

2024 TPM Cookie Manual



Welcome to the 2024 Girl Scouts Cookie Program!

My Cookie Dates

2024 Cookie Program
January 20 – March 30, 2024

Digital Cookie Email Campaign
January 16, 2024

Cookie Program Officially Begins
January 20, 2024

Cookie Warehouse Pickup
March 2, 2024

Cookie Booths
March 15-30, 2024

Last Day of the Program
March 30, 2024

My Cookie Team

Customer Care
801-265-8472
info@gsutah.org

Allison Wickel
Product Program Manager
awickel@gsutah.org
801-716-5125

Finance Department
801-716-5142
finance@gsutah.org

Cookie Program Contact Information

Service Unit Product Program Rep. (SUPPR)

Name

Phone

Email

Caregiver Helpers

Name

Phone

Email

Name

Phone

Email



Table of Contents



This Girl Scout Cookie™ season, we are inspiring Girl Scouts® to own the magic that makes them unique and unstoppable!



	Topic	Page
	Resources	4
	Important Dates	5-6
	Skills and Badges	7-8
	Safety	11
	Volunteer Responsibility	12-13
	Meet the Cookies and Rewards	15-17
	Initial Order	18
	Baileys Pickup and Delivery	20
	Smart Cookies and DC24	21-23
	Booths	24-29
	Cupboards	30
	Finance	31-34
	Policies and Standards	35-37



ABC Bakers Facebook	Excite and energize volunteers and troops about cookie sales with sales strategies, success stories, technology tips and more	www.facebook.com/abcbakers
Lemonades Facebook	Product sales and marketing tool	www.facebook.com/LemonadesCookie
Lemonades Instagram	Product sales and marketing tool	@Lemonadescookie
Cookie Calculator	Calculate package sales goals based on number of packages sold last year and the desired percentage increase this year	www.abcsmartcookies.com/resources
Cookie theme information	Gallery of images, clip art, certificates	www.flickr.com/photos/abcbakersvolunteergallery/albums
Cookie varieties	Product descriptions and recipes	www.abcbakers.com www.abcsmartcookies.com
Rally Guide	Fun ideas for troop rallies	www.abcsmartcookies.com/resources
Standard forms	Parent permission slip, count it up activity	www.abcsmartcookies.com/resources
Troop goal poster	Poster	www.flickr.com/photos/abcbakersvolunteergallery/albums www.abcsmartcookies.com/resources
Volunteer and girl videos	How-to videos on a variety of topics	www.youtube.com/user/ABCCouncils





Activity	Date
Service Unit Cookie Rallies	Dec. to Jan 20
Caregiver and Girl Scout troop training	Dec. to Jan 20
GSUSA National Cookie Season Launch	January 9
Digital Cookie early access email campaign (set up and emails only)	January 16
COOKIE SEASON OFFICIALLY BEGINS	January 20
Booth Early Bird Fast Pass <i>opens</i> at 8:00 a.m.	January 27
Booth Early Bird Fast Pass <i>closes</i> at 8:00 p.m.	January 28
Booth Lottery round 1 <i>opens</i> at 6:00 p.m.	January 30
Booth Lottery round 1 <i>closes</i> at 6:00 p.m.	January 31
Booth Lottery round 2 <i>opens</i> at 6:00 p.m.	February 1
Booth Lottery round 2 <i>closes</i> at 6:00 p.m.	February 2
Booth signups open for remainder of program at 8:00 a.m.	February 3
Girl Order taking for Initial Orders ends	February 4
TPM Smart Cookies Initial Order and Rewards deadline 8:00 p.m.	February 6
SUPPR Smart Cookies Initial Order and Rewards deadline 8:00 p.m.	February 7
Warehouse pickup day	March 2



Activity	Date
Bailey's cookie delivery week (outlying locations)	March 4-9
Cookie Cupboards open (subject to change)	March 7
Troops secured Cookie Booth Agreement form due on or before	March 13
Cookie Booths	March 15-30
First ACH debit by GSU at council discretion (\$1 per package of I.O. less digital cookie payments)	March 21
Cookie Program ends	March 30
Girl Money due to TPM All troop -to-troop transfers complete in Smart Cookies	April 2
Final ACH debit by council begins (remaining balance owed)	April 8
TPM submit all booth allocations, troop-to-girl transfers and submit rewards order by 8:00 p.m. in Smart Cookies	April 8
SUPPR verify all troop allocations and submit reward order by 8:00 p.m. in Smart Cookies	April 9
Troop Cookie Envelope due to GSU	April 12
Activity Credits mailed to caregivers address in GSU database	Week of May 5
Girl Scout/Troop rewards shipped from ABC to SUPPRs	June 2024
Non-ABC rewards shipped/emailed to Girl Scouts	May/June 2024
Cookie/Fall Product Program Crossover Patch mailed to caregivers as they are produced	August/September
Service Unit Proceeds ACH	August/September

Include the 5 Skills

Through the Girl Scout Cookie Program[®], Girl Scouts gain these 5 skills and learn to think like entrepreneurs!



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.



Decision Making

Girl Scouts learn to make decisions on their own and as a team.



Money Management

Girl Scouts learn to create a budget and handle money.



People Skills

Girl Scouts find their voice and build confidence through customer interactions.



Business Ethics

Girl Scouts learn to act ethically—both in business and life.

Entrepreneurship Badges & Pins

When you sell Girl Scout Cookies, you practice-goal setting, decision making, money management, people skills, and business ethics—as you learn to think like an entrepreneur. You can earn badges and pins each year you run your own Girl Scout Cookie business. Then explore your own business idea by earning an Entrepreneur badge.

	Cookie Business		Financial Literacy		Cookie Entrepreneur Family	Entrepreneur		
Daisy	 My First Cookie Business	 Cookie Goal Setter	 Money Explorer	 My Money Choices	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Toy Business Designer		
Brownie	 My Cookie Customers	 Cookie Decision Maker	 Budget Builder	 My Own Budget	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Budding Entrepreneur		
Junior	 My Cookie Team	 Cookie Collaborator	 Budget Maker	 My Money Plan	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Business Jumpstart		
Cadette	 My Cookie Venture	 Cookie Market Researcher	 Cookie Innovator	 Budget Manager	 My Money Habits	 My Dream Budget	 Year 1, 2, and 3 Cookie Entrepreneur Family Pins	 Business Creator
Senior	 My Cookie Network	 Cookie Boss	 Savvy Saver	 My Financial Power	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Business Startup		
Ambassador	 My Cookie Business Resume	 Cookie Influencer	 Financial Planner	 My Financial Independence	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Entrepreneur Accelerator		

Axolotl Fun Facts



OWN YOUR **magic**

Axolotls are critically endangered amphibians.

**In the wild, they are found in only one lake in the whole world!
Lake Xochimilco, Mexico.**



Axolotls are 1,000 times more resistant to cancer than mammals.



Wide range of color + camouflage abilities!

Axolotls are neotenic, which means they never outgrow the larval stage.



Axolotls can completely regenerate lost limbs + organs. Wow!

Life span: 10 years+

“Axolotl” means “water dog” in native Aztec language.



Promotions

Troop Proceeds

Troops earn \$0.70 for every package sold by their troop.

Troop proceeds can be used for troop activities, camp, travel, uniforms, Journey Books and badges.

All funds received belong to the troop and not to any individual Girl Scout.

Activity Credits

Girls earn \$12.50 for every 50 packages sold between 50-349 packages.

Girls earn \$15.00 for every 50 packages sold from 350 packages and above. There isn't a limit that can be earned.

Activity Credits give caregivers the freedom to choose how to reward their Girl Scout for their hard work. They can be redeemed for camp, council sponsored events, *Destinations* travel, and at the GSU retail shop.

Activity Credits are mailed directly to the Girl Scout in May. Please verify that GSU has the correct mailing address in myGS.

Cookie Share/Gift Of Caring

Girl Scout Cookies that are donated by a customer using Digital Cookie are Council Gift Of Caring (CGOC). These packages will be donated to Utah Food Bank by the council. If donated using cash to a Girl Scout or troop, these are Troop Gift of Caring (TGOc). These packages are donated to the organization of the troop's choosing. The Girl Scout and the troop will receive credit for your cookie donation purchase.

Donated packages are referred to as "Cookie Share" by ABC Bakers.



Girl Scout Safety

- **Show you're a Girl Scout.** Wear the Girl Scout membership pin, vest, sash, or other Girl Scout clothing to identify yourself as a Girl Scout.
- **Buddy up.** Always use the buddy system. It's not just safe, it's more fun.
- **Plan ahead.** Be prepared for emergencies, and always have a plan for safeguarding money.
- **Protect Privacy.** Girl Scouts' last names, home addresses, and email addresses should never be given to customers. Protect customers' privacy by not sharing their information, except when necessary.

In Person Sales

- **Partner with adults.** Adults must accompany Girl Scout Daisies, Brownies and Juniors. Girl Scouts in grades 6-12 must be supervised by an adult and must never sell or deliver cookies alone.
- **Sell in the daytime.** Sell during daylight hours, unless accompanied by an adult.
- **Do not enter any homes or vehicles.**
- **Be streetwise.** Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.
- **Be safe on the road.** Always follow safe pedestrian practices when crossing at intersections or walking along roadways. Be aware of traffic when unloading products and passengers from vehicles.

Digital Sales

- **Be safe online.** Girl Scouts must have their caregiver's permission to participate in all online activities.
- **Participate in Digital Cookie.** Read and abide by the Girl Scout Digital Cookie Pledge.
- **Read and agree.** Read and agree to the GSUSA Internet Safety Pledge.
- **Caregivers' agreement.** Read and abide by the Digital Cookie Terms and Conditions for caregivers.





Volunteer Responsibilities

Before the sale December – January 20th

- Complete your 2024 Troop Product Manager Agreement form on gsutah.org.
- Complete mandatory cookie training on [gsLearn](https://gsLearn.org).
- Complete Youth Protection Training if it is not complete already.
- Contact your Service Unit Product Program Representative (SUPPR).
 - Must be trained by your SUPPR.
 - Get Cookie Program Material (receipt books, Girl Scout order cards, etc.).
 - Get Troop Training Cookies for girls to sample.
- Review the Cookie Badges, Patches, Certificates, and Entrepreneur Family Pin information on gsutah.org.
- Hold a caregiver and Girl Scout meeting/training.
 - *Each participating Girl Scout must have a signed Caregiver Permission Agreement Form.*
 - Hand out Girl Scout order cards and program material.
 - Review the Cookie Family Meeting Guides on the gsutah.org website.
 - Set a troop goal and encourage individual girl goals. Planning a troop trip or activity and setting the date is a great way to keep Girl Scouts engaged and motivated.
 - Review Social Media Safety Guidelines and have them sign the *Girl Scout Internet Safety Pledge*.
- Log into Smart Cookies and Digital Cookie as soon as you receive your welcome email. Approved TPM will receive an email with a unique link to log into each system.
- Once logged into Smart Cookies, verify that your roster is correct. Contact council if you need to make changes to your troop roster. (See Smart Cookies TPM Manual, pg. 7)
- Cookie Rally! Register your troop for your Service Unit Cookie Rally. This is a great way to get your troop excited for the program and help them begin learning the 5 Skills of entrepreneurs.



During the sale January 16-March 30

Make sure all Girl Scouts in your troop are excited and ready to start.

- **January 16: Digital Cookie Email Campaign begins.** Girl Scouts have access to Digital Cookie to set up their storefront, create flyers and door hangers, send emails, and take orders from emails only.
- **January 20: 12:00 a.m. is the official start date of the 2024 Cookie Program.**
- **January 27: Smart Cookies Booth Scheduler opens for TPMs to schedule Council Sponsored Booths.**
- **February 4: Initial Order ends at 11:59 p.m.** All girl order cards orders need to be entered into Digital Cookie by the caregiver or turned into the TPM. Digital Cookie automatically sends order card packages to Smart Cookies. The TPM can adjust the orders in Smart Cookies until they submit the troop Initial Order. (See Smart Cookies Troop Manual, pg. 8)
- **February 6: TPM deadline is at 8:00 p.m. to enter Troop Initial Order into Smart Cookies. Remember to order booth and extra cookies.** (See Smart Cookies Troop Manual, pg. 8)
- **March 2: Baileys Warehouse Pickup day**
- **March 4-9: Outlying Service Unit cookie delivery**
- **March 7: Cookie Cupboards Open (this date is subject to change based on cookie availability from the warehouse)**
- **March 8: “Troop Secured” Cookie Booth Agreement forms due to GSU. TPM enters booth info into Smart Cookies for approval.** (See Smart Cookies Troop Manual, pg. 19)
- **March 15- 30: Cookie Booths (See Smart Cookies Troop Manual, pg. 21).**

After the sale

- **March 31 – April 8: Wrap up the program.**
- **April 2: All Girl Scout customer money due to the troop. All troop-to-troop transfers complete in Smart Cookies.** (See Smart Cookies Troop Manual, pg. 14)
- **April 8: TPM submit all booth allocations, troop link to Girl Scout transfer, and rewards in Smart Cookies by 8:00 PM; All cookie funds must be deposited into troop bank account. Final ACH of remaining balance due to council begins.** (See Smart Cookies Troop Manual, pg. 8-27)
- **April 12: Troop Cookie Envelope due to GSU. Include all Caregiver Permission forms; copies of bank deposit slips; and receipts for any Girl Scout with outstanding debt, caregiver name, and amount due.**
- **Week of May 5: Activity Credits mailed directly to the Girl Scout. TPM needs to verify GSU has the correct mailing address for all Girl Scouts that participated in the program for your troop.**
- **June: Girl Scout rewards shipped from ABC to SUPPR.**
 - **Contact the SUPPR with any missing rewards from the shipment within 1 week of delivery.**
 - **Please distribute rewards to Girl Scouts ASAP. They have worked very hard for their rewards and deserve to celebrate their achievements.**
- **May/June: Non-ABC rewards shipped directly to the Girl Scout. Van’s eGift card and Build-A-Bear Workshop information emailed to caregiver. Girl Scouts that earned the Disney Cruise will be contacted by GSU with details.**

Facts to know!



Proceeds stay local!



12 cookie packages per case

\$5 per package
\$6 per gluten-free package



How much should I order?

Based on average sales per cookie variety in the past, we recommend you order based on the below mixture:

Thin Mints®	31%	Trefoils®	5%
Caramel deLites®	25%	Peanut Butter Sandwich	5%
Peanut Butter Patties®	11%	Toast-Yay!®	5%
Adventurefuls®	7%	Caramel Chocolate Chip (gluten-free)	3%
Lemonades®	8%		

How much can I pickup?

Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station Wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases

The oven that bakes Trefoils® is as long as an American Football field.

A cookie season of Caramel deLites® needs as much coconut as 6 blue whales' weigh.

Fun Facts!

ABC uses enough peanut butter in Peanut Butter Patties® to fill 6 swimming pools.

Girl Scouts have been selling Lemonades® since 2006.

Your Girl Scout Cookie favorites are back!



Adventurefuls®



Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt



Toast-Yay!®



French Toast-inspired cookies dipped in delicious icing



Lemonades®



Savory slices of shortbread with a refreshingly tangy lemon flavored icing



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe



Thin Mints®



Crispy chocolate wafers dipped in a mint chocolaty coating



Peanut Butter

Patties®



Crispy cookies layered with peanut butter and covered with a chocolaty coating



Caramel deLites®

Crispy cookies topped with caramel, toasted coconut, and chocolaty stripes



Peanut Butter

Sandwich

Crisp and crunchy oatmeal cookies with creamy peanut butter filling



Caramel

Chocolate Chip



*Caramel, semi-sweet chocolate chips, and a hint of sea salt in a delicious cookie**
*Limited availability



Girl Scout Cookies®

2024 Food Allergens Guide



	CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M)					DOES NOT CONTAIN				CERTIFICATIONS		
	Wheat	Soy	Coconut	Milk	Peanuts	NO High Fructose Corn Syrup	NO Artificial Colors	NO Preservatives	NO Trans Fat	Certified Gluten Free	Made with Vegan Ingredients	Certified Kosher OU-D and Halal
 Adventurefuls®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
 Toast-Yay!®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
 Lemonades®	Y	Y	M	M	M	Y	Y		Y		Y	Y
 Trefoils®	Y	Y	M	Y	M	Y	Y	Y	Y			Y
 Thin Mints®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
 Peanut Butter Patties®	Y	Y	M	M	Y	Y	Y	Y	Y		Y	Y
 Caramel deLites®	Y	Y	Y	Y	M	Y	Y		Y			Y
 Peanut Butter Sandwich	Y	Y	M	Y	Y	Y	Y	Y	Y			Y
 Caramel Chocolate Chip						Y	Y	Y	Y	Y	Y	Y



For complete nutrition facts and ingredients, visit girlscoutcookies.org or www.abcbakers.com for more information.

Rewards

Girl Scouts of Utah 2024 Cookie Rewards Program

My Personal Goal: _____

Troop Initial Order Rewards



Troops with a PGA of 400+ on initial order will receive **2024 Patch and an Own Your Magic T-Shirt** for each girl who submitted an initial order and the TPM.

Crossover Patch



2023 Fall/2024 Cookie Patch
Girl must meet the 2023 Fall Program criteria and sell 400+ packages of cookies.

Council Gift of Caring Reward



Gift of Caring (Digital Cookie) Patch
25+ GOC pkgs

Cookie Techie Patch



20+ emails sent by February 4, 2024

Axolotl Plush Belly Jellies



Assorted in four colors
100+ emails sent by February 4, 2024

Coin Purse



50+ emails sent by February 4, 2024

Axolotl Backpack Clip



Upload your Digital Cookie Video by February 4, 2024

Featured Patches



Cookie Techie Patch
20+ emails



Booth Sales
Available at the council shop while supplies last



Super
2500+ pkgs

Earn Activity Credits

Earn \$12.50 for every 50 packages sold from 50-349 packages, and \$15 for every 50 packages sold at 350 packages and above. Redeemable for camp, council sponsored events, Destination trips, and shop merchandise. (more info at <http://www.gsutah.org>)

OWN YOUR magic

Troop# _____
Girl Scout Cookie Goal _____



girlscouts



Own Your Magic Patch
50+ pkgs



Axolotl Vinyl Sticker
75+ pkgs



Thinking Foam
150+ pkgs
Assorted in four colors



Axolotl Charm
250+ pkgs



300+ Bar Patch and Socks
300+ pkgs



Cowabunga Bay Cookie Celebration
350+ pkgs



500+ Bar Patch and Axolotl Plush
500+ pkgs



800+ Bar Patch and Build A Bear Workshop Experience
800+ pkgs



1000+ Bar Patch and Design Your Own Van Shoes
1000+ pkgs



Axolotl Plush Large Pillow
1500+ pkgs



2000+ Bar Patch and Hoodie
2000+ pkgs



Advanced GPS Drone w/ 4K Camera or Noise Cancelling Wireless Headphones and Super Patch
2500+ pkgs



3000+ Bar Patch
3000+ pkgs



4000+ Bar Patch and Arcade IUP-Infinity Game Table or Apple iPad Pro
4000+ pkgs



5000+ Bar Patch
5000+ pkgs



Disney Cruise aboard the Disney Magic ship and 5000+ Bar Patch
5500+ pkgs

Lucy + Lottie the axolotls are wishing you a gill-y successful Girl Scout Cookie® season!



Initial Order



The troop initial order (I.O.) include all orders, Digital Cookie orders, and girl order card orders from the beginning of the cookie program to Sunday, February 4, at 11:59 p.m.

The caregiver needs to approve all Girl Delivered orders in Digital Cookie by the end of the initial order for the packages to be included with the troop initial order.

Please refer to page 8 of your Troop Smart Cookies Manual for steps and screenshots on how to enter the troop Initial Order into Smart Cookies.

- **TPMs enter in the cookie order by variety for each Girl Scout from the Girl Order Card. Caregivers can enter their Girl Order Card into Digital Cookie, and it will automatically send to Smart Cookies. All Digital Cookie orders automatically populate into Smart Cookies.**
- **Enter booth cookies by variety into Smart Cookies.**
- **TPM submit their IO by 8:00 p.m. on February 6th**
- **SUPPR submit their IO by 8:00 p.m. on February 7th**
- **If a troop misses the deadline or needs to make an adjustment after submitting, they will need to contact you before the SUPPR deadline.**
- **Smart Cookies will automatically adjust the order to full cases.**
- **Be sure to click SAVE to complete the Initial Order in Smart Cookies.**

Once your Initial Order has been entered you will need to select a delivery station. Please refer to page 8 of your TPM Smart Cookies Manual.

The final step to finish the Troop Initial Order is to submit the Early Recognition (Initial reward) order. Please refer to page 23 of your Troop Smart Cookies Manual.

Initial Order Pickup & Delivery

Picking up your cookie order is exciting, and there are a few steps you can take to make sure everything goes smoothly. Troops are responsible for counting and verifying the total number of cases received. Once the receipt is signed, troops accept financial responsibility. Case counts are final and become the property of the troop. When in doubt, recount!

Baileys Initial Order Warehouse Pickup: Saturday, March 2

- **Scheduled pickup time will be in Smart Cookies. Be flexible with your scheduled pickup time and allow extra time for unforeseen backups or delays.**
- **Be on time and do not come earlier than 5-10 minutes before your scheduled pick up. Coming early causes congestion and will delay pick up times.**
- **No children or tagalongs. Only adults are permitted at delivery sites due to the danger of forklifts and large vehicles.**
- **Please be patient, polite, flexible, and ready to help when needed.**
- **Check in with your SUPPR and wait until you have been informed that it is your troop's turn before pulling up to your assigned dock.**
- **Be sure all vehicles for your troop appointment arrive at the same time and pull up to the pickup location together.**
- **If you are not comfortable with your final count you may pull into the parking area and recount before signing the receipt.**

Baileys Initial Order Delivery: Week of March 4

This week is for Service Units that have made prior arrangements for their Initial Order to be delivered by Baileys to a specified location. The SUPPR will schedule a time for each troop to pick up their cookies from the delivery location.

- **Print out your delivery confirmation and have it with you to be sure you receive the correct number of cases.**
- **Please be patient, polite, flexible, and ready to help when needed.**
- **Be on time and do not come earlier than 5-10 minutes before your troop's scheduled time.**
- **Check in with the SUPPR and receive your bubble sheet.**
- **No children or tagalongs. Leave children at home, only adults are permitted.**
- **Bring enough vehicles to pick up your entire order at the same time. Multiple vehicles for a troop must arrive at the pickup location together.**

NOTE: Transportation of the cookies is the responsibility of the troop. Please be prepared to secure your load and cover in inclement weather.

Wet and/or melted cookies are not considered damaged. You are responsible for any wet/melted cookies, and they will not be exchanged.

Damages Exchange and Storage

If a package is damaged, it can be exchanged at a cookie cupboard for a package of the same cookie variety only. Damaged means:

- Crushed package
- Sealed but empty package
- Unsealed package
- Missing cookies
- Missing package from a case



IMPORTANT: Do not store cookies in a car, direct sunlight, a garage, on a cement floor, porch, patio, or in any warm place or location where animals, bugs, or water can get to them. Remember, you are responsible for these cookies, even if they get wet, melt from heat, or otherwise become unsaleable.

Receipts and Inventory Management

- Include date and names on all receipt.
- Fill out a money/cookie receipt each time:
 - Caregiver delivers money to the TPM.
 - Caregiver picks up cookies from the TPM.
- Make sure caregiver counts cookies before signing receipt.
- Count money in front of caregiver before signing receipts.
- Caregiver receives one copy and troop keeps one copy.
- Log receipts in Smart Cookies and your inventory tracking record often.
- Get a signed receipt from the troop treasurer/leader if you give them the money to deposit into the bank account. If you deposit the money, be sure to keep copies of the bank receipts to turn with your Troop Cookie Envelope at the end of the program.
- When distributing cookies for a booth, receipt the cookies going to the booth as well as the cookies and money returned at the end of the booth sale.

Protect yourself! Always use a receipt for every cookie and/or money transaction.



ABC Bakers provides YouTube training videos to guide you every step of the way!

Training can be accessed directly from

www.abcsmartcookies.com/safety-and-training

Add noreply@abcsmartcookies.com to your safe sender list!

Be on the lookout for this important email!

From: noreply@abcsmartcookies.com <noreply@abcsmartcookies.com>
Sent: Tuesday, November 29, 2022 4:34 PM
To: abcbakers.troop+test@outlook.com <abcbakers.troop+test@outlook.com>
Subject: ABC Smart Cookies Registration

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

<https://app.abcsmartcookies.com/#/registration?token=88273fb7-c1e7-4531-9d3e-577860f90a53>

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

Thank you,

The ABC Smart Cookies Team

If you'd like to unsubscribe and stop receiving these emails [click here](#)



Digital Cookie

For Girl Scouts/Caregivers:

- **Customizable Girl Scout pages allow customers to read their story and sales pitch and view their profile image or video.**
- **Cookie Business Badges and Family Entrepreneur Pin requirements are integrated into the system to reinforce the importance of badge work and the Girl Scout experience within the cookie program.**
- **Girl Scouts can send "cheers" to one another by choosing from an assortment of encouraging and congratulatory images.**
- **Girl Scouts can make sales on the go for Girl Delivery, Shipped, and Cookies in Hand. The option to turn girl delivery off for customers based on family preferences and cookie availability.**
- **The ability to turn cookie varieties on or off to match available inventory.**

girl scouts

Digital
Cookie®

This cookie season, superpower your sale by adding Digital Cookie® to your toolkit.

Use the Digital Cookie® app to sell cookies wherever you go!

The app makes it easy for you to take payment from customers purchasing cookies.



Become a true cookie boss in four easy steps!

1. Register for Digital Cookie®

Create your **Digital Cookie Password**
for email address: password@mailbox.com

When you create your password, a confirmation email will be sent.

Password

Confirm password

SUBMIT

Look for the Digital Cookie® registration email in your inbox to register. If you can't find it, contact your council.

2. Set Up Your Site

Cookie Page Setup

1. Set Your Sales Target 2. Share Your Story 3. Upload a Photo or Video

SET MY SALES TARGET **ACCOUNT**

Your Goal Calculator

Target Revenue: 200 Break-Even Point: \$100 **Help for Prospective**

SO FAR TONALISA HAS SOLD: **Tonalisa's Total Sale Progress**

10537 **Next Step**

Take a few minutes to set your sales goal, share your cookie story, and upload a fun picture or video. Then publish and go!

3. Invite Customers



Use the email in Digital Cookie® to reach out to customers. Ask them to visit your site, purchase, and share your site. Also, post your site on social media.

4. Track Your Progress

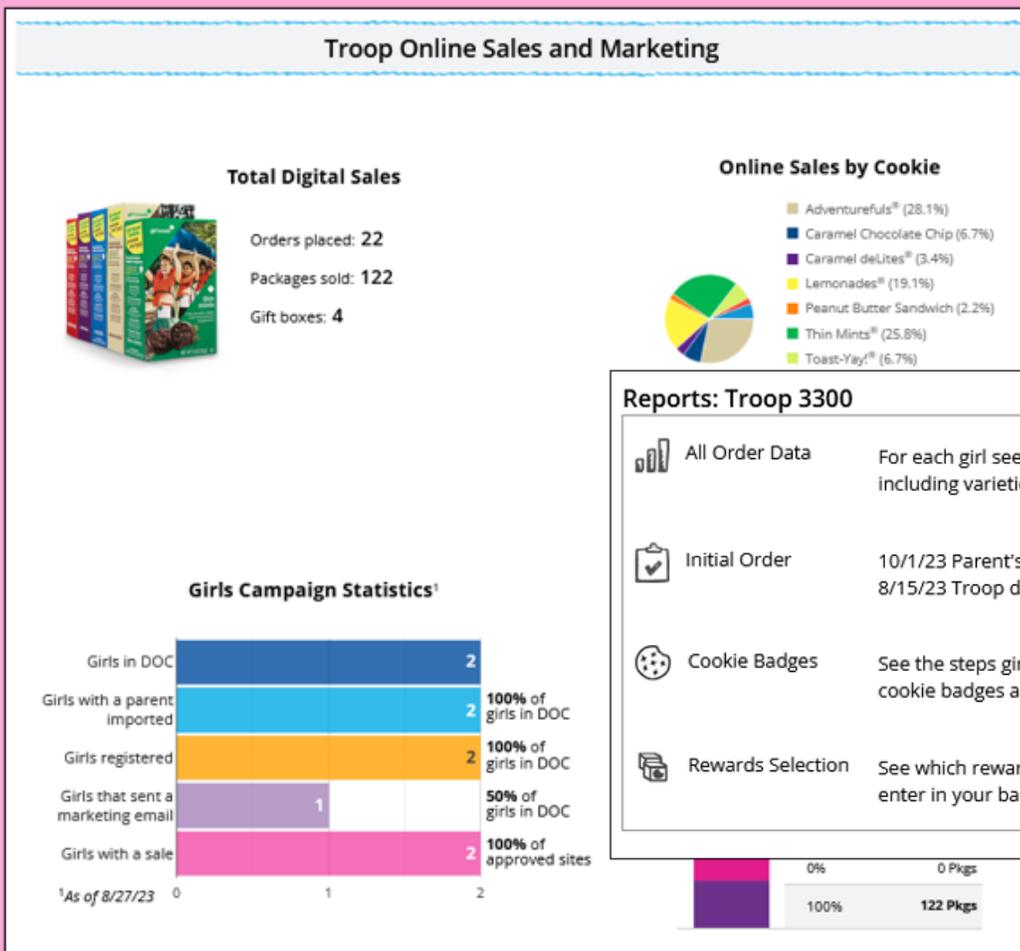


Use your Digital Cookie® platform to track sales and inventory and check progress towards your goal.

Digital Cookie

For Troops:

- **TPMs can view the sales for the Girl Scouts in the troop from the dashboard.**
- **You have 4 reports to view that can help you manage your troop's progress:**
 - **All Order Data** will show you details on every order for every girl.
 - **Initial Order** (If applicable) will show you the initial paper order card entry by the parents to allow you to compare what is in the baker software if desired.
 - **Cookie Badges** will let you know if Girl Scouts are completing any of the Cookie Business badges and/or the Family Entrepreneur Pins. Encourage them to complete these with their families to increase their cookie program learnings!
 - **Rewards Selection** will be helpful if the Girl Scout earns one of the higher recognitions that requires a choice. Digital Cookie enables Girl Scouts to select their rewards in Digital Cookie. You simply pull this report and enter their choices into the baker software without needing to track down each choice for each Girl Scout in the troop.





Booths

Cookie booths allow girls an opportunity to reach their goals and make a difference in their community. A cookie booth usually takes place in front of a business, like a grocery store or bank. The Girl Scout cookie booth is an excellent opportunity for troops to bring Girl Scout cookies to the public and for the Girl Scout to put her people skills into action while participating in the most highly anticipated girl-run business of the year!

Council Secured Booth Sign ups:

- **New for 2024: Booth sign-ups are NOT in cumulative rounds, which means if you miss round 1, you will only be able to sign up for 2 booths in round 2. Each round is open for a set amount of time, except round 3, which does not close.**
- **Sign-ups are not limited by chain.**

Round #	Start Time		# Choices	End Time	
Early Bird	January 27	8:00 AM	1	January 28	8:00 PM
1	January 30	6:00 PM	3	January 31	6:00 PM
2	February 1	6:00 PM	2	February 2	6:00 PM
3	February 3	8:00 AM	unlimited	n/a	n/a

Please refer to page 16 of the TPM Smart Cookies Manual for step-by-step instructions on scheduling booths.



Booths

Girl Scouts of Utah (GSU) obtains/secures permission from businesses and corporate offices for Girl Scout troops to conduct cookie booths at their locations. These council secured booths are listed in Smart Cookies and are open to all troops to reserve online.

- **Troops are allowed to reserve any booth regardless of location.**
- **Council Secured Businesses determine the locations, dates, and times cookie booths can be conducted. To ensure the council can continue conducting cookie booths at these businesses, adults/troops should not contact any Council Managed Booth locations or employees to request additional booth times, and/or to make changes in booth times or dates.**

Do not approach the following locations:

- **Associated Food Stores**
 - **Dan's Market**
 - **Dick's / Kent's Market**
 - **Fresh Market**
 - **Lee's Marketplace**
 - **Lin's Fresh Market**
 - **Macey's**
- **Sam's Club**
- **Smith's**
- **Walmart**
- **Harmons**
- **JoAnn Fabric & Craft**
- **IFA**
- **Rancho Markets**





Booths

Troop Secured Booths:

- Troops who wish to secure their own booths must ensure they are **NOT:**
 - In Smart Cookies, on the Council Secured Businesses list, or listed below as an unapproved location.
- Troops must complete the *2024 Troop Secured Cookie Booth Agreement Form* with the business manager and email the form to cookies@gsutah.org. Your booth will not be approved until the signed agreement form has been submitted to GSU. Form is located on gsutah.org.
- *NOTE: Troop and business managers establish dates and times that work best for both parties and comply with Girl Scouts of Utah's policies and guidelines. Please ask the manager to inform other managers/departments of the secured cookie booth dates/times. This will avoid possible double bookings. If a double booking occurs, the first troop that submitted their Troop Secured Booth Agreement to GSU will be approved.*

Possible Booth Locations		Unapproved Locations
Grocery Stores	Concerts and Plays	Breweries and liquor stores
Sporting events	Car washes	Adult-oriented businesses
Banks and credit unions	Place of worship	Tobacco and vape shops
Schools, universities and colleges	Boutique	Public street corner



Booths

Hours/Shifts

- Troops may booth between the hours of 8:00 a.m. and 8:00 p.m. Shifts are generally 2-3 hours. Only Junior level Girl Scouts and older may booth after 6:00 p.m.
- Girls may only booth outside of regular school hours, Monday through Friday after 2:00 p.m. Homeschooled troops or Girl Scouts on a school track schedule break may booth before 2:00 p.m. provided they advise inquisitive customers that they are legitimately out of school.
- Daisy Girl Scouts should not be scheduled longer than one hour during the assigned booth shift; additional adult supervision is recommended. Rotate girls after their one-hour shift to cover a booth that is longer than one hour.

Booth Procedures

- Each booth must have 2 adults: one must be a woman, and one should be a registered member with a current background check by GSU, current membership and completed Youth Protection Training. Minimum of 2 and maximum of 5 Girl Scouts per door.
- Caregiver supervising at the booth must sign a Conduct Agreement form located on the GSU website.
- Adults must always supervise girls closely, including restroom breaks.
- Girls should stay behind the table and in between the adults supervising the booth. Girls should not approach customers.
- Do not allow girls to go into the parking lot. Girls must stay with an adult at the booth.

Booth set up

- Bring a table, chairs, and a green tablecloth.
- Place extra products and supplies under the table.
- Have Girl Scouts bring water bottles and snacks.
- Bring an inventory sheet and clipboard to keep accurate records of packages sold, money, and Girl Scouts attending the booth.
- Make a poster to display the troop's goal and plans for how they will use their proceeds.
- Display a pricing sign and Gift of Caring sign. Always mention the Gift of Caring donation program, especially to customers who may not want to purchase cookies.
- Have Girl Scouts put away cell phones/electronic devices and be engaged with customers.
- Create business cards and flyers with your troop QR code or online link so customers can order more from you later.
- Have extra cash to make change for customers. A good practice is to use a belt bag or cross body purse to keep money on your person. Be careful if you use a cash box as it's a target for thieves.
- Recycle your grocery bags into shopping bags or save the cookie cases so multiple-item buyers can carry their purchases easily. Do not ask the store for shopping bags.
- Bring important telephone numbers: SUPPR cell number, GSU phone number, and GSU after-hours emergency phone number.
- Take all trash with you when you leave. Do not put empty cookie cases in the store's trash can. Leave the location better than how you found it. Remember, we are guests at these stores, and they have graciously agreed to support Girl Scouts.

What if another troop is in our spot when we arrive?

To avoid misunderstandings, print out a copy of your booth site email confirmation from Smart Cookies and take it with you. The troop with the printed confirmation matching Smart Cookies has permission to be at the site.

Be kind, respectful and considerate always, and do not involve the host business.

Settle any disputes away from the Girl Scouts and then explain to them how you resolved the conflict. You are the face of Girl Scouts of Utah. Girl Scouts are watching and learning from adults – you need to always demonstrate model behavior.



Booths

Appearance and Conduct

Girls must be easily identifiable as Girl Scouts by wearing a membership pin and/or official uniform, tunic, sash, vest, or other Girl Scout clothing.

- **Always dress neatly and appropriately for an entrepreneurial business. Be prepared for the weather. Stores are not required to let your troop booth indoors in inclement weather.**
- **Always arrive on time to your assigned location and stay until your shift is complete.**
- **Upon arrival, check in with the store/location manager or previous troop to advise them of your presence and thank them for supporting Girl Scouts. Ask them where they would like you to set up your booth. Before leaving, notify the next troop of any store management requirements.**
- **Follow all rules and requirements of the location. Some requirements may have been entered into Smart Cookies, and they are non-negotiable on behalf of the management. Be aware of this as you choose your sites. Remember, we are guests! If management imposes a requirement on you once you arrive at the location, please adhere to it and notify GSU after the shift.**
- **Behave in a manner that is befitting a Girl Scout and appropriate to a public place. No roughhousing, running, climbing, or inappropriate language, etc.**
- **Greet people warmly, smile, and remain pleasant under all circumstances.**
- **Thank everyone, even those who don't make a purchase.**
- **Only Girl Scouts and supervising adults are to be present at cookie booths. No tagalongs, like friends or siblings.**
- **Do not block doorways or active walkways.**
- **Never leave your booth, money, or cookies unattended.**
- **Cell phones, iPods, or other electronic devices should only be used for online orders and accepting credit card payments.**
- **Do not eat, drink, or smoke near the booth. (small snacks and water bottles are okay)**
- **Adults may assist, but they cannot sell Girl Scout Cookies. This is the girls' business; allow them to manage and run it!**
- **Respect the next scheduled troop by being prepared to turn over the booth site on time. Begin packing up 10 minutes before the end of your shift. Do not stay longer than your scheduled shift.**
- **Thank the management for the opportunity to booth at their site. A package of cookies, certificate of appreciation, card, or poster from the troop is also a nice addition to saying thank you!**

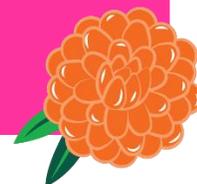


Booths

Money and Donations at Booths

- **Troops should have a plan for safeguarding money. Adults always take direct responsibility for cash with the intent to deter a theft. Adults should exercise caution in holding large quantities of money at the point of sale. If need be, plan for an additional adult to pick up and deposit money into the troop bank account, particularly from high traffic booth sales. Bring a deposit slip and ATM envelope with you to facilitate a bank run by another parent. Adults must handle ALL money for Daisy Girl Scouts.**
- **Troops may accept credit cards using Square or money apps such as Zelle that are managed by their bank. The troop will be responsible for all transaction and processing fees they incur.**
 - **Any card reader must be attached to a Girl Scout troop bank account. All cookie funds must go directly into a troop account; no small business accounts or personal accounts are allowed.**
 - **Troops must adhere to their agreements with processors; Girl Scouts of Utah will not be a party to agreements between troops and processors.**
 - **The cost of cookies cannot be increased to cover the fees (prohibited by law).**
 - **Venmo & PayPal are not acceptable forms of payment as they are prohibited by Girl Scouts of Utah.**
- **Troops are encouraged to use the Digital Cookie app to accept credit card payments. Council will take care of all credit card fees.**
- **Any donations that are not from Digital Cookie or the Digital Cookie app and is directly received by the troop during the cookie program are considered Troop Gift of Caring (TGOC) packages. Every “keep the change” or direct contribution should be converted into cookie packages and donated to the organization of their choice. Troops should not keep direct cash contributions during the cookie program.**

Cookie Cupboards



After initial order delivery day, additional cookies can be picked up from GSU cupboards. *Cupboards begin to open March 7, 2024 (see online schedule for locations, dates and times, www.gsutah.org)*

- **Orders for cookies from the cupboard must be placed by troop product managers (TPM) using Smart Cookies.**
- **A cookie cupboard order is not a guarantee of inventory availability.**
- **All cupboards will operate in WHOLE CASES ONLY through March 24. Beginning March 25, troops can order in cases and packages for the remainder of the program.**
- **Enter your planned order quantities in Smart Cookies and choose your pickup appointment. Troops should place their cupboard planned orders 24-48 hours in advance. This allows time for the cupboard to prepare your order in advance and helps with cupboard inventory.**
- **All nine cookie varieties will be stocked in the cupboards.**
- **Sometimes cupboards temporarily run out of a certain type of cookie. Smart Cookies will show “out of stock” so troops know up front of its availability, however, this is a manual process and there are times when the orders exceed available inventory. We will adjust cupboard orders and transactions to reflect available inventory**
- **Keep an eye out for cupboard inventory emails from Smart Cookies, which will inform troops when a cupboard is out of a specific variety.**
- **Print out your troop’s emailed planned order and bring it to the cupboard at your appointment time. If other volunteers are assisting you with the pick-up, make sure they have a copy of the emailed planned order from Smart Cookies and know the troop number. Cookies must be picked up by adults who are 18 and older.**
- **Your planned order will be reviewed with you, and you may have an opportunity to adjust quantities.**
- ***Count, count, count!* Verify and sign for your order before you load your vehicle and leave the cupboard! You are financially responsible for what you sign for.**
- **Troops are only financially responsible for cookies once the planned order has been picked up and is marked completed in Smart Cookies.**
- **Keep a signed receipt for your records.**
- **Planned orders not picked up within 48-72 hours of the scheduled pick-up appointment may be deleted at the discretion of the Cupboard Manager.**



Finance

Deposit all cookie money into the troop bank account as soon as possible, and do not keep cash or checks at home, at school, or in a car. Any lost, stolen, or destroyed funds, due to neglect, will be the responsibility of the TPM.

ACH Schedule

- **Beginning on March 21, 2024, the troop accounts may be debited for \$1/package of the initial order minus digital cookie payments.**
- **Beginning the week of April 8, 2024, troop accounts will be debited for the remaining balance owed to council. Council might delay ACH sweep due to changes in the program.**

Non-Sufficient Funds (NSF)

Troops must deposit sufficient funds in their troop bank accounts in time for funds to be available for each debit. However, we recognize there might be extenuating circumstances which prevent a troop from having \$1/package or remaining balances due by the ACH dates. The TPM needs to contact Linda Neeley, CFO, at 801-716-5112 to make an alternative payment plan.

Additional ACH debits will occur to accommodate missed troops, troops with collection issues, and ACH returns, etc. Council reserves the right to process additional ACH debits without the troop's express knowledge. ACH debits will continue until all council proceeds have been collected.

Troops will not be allowed to participate in the 2024 Fall Product Program or the 2025 Cookie Program if there is a balance owed to council.

Caregiver Collection Issues

Should payment concerns arise with a caregiver in the troop, Troop Leaders/Troop Product Managers are asked to document the situation and first try to resolve the issues within their own troop.

If the matter has not been rectified by the end of the program, the TPM must send all complete and signed receipts, along with the original signed *2024 Cookie Program Caregiver Permission Agreement Form* in the troop envelope to GSU no later than April 12, 2024. Please include Girl Scout and caregiver name as well as the balance owed. Council will begin the collections process.

Council will ACH funds into the troop's account to cover the outstanding debt and will work directly with those parents to ensure outstanding debt is paid, so the troop can enjoy the full proceeds and incentives due from the program.



Finance

Dishonored Checks

GSU will make whole a troop who receives a dishonored check for the purchase of cookies and reimburse any fees the troops may incur at Wells Fargo Bank. Reimbursement for dishonored checks will be by ACH.

Troops with Bank Accounts at Wells Fargo

Wells Fargo will automatically send all dishonored checks to the collection agency the first time they are put through. Troops will not see any fees associated with the dishonored checks as these are billed directly to GSU. Do not collect funds from the customer to cover the dishonored check

Troops with Non-Wells Fargo Bank Accounts

GSU encourages all troops to open accounts with Wells Fargo, which provides several privileges to Girl Scout troops, including free checking and protection against dishonored check fees during the cookie program. Please contact finance@gsutah.org with any questions about establishing a new bank account.

All troops should complete the *Dishonored Checks* section of the *Troop Cookie Envelope* at the conclusion of the cookie program. Please include a copy of the dishonored check as well as the notification from the bank.



Finance

Troop Proceeds Standards

- Troops should be financed by troop money-earning activities and by a share of money earned through council sponsored product programs.
- Girl Scouts engage in troop budgeting activities that help them to learn money management. The Girl Scouts are part of the decision-making process in determining troop dues, troop money-earning projects, and uses of collective funds. The funds are for Girl Scout activities and are not to be retained by individuals as their property.
- Girl Scouts may not earn money for other organizations. However, girls may contribute a portion of their troop treasury to organizations or projects they consider worthwhile (for example, local or international service organizations or environmental projects).
- All proceeds earned by the Girl Scout through product programs must support Girl Scout program experiences for the troop (such as camp, troop/group travel, and program events; but not scholarships or financial credits toward outside organizations). Individual gift cards or individual tickets to external establishments would not be within guidance.
 - Example:
 - Accepted: Tickets for a troop/group trip to the zoo
 - Not Accepted: Tickets given to an individual girl or their family to the zoo
- Do not reimburse a Girl Scout for troop experiences. If a Girl Scout is unable to attend an event sponsored by the troop, they are not to be reimbursed for the funding that would have been spent for their experience.
- Proceeds received by a troop are non-transferrable. Girls who leave the troop or leave Girl Scouting are not entitled to proceeds earned while in the troop/group they leave. Proceeds do not follow the Girl Scout.
- Proceeds may only be allocated to Girl Scout troops/groups for Girl Scout program activities. Cash-based accounts may not be kept for or distributed to individual girls. Do not track proceeds for individual girls in any pathway – either by council or troop/group.
- All reward events offered by the council are non-transferrable. If a Girl Scout is unable to attend an event sponsored by the council, they are not to be reimbursed for the funding that would have been spent for their experience.



Finance

Monetary Policies

This is a financial literacy program. The goal of GSU is to instill good business ethics in girls and volunteers by determining best practices. Please be sure everyone, especially parents, understands the business aspects of the Cookie Program.

- **GSU advises that the largest check amount troops should accept is \$150.00, keeping in mind that any check could bounce. GSU also advises that nothing larger than a \$20 bill be accepted to limit the passing of counterfeit bills.**
- **Girl Scouts may accept checks made payable to “GSU” or “Girl Scouts of Utah” as payment for product. Girls should accept only preprinted checks with issuer’s address. It is required that girls record the telephone number of the issuer on the face of the check. The driver’s license number is recommended, if possible. GSU cautions against accepting out-of-state checks or checks for more than the advised \$150.00 limit. Girl Scouts are encouraged to write their first name on checks to identify payments for troop’s bookkeeping.**
- **Credit/debit cards may only be used when the troop has a smart phone card swiper that is directly connected to the troop bank account. Troops are responsible for paying any fees associated with credit cards. The only exception to this rule is Digital Cookie orders which are paid with credit card through the Digital Cookie App or online program.**
- **Cookie Program funds should be collected from Girl Scouts and safeguarded by the caregiver immediately.**
- **Cookie Program funds should be submitted for deposit to the troop treasurer, in their original form (i.e., cash and checks from customers), promptly and frequently. Parents must never deposit program funds into their personal bank accounts.**
- **Troops should receipt every transaction (e.g., product given/money received). Both caregiver and the troop should have copies of signed receipts for clarity and reconciliation.**



Finance

Please Contact the Girl Scouts of Utah Finance department with any monetary questions, concerns or help setting up a new troop bank account.

Finance Department
finance@gsutah.org
801-716-5142

Linda Neeley, CFO
lneeley@gsutah.org
801-716-5112

Important Finance Reminders:

- **Digital Cookie and the Digital Cookie app are the best ways to take credit card payments for orders. Council will cover all credit card and banking fees for Digital Cookie.**
- **The use of Venmo and PayPal for troop orders or caregiver payments is not allowed.**
- **If troops opt to use a secondary payment method such as a Square or Zelle, troops incur the credit card and processing fees.**
- **Troops may not increase the price of cookies to cover credit card fees.**
- **Troops may not discount or offer purchasing incentives without councils' prior approval.**
- **As a reminder, troops with outstanding balance due to council for any reason will not be allowed to participate in the Fall Product or future Cookie programs until the balance is paid in full.**
- **Girl Scouts with outstanding balance due to council for any reason will not be allowed to participate in the Fall Product or future Cookie programs until the balance is paid in full.**



Finance

Troop Cookie Envelope

- The envelope must be turned into council at the end of the program by April 12, 2024, with the following contents:
 - Signed 2024 Caregiver Cookie Permission Forms for all Girl Scouts participating for the entire troop.
 - Copy of troop bank deposit receipts.
 - Fill out debt owed for any Girl Scout with money due to the troop
 - Completed & signed Money and/or Cookie Receipts with total amount owed (*only for Girl Scouts who still owe money at the end of the Cookie program*).
 - Any dishonored checks with “Dishonored Checks” section of envelope filled out.

Troop Cookie Envelope

Troop # _____
 Service Unit: _____

Troop Product Manager: _____

Phone #: _____ Email: _____

Please enclose the following documentation:

- All signed Parent/Guardian Permission and Responsibility Agreement forms
- All M-3 receipts for cookies/money for any unpaid girls
- Any additional paperwork due to council

Submission Date: _____
 Received by Girl Scouts of Utah Date: _____






OUTSTANDING DEBT OWED TO TROOP
 List the names of girls whose cookie bills are not paid in full as of due date. Enclose all signed M3 receipts for cookies/money for each girl listed. Letters will be sent from Girl Scouts of Utah (GSU) to guardians requesting payment within 30 days. If your troop receives any payment directly at any time, please notify GSU immediately.

Girl: _____	Parent: _____	Amount Due: _____
Girl: _____	Parent: _____	Amount Due: _____
Girl: _____	Parent: _____	Amount Due: _____
Girl: _____	Parent: _____	Amount Due: _____
Girl: _____	Parent: _____	Amount Due: _____

PLEASE NOTE: Total amount due to the council must be paid in full even if a girl still owes money.

DISHONORED CHECKS
 Please submit all checks by due date. Enclose a copy of the check and notification from the bank with fees. Council will reimburse your troop for checks by ACH.

Check# _____	Account# _____	Amount\$ _____
Check# _____	Account# _____	Amount\$ _____
Check# _____	Account# _____	Amount\$ _____
Check# _____	Account# _____	Amount\$ _____

QUESTIONS? Email: finance@gsutah.org Call: (801) 265-8472



Policies & Standards

(Policies uniformly enforced and applicable to all troops/girls - MUST be followed)

- 1. All volunteers and girls must be a registered member of Girl Scouts to participate in any council sponsored product programs.**
- 2. Daisy, Brownie, Junior, Cadette, Senior, and Ambassador Girl Scouts are encouraged to participate in council sponsored product programs.**
- 3. Training is mandatory for all Service Unit Product Program Representatives, Troop Product Managers, and/or troop leaders. Training is mandatory for at least one caregiver for each Girl Scout participating and the Girl Scout.**
- 4. Troop Product Managers are responsible for payment of products ordered and/or received by members of their troop (unsold product included). NO PRODUCT MAY BE RETURNED TO COUNCIL.**
- 5. A signed *Troop Product Manager Agreement Form* and *ACH Authorization Form* must be on file with the council for any troop participating in product programs. These forms outline the Troop Product Manager's financial responsibility to the council.**
- 6. A troop financial report must be submitted to the council for any troop participating in product programs.**
- 7. A signed *Caregiver Permission & Responsibility Form* must be on file with the troop for any Girl Scout participating in product programs. This form outlines the caregiver's financial responsibility to the council. Troops must collect this form before giving order cards and program materials to the Girl Scout. All troop forms for the Girl Scouts participating in the program must be turned into council using the Troop Cookie Envelope at the end of the program.**



Policies & Standards

8. Misappropriation of funds by any person in a volunteer role could result in reassignment or dismissal. Examples of misappropriation of funds is defined as, but no limited to: product program debt, mishandling of troop/Service Unit funds and/or products, etc.

9. The *Troop Cookie Envelope* must be completed for each caregiver who still owes money, along with proper documentation (signed permission forms, receipts, etc.) and must be submitted to council by deadlines set for each program. If proper documentation is not received, then the Troop Product Manager will be held liable for those funds.

10. Any girl, caregiver, or volunteer who has an outstanding balance from a prior program will not be allowed to participate in any future product programs until the balance, including any processing/collection fees, are paid in full.

11. Any troop that has an outstanding balance from a prior program will not be allowed to participate in any future product programs until the balance including any processing/collection fees are paid in full. These troops must designate a different registered volunteer as the Troop Product Manager once the balance is paid.

12. Any person withholding money for any reason from Girl Scouts of Utah, in connection with the sale of any product, is subject to litigation for recovery of all money due and payable, as well as all costs incurred in the collection process.

13. Girl Scouts of Utah does not accept personal checks for any products sold by girls, caregivers, and/or volunteers. Troop payments are deducted from troop bank accounts via ACH debit.



Policies & Standards

(Policies uniformly enforced and applicable to all troops/girls - MUST be followed)

14. Extenuating circumstances, which will impact a troop or caregiver's ability to successfully fulfill their responsibilities, should be communicated to GSU Finance Department promptly.

Circumstances that may require special arrangements for payment will be handled on a case-by-case basis. These may include serious illness or death in the family, fire, theft, and auto accidents. They will be required to provide proof and/or documentation in these instances. In the case of theft documented by a police report, the council would expect the loss to be covered by personal insurance and additional time will be allowed to collect from insurance. If not covered by insurance and/or not properly documented, payment in full is expected by the due date.

15. Any report of a Girl Scout, caregiver, and/or volunteer selling product for more than the official selling price could result in the Girl Scout losing all rewards, their ability to participate in future programs, and/or dismissal of volunteer roles.

16. Troops and Girl Scouts may only sell products provided by licensed vendors currently under contract with GSU during the Fall Product and Cookie Programs.

17. A booth sale is a troop activity and requires a caregiver permission slip, attendance by a minimum of two Girl Scouts and two adults (one of whom is a registered member of GSUSA) as designated by the troop leader. Booths cannot take place prior to council booth start date. The Girl Scouts make all the sales, except in cases where volunteers are helping younger Girl Scouts with money.

18. Troops must participate in the Fall Product Program and the Cookie Program to receive permission for other money-earning projects.



Social Media Guidelines

Please adhere to the following guidelines for Girl Scouts/families/troops:

- You can market to collect indications of interest from family and friends.
- You cannot post a sales link on sites such as eBay, Craigslist, KSL Classifieds, Amazon, Next Door, Facebook Marketplace, yard sale sites, etc.
- All social media platforms should always be through accounts set to “private” or “closed”.
- Friends and family or a Girl Scout must not market or share their contact information, sales links, or sales information on public-facing online sites. This also includes social media groups that are labeled as “closed” but include members of the public (city pages, special interest groups, yard sale sites, etc.). This ensures the safety of our Girl Scouts and adherence to the program sale guidelines, as well as the numerous posting guidelines on websites and social media.
- Please note – it IS allowed to reply to someone’s post with a comment directing them to send you a private message for a link. You should not, however, be the original poster on public pages asking people to message you. You cannot use paid social media advertisements to promote a Girl Scout’s link or selling product in general.
- Girl Scouts must sign the [Girl Scout Internet Safety Pledge](#) before doing any online activities, and all online activities must be under the supervision of an adult.
- Do not expose a Girl Scout’s email address, physical address, or phone number to the public.
- Girl Scouts under 13 can use their caregiver’s online sites with their approval and supervision.
- Girl Scouts over the age of 13 may work in partnership with an adult to market products online, using the social media of the adult or their social media sites.



Have a magical
sale!



girl scouts
of utah

ABC
BAKERS