



# The Cookie Sheet

2021 Girl Scout Cookie Program

March 13 - April 18

**April 23, 2021**

Congratulations! You've reached the end of the 2021 Cookie Program. Here's what you need to do to wrap up your sale.

## This Weekend's To-Do List:

- Saturday (TOMORROW) - Turn In Any [Delinquent Parent Info](#) to Badgerland.
- Sunday (April 25) - Deposit cookie money into the Troop Bank Account
- Sunday (April 25) - Deliver All Cookie Orders to Customers

## Before Entering Your Girl & Troop Rewards Orders:

**Rewards Orders Due Monday, April 26**

### 1. See If Your Troop Benefitted from a Troop Direct Ship Order

Don't forget to check if your troop received a Troop Direct Ship Order. These were cookies ordered by individuals who used the Cookie Finder app/page and either didn't see a booth listed - or preferred to have their cookies shipped directly to them. You'll need to distribute these to the girls. To do this:

- Go to Orders > Troop Direct Ship Orders
- If there are orders, scroll to the bottom of the page
- Click 'Distribute orders to girls'
- Select girls who you will distribute the sales to.
- Distribute each individual flavor
- Click Save.

## 2. Make Sure You Have Enough Cookies On Hand

- Reports > Current > Inventory & Delivery > Troop On Hand Inventory > Go To Report
- Unit of Measure = Packages > View Report
- It's OK if a specific flavor is in the negative as long as the Total On Hand is NOT negative.

## 3. Verify Your Troop Recognition Plan Structure

- My Troop > Troop Information. Confirm you have the correct one selected.
  - If you only have 1 girl selling, it should be: Troop Reward Plan (1 girl selling)
  - If you have 2 or more girls selling, it should read: Troop Reward Plan (2 or more girls selling)
- Scroll to bottom and click Update Information

If you forgot to check the Troop Recognition plan structure and have already created the Troop Reward, you can fix it by doing this:

- Go to Rewards > Manage Recognition Orders
- Delete the Troop Reward Order
- Go to My Troop > Troop Information. Edit the Troop Recognition Plan Structure.
- Go to Rewards > Recognition Order > Select Recognition Order > Troop

## 4. Transfer Cookies to Girls

Transferring cookies properly ensures each girl receives the proper credit (and rewards) for her hard work. See the different types of transfers and how to complete them here: [How to Transfer Cookies](#)

## Entering Girl & Troop Rewards Orders:

Rewards Orders Due Monday, April 26

### 1. Entering Girl Rewards Order

- Click “Recognitions > Create Recognition Order” and select “Main” under the plan type drop down.
- Each girl will be listed with the total number of boxes she is getting credit for. Wherever there is a choice, click on the button under the reward she chose.
- If a girl earned the Cookie Share Patch or Cookie Booth Patch the number “1” needs to be physically inserted in the quantity box. The number bar patches will be sent automatically, you do not need to select them.
- To determine if a girl earned the Online Patch, run the Mobile & Ecard Summary report. Look at the Direct Ship eCard invites. If there are at least 15 invitations sent, she has earned the Online Patch.
- You will enter the reward choice for any girl earning 1 Adventure Point (over 408 boxes). Girls who earned 2 or more Adventure Points will be contacted directly by Badgerland regarding her reward choice. Please let those families know to watch for the Adventure Point email between May 5-12 asking for their reward selection.
- After all rewards for all girls are selected, click “Save” at the bottom.
- **See The Cheat Sheet:** [How to Enter Rewards in Smart Cookies](#)

## 2. Entering Troop Rewards Order

- Click “Recognitions > Create Recognition Order” and select “Troop” under the plan type drop down.
- Level will automatically be calculated.
- Click the red triangle to choose your theme: Space Explorers, I Love Horses, Painting Party, or Save the Bees.
- Important: Make sure to enter the Quantity (number of girls who sold cookies)
- Click Save.

### We're Here to Support You

If you need assistance with any of the above items, just remember our Customer Care team is just a click or phone call away!

800.236.2710 | [info@gsbadgerland.org](mailto:info@gsbadgerland.org)

## TROOP COOKIE RESOURCES



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

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