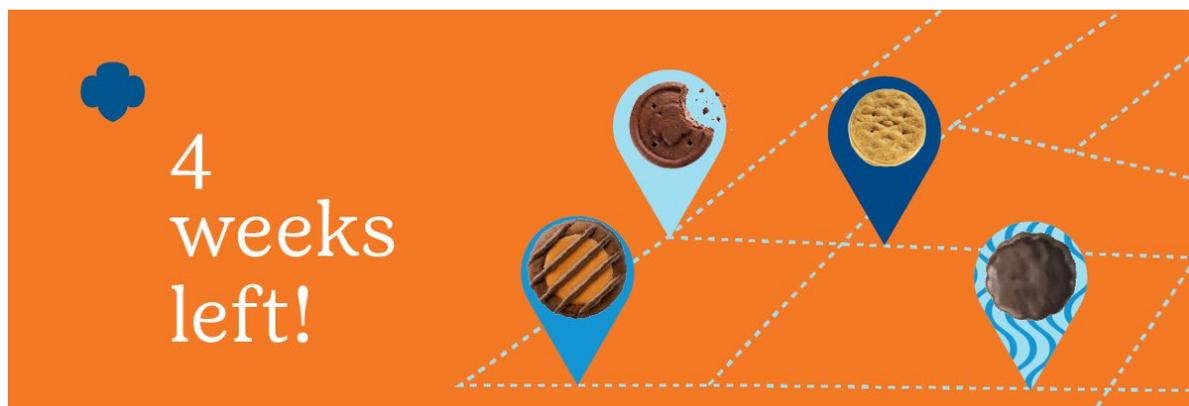




What's Coming Up

- Weekly - meet with Girl Scouts/caregivers to:
 - Manage Product
 - Gather Funds
 - Write Deposits and go to the bank
- February 25: Planned Order #4 opens at 5 p.m. CT for available Cupboards
- February 26 - 28: Planned Order #3 pickups
- February 28: All product on Troop account is considered toward 1st ACH process
- March 1: Planned Order #4 due at 11:59 p.m. CT
- March 4: Planned Order #5 opens at 5 p.m. CT for available Cupboards
- March 6: First ACH for 50% of **Total Amount Due** as of February 28.

Four Weeks Remain



Make every week count by arranging a weekly time to meet with your Girl Scouts and caregivers to determine product needs, make product exchanges or distribute more product, gather any money that needs to be turned into the troop and write receipts! You should write a receipt for **every** package of cookies coming and going and **every** dollar turned in. Don't forget to have both yourself and the caregiver **confirm and sign every receipt written**. You will want to ensure that all transactions are being input into Smart Cookies, utilizing those very receipts to do so. Both receipts and your Smart Cookies input should match and be obvious for both you and the caregiver to reconcile where and when needed.

Now you will need to write bank deposit slips for each Girl Scout, based on the money receipt you have written from earlier. This is a great opportunity for checks and balances. Now go to the bank! Be certain you obtain a deposit receipt that is either a printout or bank teller initialed for later use during your end-of-program audit.

Booth Etiquete

Being at a booth is **very** exciting for your Girl Scouts! It is so wonderful to see the girls having the kind of fun that they will remember for a lifetime. As mentors for our Girl Scouts, we must also find the best ways to help them channel their excitement, creating the best professional environment they can.

We must always remember that we are a **guest** of the business that has allowed us a spot and they have mighty expectations of our behavior and the treatment of their customers.

- Girl Scouts should **never** jump in front of customers as they enter the business.
- Girl Scouts should **always** be near or behind the cookie table.
- Girl Scouts should **always** have their troop leadership next to them.
- The cookie table should always be strategically placed for customers to approach conveniently.
- Girl Scouts should be allowed to manage the transactions! This is how they learn.

Find more guidelines regarding the do's and don'ts for all troop booths on our website [For Cookie Volunteers, Cookie Booths, Cookie Booth Guidelines & Tips.](#)

First ACH Debit Process

The first ACH Debit information email will hit Troop Cookie Manager's inbox on Monday, March 2 at approximately 5 p.m. This deadline and the details of this process are discussed on the website under [Finances in the For Cookie Volunteers](#) section, as well as mentioned on the [2026 Cookie Action](#)

Calendar. These resources will give you a deeper understanding of the 1st payment process. Check your Troop Balance Summary report in Smart Cookie and/or the email sent to the Troop Cookies Manager for the financial details.

REMEMBER: Your Troop Balance Summary may be different with regards to the amount of credit card payments applied. The receiving of these payments is in constant motion and the amounts may be different from the time this information was gathered for the email you received. Each troop is given credit for all credit card transactions at the time the information is pulled. These are applied against the total amount due prior to the 50% division being made.

What's Trending...

How do exchanges work?

If you have cookie varieties that are not selling, place a Planned Order and write the word "**Exchange**" in the notes and then bring the cookies you are no longer wanting to the cupboard when you pick up your Planned Order. If what you are bringing in is not more than what you are picking up, it will be an even exchange and does not impact your troop financial bottom line. The same process applies to any package that is damaged. You can also do this on Saturdays as a Walk-In; no appointment needed and inventory is not guaranteed.

Facebook

The GSKH Cookie Swap page is a great place to help out other troops with a trade or maybe take extra inventory off their hands. If you wish to let others in your area know of booth cancellations, you should take to your SU groups for this information and be certain to cancel the booth reservation in Smart Cookies.

GSKH Cookie Swap group is only available to Troop Cookie Managers. This limited access is vital to ensure that the Troop Cookie Manager is aware of what is going on with troop inventory. Here is the link to become part of this group: [GSKH Cookie Swap](#).

Contact your Product Program Specialist with any questions or concerns at info@gskh.org.

Next edition of Cookie Corner: March 3



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