



Welcome to the Cookie Sheet!

Let this newsletter be your guide to a successful Cookie Season. It will arrive in your inbox on Fridays throughout the sale and includes important info and reminders for Troop Leaders and Cookie Volunteers. You can find archived versions of these emails on [our website](#).

Important Upcoming Cookie Dates & Deadlines

- **Wed, March 20:** First ACH coming - (30% of cookies received) - look for email to the Smart Cookies Primary contact on 3/13 about balance due to Council. Reach out to the Council by 3/17 with an updated amount for the pull.

Keep in Mind this Week

- [Troop Cookie Refund Orders ABC](#) – Did a Girl Scout approve an order that can't be fulfilled? The troop contact has the ability to refund that order.

- Cookie Office Hours are Back!

Catch us on Sunday nights from 7–8 pm. No registration required.

Bring your questions and we can help!

[Zoom Link](#)

Passcode: Zeal

Cookie Shares from Booth Sales & Girl Delivery Orders

Did your troop receive donations to go toward your Cookie Share partner? If so, you have a few options for how to record them in ABC depending on where you want the cookies to be fulfilled.

If you want to use the Council's inventory, you will do 1 of 2 things:

1. Create a Virtual Order in ABC: Go to Orders, Virtual Order. Assign the cookie share cookies to the Girl Scout(s) receiving credit for that donation.
 - OR
2. Use the CShare column in the Smart Booth Divider: When allocating booth sales, use this column located just before the Adventurefuls column. It ensures the girl gets credit but DOES NOT deduct cookies from your On-Hand Inventory.

If you want to use the Troop's Inventory, you'll do 1 of 3 things:

1. Keep a separate spreadsheet or note of all donations received: Allocate them to girls through Troop to Girl transfers once you know which flavors you are using. For booth donations with funds in hand, use the Booth Quantity column; for girl delivery or donation orders with funds in hand or through a Digital Cookie financial transaction, use the Quantity column on the Troop to Girl transfer.
 - OR
2. Enter a Tracked Cookie Share order: Click on Orders/Tracked Cookie Share. Enter the number of boxes a Girl Scout is getting credit for in the 'other' section. Click Save. This serves as a reminder to do a Troop to Girl transfer at the end of the sale when you know the flavor you are using to fill the donation. Note: This does not give immediate credit to the girl; it's a reminder for later action.
 - OR

3. Use the Tracked CD column in the Smart Booth Divider: When allocating booth sales, use this column located just to the right of the GFC column. It adds to the Tracked Cookie Share area but does not give credit until you perform a Troop to Girl Transfer, knowing the specific variety for donation fulfillment.

Cookie Booth Etiquette Reminders

We hope everyone is having a blast doing their booth sales so far this year! Please keep in mind that it is a privilege for us to be able to sell cookies at any business. Our behavior while doing booths reflects on ourselves, our troops, and all of Girl Scouts. Follow the Girl Scout Promise and Law. All should be on their best behavior not just during the booth, but also when they're in the business/parking lot. Familiarize the whole troop with these expectations before your next booth:

- **Before setting up the booth, check in with the store manager.**
After the booth, give a thank you card that the girls have already prepared and signed.
- Some stores have solicitation policies that don't allow girls to ask customers to purchase cookies until they approach the booth. Clarify the policies at your location before selling.
- A Girl Scout always is courteous and says thank you even when someone chooses not to purchase cookies.
- **Leave the area cleaner than you found it and remove all empty boxes.**
- When transitioning booth shifts, allow the first troop to complete their time before beginning to set up.
- Sell only Girl Scout cookies at your Girl Scout cookie booth.
- Show you're a Girl Scout. Wear your Girl Scout sash/vest or other Girl Scout clothing to identify yourself as a Girl Scout when selling cookies.
- If you feel a troop is set up during your booth time, please nicely approach the troop and show them your booth confirmation email showing your troop is scheduled for that time and location. Transition times have been set up for most of our booths, but someone may have made a mistake and thought they were supposed to be there longer.

Let Us Know How Things are Going

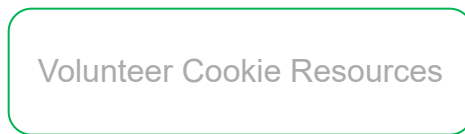
How's your cookie season shaping up? We'd love to hear all about your adventures and see those amazing cookie moments captured on camera!

Share your photos, fun stories, and anything you'd like to express with us at communications@gsbadgerland.org.

Check Out All Our Cookie Resources

The majority of our Cookie Resources are also now available [on our website](#). The remaining resources will be added as we get closer to the start of sales. You can find them under "Activities" > "Cookies" > "Volunteer Resources."

Let us know if you have questions: 800-236-2710 or info@gsbadgerland.org



Have a question? Don't be shy!
Contact us for more information.

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