



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.

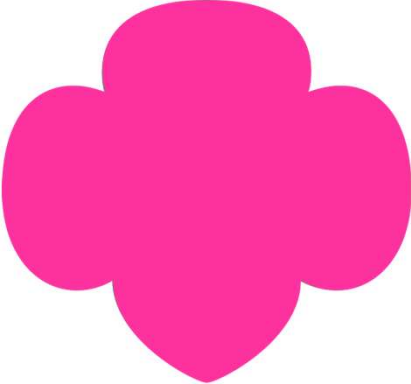
Troop Cookie Manager (TCM)—Handles troop's cookie program and works directly with CCM. Should be parent **FIRST** point of contact for issues/questions.

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

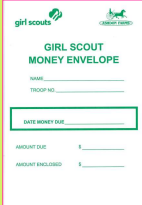




Scan QR code or use this link to access the permission slip: <https://bit.ly/2024gsswtcookies>

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



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!





Initial Order



Girls can take pre-orders from Thurs., Dec. 14 until Sat., Jan. 6 for cookie delivery at the end of January!

Who: Girls with a permission slip and current membership

What: Girls can use her order card or any other marketing material she wants to collect interest and orders

How: Parents will enter paper orders in Digital Cookie by Sat., Jan. 6 OR provide order info to your TCM for entry in the volunteer site (*NOT both—don't duplicate*)

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



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.

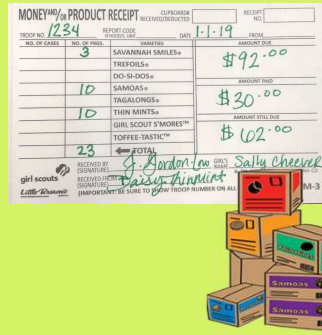
4

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.



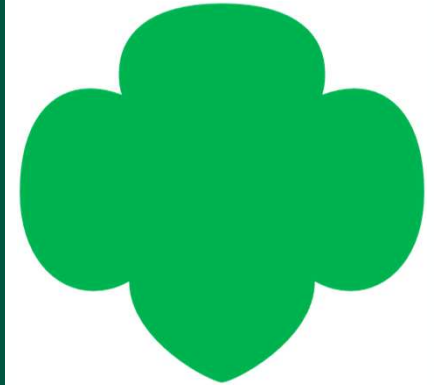
Picking-up Cookies

- 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:**



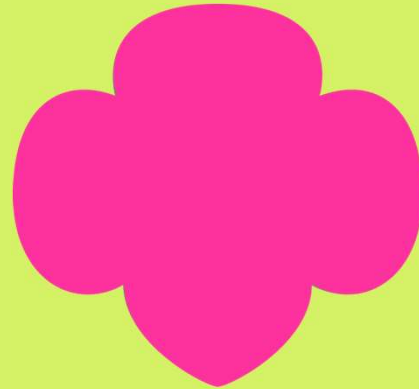
Program Money

- 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



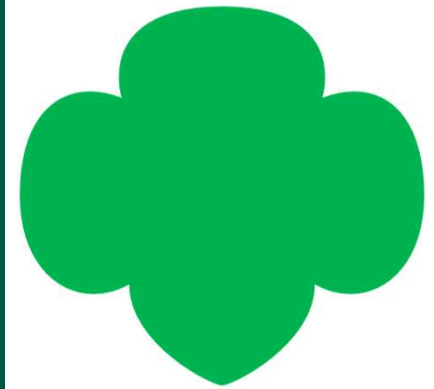
Rewards

- 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 [customer care@girlscouts-swtx.org!](mailto:customer care@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>