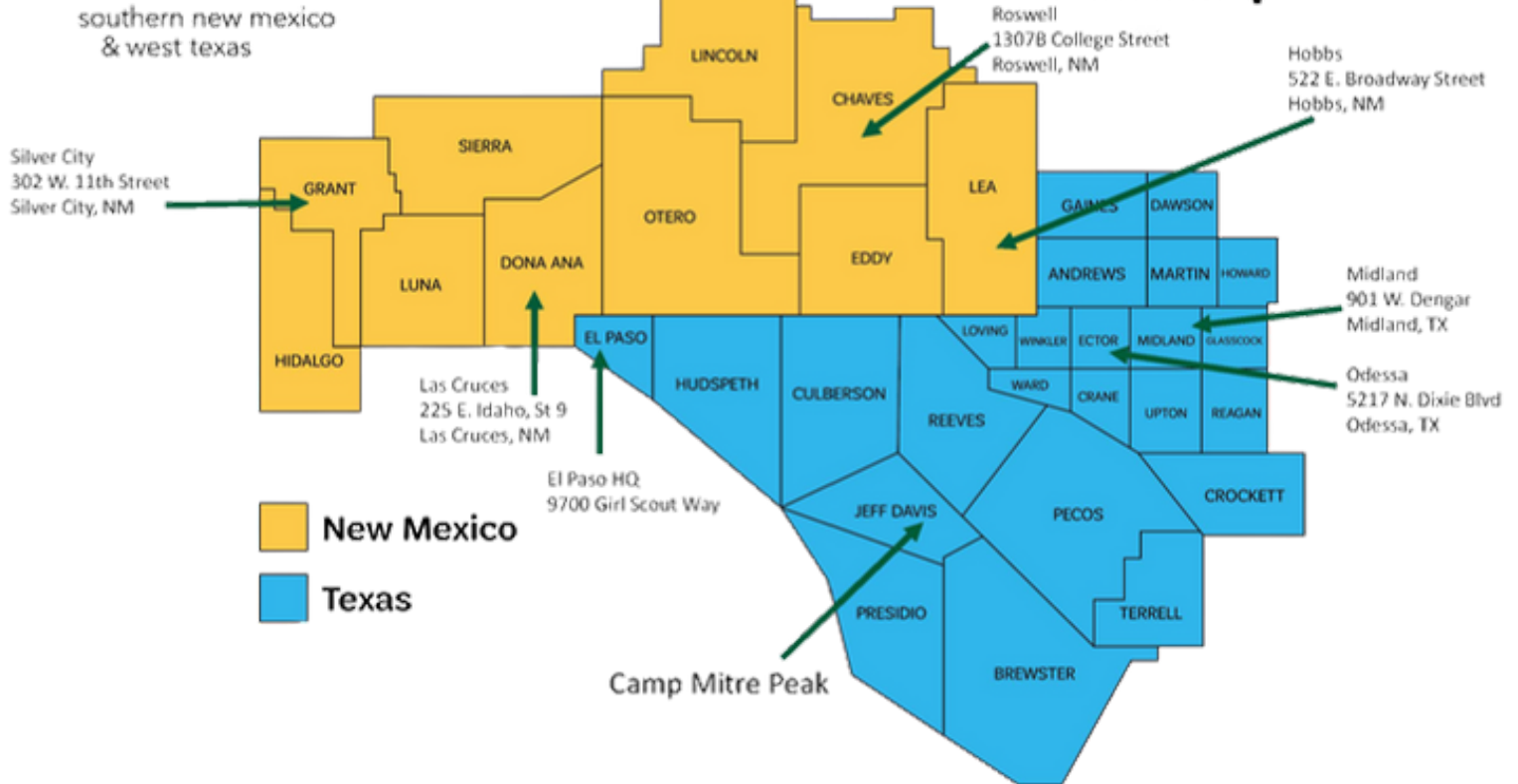
With gratitude,
Patty Craven
Chief Executive Officer



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

Council Footprint with Staffed Locations

Council Map



it's **Cookie Time**



Your Girl Scout Cookie favorites are back!



Adventurefuls®

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



Exploremores™

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème



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

No changes in size or quantity
in over a decade!



We Proudly bake America's Best Cookies 					
					
Thin Mints 9 oz Package 32 Cookies	Carmel deLites 7 oz Package 15 Cookies	Peanut Butter Patties 6.5 oz Package 15 Cookies	Adventureful 6.5 oz Package 15 Cookies	Trefoils 9 oz Package 20 cookies	Peanut Butter Sandwich 8 oz Package 20 Cookies
					
Lemonades 8.5 oz Package 16 Cookies	Carmel Chocolate Chip 5 oz Package 12 Cookies	Explore more 13 oz Package 20 Cookies			

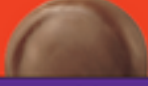




Girl Scout Cookies®

2026 Food Allergens Guide



	CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M)					CONTAINS				CERTIFICATIONS		
	Wheat	Soy	Milk	Peanuts	Eggs	NO High Fructose Corn Syrup	ONLY Colors from Natural Sources	NO Preservatives	NO Trans Fat	Certified Gluten Free	Made with Vegan Ingredients	Certified Kosher OU-D and Halal
 Adventurefuls®	Y	Y	M	M		Y	Y	Y	Y			Y
 New! Exploremores™	Y	Y	Y	Y		Y	Y		Y			Y
 Lemonades®	Y	Y	M	M		Y	Y		Y		Y	Y
 Trefoils®	Y	Y	Y	M		Y		Y	Y			Y
 Thin Mints®	Y	Y	M	M		Y	Y	Y	Y		Y	Y
 Peanut Butter Patties®	Y	Y	M	Y	M	Y		Y	Y		Y	Y
 Caramel deLites®	Y	Y	Y	M		Y			Y			Y
 Peanut Butter Sandwich	Y	Y	Y	Y		Y		Y	Y			Y
 Caramel Chocolate Chip						Y		Y	Y	Y	Y	Y

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

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Cookie Facts

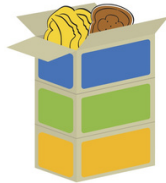
12 cookie packages per case

\$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%	Exploremores®	8%
Adventurefuls®	8%	Caramel Chocolate Chip	3%
Lemonades®	11%		



2026 Cookie Program Calendar

October

- Oct. 13 - Troops/IRG Names due to Council
- Oct. 20 - SU & POC Training - Odessa
- Oct. 21 - SU & POC Training - Carlsbad
- Oct. 22 - SU & POC Training - El Paso
- Oct. 22 - GF Order due to info@gsdsw.org
- Oct. 23 - SU & POC Make-up Training (virtual)

November

- Nov. 20 - Last day for girl moves/removes in troops
- Nov. 21 - Import SU and Troop user emails in Smart Cookies

December

- Dec. 1 - Troop/Girl uploads in Smart Cookie
- Dec. 2 - Make-up Troop Cookie Coord. Training (virtual)
- Dec. 3 - Make-up Troop Cookie Coord. Training (virtual)
- Dec. 9 - Cupboard/Booth Coord. Training (virtual)
- Dec. 15 - Troop initial cookie order & initial rewards order due into Smart Cookie
- Dec. 16 - Troop/IRG Q&A - online
- Dec. 17 - Troop banking information due in Smart Cookies
- Dec. 23 - Cupboard/Booth Coord. Q&A - online

January

- Jan. 5 - Digital Cookie start date - Direct Ship Program
- Jan. 6 - Opt-out forms due to info@gsdsw.org
- Jan. 6 - Troop/IRG Q & A - online
- Jan. 10 - Booth selection begins
- Jan. 13 - Cupboard/Booth Coord. Q & A - online
- Jan. 17 - Mega Drop - El Paso, TX/Odessa, TX
- Jan. 18 - First day of cookie program and boothing begins
- Jan. 20 - Troop/IRG Q & A - online
- Jan. 27 - Cupboard/Booth Coord. Q & A - online
- Jan. 29 - ACH #1 - 50% balance due as of Sunday, Jan. 25

February

- Feb. 3 - Troop/IRG Q & A - online
- Feb. 10 - Cupboard/Booth Coord. Q & A - online
- Feb. 17 - Troop/IRG Q & A - online
- Feb. 19 - ACH #2 - 75% balance due as of Sunday, Feb. 15
- Feb. 20 - 22 - National Girl Scout Cookie Weekend/Bling Your Booth Weekend Theme: Brave. Fierce. Fun.
- Feb. 24 - Cupboard/Booth Coord. Q & A - online

March

- Mar. 1 - Last day of cookie program
- Mar. 4 - Troop/IRG rewards due in Smart Cookies
- Mar. 5 - Delinquency reports due to info@gsdsw.org
- Mar. 9 - Girl moves/removes resume
- Mar. 9 - Rewards due to ABC
- Mar. 12 - ACH final clean-up - 100% due

April

- Mid-April - Rewards arrive to Service Unit Cookie Chairs and Point of Contacts

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, 2025**

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

Troop Reward - Initial Order: 500+ PGA

\$40 to spend in the GSDSW Amazon online store

Troop Reward - PGA: 525+PGA

Ferret Rolled-up Duffle Bag

Volunteer Reward - PGA: 525+ PGA

One adult (volunteer) GSDSW membership



Quick Bites

Creating an Initial Order – Direct Sale

View this video: <https://youtu.be/tFZsIGTokI4> or follow the instructions below.

Log into Smart Cookies and navigate to Orders>Troop Initial Order. Troops participating in a Direct Sale will place their order by total cases. Once you have opened the order screen, enter the number of cases by variety that your Troop wants to pick up at initial orders. You will see information on financial responsibility and comparison to prior year's sales performance.

After you have saved your Troop order, your delivery location(s) will display. Click on the name of the location you will pick up cookies (you may only have one option). If the location schedules appointments, you will have the opportunity to select an appointment time. Save the delivery location. If you make changes to your Troop order, you must select the delivery station again.

Once your initial order is complete, you can click ready for review to notify the Service Unit that your order is complete.



ACH Information

ACH	Date	Amount of ACH
1	Thursday, January 29, 2026	50% as of Sunday, January 25, 2026
2	Thursday, February 19, 2026	75% as of Sunday, February 15, 2026
3	Thursday, March 12, 2026	Total balance (100%) 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 submit that information at <https://bit.ly/Cookie2026ACH> 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.

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

If you need to request a different ACH amount, please submit a request at <https://bit.ly/Cookie2026ACH>



Bank Information



- Click the Finance tab to enter your bank information before Monday, December 17, 2026.
- 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 Cookies.
- 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.

Returns, Damages, Leftovers

- Girl Scouts of the Desert Southwest does not accept returns.
- 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.
- Booths are prohibited after the program ends.

COOKIES NOW!



Leftover packages may be sold after the program ends at full price! (\$6.00 per package)

Girl Scout Safety Practices

- Show you're a Girl Scout. Wear the Girl Scout membership pin, vest/sash or other Girl Scout clothing to identify you as a Girl Scout.
- Buddy up. Always use the buddy system. It's not just more safe, it's fun!
- Plan ahead and be prepared for emergencies.
- Have a plan for safeguarding money.
- Protect girl's privacy. Girl Scouts' last names, home addresses, and email addresses should never be given to customers.
- Protect customers' privacy by not sharing their information, except when necessary.

In Person Sales

- Partner with adults. Daisies, Brownies, and Juniors must be accompanied by an adult at all times.
- Sell during daylight hours unless accompanied by an adult.
- Never enter someone's home or vehicle. Only approach vehicles at designated drive-through cookie booths.
- Be streetwise. Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.
- Be safe on the road. Follow safe pedestrian practices when crossing at intersections or walking along roadways.
- Be aware of traffic when unloading products and passengers from vehicles.

Digital Sales

Our Girl Scouts and their parents/ caregivers will be prompted when launching their Digital Cookie site to read, agree to and abide by the guidelines linked below before engaging in online marketing and sales efforts through the cookie program. Please ask your council about the Volunteer Essentials and Safety Activity Checkpoints. These include basic facts, forms, tips and more!

- Girl Scout Internet Safety Pledge
- Digital Cookie® Pledge





Phone or text friends or family

Is this your Girl Scout's first time running her own cookie business? Texting or phoning friends and family is a great way to help her feel comfortable connecting with cookie customers. And if your seasonal cookie boss's free time is limited - school sports and extracurricular activities -this option has maximum flexibility.

Walkabouts

They're the perfect way to hone her sales pitch! With walkabout (also known as door-to-door) sales, Girl Scouts can stay local and sell to their neighborhoods and use door hangers and business cards for customers who aren't home. They'll also grow their people's skills by meeting new customers (with adult supervision where necessary, of course).



Cookie Booth

This option has maximum customer interaction, teamwork, and all the fun! Troops or groups of Girl Scouts work together to market their cookies outside a pre-approved location such as a grocery store, bank, mall, or even a drive-through booth in a parking lot where they can practice their business skills with new customers. Note: cookie booths must be coordinated by the troop cookie manager or cookie booth coordinator, may only happen at council-approved locations, and must be legally open and accessible for sales for all girls and potential customers.

Ways to Participate in the Girl Scout Cookie Program

Get ready for your Girl Scout to make (cookie) boss moves this year!

Digital Cookie

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

Lemonade Stand

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



Connecting with Her Community

The possibilities are endless! Girl Scouts team up with their parents and caregivers to sell cookies to their employees and coworkers, at places of worship, and at community groups. They can prepare a corporate pitch to sell cookies in bulk to car dealerships, real estate agents, or financial institutions. When these budding entrepreneurs secure a large sale, they get a taste of sweet success!



Do a Girl Scout Cookie Walkabout!

What Is a Girl Scout Cookie Walkabout?

A Cookie Walkabout is when a Girl Scout goes door-to-door in her neighborhood (or a safe, approved area) with cookies in hand to sell directly to customers. During a walkabout, she's ready to sell and deliver cookies on the spot.

How It Works:

- The Girl Scout and a supervising adult pack a wagon, cart, or rolling bag with a selection of cookies. No standing still! That is a booth! Walk, sell a box, walk again.
- They walk through the neighborhood and knock on doors, asking if anyone would like to buy cookies.
- If someone says yes, she can complete the sale right then — no waiting, no delivery later.

Where You Can do a Walkabout:

- Safe neighborhoods, outside stripmalls, public sports fields (as long as you don't interfere with the game or crowd), busy downtown streets during lunch time.
- You can not do walkabouts inside malls, retirement homes, office buildings, or the like.
- You can not do a walkabout on military installations (Ft. Bliss, WSMR, Holloman AFB).

Why It's Great:

- Immediate sales: Customers love getting cookies on the spot!
- Convenience: No need to return for delivery.
- Boosts confidence: Scouts practice their pitch, money handling, and communication skills.
- Increases visibility: It spreads the word about the cookie program to people who may not know it's happening.

Tips for a Safe & Successful Walkabout:

- Always go with an adult.
- Wear your uniform or Girl Scout gear.
- Choose a safe, familiar neighborhood.
- Bring change and/or a mobile payment option (if allowed).
- Bring a door hanger or flyer in case someone isn't home.
- Say thank you - even if someone doesn't buy.



Think Outside the Box

Everywhere the Girl Scout goes, have her carry a clear bag or backpack, or one of the cookie carts sold at council shops, with cookies in it and a sign inside the bag that says Girl Scout Cookies for Sale \$6 each. Take the bag to doctor's offices, restaurants, sporting events, etc. No need to announce you have them, people will see it!



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!



This cookie season,
superpower your
sale by adding
Digital Cookie®
to your toolkit.

For email address: care@hennarabboni.com

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

Participants

Figures 1 and 2 show the 100% characteristics, including number, class, age, and marital status, with national figures (Table 1, 4, or 5).

Contents Page

Background

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

[illegible]

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

3D bar chart: Shows the number of books sold in three categories: Mystery (100), Science Fiction (75), and Fantasy (50). The y-axis is labeled 'Number of books sold'.

Bar chart: Shows the number of books sold in three categories: Mystery (100), Science Fiction (75), and Fantasy (50). The y-axis is labeled 'Number of books sold'.

Pie chart: Shows the distribution of books sold in three categories: Mystery (100), Science Fiction (75), and Fantasy (50). The legend indicates: Mystery (100), Science Fiction (75), and Fantasy (50).

Stacked bar chart: Shows the distribution of books sold in three categories: Mystery (100), Science Fiction (75), and Fantasy (50). The legend indicates: Mystery (100), Science Fiction (75), and Fantasy (50).

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 Golf Society's name

¹Trademark of Cookin'® and the Torked design and mark are owned by Carl Smith of the USA.

Send 15+ emails and earn the Cookie Techie patch!

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 Booth Coordinators will set up listings for cookie booth sites in Smart Cookies. On Saturday, January 10, 2026, the Cookie Booth Selector will open at 7:00 AM MT/ 8:00 AM CT.

At that time, volunteers can make their selections for times and locations of the booth spaces they want.

TIP: Plan out when you want to have booths. That way you can request booths for the entire cookie season!

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)

New This Year:

(as voted upon by the Girl Scout Cookie Advisory Committee)

You are no longer restricted to just your service unit for boothing the first two weeks of cookie boothing. You can go anywhere in the council to booth. Plan accordingly!



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 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 have 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., a parish picnic or a Kiwanis banquet).

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

** Please see how to submit these booth requests on page 23 under Troop Secured Booths.

Cookie Booth Information



Chain Stores:

- Booths are limited per chain, not per store location. The individual store location will come under the chain rule. For example, a CVS is a CVS no matter the location.
- 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 the Scheduled Booths option.
- Click on the troop for which you would like to secure a booth.
- Click on the desired location from the list on the left or use the search option to locate a specific location.
- Click on the 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 the 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.

Date	Time	Number of Slots
Saturday, January 10, 2026	7:00 AM MST 8:00 AM CST	Select 10 slots Maximum 4 booths per chain
Sunday, January 11, 2026	7:00 AM MST 8:00 AM CST	Select 12 slots Maximum 5 booths per chain
Monday, January 12, 2026	7:00 AM MST 8:00 AM CST	unlimited booth selection

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, politely 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 is 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. This happens every year, and every year we lose the privilege of hosting a cookie booth at that 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).



Troop Secured Booth Information

A Troop Secured Booth is one that is for a troop or Girl Scout who has a personal connection to a location. A troop secured booth would be something like a special event at a house of worship or an organization (e.g., parish picnic or a Kiwanis banquet). Or, for example, a Girl Scout's uncle owns a restaurant and he is allowing that particular girl to have a booth every Saturday morning for the breakfast rush. That booth will not be open for any other troop to request. This does NOT mean the entire troop needs to participate at that booth! It can be for one girl.

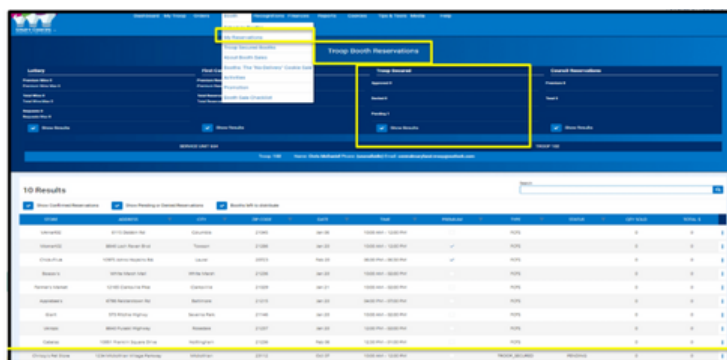
However, a troop secured booth can also be preparing a corporate pitch to selling cookies in bulk to car dealerships, real estate agents, or financial institutions. There are so many ways to grow your cookie business.

Requesting a Troop Secured Booth

- Troops must request a Troop Secured Booth approval in the Smart Cookies system, where the council Product Team will then approve or deny the requests.
- Please do not personally approach an established business for a Troop Secured Booth, unless you have a personal connection as in the example above.
- 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."
- Email the Booth Agreement form to info@gsdsw.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. Every year we have customers complain they went to a booth location and there was no one there. This discourages customers and does not put Girl Scouts in a good light.

Care 2 Share

Even if someone isn't buying Girl Scout Cookies for themselves this season, they can still make a difference through the Care 2 Share program. By purchasing a box—or several—for donation, they're helping support charitable organizations selected by the local Girl Scout Council, such as the USO, Border Patrol, Operation Gratitude, first responders, veterans, food banks, and more. Each donated box also helps the Girl Scout and her Troop reach their cookie program goals.

The Girl Scout Cookie Program teaches girls essential life skills like goal setting, decision making, money management, people skills, and business ethics. With the proceeds, many Girl Scouts choose to give back to their communities such as supporting animal shelters, helping the homeless, raising awareness about bullying, and more. Every box sold, whether for personal enjoyment or donation, helps shape confident, capable young leaders.



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.

**Have 15+ packages
donated and earn the
Cookie Share patch!**

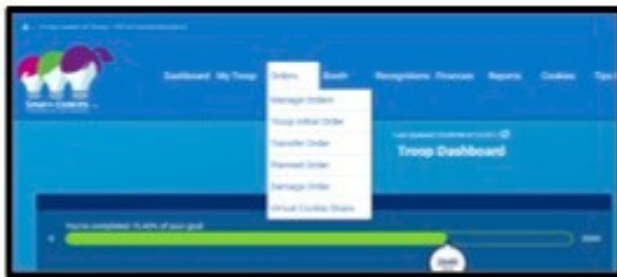
Care 2 Share



Quick Bites

Cookie Share Orders – Girl Links for Order Taking Sale councils

There are a number of orders through digital cookie as well as non-credit card sales that should be reconciled during the cookie season to give girls credit for cookie share sales. These sales add to total packages sold for rewards. To enter a Cookie Share sale for the girl, watch this video [Virtual Cookie Share Order-Direct Sale](#) or follow the steps below: Navigate to Orders>Virtual Cookie Share



Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Orders can be placed each time an order with cookie share packages is received or a total order at the end of the sale. If cookie share package are not correctly entered in Smart Cookies, the total packages sold by a girl will not be correct (affects rewards) and financial records are impacted.

Types of Girl Link Orders with Cookie Share and Actions



Entrepreneurship Badges & Pins

When you sell Girl Scout Cookies, you practice goal setting, decision making, money management, people skills, and business ethics. 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		

My Goal:



Set Your Cookie Goals

Digital Cookie Direct Ship Begins—Monday, January 5, 2026
In-Person Program Begins—Sunday, January 18, 2026
Program Ends—Sunday, March 1, 2026

girl scouts
of the desert southwest
southern new mexico
& west texas
www.gsdsw.org

5+ Pkgs  Theme Patch	15+ Pkgs  Waterproof Decals	25+ Pkgs  2026 Achievement Bar	50+ Pkgs  Luggage Tag	100+ Pkgs  Rechargeable Flashlight
150+ Pkgs  Fuzzy Journal	250+ Pkgs  Plush Ferret Backpack	350+ Pkgs  2027 Membership	475+ Pkgs  Plush Ferret Standing	500+ Pkgs  500Club CHOICE Roswell Lego Derby and Campout, Apr 18–19, 2026 OR \$15 Desert Dollars
725+ Pkgs  LED Strip Lights for Bedroom	850+ Pkgs  Stationery Kit with Notecards and Pens	1000+ Pkgs  Ferret Blanket	1250+ Pkgs  Hoodie	1500+ Pkgs  Bino culars
1750+ Pkgs  Magazine Subscription	2250+ Pkgs  CHOICE Ice Cream Maker & Class Apr 27 or 29, 2026 OR \$50 Desert Dollars 	2750+ Pkgs  CHOICE Beats Headphones& Class Mar 24 or 25, 2026 OR \$50 Desert Dollars 	3000+ Pkgs  CHOICE FreeWeekof Camp OR \$100 Desert Dollars	
3500+ Pkgs  CHOICE CEO CampoutAug 14-16, 2026 OR \$100 Desert Dollars	4000+ Pkgs  CHOICE Howl at the Moon May 1-3, 2026 OR \$100 Desert Dollars	4500+ Pkgs  CHOICE Laptop & Class,Apr 7or 9, 2026 OR \$100 Desert Dollars	5000+ Pkgs  CHOICE 2nd Free Week of Camp OR \$100 Desert Dollars	
5500+ Pkgs  CHOICE El Paso Theatre Jun 12–13, 2026 OR \$100 Desert Dollars	6000+ Pkgs  Top Six Sellers CHOICE GSUSA National Convention Jul 21–26, 2026 OR \$100 Desert Dollars	10000+ Pkgs  Weekend in Paris, Aug 27–30, 2026 *Passport required		

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



Notes about the 2026 Cookie Recognitions

Recognitions with “OR”

Some cookie recognitions have an item OR Desert Dollars. That means the Girl Scout needs to choose which recognition she would like. This decision is entered into Smart Cookies by the troop. Please discuss with the Girl Scout which option she would like.

Recognitions with a class component

Some cookie recognitions include a class component due to IRS tax rules. Prizes are considered taxable income if given to individuals, but when tied to a group educational experience, this doesn't apply. That's why Girl Scouts must attend, keep their camera on, and participate to receive the recognition.

A Zoom registration link will be emailed within two weeks of the class date.

Experiences and travel recognitions

Some cookie recognitions are an experience, such as Howl at the Moon, or are a travel trip, like the GSUSA National Convention. Each girl who earns these recognitions is to bring an accompanying adult. This adult needs to be a currently registered Girl Scout member and have a clean background check. This is for liability insurance purposes.

The Girl Scout will receive an email asking if she is going to participate in the recognition. There will be a response deadline. Please check your email spam folder!

- The 500 Club includes participation in the Lego Derby and then an outside overnight campout at the Roswell Program Center.
- Howl at the Moon is the biannual GSDSW council gathering. The weekend is spent at Bonita Park Camp, north of Ruidoso, NM.
- El Paso Theatre will be an overnight at an El Paso downtown hotel (even if you are local!) and a matinee showing of Beauty and the Beast at the Plaza Theatre.
- The GSUSA National Convention is an event that is held every three years and brings 10,000+ Girl Scouts and Girl Guides from around the world to celebrate being Girl Scouts. The top six girls who sell more than 6000+ packages will receive this recognition trip. If at any time you need to know if you are in the top six, please feel free to email info@gsdsw.org, and we will be happy to tell you.
- Weekend in Paris is a chance to get a stamp in your passport! We will be staying downtown in Paris and will visit the Eiffel Tower, the Louvre, and more! Eat a crepe by the Seine River while gazing at Notre Dame! A current passport is required for both the Girl Scout and the accompanying adult.
- Note: Experiences and travel include (where applicable) airfare, hotel, entrance fees, and meals during the trip. Incidentals, such as souvenirs and snacks, are at the discretion of the Girl Scout and accompanying adult.

**Lifetime Membership
for Graduating Seniors - 625+ packages**



Desert Dollars

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

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



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

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	Selling 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 2026 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 2026 girl order card and Troop Guide and instead will earn an additional 10¢ per package. I understand that this only applies to the 2026 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 _____

Deadline to submit opt-out form is Tuesday, January 6, 2026 at 5:00 PM MT.

Email to info@gsdsw.org.

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 2026 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 Tuesday, January 6, 2026, 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 Tuesday, January 6, 2026, 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.

2026 COOKIE PROGRAM PARENT/GUARDIAN PERMISSION & RESPONSIBILITY FORM

My Girl Scout, _____, a member of Troop _____, has my permission to participate in the council-sponsored 2026 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:

Hoodie 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, can 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 - 2026 COOKIE PROGRAM PARENT/GUARDIAN PERMISSION & RESPONSIBILITY FORM cont.

- I understand that my daughter must be registered as a Girl Scout for the October 1, 2025, through September 30, 2026, 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 18, 2026 and I understand that my daughter will be penalized for early orders and will not receive credit for orders received before Sunday, January 18, 2026.
- 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 2, 2026.
- I understand that if all money due by my daughter is not paid by Monday, March 2, 2026, 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 2026 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

☐ Delinquent summary must be filled out completely	☐ Girl Cookie Order Detail Summary
☐ Signed Parent/Guardian Permission Form	☐ Girl Scout Balance summary from Smart Cookie
☐ Signed product & money receipts (white copy)	☐ 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 5, 2026.

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 to customers AND other Girl Scouts, troops, troop leaders.*
- *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 _____ Date _____

Parent Signature _____ Date _____





Quick Bites

Financial Transactions

There are two tabs for Financial Transactions. Click on the Troop Transaction tab. This will display all financial transactions related to your Troop including girl and booth credit card payments, direct ship payments and any ACH transactions entered by your Council. These transactions are locked and cannot be edited.

Troop Transactions											
Girl Transactions											
Drag a column header here to group by that column											
Transaction #	Amount	Service Unit	Troop	Bank	Date	Type	Amount	Ref #			
CT1017800001	No Specified District	600	26	Girl Delivery Credit Card	10/15/2021	ACH Deposit	\$21.00	2109			
214671213	No Specified District	600	26	Smart Cookies Direct	10/15/2021	Direct Ship Ch...	\$21.00	214671213			
214671203	No Specified District	600	26	Smart Cookies Direct	10/15/2021	Direct Ship Ch...	\$20.00	214671203			
214680002	No Specified District	600	26	Smart Cookies Direct	10/25/2021	Direct Ship Ch...	\$60.00	214680002			

To add a troop transaction (not common), click Add Troop Transaction and enter all required information. Financial transactions can be exported to excel.

Click on the Girl Transaction Tab. This grid will display all financial transactions for the girls in your Troop including girl credit card payments, direct ship payments and transactions entered by the Troop. Payments imported from Digital Cookie (girl delivery credit card and ship only payments) are locked and cannot be edited.

Add Transaction

Service Unit

638

Troop

26

Troop Search

Bank

Select Bank

Transaction Date

Select Transaction Type

Amount

Reference

Notes

Troop Transactions											
Girl Transactions											
Drag a column header here to group by that column											
Transaction #	Amount	Service Unit	Troop	Girl	Date	Payment Method	Amount	Ref #			
CT1017800001	No Specified District	600	26	Booths Bill	10/15/2021	Credit Card	\$21.00	2109			
6000140	No Specified District	600	26	Cash Bookends	6/16/2022	Cash	\$20.00				
6000140	No Specified District	600	26	Marissa Transaction	6/16/2022	Check	\$21.00				
6000140	No Specified District	600	26	Marissa Deposit	6/16/2022	Check	\$60.00				

Click on Add Girl Transaction to add payments made by girls. It is important to post payments routinely, as girls/parents will view amounts paid and balance due on the girl dashboard in Digital Cookie.

Add Girl Transaction

Girl

Chloe

Troop

26

Payment Method

Credit Card

Select Transaction Type

Amount

Reference

Notes



Quick Bites

Transfers:

View this video: [Creating a Troop to Girl Transfer Order - YouTube Video](#) (Troop to girl) or follow these instructions.

Log into Smart Cookies and navigate to Orders>Transfer Order. Your Service Unit and Troop will display as the "From" Troop. Click on the arrow next to "Girl", highlight the girl receiving cookies, and hit Apply.

Enter the number of packages by variety. Entries in the "Packages" column will transfer financial responsibility to the girl. Entries in the booth column will give girl credit for recognitions but not assign financial responsibility. It is strongly recommended to use the Smart Booth Divider to allocate booth packages. Notes are optional. Click Save. You can then create another transfer or go to manage orders. Use receipts to back up all transactions.

NOTE: Other transfer types are Girl to Troop, Girl to Girl and Troop to Troop (depending on council permissions). Basic function remains the same. For Troop to Troop transfers, only the **receiving** Troop can initiate the transfer. In this case your Troop will automatically populate as the "TO" Troop and you will be able to select the Troop that transferred the product to you. Use receipts to back up all transactions.



Watch this video: [Smart Booth Divider - YouTube Video](#) or follow the steps below.

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Saturday, Feb 04	03:00 PM - 06:00 PM		FCFS	Booth Details	Smart Booth Divider	Remove Reservation
Sunday, Feb 26	03:00 PM - 06:00 PM		FCFS		0	0

Book Summary (Package)

Book Summary
10 Day Trip
Hawaii
Starting February 10
10:00 PM - 10:00 PM

Booked: 0
Total Booked: 0
Total Price: \$0.00

See All Packages of the package with the highest price first.

Clear All

Package	Days	Cost	Status	Start Date	End Date	Package Name	Package Description	Package Price
1	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
2	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
3	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
4	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
5	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
6	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
7	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
8	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
9	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10
10	10	\$10	Booked	2/10/24	2/20/24	Hawaii	Hawaii	\$10

Save and Go Back Save and Continue Later

[illegible][illegible]

8/25/2025



Quick Bites

Creating a Recognition order – Early, Troop and Main

View this video: [Creating Recognition Orders Video](#) or follow the instructions below:

Log into Smart Cookies and navigate to Rewards>Recognition Order. Select the Recognition Order to create – Early, Main or Troop. Each type is managed by due dates. Order will generate automatically once selected.

Item	Quantity	Status
Alison Thomas	Package cost: 470	status
Travis Blackwater	Package cost: 100	status

Recognition Order
Troop: 26

Order Type:

- Select Recognition Order
- Select Recognition Order
- Main
- Troop

Once the order has generated, open any line with a red triangle symbol to make recognition choices or size selections. Click on the Extras tab. Most extra items generate automatically, but there may be manual selections. Repeat for each girl. When finished save order and go to Rewards>Manage Orders. Confirm your order is COMPLETE.

100 - 100
Package cost: 100

100 - 100
Package cost: 100

Group 1

- Light up Journal

Group 2

- Eco Notebook Book

100 - 100
Package cost: 100

100 - 100
Package cost: 100

Extras

- Light up Journal

1 Orders

Item	Quantity	Status	Date
Light up Journal	100	status	8/25/2025



Quick Bites

Reconciling Reporting in Digital Cookie and Smart Cookies – Troops

Digital Cookie provides a detailed report outlining all sales made through the digital platform for both girl and Troop linked sales. Smart Cookies provides much of the same information in both Excel and PDF format. Listed below are reports and locations to find the same data in each system.

Ship Only Sales:

Digital Cookie	Smart Cookies
All Orders Report filtered for Shipped and Shipped with Donation. Will show orders from Troop and girl links.	Direct Ship Orders Report Will show orders from Troop and girl links.

Girl Delivery Sales

Digital Cookie	Smart Cookies
All Orders Report filtered for girl names only (delete any order with last name "Site"). Filter for all order types except Shipped and Shipped with Donation.	Girl Cookie Order Detail Report filtered for Girl Delivery. Will show all orders and will subtotal by variety and girl as well as Troop total.

Cookie Share Sales

Digital Cookie	Smart Cookies
All Orders Report filtered for girl names only (delete any order with last name "Site"). Filter for In Person Delivery with Donation, Cookies in Hand with Donation and Donation.	Girl Cookie Order Detail Report filtered for Girl Delivery. Will show all orders and will subtotal by variety and girl as well as Troop total. Any In Person with Donation orders or Cookies In Hand with donation orders will need to have the Cookie share package orders created.

Troop Site Sales - Delivery

Digital Cookie	Smart Cookies
All Orders Report filtered for Troop XXX (first name) and Site (last name). Filter for In Person Delivery, In Person Delivery with Donation and Donation.	Navigate to Booths>My reservation. All orders during the sale will post in the Virtual Booth reservation. Distribute packages to girls using the Smart Booth Divider.

Troop Site Sales – Pick Up

Digital Cookie	Smart Cookies
All Orders Report filtered for Troop XXX (first name) and Site (last name). Filter for Pick Up.	Run the Booth Credit Card Payment Export Report. Add all packages sold via pick up to the totals sold at the walk-up booth location and allocate via Smart Booth Divider.

Troop Site Sales - Shipped

Digital Cookie	Smart Cookies
All Orders Report filtered for Troop XXX (first name) and Site (last name). Filter for Shipped and Shipped with Donation.	Navigate to Orders>Troop Ship Orders. Be sure to distribute all packages to girls before the end of the sale.



Quick Bites

Season Close Out – Troop Check list

Use these steps to close out your Cookie Program season.

1. Run the Girl Cookie Order Detail Report filtered for girl delivery.
 - a. Ensure that you have given each girl enough inventory to cover orders paid through Digital Cookie.
 - b. Review the total of all Cookie Share packages for each girl. Create a virtual Cookie Share order for any missing packages. Orders must be created for any in person with donation, or girl delivery with donation orders. Donation only orders will automatically be created and ship only orders with donation are also automated. You must create these orders for the girl to get credit for the sales and to match financial transactions. *If your council is an order taking council, do not duplicate cookie share packages included in the initial order.*
2. Complete any remaining Troop to Girl transfers. If the Troop has excess inventory at the end of the sale, Girl to Troop transfers for BOOTH packages can be created to zero out inventory.
3. Post all girl payments turned into the Troop.
4. Post all packages sold at booths in each booth reservation. Use the Smart Booth Divider to allocate to girls.
5. Review Troop Ship Only orders (Orders>Troop Direct Ship Orders) and allocate packages to troop girls.
6. Review the Virtual Booth reservation under Booths>My Reservations. Allocate packages to girls using the Smart Booth Divider. These are orders that were generated using the troop delivery link.
7. Run the Girl Cookie Totals Summary reports to ensure that all girl total sold quantities are correct.
8. Create Recognition Orders
 - a. Create the main order (Rewards>Create Recognition Order -select Main).
 - i. Review the order and ensure that all choices are complete.
 - b. If your council offers a Troop Reward program, create the troop order (Rewards>Create Recognition Order – select Troop).
9. Run the following reports for Troop records.
 - a. Troop Balance Summary (or Troop Balance Summary Snapshot)
 - b. Girl Balance Summary for each girl
 - c. Recognition Order Summary by girl (to use to distribute rewards)
10. Report any outstanding debt or issues to your Council as directed.



Resources

Resource	Description	Location
Cookie theme information	Complete gallery of images, clip art, certificates, etc.	https://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	https://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	https://www.facebook.com/abcbakers/ https://www.facebook.com/LemonadesCookie



THANK YOU
VOLUNTEERS!



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