

Week of February 18<sup>th</sup>

## **Juliette Cookie Bites**

Welcome to Juliette Cookie Bites Newsletter! This is your weekly information, updates and reminders email during the 2025 cookie program. You will get an email from the Product Program Team throughout the cookie program each Tuesday.

### **Upcoming Important Dates**

**Wednesday, February 19<sup>th</sup>** – Cupboards open in certain locations.

**Thursday, February 20<sup>th</sup>** – Albuquerque Cupboard opens.

**Friday, February 21<sup>st</sup>** – Booth Sales begin.

**Monday, February 24<sup>th</sup>** – Cupboard orders are due by midnight.

**Friday, February 28<sup>th</sup>** – \$2.50 per package of the initial order should be paid using Digital Cookie

### **Important Updates**

#### **Booth Letters**

Attached are the booth authorization letters for Wendy's, Smith's and Walgreens. When participating in booths at these locations, caregivers should have a physical copy of the letter for that location.

#### **Booth Inventory Sheet**

As you prepare 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 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.

## Reporting Damages

If you receive damaged cookie packages or notice packages are missing from a case, please email [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org). Please provide pictures of the damaged package, the lot number printed on the package and the case the box came out of. We will instruct you further on how to proceed.

## Booth Rules and Etiquette Reminders

As the booth portion of the cookie program begins at the end of the week, we want to share some booth etiquette reminders:

- We are guests at booth locations. Please be respectful of our store supporters. Leave the booth site cleaner than when you found it including take empty cases boxes with you.
- All cookie booths at public locations from schools, stores, churches, just to name a few are required to be approved by the council using the Smart Cookie system.
- Be considerate of the troop scheduled before and after you. Do not plan to set up more than five minutes before your scheduled time or stay after your scheduled time.
- All volunteers must be a registered Girl Scout with approved background checks. Non-Girl Scout siblings and friends are not allowed at the booth. **Every cookie booth must have a minimum of two adults.**
- Remember the Girl Scouts Promise and Law while participating in the cookie program.

## **Smart Cookie 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. It also tells customers where Girl Scout Cookie booths will be through the Cookie Finder located on our website.

## Digital Cookie Reminders

### Approve Girl Delivery Orders

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. Please check Digital Cookie frequently to make sure Girl Scouts aren't missing out sales by not approving orders.

### Contact Customers with Delivery Information

When a Girl Scout approves an order, she and her caregiver should contact the customer to coordinate delivery of the order. The Girl Scout has access to the customer's email address and phone number in the Orders section of Smart Cookies.

## 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/85600391998?pwd=kaVo0K1CxZKPy4iyXclORjUrmRHltR.1>

**Meeting ID: 856 0039 1998**

**Passcode: Cookie25**

**Have questions?** We are here to help! Contact us at [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) or 505-343-1040.