

Week of February 20th

Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2024 cookie program. This is the seventh 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

Friday, February 23rd – 1st ACH withdrawal.

Monday, February 26th – Cupboard orders are due by midnight.

Sunday, March 17th – Cookie program ends

Sunday, March 24th – Troop rewards and Outstanding Balance report forms are due.

Friday, April 5th – Final ACH

Important Updates

Cookie Reward Experience Date

Attached you will find the calendar for some of the Girl Experience rewards. Please note that not all rewards have been scheduled, especially in the regional areas. We appreciate your patience as we work to accommodate a multitude of schedules to provide your Girl Scouts with fun and exciting reward experiences.

Caramel Chocolate Chip Update

We are so impressed by the efforts of our Girl Scouts this year. Even though we ordered 13% more Gluten-Free cookies from last year we still ran out of this cookie. We are unable to reorder this cookie due to the single run of production by ABC Baker for this specialty cookie. Please know it is still available for direct shipping. We have all other flavors in stock and do not plan to run out of those cookies to help troops and Girl Scouts reach their goals. We will be updating Gluten-Free orders in the next day or two. We ask that your troop does the following:

- Check your inventory, please use any remaining inventory to fill girl-delivered orders first.
- If you are running low, tell families to turn off that flavor in their My Cookies tab for Girl Delivery.
- If you need cookies to fill girl-delivered orders, please ask others in your Service Unit or the Facebook group.
- If you are a troop with extra inventory, please consider being a good Sister/Brother Girl Scout and help those troops who need cookies to fill a girl order.
- Remember you do not need Gluten-Free Cookies at a booth plus it will make it easier when Girl Scouts say - all cookies are \$5.50.
- Encourage customers to order those cookies for direct shipping.

Booth Rules and Etiquette Reminders

We have had several people contact us about troops not following all of the rules when at a booth sale.

- **Please remember all booths MUST have 2 adults present at the storefront.** The only reason there should be one adult at the booth table is if the other adult is dealing with an emergency, or for a bathroom break. If your troop is found to be in violation of this rule, your troop will not be allowed to participate in booth sales.
- Please do not allow Girl Scouts to harass or yell at customers. We understand that Girl Scouts can be excited to secure a sale, but we need to remember that we are guests of our booth hosts. Excessively pushy sales may cost the council a future invitation to the booth location.

- Please move out of the way quickly when a new troop's time slot begins. The incoming troop should direct all sales to the current troop until their time begins. The outgoing troop should direct all sales to the new troop once their time ends. It can be difficult for both troops to occupy the same area at once, but with all Girl Scouts young and old pitching in the transition should go quickly. Once you have taken down your table and loaded your vehicle, please clear the area quickly so as not to impede the flow of traffic.

Smart Cookie Reminders

How to Input Cookie Share Orders

Digital Cookie only exports the financial transaction for a donation purchase. A troop volunteer must credit the Girl Scouts with the packages. To do this, use the "Tracked Cookie Share"(troop packages) or "Virtual Cookie Share"(council packages) options in the "Orders" drop down. You will need to use Digital Cookie to find out how many packages should be credited to the Girl Scouts. Download the "All Order Data" report at the bottom of the dashboard page. Sort the "Order Type" column to find all of the donation orders. See the quick sheet attached, or attend Virtual Office Hours for additional assistance.

All Booths Must be Approved in Smart Cookies

Please remember **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 includes booths where only one family is participating. This is an insurance issue and ensures Girl Scouts are safe. Troops should not be holding booths in the public without approval in Smart Cookies. **Please submit all booth requests 48 hours in advance for approval.**

Under no circumstances should a Girl Scout sell cookies in front of a location she may not legally patronize. This includes dispensaries and liquor stores.

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.

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. It also tells customers where Girl Scout Cookie booths will be through the Cookie Finder located on our 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."

Digital Cookie Reminders

Remind Families to Approve Girl Delivery Orders and Contact Customers with Delivery Information

Girl Scout caregivers have 5 days to approve Girl Delivery orders. If not, the order will be cancelled or changed to a Hometown Hero donation. Also, families should contact customers once orders are approved with expected delivery information.

Virtual Booths

Please make sure your troop does not have any "Virtual Booth Sales" tied to the location before deciding to drop a booth. Failure to do so may result in your troop's girl delivery site being deactivated. If you must drop a booth that has presale orders, please contact the customer to arrange delivery.

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 customer care@nmgirlscouts.org or 505-343-1040.

2024 Cookie Rewards Dates

750+ Boxes Saturday, June 8th: A day at Cliff's Amusement Park will include an all-day ride pass along with one all-day ride pass for an adult. Additional passes available for purchase. If Girl Scout does not attend on this date, passes will be mailed after the event.



1500+ Boxes VIP Camp Experience June 16th to 19th at Camp Elliott Barker. Transportation will be provided from Albuquerque, Pojoaque, and Taos.

1750+ Boxes Travel with us to Ruidoso. Spend three days and two nights, June 11th to 13th, as we explore WitBit, Pillow's Funtrackers, and take in the outdoor activities Ruidoso has to offer from. Transportation and accommodations included.



2500+ Boxes Earn a San Diego Getaway for four days and three nights, July 23rd to July 26th, Girl Scouts will visit the San Diego Zoo and Legoland! Transportation and accommodations included.

More 2024 Cookie Rewards dates will be released in the coming weeks. Paint Parties, Cooking Experiences and Mystery Experience will take place in May and June.

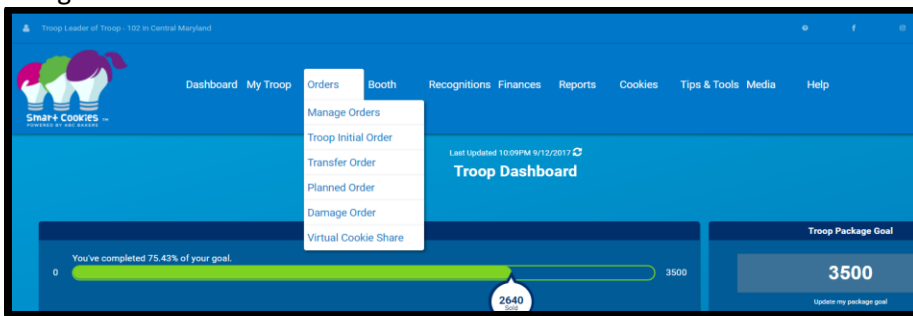
Just In Time – Girl Delivery Cookie Share Orders

When girls receive cookie share orders via Digital Cookie for girl delivery or from in person sales, the troop level volunteer must create the transaction in Smart Cookies for the girl to receive credit for the sales. NOTE FOR ORDER TAKING COUNCILS – any Cookie Share orders received during the initial order period will post to the troop initial order. Follow these steps for orders after the initial order.

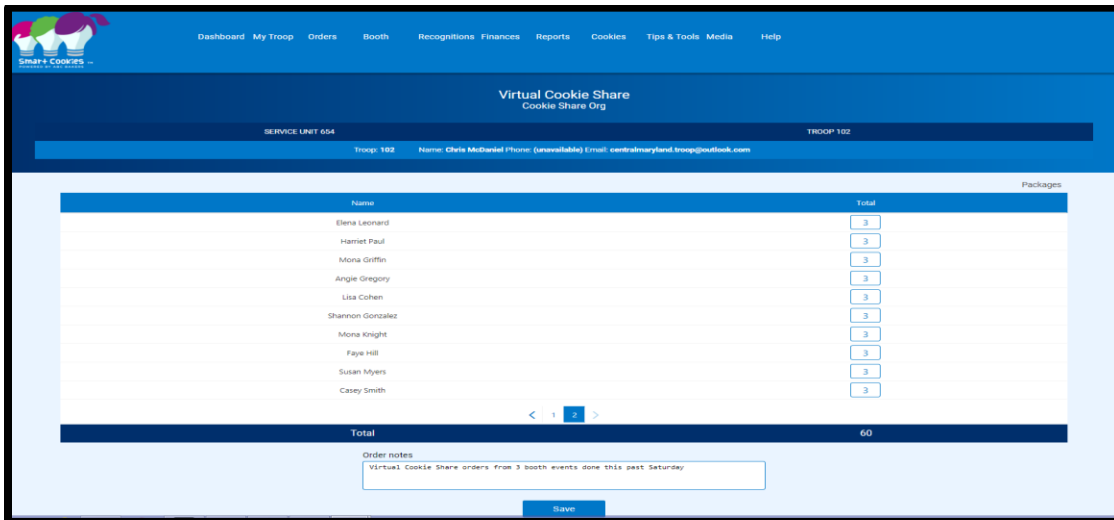
Troop volunteers can check the All Order Data Report on their troop dashboard in Digital Cookie to view any cookie share orders that need to be entered for a girl. Cookie share cookies can be found under order type In-Person Delivery with Donation or Donation. For cash orders, be sure to collect the payment and post in Smart Cookies.

To enter a Cookie Share sale for the girl, watch this video <https://www.youtube.com/watch?v=LXTiKg7Blpk> or follow the steps below:

Navigate to Orders>Virtual Cookie Share



Enter the number of packages of Cookie Share cookies sold by each girl. The unit of measure is packages. Click Save. Cookie Share cookies will display on the Girl Dashboard and financial responsibility for these packages will be assigned to the girls.



NO ACTION IS NEEDED FOR ANY DIRECT SHIP ORDERS THAT INCLUDE COOKIE SHARE AS PART OF THE ORDER (EXAMPLE CUSTOMER ORDERS 2 TM AND 2 COOKIE SHARE). NO ADDITIONAL ACTION IS NEEDED FOR COOKIE SHARE COOKIES ALLOCATED TO GIRLS USING THE SMART BOOTH DIVIDER PROCESS.