

girl scouts
of wisconsin
badgerland

Troop Cookie Guide

2026 Girl Scout Cookie Program



The POWER of a Girl Scout Cookie

100% of the money raised through the Cookie Program stays within Badgerland Council.

30%

Cookies, fees, promotions, & distribution

46%

Girl Scout programming, scholarships, member support, & properties

24%

SU & troop proceeds & Girl Scout Rewards



Cookies are sold for \$6 per box.

All troops earn \$1 per box on cookie sales. Troop proceeds belong to the Girl Scout troop and not to individual members. Decisions about spending troop proceeds must reflect the wishes and best interests of all the Girl Scouts in the troop. This is their Girl Scout-led business!

Girl Scout Programming, Scholarships, Member Support, & Properties

Cookie proceeds power unforgettable Girl Scout experiences such as STEM, outdoor adventures, and leadership programs. They also provide membership and camp scholarships, volunteer training, and help care for our camps and properties.

SU & Troop Proceeds & Girl Scout Rewards

Service Units and Troops use cookie earnings for activities that matter to them, including service projects, travel, and team adventures. Girl Scouts also earn individual rewards that celebrate their hard work and goal setting.

Cookies, Fees, Promotions, & Distribution

Part of each purchase covers essential program costs, including paying the baker, handling credit card fees, and delivering cookies. These efforts keep the program running smoothly for every Girl Scout and troop.

It's Cookie Time!

February 21 - April 12

Thank you volunteers! The Girl Scout Cookie Program is one of the most exciting times of the year, and it's all possible because of your dedication. Your time and energy make the difference, helping your troop earn the funds they need for the adventures and experiences your Girl Scouts are dreaming about. We know Cookie Season brings extra work, and we want you to know how deeply we appreciate every hour you invest. Remember, you're never alone! Your Badgerland Cookie Team and Service Unit community are here to support you every step of the way, so don't hesitate to reach out.

Why join in the Cookie fun? Beyond raising funds, the Cookie Program helps Girl Scouts build essential skills that will last a lifetime. The funds your troop earns make it possible to enjoy amazing experiences such as camping, service projects, travel, and learning adventures. Plus, every box sold helps council provide even more opportunities in STEM, Outdoors, Life Skills, and Entrepreneurship, as well as vital training and resources for volunteers like you. Together, we're helping Girl Scouts grow, lead, and thrive. **Thank you for being an essential part of their journey!**

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Five Skills
Learned During
the Girl Scout
Cookie
Program



Goal Setting



Decision
Making



Money
Management



Business Ethics



People Skills

Cookie Program Dictionary

ABC Bakers: Our cookie supplier.

ABC Smart Cookies: Smart Cookies (www.abcsmartcookies.com) is your home base for cookie season. It's where you'll order cookies, reserve booths, transfer cookies to Girl Scouts, and manage rewards.

Adventure Points (AP): Girl Scouts that sell 408+ boxes earn Adventure Points toward higher value rewards. AP are not cumulative. See more details in the Adventure Point Catalog on Cookie Central.

Cookie Central: Your instant access to all things cookie! Visit www.gsbadgerland.org and click the cookie on the top of the page. You will find all the information from this Troop Guide, plus more!

Cookie Cupboard: This may be the same person as your PPL depending on your community. You'll pick up any Planned Orders from them.

Cookie Finder: Customers who may not know a Girl Scout can use the Cookie Finder on www.gsbadgerland.org to find an in-person booth near them OR choose to have cookies shipped directly to them. Make sure to add all your booths to Smart Cookies to appear on the Cookie Finder!

Cookie Share: You'll have customers who pay for cookies but choose to 'donate' them back to the troop. The troop keeps the money and donates the cookies after the sale concludes to a nonprofit or cause of their choosing.

Cookie Sheet: Every Friday during Cookie Season, Badgerland sends out the "Cookie Sheet" email to troop leaders, cookie coordinators, and families. This email contains updates, incentives, trainings, and tasks that need to be completed that week. It's a must read!

Cookie Support Squad: The troop's cookie program volunteers.

Digital Cookie: The website and app mainly used by cookie sellers for online sales and taking digital payments. Troops also use Digital Cookie to pull Digital Cookie reports and collect payments at troop booths, but the management of the Troops sale happens in ABC Smart Cookies.

Opt Out: An option for J/C/S/A Girl Scouts to opt out of levels 2-6 rewards and the troop reward for an additional \$0.05 per box in troop proceeds. Girl Scouts will still earn all patches and Adventure Point rewards earned.

Per Girl Selling Average (PGSA): The total number of cookies assigned to the troop divided by the number of Girl Scouts selling.

Product Program Lead (PPL): Volunteer cookie support at the SU and community level. You will pick up your paperwork and initial cookie order from them, and your rewards after the sale.

Smart Cookies Troop Lead: A troop volunteer that manages the sales in ABC Smart Cookies. May be the same as the Troop Cookie Coordinator.

Troop Cookie Coordinator: Your troop volunteer that manages your troops cookie program.

All Cookies \$6/Box

**NEW
this
year!**



Exploremores



Peanut Butter
Patties



Peanut Butter
Sandwich



Adventurefuls

2026 Program Updates:

Cookie share just got easier! The option for “Tracked Cookie Share” has been removed from ABC Smart Cookies. See more info on pg. 21.

Cookie Central has been simplified. We heard you—you loved having the info you need at your fingertips, but there was a lot of repeating information. We’ve made some updates to make this easier to navigate!

Council will no longer be reimbursing checks that are returned for insufficient funds. All checks accepted are done so at the troops risk—we recommend using cash or one of the digital payment options available on Digital Cookie.

Any Troop Volunteer can set up your Digital Cookie troop site! There is no longer a “Site Lead.”

Digital Cookie can now record cash sales! When a Girl Scout takes an in person order, they can indicate that a customer paid with cash!

NEW Troop Renewal Program. Use Cookie Program proceeds to receive discounted membership for MY27! See more details on pg. 23.

Shipping prices have decreased from 2025! See back cover for shipping and discounted shipping dates.



ABC Smart Cookies full instructions are not written out in this guide.

Instead, look for QR codes in boxes like this one; or visit Cookie Central for the full list of ABC Smart Cookies Quick Bites.

Troop Cookie Trainings

January 10, 9 a.m.-11 a.m.

Program Overview

January 11, 6 p.m.-8 p.m.

Cookie Program Tech



Lemonades



Thin Mints



Trefoils



Caramel
deLites



GLUTEN FREE
Caramel
Chocolate Chip

To Do This Month

Date	Task
<input type="checkbox"/> In January	Appoint a Troop Cookie Coordinator/Smart Cookies Lead
<input type="checkbox"/> Early January	Have a Parent Meeting with your Troop
<input type="checkbox"/> 9	Access to ABC Smart Cookies begins! Login today
<input type="checkbox"/> 10	Attend Cookie Program Overview Training
<input type="checkbox"/> 11	Attend Cookie Tech Training
<input type="checkbox"/> 13-14	Cookie Booth Lottery Open
<input type="checkbox"/> 15-18	1st - First Come First Served Cookie Booth Selections Open
<input type="checkbox"/> 16	Read the Cookie Sheet
<input type="checkbox"/> 18-22	2nd - First Come First Served Cookie Booth Selections Open
<input type="checkbox"/> 19	Attend Family Program Overview Training
<input type="checkbox"/> 23	Read the Cookie Sheet
<input type="checkbox"/> 23	Initial Orders Due
<input type="checkbox"/> 23	Gluten Free Requests Due
<input type="checkbox"/> 22-25	3rd - First Come First Served Cookie Booth Selections Open
<input type="checkbox"/> 25	Weekly Booth Scheduler Open, Select Up to 3 Booths
<input type="checkbox"/> 30	Read the Cookie Sheet



Appointing the Troop Cookie Coordinator:

We recommend appointing a Troop Cookie Coordinator (TCC) that ISN'T one of the two troop co-leaders. Why? Running the cookie sale takes time and effort. Having a dedicated volunteer will allow the leaders to still focus on regular Girl Scout activities. Once you have decided the TCC, contact info@gsbadgerland.org to confirm their role is listed correctly on our end. Then, sign the **Troop Cookie Coordinator Agreement** and turn it in to your Product Program Lead before the start of the sale. Have more than one Smart Cookies user for your troop? Email info@gsbadgerland.org.

After logging in, check out your Smart Cookies home page: The Troop Dashboard

- Messages: Click on the message to read it.
- Calendar/Tasks: Place the cursor over the task or date on the calendar to view more information. Replace your default view with “Important Dates.” Be sure to review action items and tasks for important deadlines.

Girl Scouts in Your Troop

- Select “My Troop” then “Troop Roster.”
- If you have any new Girl Scouts in your troop who are not listed, email the child’s name to info@gsbadgerland.org and council will get them added to your troop roster.

Behind the Scenes:

Cookie Season starts in February, but it takes year round planning! Badgerland places our binding forecast (how many cookies we will order for the season) each year on Nov 1.

After the family meeting (next page), you will be ready to place your initial order. You will place your initial order in ABC Smart Cookies. You only need to place an initial order if you are having a direct sale or are having any booths in February. Use the workbook below to figure out how much to order.

Missed placing a Gluten-Free Cookie Order in the fall? You are able to request Gluten-Free cookies below. These are not guaranteed. These cookies will be available for pickup the week of February 16, just in time for opening weekend.



Smart Cookies™
POWERED BY ABC BAKERS



Initial Order



Gluten-Free Requests



Initial Order Workbook

Family Meeting

Family Meeting Agenda:

- Have guardians sign the **Family Responsibility Form**
- Set boundaries for when families can pick up cookies, drop off money, etc.
- **Determine the kind of sale you will have (See page on the right)**
 - Girl Scouts within each troop do not have to sell the same way. Each family decides the best way for them to participate based on their comfort level and method of selling.
 - Decide if the troop will do any booths (See next pages for details)
- **Review safety precautions for the sale**
 - Girl Scouts always wear their uniform when selling.
 - Adults must accompany Girl Scouts at all times.
 - Girl Scouts should not give personal information to customers.
 - Families and Girl Scouts over age 13 can advertise on their personal social media.
- **Talk about goal setting:**
 - Troop Goal: What would the troop like to work towards?
 - Individual Goals: What reward are they working towards?
 - There is no minimum a Girl Scout must sell.
 - The average Badgerland Girl Scout sells 314 boxes.
- **Talk about money collection**
 - Families are financially responsible for the cookies they order, but NO money is due up front for cookies received. All cookies must be sold for \$6 per box.
 - Money is collected from customers at the time of the sale.
 - Cookie money should be turned in weekly to the troop and any time a Girl Scout picks up additional cookies from their Troop Cookie Coordinator.
 - Double count the money with the parent, have them sign a receipt, and give them a copy.
 - Troop cookie money should be deposited into the troop account promptly and frequently.
 - Deposit all cookie money into the troop account by April 14.
- **Review the five skills**
 - Girl Scouts gain essential life skills by participating in the Cookie Program, including Goal Setting, Money Management, Decision Making, Business Ethics, and People Skills
- **Choose a Cookie Share partner**
 - What is Cookie Share? The troop agrees on a local nonprofit organization they want to receive the cookies. A customer purchases these cookies, but instead of receiving them, the Girl Scout/troop sets them aside and donates them after the sale to a local nonprofit organization the troop chooses. Customers can donate to a Girl Scouts Cookie Share while ordering online, too. Cookies purchased by customers online through Direct Ship or Donation Only orders will be filled by council's inventory, not the troops. Cookie Share cookies are included in the Girl Scout's total and will count toward their rewards.
- **Ask for volunteer help! The Cookie Program is a team effort. Ask guardians to pitch in wherever the troop could use extra hands.**

Order Taking is recommended for first year cookie sellers!

Selling Cookies

Selling Cookies In Person: Families go door-to-door with their Girl Scout and sell to family, friends, neighbors, and other personal contacts. Payment is always collected at the time of the sale. Families can also arrange their own cookie booths, just be sure they give you the date/time/location so it can be added to ABC smart cookies as a troop secured booth. There are two ways to sell in person:

Direct Sale: Girl Scouts have cookies on-hand and hands them over at the time of the sale. Tip: Use the Digital Cookie App to accept credit card, paypal, and venmo payments.

How to manage:

- Connect with families to determine how many cookies to order during the troops initial order. You can always get more cookies by placing a planned order (pg. 16). Check with families weekly before placing a planned order.
- Throughout the program, Girl Scouts take orders, collect payments, and hand over cookies at the time of the transaction.
- Sell until their inventory is at zero.

Order-taking: Girl Scouts track their sales on an order card or via the Digital Cookie App during the first 3-4 weeks of the sale, and order exactly how many boxes they need. They have about two weeks to make their cookie deliveries.

How to manage:

- Before the sale, you will receive order cards from your PPL. Distribute them to your Girl Scouts by February 21.
- Throughout the first 3-4 weeks of the program, Girl Scouts will take orders and collect payments from customers.
- Collect all order cards and money by March 21. Place a planned order on March 22 (pg. 16).
- Pick up your cookies from the Cookie Cupboard March 27-28 (They will give you an exact date and time).
- Distribute cookies to families. Don't forget to provide a receipt to families and make transfers in Smart Cookies (pg. 17).
- All cookies should be delivered by April 12.

Selling Cookies Online: Girl Scouts sell cookies by sharing the URL link to their unique Digital Cookies store. Learn more about Digital Cookie on pg. 15.

Ways to Take Cookie Payments From Customers

Cash

At the time of sale.
Turn this in to your
Troop Cookie
Coordinator weekly.

Check

Make payable either to the
troop or Girl Scouts of
Wisconsin Badgerland (not
to the parent or Girl Scout)

Digital Cookie

Online: Through the Girl Scout's website
In-person: Using the Digital Cookie App

Venmo

Credit
Card

Paypal

Cookie Booths

Cookie booths are a Girl Scout favorite! Girl Scouts set up a table at a local business or location and sell cookies to customers. Typically troops hold several booths throughout the sale for Girl Scouts to work together towards their goals. There are two kinds of cookie booths:

Council-Secured: Booth locations that have been secured by Badgerland. You can sign up for these booths by entering the booth lottery or signing up during the first come, first served process. Troops may not reach out to Council-Secured booth locations on their own; find a full list of Council Secured Booth Locations on Cookie Central.

Troop-Secured: Booth locations that have been secured by the troop. Troops may reach out to local businesses (as long as they are not council-secured) and ask for permission to hold a cookie booth. Once permission is granted, add them to Smart Cookies. Booths must be located within Badgerland Council's membership area. Reach out to info@gsbadgerland.org if you are unsure.



Scheduling
Booths:
Lottery



Scheduling
Booths:
FCFS



Scheduling
Booths:
Troop Secured



Reserving Cookie Booths

Reserving Council-Secured Booths

Badgerland coordinates directly with several retailers to set up cookie booths throughout Cookie Season. Troops can reserve these 3–4 hour booth slots through Smart Cookies. See our website for the most up-to-date list of council-secured locations. Troops with at least 16 Girl Scout members, at the time of the cookie program, are able to secure an additional 3 Council Secured Booth locations during each FCFS session. Due to the limitations of the ABC system, a troop will need to reach out to the Council during regular business hours with the dates/times to secure those booth slots.

Cookie Booth Lottery

All council-secured booth locations will be put into a lottery for opening weekend and beyond. This will allow equal access to all troops interested in securing a high-traffic location.

January 13: Booth Lottery Sign Up

Beginning Tuesday, January 13 at 9 a.m., troops can use Smart Cookies to select three location/time slots that works best for them to hold a booth during the sale. The sign up is open for only 23 hours; it closes the following day (Wednesday, January 14) at 8 a.m.

January 14: Booth Lottery Selection

The lottery winners will be drawn Wednesday, January 14 at 9 a.m. Troops will be awarded either one or no booths (no troop will get more than one). Look for an email after the lottery is drawn listing the booth, if any, received. Any slots remaining after the lottery will revert to First Come, First Served time slots.

First Come, First Served Booths

After lottery winners are drawn, the remaining slots open up for First-Come, First-Serve Reservations. Troops can use the Booth Scheduler in Smart Cookies to request up to three additional booth slots from the council secured location list per session:

- Jan. 15 at 7 a.m. to Jan. 18 at 6 a.m
- Jan. 18 at 7 a.m. to Jan. 22 at 6 a.m.
- Jan. 22 at 7 a.m. to Jan. 25 at 6 a.m.

Reserving More Booths Throughout The Sale: Every week beginning Sunday, January 25 at 7 a.m. troops can log back in and request up to three additional booth slots. To see what booth slots are available, go to the Smart Cookies website, then Reports > Current > Booths > Available Booth Summary Report. To be able to sort by date, view and download the report as TEXT_EXCEL.

Canceling a Booth Reservation

- If you wish to cancel a booth request AFTER you have saved the request, go to “Booth” then “My Reservations.” Scroll all the way to the far right of the reservation row, click on the 3 dots, select “Remove Reservation,” then click “Delete Forever.”
- By deleting your booth reservation, it will open up for other troops to reserve.

Managing Cookie Booths

Ordering cookies for your booth:

- Decide how many cookies you will need for your booth.
- Order your cookies at least one week before the booth.
- If you plan on having a booth during opening weekend, make sure these cookies are included with your initial order.
- This chart is only a guide. If your troop has participated in booth sales last year, pull your sales data and adjust your order accordingly.
- If this is your first year selling cookies, keep track of this info for next year.
- Exploremores may be more popular at the beginning of the sale since customers will want to try them! You may see them sell well at the end of the season too, because the customers who like them will want to buy more.

Our Recommendation for a 3-4 Hour Cookie Booth

3-4 Cases	Thin Mints
2-3 Cases	Caramel deLites
2-3 Cases	Peanut Butter Patties
1-2 Cases	Exploremores
½-1 Cases	Lemonades
½ Case	Adventurefuls
½ Case	Trefoils
½ Case	Peanut Butter Sandwich



Running Your Cookie Booth:

- There should be at least two Girl Scouts and two adults present at all times, unless the Girl Scout and adult are related; then there may be only one Girl Scout and one adult.
- Before setting up, check in with the store manager.
- Clarify any solicitation policies - some stores don't allow Girl Scouts to ask customers to purchase until they approach the booth.
- Say thank you to everyone! Even those who do not purchase cookies.
- Sell only Girl Scout cookies at your booth. Cookies are \$6 per box.
- Girl Scouts should always be in uniform when selling cookies.
- Troops may set up a "Cookie Share" donation container, but **may not put up a donation or tip jar that is NOT related to the cookie share program.**
- Leave the area cleaner than you found it and remove all empty boxes.
- When transitioning booth shifts, allow the first troop to finish their shift before beginning set up.
- After the booth, give the store manager a thank you card that the Girl Scouts have prepared and signed.

Managing Cookie Booths

Cookie Booth Packing List:

- ☐ Table and Chairs
- ☐ Tablecloth
- ☐ Money Bag or Cash Box
- ☐ Cash for Change
 - We recommend \$80, mostly \$1s
- ☐ Posters and Fun Signage
- ☐ Thank You Note for the Store Manager
- ☐ This Troop Cookie Guide
- ☐ Girl Scout Cookies!
- ☐ Your booth confirmation information
 - Showing date, time, and location

Find clipart, allergen signs, and more on ABC Cookies Resources Page!



All Booths



Single Booth



Smart Booth
Divider

Transferring Booth Sales to Girl Scouts:

To give Girl Scouts credit for the cookies they sold, the easiest way is to use the Smart Booth Divider.

You can distribute cookies for all booths at once (All Booths) or each booth at a time (Single Booth).

Without using the Smart Booth Divider, you can give Girl Scouts credit for their cookies sold by doing a Troop to Girl Transfer using the "Booth" column on the far right. The Girl Scout is not financially responsible for these cookies—they are troop cookies. They simply help them earn more rewards!

If the troop received any cookie share donations, do NOT use the CShare column on the Smart Booth Divider. This column will enter a Virtual Cookie Share order and the cookies to fill these cookie share donations will come from council's inventory. If you want to use your troop's inventory, keep a separate spreadsheet with the funds received and then assign those cookie boxes at the end of the sale.

To Do This Month

Date Task

- ☐ 1 Weekly Booth Scheduler Open, Select Up to 3 Booths
- ☐ 6 Read the Cookie Sheet
- ☐ 8 Weekly Booth Scheduler Open, Select Up to 3 Booths
- ☐ 13 Read the Cookie Sheet
- ☐ 15 Weekly Booth Scheduler Open, Select Up to 3 Booths
- ☐ 16 Attend Family Digital Cookie Training
- ☐ 17 Digital Cookie Access for Volunteers
- ☐ 19 Digital Cookie Access for Families
- ☐ 20 Read the Cookie Sheet
- ☐ 21 By this date, turn in Troop Cookie Coordinator Agreement to your PPL
- ☐ 21 By this date, collect Responsibility Forms from Families
- ☐ 21 By this date, Update Bank Account Info in Smart Cookies
- ☐ 21 SALE STARTS!
- ☐ 22 Weekly Booth Scheduler Open, Select Up to 3 Booths
- ☐ 22 Planned Order Due by 10 p.m.
- ☐ 27 Read the Cookie Sheet

Verify Your Contact & Banking Information in ABC Smart Cookies

- Select “My Troop” then “Troop Information.”
- Edit your troop details and update all of your contact information.
- Update your troop level and all information using the drop down menus.
- Important: Update all contact information, including your email. We use this to send lots of updates during cookie season so please make sure it’s listed correctly here and in your My GS account.
- Enter/Edit your troop bank account number and routing number.
- Alternate contact information should be your assistant cookie coordinator or troop co-leader. Click “Update Information” at the bottom.



Digital Cookie



Registered Cookie program Volunteers will get an email invitation from email@email.girlscouts.org February 17 that includes a link to register your troop's Digital Cookie account.

Explore Cookie Central to find everything you need to know about Digital Cookie.

- Volunteer Registration and Login
 - What to do if you did not receive the email
- Troop Dashboard & Tabs
- Troop Site Links
- Troop Mobile App
- and more!



The Troop Account:

- **NEW THIS YEAR: Any Troop Volunteer can set up your site!**
Simply click “Set Up Your Site” and then “Activate”. Once your site is activated, you will work with the Girl Scouts in your troop to create their message and photo/video.
- Once the site is published and the sale has begun, the troop will have 2 links to use throughout the sale: Troop Site & Ship Only.
 - **Troop Site** offers all delivery options.
 - **Ship Only** allows a customer to place a shipped only order.
 - If a customer orders, assign those sales to a Girl Scout.

Pro-Tip:

Delete and re-download the Digital Cookie app each year to ensure you have the latest update!

The Girl Scout's Individual Account:

With assistance from their adult, they'll send their unique link to family and friends via email, text, and social media. Customers can use the Girl Scout's unique Digital Cookie store link to place and pay for their order.

- **Girl Delivery:** With this option enabled, local customers can save on shipping by requesting that the Girl Scout/family delivers their order. **Parents must approve the sale within 5 days of the order being placed.** Girl Scouts connect with the customer to deliver the cookies.
- **Shipped Only:** Cookies are shipped directly to the customer from a warehouse. Orders have already been transferred and received credit in ABC Smart Cookies for the transaction. The cookies will arrive in the mail to the customer within 7-14 business days.
- **In-person sales:** Girl Scouts can take payments using their Digital Cookie app. If the customer is receiving their cookies at the time of the sale, click “Give Now.” If they are pre-ordering and will receive them later, click “Delivery Later.”
- **For booth sales:** the booth must be listed in Smart Cookies and in Digital Cookie on the Booth Pickup page, before taking sales through the Digital Cookie mobile app.

Planned Orders

Need more cookies? Great! Troops can reorder weekly through a Planned Order. These are due in Smart Cookies by 10 p.m. on these Sundays:

Orders must be placed by the Case	Orders can be placed in Case and/or Packages
February 22 March 1 March 8 March 15	March 22 March 29* April 5*
*Orders placed on these dates are consignment, allowing troops to return leftovers if needed. Subject to availability at any cupboard still open.	



Planned Order Pro Tips:

- **Before you place your planned order**, communicate with troop families to see if anyone's holding too many cookies they won't be able to sell. If so, transfer cookies among families first.
- **Picking Up Cookies:** Planned Orders will be ready for pickup by Friday or Saturday from the Cookie Cupboard you selected while placing the order.
 - **The date/time of pick up is NOT guaranteed.** The Cupboard manager will reach out to you to sign up for your exact pickup time once they know when they are receiving their inventory needed to fill your order.
- In the Order Reference Area, it is helpful to include a reference to why you needed to order the cookies. Example: Ruby's cookies, Week 2 booths, etc. It is also helpful to indicate if someone else is picking up the cookies on the troop's behalf.
- Enter the number of CASES (your order is for cases of cookies - not packages) for each variety and click "Save." DO NOT click on APPROVE. Your cupboard manager will click approve AFTER you have picked up your cookies.
- A pop up at the bottom of the screen will display 'Order Was Successfully Saved.'
- Use the "Print Receipt" icon to generate a paper receipt for your Planned Order.

Changing, Viewing, & Committing Orders

To view all of the different order types, the Manage Orders page MUST be used.

- Select "Orders" and click on "Manage Orders."
- Select the type of order you would like to view from the order type row
- Click "Apply Search Parameters."
- Edit the order by selecting the icon with three dots located at the far right of the order row.
- At the bottom of the page, you can view a summary of the order types and 'click the arrow for more' to display Planned Order details, total cases ordered, sold, and on hand inventory.
- **Once a Planned Order is placed, DO NOT edit the order without contacting the Cupboard Manager.**

Transfers

After the Planned Order cookies are picked up from the cupboard, the Planned Order will become a “cupboard-to-troop” transfer that is viewable on Smart Cookies Order Management page. When the transfer is complete, the cases will be available for you to transfer to Girl Scouts for additional sales or booth sale credit to the Girl Scouts.

Any time you distribute or trade cookies, a 'transfer' in Smart Cookies must be made by the Troop Cookie Coordinator. Transferring cookies is how Girl Scouts get credit for the cookies they sell. There are 4 types of transfers you will complete, all of which are in package (not CASE) quantity.



Transfers



Troop to Girl Transfer (most common type)

Any time you distribute or trade cookies among your families/troop (including your initial and planned orders), a Troop to Girl Transfer must be made. This ensures Girl Scouts receive correct credit when creating their rewards order and accurately determines the troop's per-girl selling average (which is directly related to your troop proceeds).



Troop to Troop Transfer

If another troop gives you cookies (whether locally or through Rallyhood) you must make a Troop to Troop transfer. No funds are exchanged when cookies are given to another troop. **The troop receiving the cookies will make the transfer in Smart Cookies.**

Girl to Troop Transfer

If a Girl Scout has excess cookies they will not be able to sell, they can be transferred back to the troop's inventory.

Girl to Girl Transfer

If one Girl Scout in the troop is in need of cookies and another Girl Scout has the inventory to spare, they can give the cookies to the Girl Scout in need. The Troop Cookie Coordinator would need to input a Girl to Girl Transfer.

To Do This Month

Date	Task
<input type="checkbox"/> 1	Weekly Booth Scheduler Open, Select Up to 3 Booths
<input type="checkbox"/> 1	Planned Order Due by 10 p.m.
<input type="checkbox"/> 6	Read the Cookie Sheet
<input type="checkbox"/> 8	Weekly Booth Scheduler Open, Select Up to 3 Booths
<input type="checkbox"/> 8	Planned Order Due by 10pm
<input type="checkbox"/> 13	Read the Cookie Sheet
<input type="checkbox"/> 15	Weekly Booth Scheduler Open, Select Up to 3 Booths
<input type="checkbox"/> 15	Planned Order Due by 10 p.m.
<input type="checkbox"/> 18	ACH Withdrawal #1 - 40% of all cookies received by March 11.
<input type="checkbox"/> 20	Read the Cookie Sheet
<input type="checkbox"/> 21	Order Taking Troops: Collect Order Cards and Money from Families
<input type="checkbox"/> 21	Cookie Returns
<input type="checkbox"/> 22	Cookie Returns
<input type="checkbox"/> 22	Weekly Booth Scheduler Open, Select Up to 3 Booths
<input type="checkbox"/> 22	Planned Order Due by 10 p.m. (Order can be case + packages)
<input type="checkbox"/> 22	Order Taking Troops: Place Planned Order by 10 p.m.
<input type="checkbox"/> 27	Read the Cookie Sheet
<input type="checkbox"/> 29	Weekly Booth Scheduler Open, Select Up to 3 Booths
<input type="checkbox"/> 29	Planned Order Due by 10pm (Consignment)

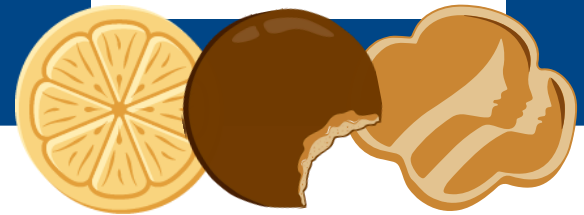
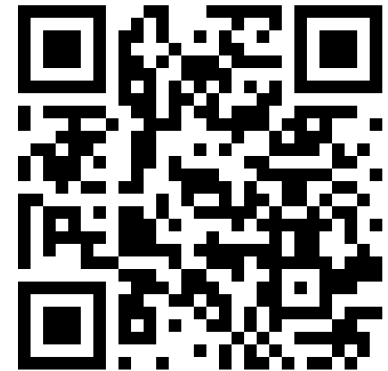
Join Badgerland Cookie Swap on Rallyhood

Throughout the sale, you can manage your cookie inventory by swapping cookies with nearby troops. Swap by the case or by the box.



Damaged Cookie Box?

- If you receive a damaged box from your Cookie Cupboard, take a picture of the damaged box or wonky arrangement of cookies in that case that caused the damage. Include the code on the end of the package or side of the case in a picture.
- Scan the QR code and fill out the Damaged Box form.
- We'll enter a "damage order" in Smart Cookies so that you are no longer financially responsible for that box.



2026 Cookie Return Policy

Badgerland Council is among just a few in the nation that permit troops to return cookies. The Return Policy is a safety net designed to help troops manage cookie inventory and expenses. The goal of each troop's sale is to maximize troop profits by, ideally, selling all or as many as possible of the cookies ordered. However, there are many factors involved in the sale—such as inclement weather or illness—that can influence how many cookies Girl Scouts are able to sell. That's why, near the sale's end, we offer the option to return 1/2 case (6 boxes) for each Girl Scout registered in the troop.

Return Policy:

- Returns are accepted only March 21 and 22 to the Janesville Cupboard, the La Crosse Cupboard, and the Verona Cupboard.
- Returns are limited to 1/2 case (6 boxes) per Girl Scout registered to the troop. This includes Girl Scouts not selling cookies.
- Returns are made in full case increments.
- Troops with an uneven number of Girl Scouts, round up to the next full case for returns. Example: a troop with 9 Girl Scouts can return 5 full cases; a troop with 11 Girl Scouts can return 6 cases.
- Returned cases must be unopened, clean (no writing on the cartons!) and undamaged.
- Gluten-free Caramel Chocolate Chip cookies cannot be returned.
- A troop must have placed an Initial Order by January 23 in order to make returns.
- Troops continue to sell cookies after the return period and may order additional cases, as needed.

Communicate with troop families before March 20 and find out if they are holding too many cookies. Have families return cookies to you by March 20, then shuffle these cookies around to other families in your troop that still need them. Review your inventory and assess if your troop needs to return any to Badgerland Council.

Cookie Financials

Paying for Troop Cookies

Troops pay Badgerland Council for all cookies received. These payments are debited from the troop's checking account using the ACH (automated clearing house) withdrawal process. To ensure your troop account is ready for ACH, you must enter the troop's bank account number and routing number into Smart Cookies (pg. 14). About a week prior to each withdrawal, look for an email with the exact amount being pulled. This email will be sent to the troop's main contact listed in Smart Cookies.

NOTE: If you don't receive the email within 24 hours of the date it was to be sent, please reach out to Customer Care to inquire about the amount of funds to be pulled.

AUTOMATIC WITHDRAWAL DATES

- **March 18:** *40% Withdrawal*
 - The debit from your troop account will reflect 40% of what is owed according to reports on Smart Cookies as of March 11. Payment is recorded in the Finances section of Smart Cookies by March 26.
- **April 23:** *Balance Due as of April 21*
 - The debit will withdraw the final balance.
 - Any Delinquent Parent Forms (pg. 22) received by council will be entered into Smart Cookies prior to this date, as your troop is no longer responsible for the payment of these cookies or the collection of the funds from the parent. Council will retain the troop profits on any delinquent parent cookies until the balance is paid in full.



Smart Cookies™
POWERED BY ABC BAKERS



Financial Transactions



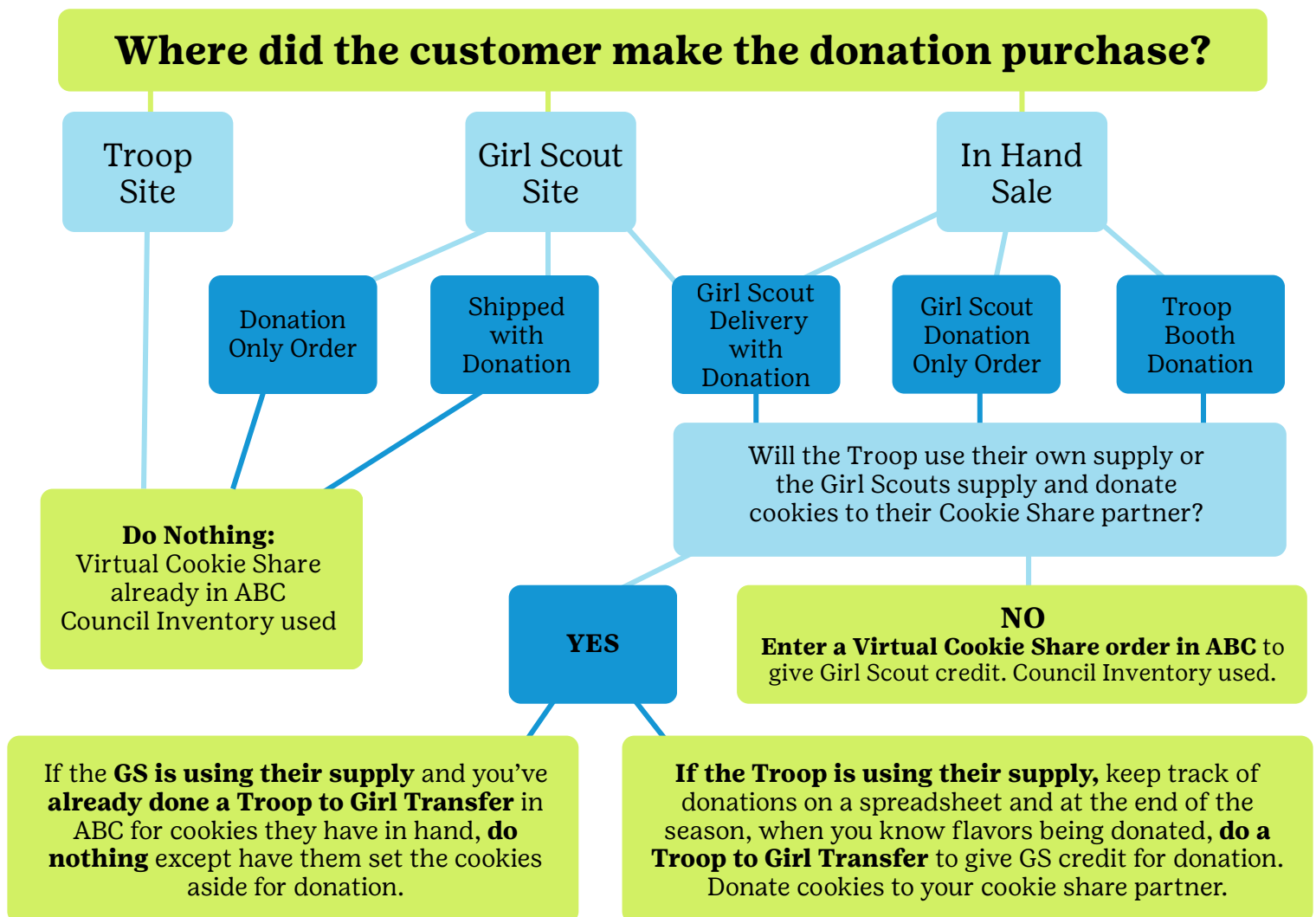
Cookie Share

At the Family Meeting in January, your troop chose a local nonprofit organization they want to receive the cookies donated through Cookie Share. Customers can donate to a Girl Scouts Cookie Share while ordering online or in person. **Reminder: All monetary donations received during the sale should go towards the troop's Cookie Share.**

When a customer purchases Cookie Share cookies, it's important to record the transaction in ABC Smart Cookies properly, so that the correct number of boxes are donated, and that the Girl Scout receives the appropriate credit for their Cookie Share sales.

How you record the Cookie Share sale in Smart Cookies depends on how the cookies were sold, and which inventory the cookies will come from at the end of the sale.

When a Cookie Donation order is received, is there anything you need to do make sure the Girl Scout receives credit for the sales in ABC Smart Cookies? Use this diagram to help you determine your next steps.



To Do This Month

Date Task

- ☐ 3 Read the Cookie Sheet
- ☐ 5 Planned Order Due by 10 p.m. (Consignment)
- ☐ 10 Read the Cookie Sheet
- ☐ 12 SALE ENDS! Sell until inventory is zero
- ☐ 12 By this date, all cookies delivered to customers
- ☐ 14 By this date, turn in any delinquent families
- ☐ 14 By this date, deposit all money on the troop bank account
- ☐ 16 Reward Order due in Smart Cookies
- ☐ 17 Read the final Cookie Sheet
- ☐ 22 Adventure Point Surveys sent to Girl Scouts selling 600+ Boxes
- ☐ 23 ACH Withdrawal #2 - Remaining Balance

Trouble Collecting Money From A Parent?

When the troop's cookie money is due to Badgerland, and you have not been able to collect from a troop parent, **DO NOT WAIT FOR THEIR MONEY!**

- Complete the Delinquent Parent Form no later than April 14. Please include the parent's signed Family Responsibility Form, any signed receipts by the parent/guardian for cookies, and documentation of any communications with the parent in your attempt to collect the funds.
- Once the form is turned in, Badgerland will contact the family directly and work with them to collect the funds.
- Do NOT collect funds from parents after turning them in as Delinquent. Instead, direct them to the nearest Badgerland Council Leadership Center to turn in the funds.

Delinquent Parent Form



Troop Renewal Program

Use Cookie Program proceeds to receive discounted membership for MY27!
Membership Year 27 (MY27) is October 1, 2026 - September 30, 2027

How it works:

The troop decides to take part in the Troop Renewal Program.



Girl Scout sells at least 60 boxes of cookies.



Badgerland Council uses the troop proceeds on the first 60 boxes sold to renew the Girl Scout.



The troop saves \$15 per Girl Scout on membership renewal!



A troop of 10 Girl Scouts saves \$150!

What to know:

- Any troop who participates in the 2026 Cookie Program can select this option for membership renewal. **It is optional.**
- If the troop selects to participate in the troop renewal program, any Girl Scout in the troop who sells 60+ boxes in the 2026 Cookie Program would be automatically renewed for the next year.
- Council retains the \$1 per box the troop would normally earn on the first 60 packages of cookies that the Girl Scout sells and uses it to renew the Girl Scout, **a \$75 value.**
 - For example, if a Girl Scout sells 100 packages of cookies, the Girl Scout would be renewed (a \$75 value!) and the troop would earn \$40 (\$1 per package for each package sold above 60).
- This selection applies to the entire troop.**
 - If a troop member is renewed and chooses not to return, there is NOT an option to recover the \$60 for the troop or apply it to someone else.
- The troop can still select this option even if they opted out of Level 2-6 rewards.
- If the troop selects Troop Cookie Renewal AND a Girl Scout chooses the membership/blanket at the 2 AP level, the membership at the AP level would be donated to Badgerland Council's Scholarship fund.
- For any Girl Scout that is a graduating senior, \$75 will be applied towards their purchase of a Lifetime Membership.
- Council will process the renewals in time to qualify towards any early renewal incentives.

Rewards

Cookie Program Rewards

Girl Scouts earn rewards based on their total number of boxes sold. **Before you create the rewards order, make sure ALL transfers are done and the total sales for each Girl Scout is correct.** The automated reward feature will calculate which levels of rewards they receive.

Opting Out:

Junior/Cadette/Senior/Ambassador level troops may choose to opt out of Level 2–6 rewards AND the troop rewards for an additional five cents per box for a total of \$1.05 per box in troop proceeds. Girl Scouts will still receive any patches earned, and Girl Scouts who sell at least 408 boxes will still earn Adventure Points.

Individual Girl Scout Rewards

Girl Scouts earn rewards based on the total numbers of cookies they sell. This includes Cookie Share, Digital Cookie, booth sales, and personal sales. Level 1–6 rewards are cumulative, and they will choose one item at each selling level for each level they reach in sales.

Adventure Points:

For Girl Scouts that sell 408+ boxes, they will earn Adventure Points. Adventure Points (AP) are NOT cumulative. Girl Scouts will be allotted a number of points to “spend” based on their earning level at their total boxes sold. See the Adventure Point Catalog for more details.



Troop Rewards

Troops (2+ Girl Scouts selling) with a 360+ Per-Girl-Selling Average (PGSA) can earn the Troop Reward too! (Or, if they're selling individually, 408+ boxes). Troops will choose one of the troop reward options. For Kalahari & Movie Gift Cards, you'll get one per Girl Scout who sold, plus enough adults to fill safety ratios.

How to Find Your Per-Girl-Selling-Average:

Divide the total number of boxes received by the troop by the number of Girl Scouts that SOLD cookies. Girl Scouts that are registered for your troop who did not sell cookies are not included.



Individual &
Troop Rewards



Adventure
Point Catalog

Rewards

How do you participate in the Troop Renewal Program or the Opt Out? When you log into ABC, you will need to choose your Troop Proceeds and Recognition Plan.

Troop Proceeds with Girl Rewards ***This is the default**

Troops earn \$1 per box of cookies sold.

Girl Rewards

Girl Scouts earn rewards on all cookies sold Levels 1–6, AP Rewards, and Troop Reward.

**This is the default.*

Troop Renewal + Girl Rewards

Girl Scouts earn rewards on all cookies sold Levels 1–6, AP Rewards, and Troop Reward.

If a Girl Scout sells at least 60 boxes, the Girl Scout earns their membership for MY27. The troop will redeem \$60 in troop proceeds for a savings of \$15 per membership earned.

Additional Troop Proceeds Girl Reward Opt Out **J/C/S/A Only**

Troops earn \$1.05 per box of cookies sold.

Girl Reward Opt Out

Girl Scouts receive any patches and AP earned, but opt out of Level 2–6 Rewards and the Troop Reward.

Troop Renewal + Girl Reward Opt Out

Girl Scouts receive any patches and AP earned, but opt out of Level 2–6 Rewards and the Troop Reward.

If a Girl Scout sells at least 60 boxes, the Girl Scout earns their membership for MY27. The troop will redeem \$60 in troop proceeds for a savings of \$15 per membership earned.

Earned Patches:

Girl Scouts can earn special patches for participating in Cookie Share and participating in a Cookie Booth.

You will need to manually enter these on the reward order. There is a tab on each Girl Scout's reward selection in Smart Cookies where you will need to select these patches.



Get Cookie Booth Ready!

Riser - \$27.99
Clipboard - \$8.99
Money Pouch - \$5.99



Tablecloth
Rectangle - \$29.99
Square - \$25.99

Megaphone
\$4.00



Vinyl Banner - \$14.99



Pennant Banner - \$7.99



Exploremore
Patch - \$5.00



Must Have Accessories!

Necklace - \$3.00
Headband - \$5.00
Belt Bag - \$14.50
Sunglasses - \$4.00
Bracelet Kit - \$4.00
Stickers - \$3.00
Pom Poms - \$5.00
Phone Grip - \$3.00



Tote Bag - \$3.95
Thank You Cards - \$5.99
Handheld Sign - \$2.49 each



Yard Sign
\$13.99



Cookie Costumes
Adult - \$35.00
Child - \$29.00



Shop Cookie Season Essentials at Sashay!

In-person in Madison or Onalaska, or 24/7 at www.shopsbadgerland.org
While Supplies Last



Jan 9	Access to ABC Smart Cookies begins! Login today
Jan 13-14	Cookie Booth Lottery Open
Jan 15-18	1st - First Come First Served Cookie Booth Selections Open
Jan 18-22	2nd - First Come First Served Cookie Booth Selections Open
Jan 23	Initial Orders & Gluten Free Requests Due
Jan 22-25	3rd - First Come First Served Cookie Booth Selections Open
Jan 25	Weekly Booth Scheduler Open (Every Sunday Starting Today)
Feb 17	Digital Cookie Access for Volunteers
Feb 19	Digital Cookie Access for Families
Feb 21	By today: Turn in Troop Cookie Coordinator Agreement to your PPL, Collect Responsibility Forms from Families, Update Bank Account Info in Smart Cookies
Feb 21	SALE STARTS!
Feb 22	Planned Order Due by 10 p.m. (Every Sunday Starting Today)
Mar 18	ACH Withdrawal #1 - 40% of all cookies received by March 11
Mar 21	Order Taking Troops: Collect Order Cards and Money from Families
Mar 21-22	Cookie Returns
Mar 22	Order Taking Troops: Place Planned Order by 10 p.m.
Mar 29	Planned Order Due by 10 p.m. (Consignment)
Apr 5	Planned Order Due by 10 p.m. (Consignment)
Apr 12	SALE ENDS! Sell until inventory is zero. By today: all cookies delivered to customers.
Apr 14	By Today: Deposit all money into the troop bank account and turn in any delinquent families
Apr 16	Reward Order due in Smart Cookies
Apr 23	ACH Withdrawal #2 - Remaining Balance

Digital Cookie Shipping Rates

March 7 & 8 FREE and Discounted Shipping!

This year, your customers can save BIG by ordering on March 7 or 8! They can score FREE shipping on an order of 6–8 boxes, or a discount of \$11.99 off orders of 9 boxes or more. Shipping on one case is only \$2! See chart below for details. **Customers must purchase a minimum of 6 boxes to receive discounted shipping.**

Girl Scouts that have shipped orders placed on the discount days are entered to win fun prizes! See more details about all of our Cookie Techie Weekly Challenges here:



2026 Digital Cookie Shipping Rates		
# of Packages	Regular Shipping Fee*	March 7&8 Discounted Shipping*
4–5 Boxes	\$11.99	\$11.99
6–8 Boxes	\$11.99	FREE!
9–12 Boxes	\$13.99	\$2.00
13–20 Boxes	\$25.98	\$13.99
21–24 Boxes	\$27.98	\$15.99
25–32 Boxes	\$39.97	\$27.98
33–36 Boxes	\$41.97	\$29.98
37–44 Boxes	\$53.96	\$41.97
45–48 Boxes	\$55.96	\$43.97
49–52 Boxes	\$67.95	\$55.96
*There is a \$5 surcharge for orders shipping to Hawaii, Alaska, Puerto Rico, APO/FPO/DPO, Guam, and US Virgin Islands.		

Here to Help:

Badgerland Customer Care Team | info@gsbadgerland.org | 800.236.2710

Badgerland Cookie Resources | gsbadgerland.org/cookiecentral

Badgerland Cookie Gear & Merch | shopgsbadgerland.org

Smart Cookies by ABC Bakers | abcsmartcookies.com

Digital Cookie | digitalcookie.girlscouts.org

