

girl scouts 

Cookie Program
Info for Parents



Cookie Mascot—Axolotl

Only native to one place in the world—Lake Xochimilco in southern Mexico City

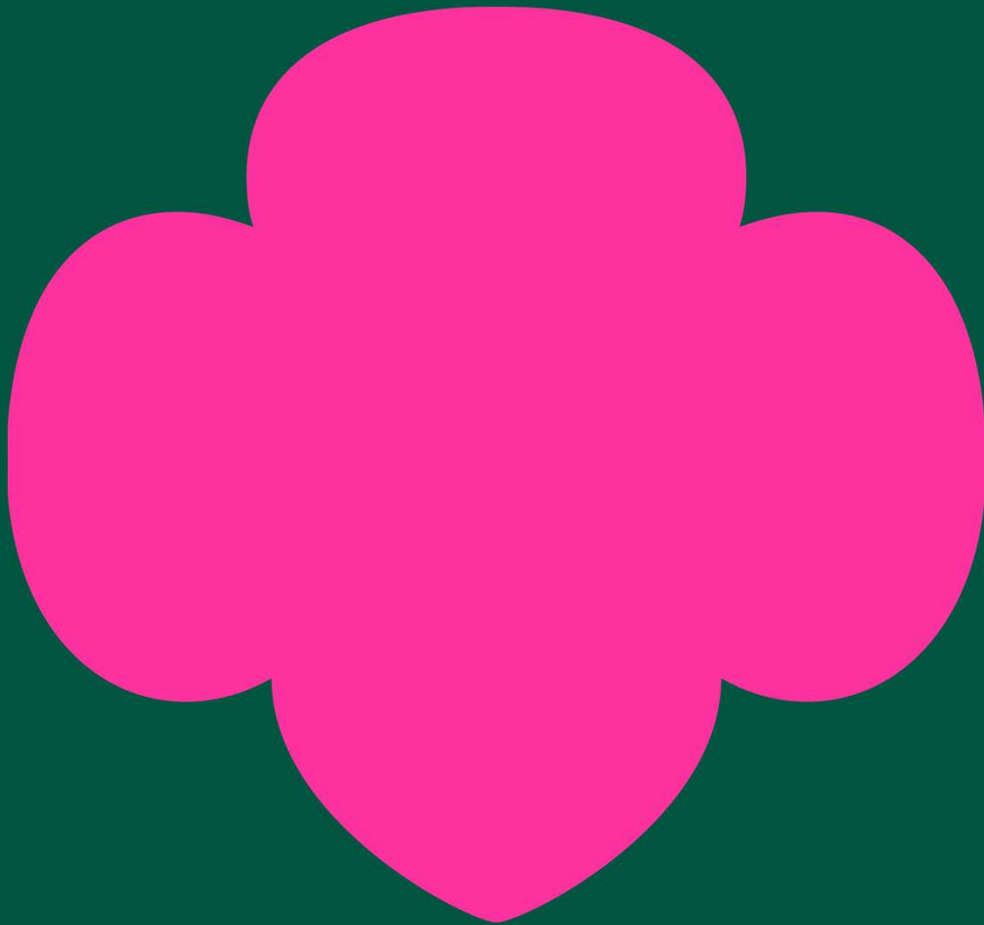
In the wild most are brown or black but can also camouflage with their surroundings

Can regenerate body parts, like their arms and tails (*up to five times*)

Aquatic Salamander

Critically endangered due to habitat destruction—only living in about 4 square miles





Cookie Program Dates

- **Thurs., Dec. 14**—Girls can begin taking orders (Digital Cookie will open shortly before)
- **Sat., Jan. 6**—Any paper orders are due in Digital Cookie (or must be given to the TCM for entry)
- **Throughout Feb.**—Make deposits to your TCM or co-leader AND Pick-up cookies
- **Fri., Feb. 2**—Council booths begin—your troop may start independent booths as soon as you have cookies
- **Sun., Feb. 25**—Digital Cookie closes for the season—**ALL girl-delivered orders should be delivered by this date**
- **Mon., March 4**—
 - Girls must give final reward choices to TCMs for entry in volunteer site
 - 100% of money is due to TCM (this is FINAL due date; troop may have earlier due date)

**Add these dates to your Family Guide
And set phone reminders!**

Cookie Program Terms

Community Cookie Manager (CCM)—Handles Community's cookie program and works with council.

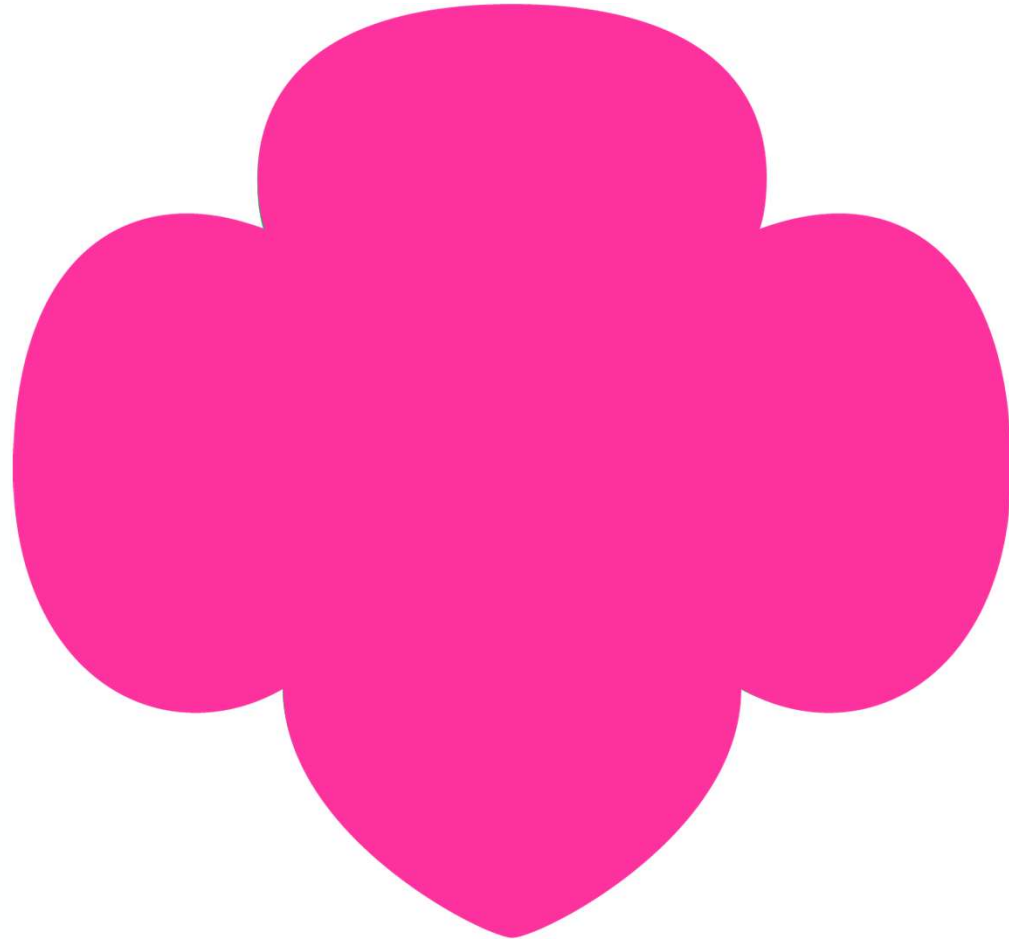
Troop Cookie Manager (TCM)—Handles troop's cookie program and works directly with CCM. Should be parent **FIRST** point of contact for issues/questions.

Digital Cookie—Online system used to enter initial paper orders for girl-delivery in January, track online sales, send customers emails and so much more!

Gift of Caring (GOC)—Monetary donations donated as product to 4 GOC organizations—USO, Fischer House, Ronald McDonald House, San Antonio Food Bank

Receipts—All TCMs are provided receipt booklets. Receipt **MUST** be completed and signed by both parties each time cookies and/or money is exchanged.

***DO NOT accept cookies OR
make a deposit without
a receipt!***



What does your TCM need from you?

- Girl Permission Slip—*scan the QR code for online permission slip*
- Current 2023-2024 Girl Membership
- Updated parent contact info for troop records

New for 2024:

Digital Cookie access will be tied to parent's MyGS primary email address—check your MyGS for troop #, primary caregiver and primary email address



Scan QR code or use this link to access the permission slip: <https://bit.ly/2024gsswtcookies>

Cookie Program Materials

- **Order Card**—for girls to take any in-person orders
- **Money Envelope**—collect cash from paper orders when delivery cookies and keep safe until turned into your TCM
- **Family Guide**—important info about the program for families and all the program rewards
- **Digital Cookie Flyer**—info on accessing Digital Cookie and how to handle girl-delivered orders



Family Guide
2024 GIRL SCOUT
COOKIE PROGRAM

Program Dates
Thursday, Dec. 14 - Sunday, Feb. 25

Unanswered cookie questions?
Ask your Troop Cookie Manager and/or email us
at customerservice@girlscouts-nvtx.org.

Troop # _____ Community _____

Troop Cookie Manager (TCM) _____

TCM Phone _____ TCM Email _____

IMPORTANT DATES:
Initial cookie order due to TCM by _____

Pick up initial cookie order on _____

IMPORTANT: Money is due to the troop each week.
Final payment is due to the troop by _____

Absolutely NO additional cookies will be issued if money is owed for previous orders. If more than \$500 is owed, additional cookies may not be provided.

OWN YOUR magic



girl scouts

**GIRL SCOUT
MONEY ENVELOPE**

NAME _____

TROOP NO. _____

DATE MONEY DUE _____

AMOUNT DUE \$ _____

AMOUNT ENCLOSED \$ _____

girl scouts of southwest texas **Become a true cookie entrepreneur in four easy steps!**

Digital Cookie®

Online cookie storefront for girls and troops!

Use the Digital Cookie app for sales on the go!

The app makes it easy to take payments from customers wherever you are at.

1. Register for Digital Cookie

Create Your Digital Cookie Account

Look for a Digital Cookie registration email by your inbox to register! If you didn't receive one let us know at customerservice@girlscoutsofswtexas.org.

3. Invite Customers

Use the email in Digital Cookie to reach out to customers. Ask them to visit your cookie site, purchase and share!

2. Set Up Your Site

Get your sales goal, share your cookie story and upload a fun picture or video. Then publish & go!

4. Track Your Progress

Use your Digital Cookie to track your online sales and keep up with your goal!

Important Parent Reminders for Digital Cookie®

Customers have the option to place orders for:

- **Girl-Delivered**—Girls will request cookies and deliver directly to these customers
- **Shipped**—Cookies are shipped directly to the customer as the orders are received
- **Donated**—All donated cookies orders online will be given to the USO

What to do for girl-delivered orders?

1. Review the Order

Are these customers you or your Girl Scout know? And are you willing to deliver to this customer's location?

Always review orders before approving!

3. Request Cookies

If the order is approved before initial order due date, cookies will be received with your initial order and you don't need to request them.

After initial order is submitted, you must ask your Troop Cookie Manager for cookies to fill these orders.

2. Approve or Deny—5 Days

Approve if you know the customer and are willing to deliver to them. Deny if you don't know the customer or they are too far!

All orders must be approved/denied within five days!

4. Deliver to Customers

Your Girl Scout with an adult should deliver cookies to customers within two weeks of receiving the order.

Girls can include a thank you note and even a QR code to their online site for reordering!

Participation

- Girls can...
 - Go door-to-door
 - Reach out to family and friends
 - Set-up and share their cookie link on Digital Cookie by text and e-mail
 - Participate in cookie booths with her troop
 - And anything she thinks of!



Cookie Booths & More

Once cookies are available at the end of January, girls can participate in cookie booths, load up a wagon of cookies or run her business online!

Who: All girls can participate in booths & more

How: As cookies are needed—talk to your TCM and provide them a complete list of what is needed

NOTE: You should only ever have an **unpaid balance of \$500 per girl (i.e. 100 unsold packages) at anytime**—your TCM may request a deposit as needed



Digital Cookie Website & App

Digital Cookie is an online site girls can use to market their cookie business and take orders for girl-delivery, shipped or donation to the USO!

The Digital Cookie app is available in the **Google Play or Apple App Store**.

Troop Digital Cookie: Your troop may also have a Digital Cookie site that is used to accept credit cards while at cookie booths.



We **STRONGLY** recommended you delete and download the app fresh each year

The screenshot shows the user interface of the Digital Cookie website. At the top, it displays the "girl scouts of greater atlanta" logo and navigation links for "Shop", "My Account", and "Log Out". Below this, it indicates the user is viewing as "Parent of Pll Reese a Troop 1033". A green navigation bar contains links for "Home", "Badges", "Learning", "Site Setup", "Customers", "Orders", "My Rewards", "My Cookies", and "Cheers". The main content area is titled "Pll Reese's Digital Cookie® Platform" and includes a "Welcome, sceseisi!" message. A "COOKIE SALES END IN" timer shows 200 days, 1 hour, 21 minutes, and 48 seconds remaining. To the right, a "COOKIE SALES PROGRESS" chart shows "Offline Sales" (orange) and "Online Sales" (blue) with a scale from 0 to 100+.

Process for Digital Cookie Orders that are placed for girl-delivery!

*Note: All shipped and donated orders
are handled by GSUSA/ council and
take no extra work!*



1

Review the Order

Do you know the customers? And are you willing to deliver to this customers location?

2

Approve or Deny within 5 Days

Approve if you know them and are willing to deliver; Deny if you don't know them or they are too far!

3

Request Cookies

If order is approved before initial order due date, cookies will be received with your initial order and you don't need to request them.

After initial order, you must ask your TCM for cookies to fill these orders.



4

Deliver to Customers

Girl Scout and adult should deliver cookies to customers within two week of receiving the order AND mark as delivered in Digital Cookie.

Picking-up Cookies

- Your TCM will receive all initial cookie orders Jan. 24-27
- You can expect to pick-up your initial order on: _____
- Your TCM and Pick-up Users can get cookies from pick-up sites beginning Jan. 30
- When picking-up any cookies, you will count and sign using a Product/Money Receipt

• **My Troop Cookie Pick-up Process:**

MONEY AND/OR PRODUCT RECEIPT		CUPBOARD# RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO.	1234	REPORT CODE W'HOOD/S. UNIT	DATE 1-1-19 FROM
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
	3	SAVANNAH SMILES®	\$92.00
		TREFOILS®	
		DO-SI-DOS®	
	10	SAMOAS®	AMOUNT PAID
		TAGALONGS®	\$30.00
	10	THIN MINTS®	AMOUNT STILL DUE
		GIRL SCOUT S'MORES™	\$62.00
		TOFFEE-TASTIC™	
	23	← TOTAL	
girl scouts		RECEIVED BY (SIGNATURE) <i>J. Gordon-Low</i>	GIRL'S NAME <i>Sally Cheever</i>
Little Brownie Bakery		RECEIVED FROM (SIGNATURE) <i>Daisy Thinnint</i>	NA CO. M-3

(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL)



Program Money

- Paper order cards—Customer pays cash at the time of delivery
- Online orders—Customers pay with a credit card for online orders in Digital Cookie
- 100% of money is due to troop account BY Mon., Mar. 4—parents should make final deposits on: _____
- Money can be given to the TCM, co-Leaders or Money Managers
- All parents will have an amount due in cash to the troop—unless all orders were placed on Digital Cookie
- Cookie money should **NEVER** be put into your personal account



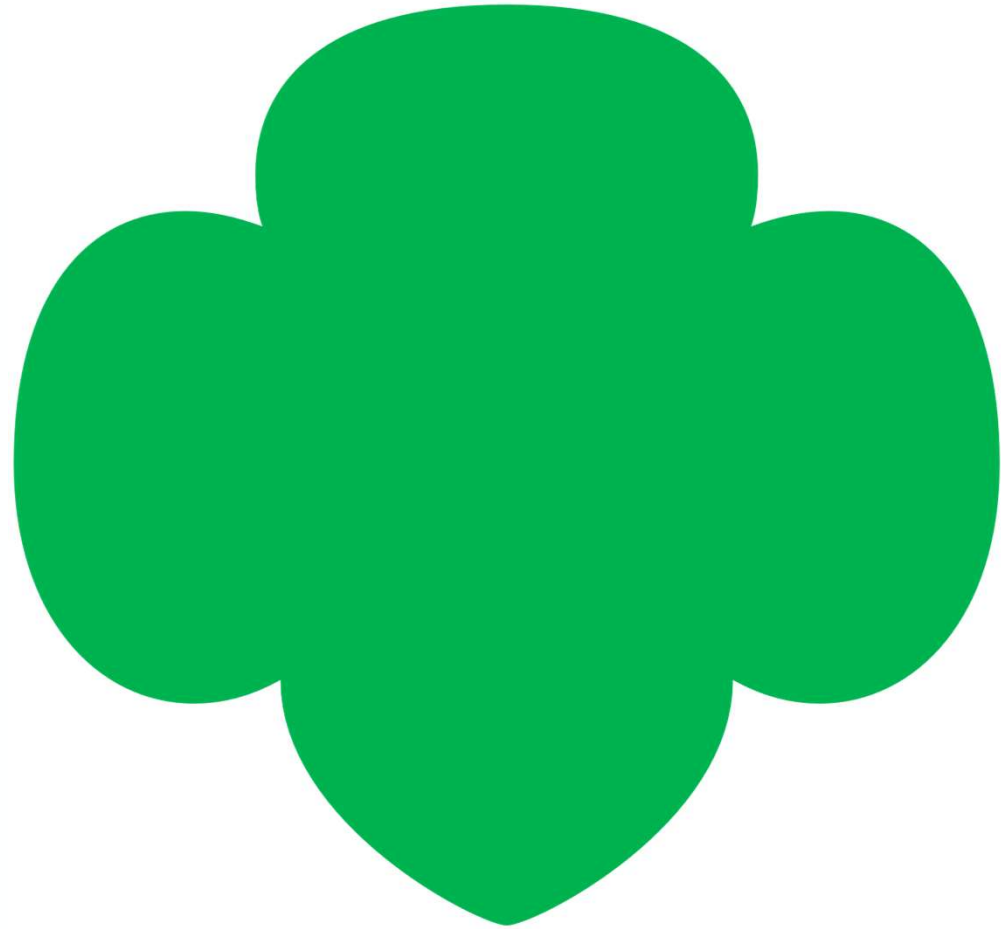
Rewards

- Girls receive rewards based on number of packages sold
- All rewards are listed on the Family Guide and order card
- TCMs are responsible for entering reward choices in the TCM online site on or before Mon., Mar. 4
- If rewards are not chosen, default rewards will be issued, as marked on the family guide and order card



Social Media

- Girls can post to their parent's social media letting friends and family know about their Girl Scout Cookie Business
- Council strongly suggests you do not post girl Digital Cookie links on social media as they may be shared with people you do not know
- Only share storefront links with friends and family you know AND are willing to deliver to locally
- Council's full social media guidelines are available on the cookie program webpage



QR code to Product Program Linktree



Scan QR code or use this link to access the
Linktree: <https://linktr.ee/gsswtcookieprogram>

Have questions or issues
during the program?

Contact the TCM or council at
customercare@girlscouts-swtx.org!

Got
questions
about shipped
Digital Cookie
orders?



Scan QR code or use this link to
access Digital Cookie help:
<https://bit.ly/digitalcookiehelp>

