



## For the Girls:

For girls that were registered by December 3, they would have been mailed the publication *MyCookies, Inc.* on December 14. This information is **not** a packet, but a printed booklet publication. We have a few extras in the offices for any **new** or just renewed girls to your troop **after** the December 3 date.

Why *MyCookies, Inc.* may not have arrived:

- Girl Scout has an unpaid balance.
- Girl Scout is not registered for 2024 with GSUSA.
- Troop is unaudited for 2023 Fall Product Program
- Wrong address in our data base.
- Just flat did not arrive.

The publication is sent via Bulk Mail. This means a couple of things:

- Bulk Mail does not forward change of address.
- The Post Office is allowed 27 days to complete mailing process.

If a Girl Scout has not received her publication a copy maybe acquired at any Girl Scout office.

## Caregiver/Family Meeting



If you haven't already, now is the time everyone should be engaging caregivers/families in support of their Girl Scouts for the Cookie Program. Girls are more likely to succeed with the support of their families. For tips, tricks and resources, access the [Cookie Program Family Meeting Guide](#) . Your service unit product organizer or another troop cookie manager is a great place to look for assistance in hosting your caregiver/family meeting. Maybe even host a community meeting where all troop cookie managers can help each other.

### Volunteer Smart Cookies/Digital Cookie Access:

For a Troop Cookie Manager to gain access you must:

- Be a registered member of GSKH.
- Be an approved volunteer of GSKH.
- Complete a Troop Cookie Manager Agreement for the 2024 cookie season.
- Complete required trainings for your level of experience.
- Current with all financial obligations.

For a Girl Scout to gain access each year she must:

- Be a registered member of GSKH.
- Current with all financial obligations.

- Have a signed 2023-24 Product Program Participation Permission Form on file when product is picked up.

## Program Materials



All Cookie Program print materials are available for download from our website. Both for [Cookie Sellers](#) and [Cookie Volunteers](#). Something you would like to see and it's not here? Let us know at [info@gskh.org](mailto:info@gskh.org).

### Smart Cookies vs. Digital Cookie:

As a Troop Cookie Manager, you will have two logins to support your entrepreneurs. You will receive a launch email for Smart Cookie access from [noreply@abcsmartcookie.com](mailto:noreply@abcsmartcookie.com) and a launch email for Digital Cookie from [email@email.girlscouts.org](mailto:email@email.girlscouts.org). We have discovered that your Digital Cookie account will not launch until you have launched your Smart Cookie account.

If you need to add or delete girls, [contact us](#).

Not sure which system to log-in to for what you want to do? Download, print and keep handy this cheat sheet: [Understanding Roles in Smart Cookie and Digital Cookie](#).

## **Initial Order Due Sunday, January 14:**

Each troop will receive their own specific Troop Order Worksheet in their print materials. This information is based on last years data for **your** troop. If you are a new troop, you should receive a generic new troop worksheet. As a new troop, your information is based on a council average for that specific age-level from last season.

To calculate your starting Initial Order, you will use two worksheets that would have been provided in your print materials:

- The Troop Order Worksheet (last years data).
- The T2 Inventory Management Worksheet (blank).

List your girls in the troop on both worksheets.

If girls did the pre-sale, you will want to be sure and gather all of the pre-orders taken with their Direct Order Cards. Add up the rows and columns and double check the math. This is great opportunity for girls to begin developing their 5 Skills. Before girls/parents turn in their order cards, they can add the rows and columns up for you. Doesn't matter if they are wrong, it's the task itself that's important for the girls. You will want to re-add them to confirm, so all is good. If your math matches their math the first time, then perfect! That's twice to confirm counts.

On the T2 Worksheet, you will list on each girl the total of each variety she currently needs to fill her pre-sale in-person orders.

On the Troop Order Worksheet, place the **overall** total of packages in the DOC column.

Next, you will want to confirm whether or not each girl has Girl-Delivered requests. Technically, this is the girl/parents responsibility to keep track of all the In-Person requests they have come in through their own, personal online accounts and to let you know. You can also locate/confirm this information by logging into Digital Cookie. It is always best for them to tell you.

Girls/caregivers **must** stay aware of their online requests if they are utilizing their girl account. You only know for certain if there is a need if they tell you!

To gather this information:

- Login to Digital Cookie.
- From the Dashboard, scroll down to the bottom.
- Select GET REPORT on All Order Data section.

You should know be able to identify Order Type (In-Person) and varieties needed.

Depending on the timing, you will want to be mindful of dates you have pulled this information to avoid duplication. It is for this reason that holding the girl/caregiver accountable for informing you their needs is always the best measure. **Before** you order cookies for them each time, be sure and confirm with each girl/caregiver if what you are seeing in the report is really what they need. Girl/caregivers are not always aware that they even have online requests if they are not watching their email account closely.

Now, you will need to add up each row that indicates In-Person by variety and place this information on the T2 Worksheet. And just like the order card totals, place the **overall** total packages by Girl in DC column of your Troop Order Worksheet.

Now, total the two columns to get the total needed for each girls Initial Order needs. Adding all the **totals** up, you can then begin to follow the prompts on the rest of the Troop Order Worksheet. Applying these totals to all the information on the left side of the worksheet, and determining your own financial comfort levels, you will work the process in determining what your Initial Order should be.

**Pro Tip:** Easy question to ask girls/caregivers to help avoid duplicating pre-sale orders: Did you place an order in Digital Cookie for your Direct Order Card sales?

There are a couple of things to remember with this determination:

- Don't let a girl/caregiver convince you to order more cookies than what you may have orders for. You will have **many** opportunities each week to get more cookies when needed. The troop is financially responsible for all cookies from the Initial Order delivery and all cookies signed for from a cupboard. Remind caregivers that they cannot return cookies to the troop, just as the troop cannot return cookies to the council and the council cannot return cookies to the baker. Each of us; caregiver, troop and council are financially responsible for what we sign for.
- See page 9 in your *TroopCookies, Inc.* guide: 50 percent of the total amount due to council, for the number of packages listed on your account on February 24, will be due on March 1. So, you don't want to have to pay for something you have not yet gathered money for from girls or even sold. And maybe you don't even need that much product. Managing your inventory weekly is key!
- Do you have new girls/caregivers participating?
- It is perfectly normal to be cautious. In fact, we want you to be! There are always cookies at the cupboard.

**Attention:** Wichita-area troops, watch for an email specifically addressing Initial Order pickups and Wichita Inventory Cupboard information on Friday, January 12.

## Booth Information



See pages 14 and 15 in your *TroopCookies, Inc.* for details about the types of booths available for 2024.

**Remember:** We are **guests** at any business that has allowed us the opportunity to utilize their businesses. And yes, our customers and theirs benefit each other, but we are on their property at their pleasure. Review the Booth Guidelines with your Girl Scouts and caregivers and remember our Girl Scout Promise and Law.

The Booth Lottery is now open for all council-secured locations. For the lottery to be effective for you, we encourage you to make the allotted 20 selections in the order of your top choices. Selecting all 20 available slots will increase your chances to be selected for the three wins. If you win a slot you're not happy with, you can always decline it. If you only choose three slots in the lottery because you are only interested in those three slots, your chances of a win will not be favorable.

We are waiting on responses from several Dillons locations. **Do not contact these locations directly.** We will continue to add locations as we receive responses. The timeframe will dictate if they are available for lottery choices or as a first-come, first-served choice. Once we have exhausted all communication attempts, we will inform you of next steps.

If you are establishing troop-secured locations, be certain to confirm with your location **prior** to your arrival that it is still okay for your troop to hold a booth at that time.

**Pro tip:** Making sure your booth location is listed in Smart Cookies enables customers far and wide to access your date, time and booth location through the GSUSA Cookie Finder.

## Reminders:

Be sure and keep your *TroopCookies, Inc.* guide handy. The Action Calendar Checklist on pages 4 and 5 are most essential to stay on track in 2024.

The next edition of *Cookie Corner* will be January 23 — Let's Talk About Delivery and Pickups.



**Have a question? Don't be shy!**  
[Contact us](#) for more information.