

Week of February 13th

Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2024 cookie program. This is the sixth edition. You will get an email from the Product Program Team throughout the cookie program each Tuesday. This email is sent to Troop Cookie Chairs and Service Unit Cookie Chairs with cookie information only. You are encouraged to share the information with others in your troop as needed.

Upcoming Important Dates

Wednesday, February 14th – Cupboards open in certain locations. Information was emailed on Friday, February 2nd.

Thursday, February 15th – Albuquerque Cupboard opens.

Friday, February 16th – Booth Sales begin.

Monday, February 19th – Cupboard orders are due by midnight.

Friday, February 23rd – 1st ACH withdrawal.

Important Updates

1st ACH and ACH Authorization Form

Friday, February 23rd is the first ACH withdrawal. The first ACH is based on the initial order. We take your total initial order packages multiplied by \$2.75 and minus any Digital Cookie payments made by Sunday, February 18th. To calculate your projected ACH amount, multiply the number of cases in your initial order by \$33 and subtract the amount listed at the bottom of the “Troop Transactions” table. It is possible for this

amount to be a negative number. If that is the case, nothing will be withdrawn from your troop's account at this time.

Please make sure your troop has submitted the [2023-2024 Automated Clearing House \(ACH\) Electronic Debit Authorization](#) form. If you participated in the Fall Product Program, you do not need to resubmit the form unless you have made changes to your bank account. If you have any questions, please reach out to the Product Program team.

Booth Inventory Sheet

As your troop prepares for booth sales, we have provided a booth worksheet to help you track your sales during booths. We highly recommend using this sheet to help you and your booth supervisors keep track of how many cookies were taken to a booth, how many sold, and how much money should be collected. Please see the attached document.

Smart Cookies Reminders

Releasing Cookie Booths

Please make sure your troop is releasing cookie booths in Smart Cookies if your troop is unable to attend. This allows other troops to pick up the slot. But it also tells customers where Girl Scout cookie booths will be through the Cookie Finder locator on our website and the GSUSA website.

To remove your troop from a booth slot, go to the "Booth" tab and in the dropdown select "My Reservations". Go to the far right (you may need to use the slider bar) to the 3 vertical dots. Click on the dots and select "Remove Reservation."

Need Help With Smart Cookies?

Don't forget there are recordings of our Cookie Rookie sessions about Smart Cookies available. Because there was a chance for volunteers to ask questions, the sessions did differ from one another at the end during the Q&A. If you need more info on planned orders: [Click here for the Wednesday Evening Session](#). If you need more info on adding Girl Scout payments and reports: [Click here for the Saturday Morning Session](#). The passcode to watch either session is **Smart2024!** The first 30 minutes cover the same

material so watch either session for what you would like to learn more about or help watch the end of session. You can fast forward the session. If you need additional help after viewing the training, please reach out to your Service Unit Cookie Chair or attend virtual office hours. We will be happy to help you.

Transfer Orders

We ask volunteers to keep up to date with Troop to Girl transfers and financial transactions in Smart Cookies. This data syncs with Digital Cookie for parents to track inventory and financials in the My Cookies section. Keeping records accurate will help parents and volunteers stay informed on their Girl Scout's sales. We appreciate your cooperation with this.

Cupboard Order Details

Once the Planned Orders have been approved, they are no longer viewable from the Planned Orders section on Smart Cookies. To view cupboard order details go to the "Orders" tab and under the "Manage Orders" selection, select the "Transfer" dropdown and check "Cupboard to Troop" and hit "Apply Search Parameters". Click on the 3 dots on the far left and click on "View Order". At the bottom of the next page, click on "Print Receipt" to view your order with pick up time.

Digital Cookie Reminders

Troop Digital Cookie Site Turned On for Booth Sales

If you have not set-up your troop's digital cookie link and created your troop's webpage, please make sure you do so. This will allow your troop to take credit card payments at booths. If you need help creating your troop's website, check out this video for the steps: <https://youtu.be/MORKp7aDe-k>.

How to Issue Refunds in Digital Cookie

We are hearing from some volunteers that some customers are ordering cookies for Girl Delivery thinking they are ordering for direct ship. If you have a Girl Scout who needs to refund a customer or cancel a Girl Delivery order, you can do that in your volunteer

role in Digital Cookie. Here is a video on how to issue a refund:

<https://youtu.be/1wXdzdE0cFM>.

Caregiver Reminders

All Storefront or Public Booth Locations Must Be Approved

Please remind your families that all storefront or public booths must be approved by the council office using Smart Cookies and “Troop Secured Booths” option in the Booth tab. This is an insurance issue and ensures Girl Scouts are safe. Families should not set up booths without your knowledge.

Cookie Stands in front the Girl Scout’s family home do not require approval but can only take place during normal booth sale dates and times and must be at the home of the Girl Scout.

If you have any questions, please reach out to the Product Program Team.

Resource Highlight

Virtual Office Hours

Virtual Office Hours are now available on Monday evenings from 6:30 pm to 8:30 pm and Wednesdays during the lunch hour from 11:30 am to 1 pm. Please use the Zoom meeting information below. All virtual office hours will use the same link and passcode.

Join Zoom Meeting

<https://us06web.zoom.us/j/84876605237?pwd=wMjCPU6HsF237bJ9O4dMs8WY1JftBY.1>

Meeting ID: 848 7660 5237

Passcode: Cookie2024

Have questions? We are here to help! Contact us at customercare@nmgirlscouts.org or 505-343-1040.



Date/Time: _____

Girls: _____

Booth Site: _____

Adults: _____



Flavor	Adventureful	Toast-yay!	Lemonades	Trefoils	Thin Mints	PB Patties	Caramel deLites	PB Sandwich	Caramel Choc. Chip	TOTALS
Starting Boxes										
Added or Removed*										
Tally										
Total Sold										
Ending Boxes										

Price per Box										
Total Price										

*Boxes that were added or removed without purchase after booth checkout need to have a receipt with signatures of both parties.

Notes	Donated Boxes		Monetary Donations	Money Calculations	
	Standard	Special			
				Starting Money	
				+ Price of Boxes Sold	
			Electronic Charges	+ Monetary Donations	
				- Electronic Charges	
				= Ending Money	

Starting Boxes and Starting Money

Received by: _____

From: _____

Ending Boxes and Ending Money

Received by: _____

From: _____