

SUPPLIES:

- Order Sheet (1 per girl)
- Recognition Sheet (1 per girl)
- Money Envelope (1 per girl)
- Cookie Entrepreneur Family Pin flyer (1 per girl)

ADVANCE PREPARATIONS:

Decide what cookie Badges your troop will work on this season.

Troop Leader(s) and Troop Cookie Manager will decide if they want to do Cookie Booths this year (with family support).

Gather supplies to pass out to families.

If you have not set up your troop bank account, you need to open it ASAP and submit your ACH authorization. If you have questions or need support, contact customercare@gsksmo.org

Find information for opening an account on our [Banking and Finance page](#).

INTRODUCTIONS

Troop Leader introduces the **Troop Cookie Manager** and explains his/her role.

Leader says, “_____ has volunteered to be our Troop Cookie Manager. She/He is our troop expert on the cookie program.”

Troop Cookie Manager introduces the Cookie program and its importance.

Troop Cookie Manager says, “The Girl Scout Cookie program is not only a fundraiser, but it also teaches girls entrepreneurship and financial literacy skills. The five skills of the cookie program are:

1. Goal Setting
2. Decision Making
3. Money Management
4. People Skills
5. Business Ethics

“Our troop will work on these skills by completing the _____ Badge this year.”

“The Cookie Program is also the main money-earning activity for Girl Scouts. Cookies sell for \$6 a box (Gluten Free must have been ordered by the troop in October). Our troop will earn \$1 per box of cookies sold. The remaining profits from the Cookie Program are kept local and are used to fund camp properties, provide financial assistance for girls in need, and offer programming for girls, just to name a few uses!”

INTRODUCE THE COOKIE ENTREPRENEUR FAMILY PINS

Troop Cookie Manager says, “Girl Scouts has a program for families to continue the skill building at home with their Family Cookie Pins! You will work together as a family to set goals, practice entrepreneurship skills, and celebrate your Girl Scouts accomplishments together. Let the troop leader know when you have completed the pin so it can be awarded to your Girl Scout.”

MEET THE COOKIES

Troop Cookie Manager says, “Girls will sell cookies for \$6 a package. The cookie choices are:

- Trefoils
- Thin Mints
- Peanut Butter Patties
- Caramel deLites
- Peanut Butter Sandwich
- Toast-yay!
- Lemonades
- Adventurefuls
- Caramel Chocolate Chip (Gluten Free – troop must have ordered in advance for the girl to sell, otherwise customer should order via direct ship)

There are two cookie companies that bake Girl Scout cookies. If you have heard some of our varieties called by a different name, they are made by the other cookie company.”

IMPORTANT COOKIE PROGRAM DATES

- Start of program: December 18th
- Turn in first round of cookie orders to Troop Cookie Manager: (review options in TCM Handbook – initial order section), pick a date before your turn in date of January 8th)
- Cookie pickup (won't know dates at time of meeting)
- End of program: March 3rd

WAYS TO SELL COOKIES

Troop Cookie Manager says, “There are three ways your Girl Scout can sell cookies. First, you have received a paper order form. Girls can take orders offline and write the orders on the order card. You will turn those numbers into me in early January.”

“The second order type is online with Girl Delivery. Customers will order and pay online through the DC24/Digital Cookies system and choose to have your Girl Scout deliver the cookies to them. You will receive an email asking you to approve these orders and then you will write them down on your paper form to track. Again, you will turn those numbers in to me.”

“The last way girls will sell cookies is online through DC24 with Direct Ship. This means that cookies will go out after the order is placed and be shipped directly to the customer. There is nothing you need to do with these orders, although it is always a good idea to reach out and say thank you.”

COOKIEGRAMS

Troop Cookie Manager says, “Girl Scouts will send families Cookiegram emails during the program. Each Cookiegram is unique and has ‘just in time’ information for you. It is extremely important that you read any Cookiegrams you receive. Your first Cookiegram will include the information to set up your Girl Scout’s account in DC24, our digital cookie ordering system.”

COOKIE BOOTHS

Gauge family interest and ability to support cookie booths **if Troop Leaders and Troop Cookie Manager wish to do booths.**

Troop Cookie Manager says, “Cookie booths are an opportunity for us to sell cookies to the public in February and March. It is not a requirement for us to do booths, but they can be a great way to raise extra funds for the troop. We need to decide if we want to do booths and if we have enough parent/caregiver support to do them. Troop Leaders and the Troop Cookie Manager may not be available for some booths.”

“If we decide to do cookie booths we will sign up for dates and times through the Council or our Service Unit. If you have a relationship with a business that would be willing to host a cookie booth, please let me know**. We will need two adults, at least one of whom is registered, and background checked at each cookie booth.”

Troop Leader Note: If you plan to hold a cookie booth, read our Cookie Booth Best Practices section of the TCM Handbook.

**All individually arranged locations should be approved by the council. Get with your Troop Cookie Manager for more information or email cookies@gsksmo.org

RECOGNITIONS

Troop Cookie Manager says, “When girls sell cookies the proceeds from sales go to the troop and are used for the benefit of all of the girls in the troop regardless of how many cookies they sell. Recognitions are earned by girls based on their individual sales. Take a look at the Cookie Recognition sheet to see what each girl can earn, and please let me know if you have questions about the cookie recognitions.

If girls have a choice between two items or need to provide a size, I will let you know when I need that information.”

ASK FOR VOLUNTEERS for Cookie Delivery Day and Cookie Cupboard pick up (if needed).

Troop Cookie Manager says, “Our first cookie order will be ready to pick up in February. I will need help picking up the order and sorting cookies for each girl. This normally happens on a weekday. Our pickup date is _____.”

“We may need to pick up extra cookies after our initial order. The pickups are normally done on a weekday. I will also be asking for volunteer help with this task.”

"If you know that you will be available to volunteer now, please come and talk to me. It takes a village to run a Girl Scout troop and a Cookie Program!"

CLOSING

Troop Cookie Manager says, "Thank you in advance for all your help with the Cookie Program. Please reach out with any questions or concerns as soon as you have them!"