



2025 Cookie Guide



Embrace the 2025 cookie season!

My Cookie Dates

2025 Cookie Program
January 18 - March 30, 2025

Digital Cookie Email Campaign
January 14, 2025

Cookie Program Officially Begins
January 18, 2025

Cookie Warehouse Pickup
March 1, 2025

Cookie Booths
March 14-March 30

Last Day of the Program
March 30, 2025

Your Support Team

Girl Scouts of Utah
Customer Care
801-265-8472
info@gsutah.org

Product Program Manager
Denise Mower
dmower@gsutah.org
801-716-5132

Product Program Specialist
Eli King
eking@gsutah.org
801-716-5119

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

Table of Contents

This Girl Scout Cookie™ season, we are inspiring Girl Scouts® to embrace the endless possibilities to grow their skills that selling cookies offers!



Topic Page

Skills	4
Resources	5
Badges	6
Calendar	7-8
Safety	11
Volunteer Responsibility	12-13
Meet the Cookies & Rewards	14-17
Rewards	18
Initial Order	19
Baileys Pickup and Delivery	20
SMART Cookies & Digital Cookie	23-25
Booths	28-34
Cupboards	35
Finance	36-40
Policies & Standards	41-43
Social Media Guidelines	44

Benefits of the cookie program

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.

























Resources

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.abcsmartcookies.com/cookies
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

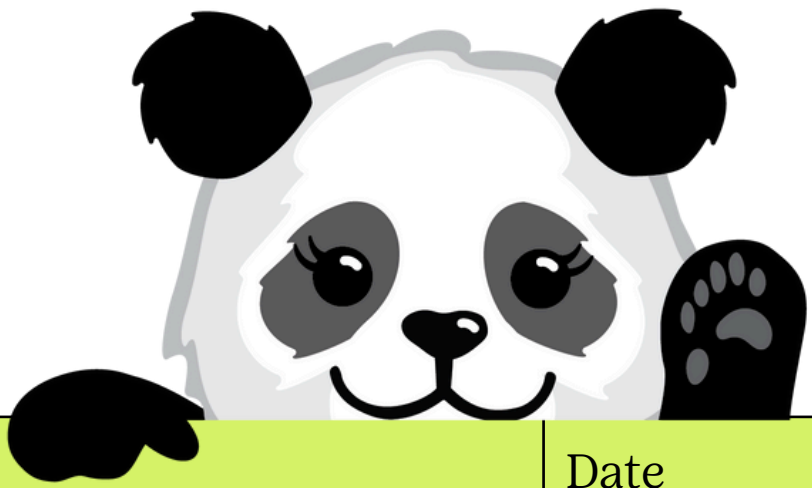


Entrepreneurship Badges & Pins

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.

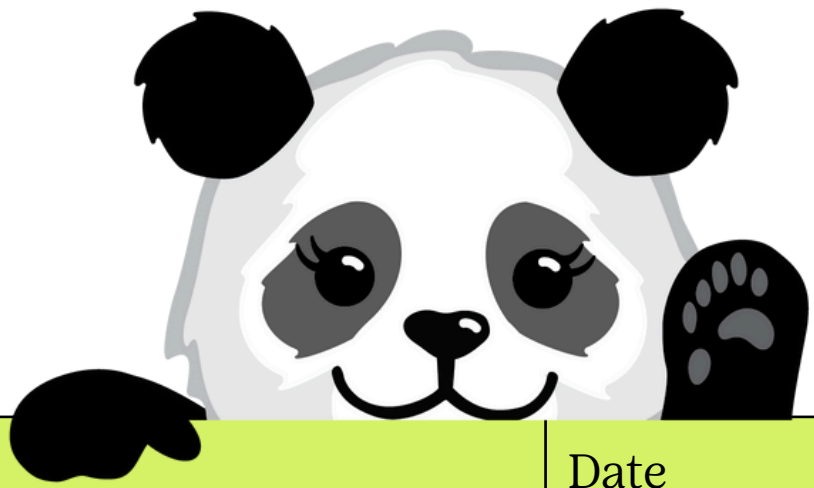
	Cookie Business		Financial Literacy		Cookie Entrepreneur Family	Entrepreneur		
Daisy								
	My First Cookie Business	Cookie Goal Setter	Money Explorer	My Money Choices	Year 1 and 2 Cookie Entrepreneur Family Pins	Toy Business Designer		
Brownie								
	My Cookie Customers	Cookie Decision Maker	Budget 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		

Cookie Calendar



Activity	Date
Service Unit Cookie Rallies	Dec-Jan
Caregiver and Girl Scout Troop Training	Dec-Jan 18
GSUSA National Cookie Season Launch	January 7, 2025
Digital Cookie early access email campaign (set up & emails only)	January 12
Digital Cookie sales open (email only)	January 14
COOKIE SEASON OFFICIALLY OPENS - in person orders begin	January 18
Girl Order Taking for Initial Orders Ends	January 30
Booth Scheduler Fast Pass Opens 8:00 am (1 booth/troop)	February 1
Booth Scheduler Fast Pass Closes 8:00 pm	February 2
Booth Scheduler Round 1 Opens 6:00 pm (1 booth/troop)	February 4
Booth Scheduler Round 1 Closes 6:00 pm	February 5
TPM SMART Cookie Initial Order/Rewards entry deadline 11:59 pm	February 5
Booth Scheduler Round 2 Opens 6:00 pm (2 booths/troop)	February 6
SUPPR SMART Cookie Initial Order/Rewards entry review by 11:59 pm	February 6
Booth Scheduler Round 2 Closes 6:00 pm	February 7
Booth Scheduler Round 3 Opens 8:00 am (unlimited booths)	February 8

Cookie Calendar



Activity	Date
Warehouse Pick up Day	March 1
Bailey's Cookie Delivery Week (outlying locations)	March 3-8
Troop Secured Cookie Booth Agreement form due on or before	March 13
Girl Delivery of Initial Order and Digital Cookie Girl Delivery Cookies	March 1-14
Cookie Booths	March 14-30
Cookie Program Ends	March 30
Girl Money due to TPM /All Troop-Troop Transfers completed in SMART Cookie	April 3
TPM submit all booth allocations, Troop-Girl Transfers	April 7
TPM enter Rewards for all girls by 8:00 pm in SMART Cookies	April 7
SUPPR verify all Troop allocations and submit Reward Order by 8:00 pm	April 8
ACH Troop Money	April 9
Activity Credits mailed to Caregivers address	Week of May 12
Girl Scout/ Troop rewards shipped from ABC to SUPPRs	June 2025
Non-ABC Rewards shipped to Girl Scouts	June 2025
Cookie/Fall Product Crossover Patch mailed to caregivers	August/September
Service Unit Proceeds ACH to SU account	August/September

Cookie Team

The Product Program Team is dedicated to supporting you during the 2025 Cookie Program. We are here to guide you toward building girls of courage, confidence, and character, who make the world a better place!

Name	Contact
Customer Care	801-265-8472 info@gsutah.org
Denise Mower Product Program Manager	801-716-5132 dmower@gsutah.org
Eli King Program Specialist	801-716-5119 eking@gsutah.org
Finance Dept	801-716-5142 finance@gsutah.org



Promotions



Cookie Share/ Gift of Caring

Girl Scout Cookies purchased through “Cookie Share” are donated to the Utah Food Bank. Cookie Share Cookies purchased through Troops at Booths can be donated by the council or a Troop can choose to donate to their selected charity.

Troop Proceeds

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

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

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





Girl Scout Safety Practices

- **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.** Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru cookie booths.
- **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 Parents/Guardians.





Volunteer Responsibilities

Before the sale December - January 18

- Complete your 2025 Troop Product Manager (TPM) Agreement Form and return to GSU
- Complete Mandatory Cookie Training on gsLearn, Attend In-Person TPM Training
- Complete Youth Protection Training
- Contact your Service Unit Product Program Representative (SUPPR)
 - Get Cookie Program Materials (receipt book, Cookie Order Card, etc.)
 - Get Troop Training Cookies for girls to sample
 - Attend Cookie Rally
- Review Cookie Badges, Patches, Certificates, and Entrepreneur Family Pin information on gsutah.org
- Hold a Caregiver and Girl Scout Training
 - Each participating Girl Scout must have a signed Caregiver Permission Agreement Form.
 - Hand out Order Cards to every Girl Scout and Program materials
 - Review the Cookie Family Meeting Guidelines on gsutah.org
 - Set a Troop Goal and encourage girls to set individual goals. Planning a troop trip or activity and setting a date is a great way to encourage the girls to work toward the goal.
 - 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 emails.
- Once logged into SMART Cookies, verify your roster is correct - Contact council if you need to make changes BEFORE January 14.

**During the sale
January 14-March 30**

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

- Jan 14: 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.
- Jan 18 12:00 am is the official start of the 2025 Cookie Program
- Schedule Booths beginning Feb 1 for those troops qualified for FAST PASS
- January 30 - Initial Order Ends at 11:59 pm. All girl order cards need to be entered into Digital Cookie by caregiver or turned into 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.
- Feb 5 11:59 pm: TPM deadline to enter troop initial order into SMART Cookies. Remember to order booth cookies.
- Mar 1: Baileys Warehouse Pickup Day
- Mar 3-8: Outlying Service Unit deliveries
- Mar 13: Troop Secured Booth Agreements due
- Mar 14-30: Cookie Booths



After the sale

- Mar 31-Apr 8: Wrap up the program
- Apr 3: All remaining Girl Scout customer money due to TPM. Troop-Troop Transfers completed in SMART Cookies.
- Apr 7: TPM submits all booth allocations, troop link to Girl Scout transfer, and rewards in SMART Cookies by 11:59 pm. All cookie funds must be deposited into troop bank account.
- Apr 9: ACH of full amount due to council
- Apr 11: Troop Cookie Envelope due to GSU. Include all Caregiver Permission forms, copies of all bank deposit slips, and receipts. Girl Scouts with any outstanding balances information should be filled out on the back of the envelope.



Cookie Facts



\$5 per package

12 cookie packages per case

Proceeds stay local!



How much can I pickup?

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®	26%	Peanut Butter Sandwich	6%
Peanut Butter Patties®	12%	Toast-Yay!®	4%
Adventurefuls®	7%	Caramel Chocolate Chip	3%
Lemonades®	6%		

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**

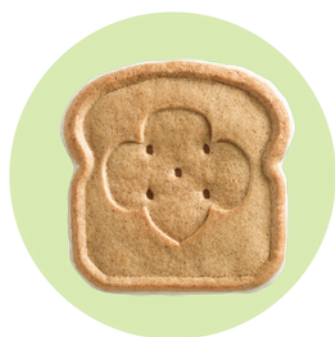
*Limited availability





Toast-Yay!® is retiring...but we are still saying “yay!”, because it means 2026 will bring a new Girl Scout Cookie!

Use the 2025 season as a last-call push promotion opportunity.






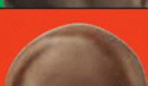

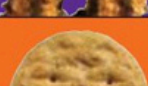



Good bye,
Sweet Friend!
We'll miss you, Toast-Yay®



Girl Scout Cookies® 2025 Food Allergens Guide



	CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M)						DOES NOT CONTAIN				CERTIFICATIONS		
	Wheat	Soy	Coconut	Milk	Peanuts	Eggs	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
 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	M	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

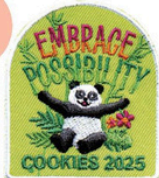
















For complete nutrition facts and ingredients, visit girlscoutcookies.org
or www.abcbakers.com for more information.



Rewards

FREE GIRL SCOUT MEMBERSHIP

Troops with a PGA of 350+ on their initial order will receive free membership dues for the 2025–2026 membership year for each girl who submitted an initial order. The TL and the TPM will also receive free membership. (Please note: if TL/TPM is same person, only 1 free membership awarded. Also, if TL/TPM is a lifetime member, no assistance will be awarded.) Please note this reward is non-transferable.

<div>50+ Pkgs</div> <div></div> <div>Theme Patch</div>	<div>75+ Pkgs</div> <div></div> <div>Panda Sticker Sheet</div>	<div>150+ Pkgs</div> <div></div> <div>Shoelaces 45" Length* <i>*sneakers not included</i></div>	<div>250+ Pkgs</div> <div></div> <div>Panda Toast-Yay® Charm</div>
<div>300+ Pkgs</div> <div></div> <div>300+ Bar Patch AND Panda Socks</div>	<div>400+ Pkgs</div> <div></div> <div>Cowabunga Bay Cookie Celebration</div>	<div>500+ Pkgs</div> <div></div> <div>500+ Bar Patch AND Panda Plush Laying Down</div>	<div>800+ Pkgs</div> <div></div> <div>800+ Bar Patch AND Build-A-Bear Workshop Experience</div>
<div>1000+ Pkgs</div> <div></div> <div>1000+ Bar Patch AND Girl Scout Lagoon Day June 7th</div>	<div>1500+ Pkgs</div> <div></div> <div>Plush Sitting Panda</div>	<div>1750+ Pkgs</div> <div></div> <div>Panda Pom Pom Beanie Hat</div>	<div>2000+ Pkgs</div> <div></div> <div>2000+ Bar Patch AND Embrace Possibility Hoodie</div>
<div>2500+ Pkgs</div> <div></div> <div>Cookies 2025 Super Patch AND Panda Blanket</div>	<div>3000+ Pkgs</div> <div></div> <div>Wireless Mini Projector w/ Foldable Screen OR Bluetooth Stereo Turntable/Record Player</div>	<div>4000+ Pkgs</div> <div></div> <div>4000+ Bar Patch AND Apple iPad Pro 11 inch OR MS Surface Pro OR Surface Laptop</div>	
<div>4500+ Pkgs</div> <div></div> <div>Can Opt Out of 3000+ and 4000+ Rewards to Get an Apple MacBook Pro</div>	<div>5500+ Pkgs</div> <div></div> <div>5000+ Bar Patch AND Disney Cruise Aboard the Disney Wish* <i>*July 21-July 25 2025 includes airfare to and from Orlando, hotel, and meals for the Girl Scouts. Stops in Nassau and Castaway Cay (Disney's private island).</i></div>		



Mei Lin and Bao Bei the pandas are wishing you a bear-y successful Girl Scout Cookie® season!

Prepare for the Possibilities

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 Saturday January 18, 2025 until Thursday January 30, 2025 at 11:59 pm. The Caregiver needs to approve all Girl Delivery 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 Smart Cookie Troop User Guide 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 order cards OR Caregiver can enter their Girl Scout's card into Digital Cookie. All approved Digital Cookie orders automatically populate into SMART Cookies.
 - Enter Booth cookies by variety into SMART Cookies
 - **TPM submit their IO by 11:59 pm on February 4, 2025**
 - **SUPPR submit IO for the troops in their Service Unit by 11:59 pm February 5, 2025**
 - If a troop is missing or needs to make an adjustment after submitting, they need to contact their SUPPR before the Service Unit deadline.
 - SMART Cookies will automatically adjust the order to full cases
 - Be sure to click SAVE to complete the Initial Order in SMART Cookies

The final step to finish the Troop Initial Order is to submit the EARLY RECOGNITION (Initial reward) ORDER. Refer to page 23 of your Smart Cookie Troop User Guide.

Initial Order Pick up & 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. Cases counts are final and become the property of the Troop. When in doubt, RECOUNT!

Baileys Initial Order Warehouse Pickup: Saturday March 1, 2025

- **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 pickup time. Coming too early causes congestion and will delay pickup times.**
- **NO CHILDREN OR TAGALONGS! Only adults (18+) are permitted at delivery sites due to the danger with 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 troops 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 3, 2025

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 pick up for each troop.

- **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 scheduled time.**
- **Check in with the SUPPR and receive your bubble sheet**
 - **NO CHILDREN OR TAGALONGS!!**
- **Bring enough vehicles to pickup at your time entire order at the scheduled time. Multiple vehicles must arrive together**

NOTE: Transportation of the cookies is the responsibility of the troop. Please be prepared to secure your load and cover for inclement weather. Wet/melted cookies are not considered damaged. They will not be exchanged.



Damages Exchange & Storage

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

Damaged means:

- Crushed package
- Sealed but empty package
- Unsealed package
- Missing Cookies
- Missing packages 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 receipts
- 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 the receipt
- Count money in front of caregiver before signing the receipt.
- Caregiver receives one copy and troop keeps one copy.
 - Keep all receipts for troop records: at the end of the cookie sale all receipts must be turned in with Troop Cookie Envelope
- Log receipts in SMART Cookies and your inventory tracking record often.
- Get a signed receipt from the troop treasure/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 in with your Troop Cookie Envelope.
- 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 a booth sale.

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



Meet the Panda

Use these panda fun facts to kick off your cookie rally with some fun. Will you turn them into jeopardy? How about a box of cookies as a prize for whoever gets the most correct!

Giant Pandas spend nearly 12 hours a day eating.

99% of their diet consists of different types of bamboo.

Their front paws have 6 digits! One is an extended wrist bone to help them climb and grab tasty bamboo.

Giant Pandas are one of the few bear species that do not hibernate.

Natural habitat is only in the mountain ranges of central China.

Giant Pandas are able to climb a tree backwards, like a hand stand, to leave scent markings as a way of communicating with each other!



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



Be on the lookout for this important email!

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

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

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.



Become a true cookie boss in four easy steps!

1. Register for Digital Cookie®

Create your **Digital Cookie Password**
for email address: parentname@domain.com

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

Password:

Confirm password:

SUBMIT

Passwords must be 8-16 characters, including 1 number, capital letter and lowercase letter, with optional special characters !, @, #, %

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 Up 2. My Story 3. My Video

STEP 1: SET MY SALES TARGET GO LIVE

Your Special Celebration

Set your sales goal: \$100 Set your goal by clicking on the target icon.

GO FOR THE GOLD! HAS GOLD! Your sales goal progress

100% 100%

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



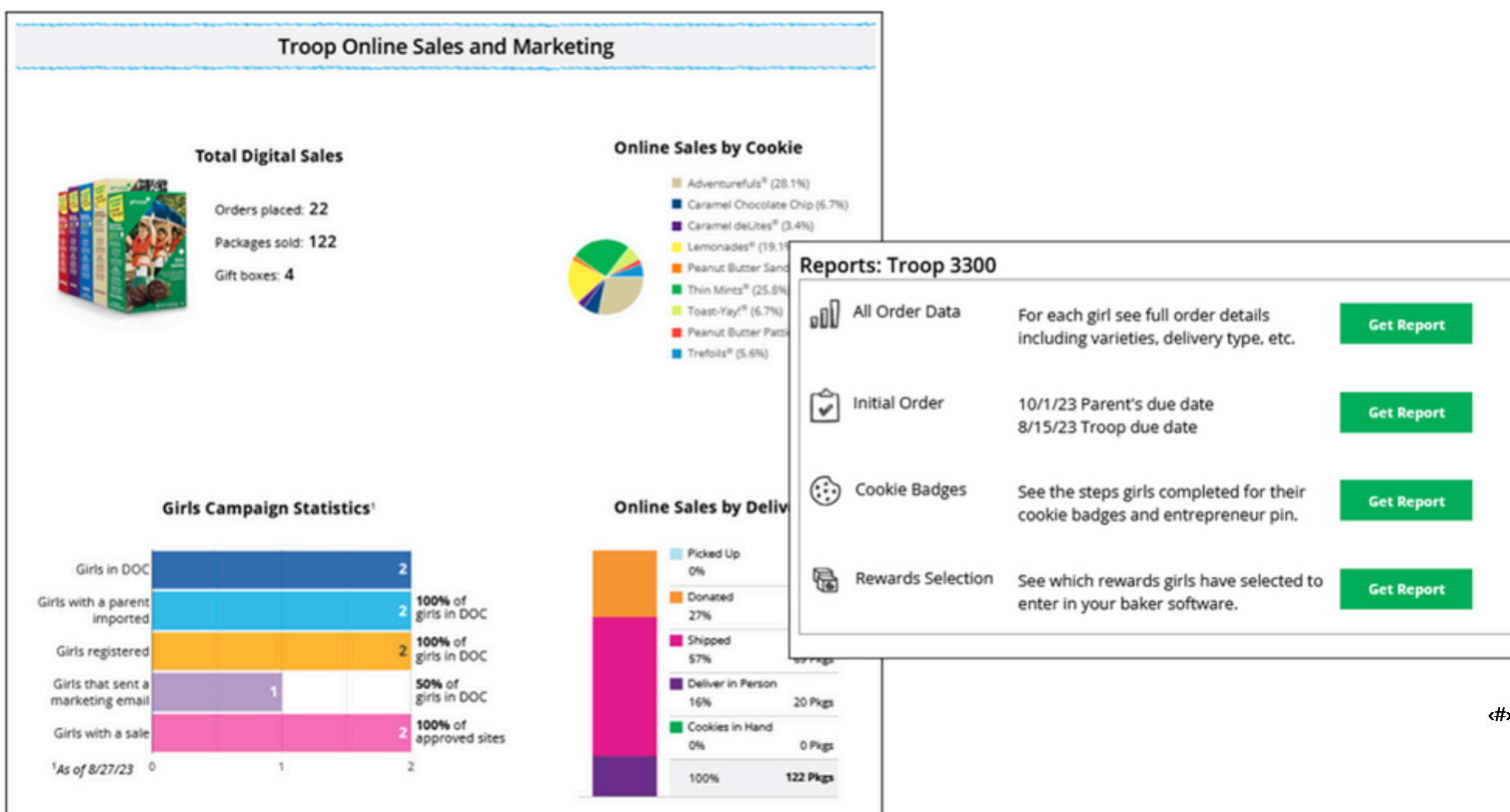
Use your Digital Cookie® platform to track sales and inventory and check progress towards your goal.



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!
 - *Reward Selection* - will be helpful if the Girl Scout earns one of the higher recognitions that require 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 Scouts in the troop.





Ways to Participate in the Girl Scout Cookie Program

Ready to help your Girl Scout get the most out of cookie season? No matter how they take part in the Girl Scout Cookie Program,[®] they'll grow their people skills, learn to set goals, make smart decisions, and so much more. Talk with them about which options they're excited to explore this year!



Text or Call Friends and Family

Is this your Girl Scout's first time running their own cookie business? Texting or calling friends and family is a great way to help them feel comfortable connecting with cookie customers. If your Girl Scout has a busy schedule, this is a flexible option.

Digital Cookie[®]

Is your Girl Scout ready to take their digital marketing skills to the next level? With the Digital Cookie platform, Girl Scouts can ship cookies directly to customers, accept orders for cookie donations, or schedule an in-person delivery. This way, your Girl Scout can reach their sales goals no matter what their schedule is like.

Door-to-Door Deliveries

Going door-to-door is a great way for your Girl Scout to perfect their sales pitch! Get out in your community and sell in your own neighborhood. Use door hangers and business cards for customers who aren't home. They'll also grow their people skills by meeting new neighbors (with the necessary adult supervision, of course).

Cookie Stands

Would your Girl Scout feel more comfortable on their own turf? Cookie stands, similar to lemonade stands, are set up in front of a residence on private property, where they'll market their cookies to customers in their neighborhood. They're a great way to ease more introverted Girl Scouts into connecting with their communities. This can be fun for the whole family!

Cookie Booths

Cookie Booths are a great way to interact with new customers, develop teamwork, and have fun. Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, mall, bank, or even a drive-through booth in a parking lot) where they can practice their business skills with new customers.

Note: cookie booths must be coordinated by troop cookie managers; may only happen at council-approved locations; and must be legally open to, accessible, and safe for all girls and potential customers.)

Connect With Your Community

The possibilities are endless! Girl Scouts team up with their parents/caregivers to sell cookies to their employees and coworkers, at places of worship, and at community groups. From preparing a corporate pitch to selling cookies in bulk to car dealerships, real estate agents, or financial institutions, there are so many ways to grow your cookie business.

Participating in the cookie program helps power Girl Scouts' adventures throughout the year. It's also a fun way to learn important skills for future careers and in life including goal setting, decision making, money management, people skills, and business ethics.



Become a true cookie boss in four easy steps!

Digital Cookie[®]

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

1. Register for Digital Cookie[®]

Create your **Digital Cookie Password**
for email address: parents@mail@domain.com

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

Password

Passwords must be 8-16 characters, including 1 number, capital letter and lowercase letter, with optional special characters !, @, or #

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. Select "Sign" 2. My Cookie Story 3. Published

STEP 1 SET MY SALES TARGET REQUIRED

Your Goal Calculator

Goal: Boxes which is about to help me through and others.

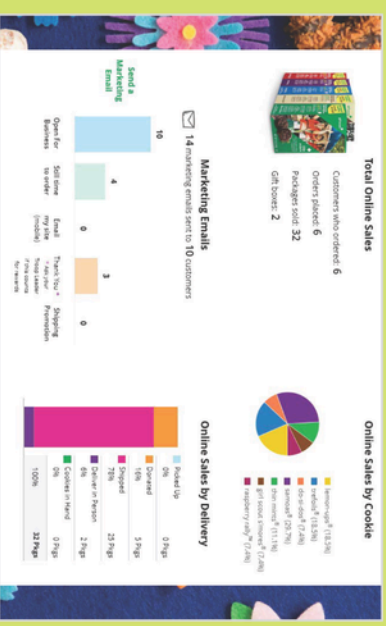
SO FAR TONILISA HAS SOLD:

10537 Total boxes sold

TONILISA'S Total Sale Progress

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

4. Track Your Progress



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.

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

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.





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:

- Booth sign-ups are NOT 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 or have a maximum number of booths reserved.
- Sign-ups are not limited by chain.

- **Fast Pass Booth** – 2/1 8:00 am – 2/2 8:00 pm: 1 booth/troop
- **Round 1 Booth** – 2/4 6:00 pm -2/5 6:00 pm: 1 booth/troop
- **Round 2 Booth** – 2/6 6:00 pm -2/7 6:00 pm: 2 booths/troop
- **Round 3 Booth** – 2/8 8:00 am: thru end of booths: unlimited 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 for 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 unapproved location.
- Troops must complete the *2025 Troop Secured Cookie Booth Agreement Form* with the business manager/owner 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/owner 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:

- Grocery Stores
- Sporting Events
- Banks/Credit Unions
- Schools, Universities, Colleges
- Concerts and Plays
- Car Washes
- Place of Worship
- Boutique

Unapproved Locations:

- Breweries and liquor stores
- Adult-oriented businesses
- Tobacco and Vape shops
- Public Street Corner



Booths

Hours/Shifts

- Troops may booth between the hours of 8:00 am and 8:00 pm. Shifts are generally 2-3 hours. Only Junior level Girl Scouts and older may booth after 6:00 pm
- Girls may only booth outside of regular school hours, Monday - Friday after 2:00 pm. Homeschooled troops or Girl Scouts on a school track schedule break may booth before 2:00 pm provided they advise inquisitive customers that they are legitimately out of school.
- Daisy Girl Scouts should not be scheduled longer than one hour during their 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 Troop Booth must have 2 adults - unrelated, registered, background check, and Youth Protection Trained (one must be female). Minimum of 2 girls and maximum of 5 girls per door.
- Girl/Caregiver Booth - scheduled by TPM as a troop booth. Girl and her caregiver check out cookies from troop with agreed time to return all money received and unsold cookies. Girl will use her Digital Cookie app for digital transactions at the Girl/Caregiver booth. If unsold cookies are not returned in time, all cookies will be allocated to girl and she will be responsible for the sale of those cookies.
- Adults should be supervising girls at all times, including restroom breaks
- Girls should NOT go into the parking lot. They must stay with the adult(s) at all times.
- Girls should not approach customers, they should be working behind the booth table

Booth Set Up

- Bring a Table, Green Table Cloth, Chairs, decorations, Cookies, and info flyers (allergen chart and cookie line up)
- Girls should have appropriate clothing for weather and if possible their vest/sash.
- Girls should bring a water bottle
- Set up table with cookies - showcasing each variety on the table
- Bring an inventory sheet and clipboard to keep accurate records of total cases and total of each variety. Keep a record of cookies sold and money accepted by cash or digital payment. Keep record of girls who worked at the booth - this will help with allocation later.
- Make sure girls are not on their phones, that they are running the booth and engaging with the customers - this is their business, adults are there to supervise and make sure everyone is safe. Set a good example for the girls by not being on your phone except for digital payments.
- Have extra cash on hand to make change for cash paying customers. Utilize a cross body bag for cash rather than a cash box as they can be targets for thieves.
- Utilize your grocery bags for customers and reserve your cardboard cases for large orders
- Bring important telephone numbers with you: SUPPR, GSU Cookie Cupboard, GSU afterhours emergency number
- At end of booth take all trash with you - including all cardboard cases. Leave the area better than you found it.



Booths

Remember we are guests at the stores - always be respectful of the employees and customers at these locations!

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

- To avoid misunderstandings, print out your booth site email confirmation from SMART Cookies and take it with you. The troop with the printed confirmation from SMART Cookies matching the site has permission to be at the site.
- Be kind, respectful and considerate. DO NOT involve the host business in any dispute.
- Settle any disputes away from 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 at 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 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 everyone warmly, smile, and remain pleasant under all circumstances
- Thank everyone, even those who do not make a purchase.
- Only Girl Scouts and supervising adults are to be present at Cookie Booths. NO TAGALONGS (such as siblings or friends)!
- Do not block doorways or active walkways.
- Never leave your booth, money, or cookies unattended. Girl/Caregiver booths must NOT leave their booth, money or cookies at any time during their booth shift. Even for a restroom break.
- 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/vape near the booth. (small snacks and water 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 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 say 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 adult from the troop. Adults must handle ALL money for Daisy Girl Scouts.
- Troops may accept credit card payments through the Digital Cookie app - Customers no longer need to enter their name/email address in the Digital Cookie app.
- Troops may accept credit card payments using Square. The troop will be responsible for all transactions and processing fees they incur.
 - Any card reader must be attached to the troop Girl Scout 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 fees (prohibited by law).
 - Venmo and 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 March 6, 2025 (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 23. Beginning March 24, troops can order in cases and packages for there remainder of the program.
- Enter your planned order quantities 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 the cupboard inventory.
- All nine cookie varieties will be stocked in the cupboards.
- Sometimes cupboards temporarily run out of stock 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 processing 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 troops 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+.
- Your planned order will be reviewed with you, and you may have an opportunity to adjust quantities.
- **COUNT, COUNT, COUNT!** Verify and sign fo 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 appointment will have the order cancelled and restocked in the cupboard.



Finance

Deposit all cookie money into the troop bank account as soon as possible, and do not keep cash 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:

- April 9, 2025 troop accounts will be debited for the balance owed to the council. Council may delay an 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 the debit. However, we recognize there might be extenuating circumstances that prevent a troop from having full funds for the ACH debit. The TPM needs to contact Linda Neeley, CFO, at 801-716-5112 to make an alternate payment plan.
- Additional ACH debits can occur to accommodate missed troops, troops with collection issues, 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 2025 Fall Product Program or the 2026 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 2025 Cookie Program Caregiver Permission Agreement Form in the troop envelope to GSU no later than April 11, 2025. Please include Girl Scout and caregiver name as well as the balance owed. Council will begin the collection process.
- Council will ACH funds into the troop account to cover the outstanding debt and will work directly with those caregiver(s) to ensure outstanding debt is paid, so the troop can enjoy the full proceeds and incentives due from the program.



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 caregivers, 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 the 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 or credit cards processed through the Digital Cookie App for Cookies in Hand or Girl Delivery.
- 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/TPM, 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 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 be allowed to participate in the Fall Product Program or future Cookie Product 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 Program or future Cookie Product Programs until the balance is paid in full.



Finance

Troop Cookie Envelope

- The envelope must be turned into council at the end of the Cookie Program by April 11, 2025, with the following contents:
 - Signed 2025 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 the envelope filled out.

Troop # _____		Troop Cookie Envelope
Service Unit: _____		
Troop Product Manager: _____		
Phone #: _____	Email: _____	
Please enclose the following documentation: <ul style="list-style-type: none">• 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 (SUPPRs), Troop Product Managers (TPMs), 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 (TPMs) 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 (TPM) Agreement Form and ACH authorization 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

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



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 not 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 a prior product 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 in full.
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 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 troop booth sale is a troop activity and requires a caregiver permission slip, attendance by a minimum of two Girl Scouts and two unrelated registered troop volunteers (must be background checked and Youth Protection Trained). 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:

- Families can market on their personal social media accounts for 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.
- All social media posts by Troops in community pages/indoor yard sale sites, etc. must follow one of the following versions in their post:
- Troops may post using the following verbiage only.

1

Girl Scout Troop XXXX will be hosting a Girl Scout Cookie Booth in front of [business name, should include city: i.e. Smith's Grocery Store, Murray] on Day, Date, Times ([i.e. Friday, March 15, 2025 from 2:00-4:00 p.m.] come by and pick up your favorite Girl Scout Cookies! If you cannot make it to our booth, search the Cookie Finder to find one close to you: www.gsutah.org/find-cookies
Thank you for supporting your local Girl Scouts!


2

Girl Scout Troop XXXX is excited to host a Cookie Booth at [business name, city: i.e., Target, Sandy] on [day, date, time: i.e., Saturday, February 22, 2025, from 10:00 a.m. - 1:00 p.m.!] Stop by to grab your favorite Girl Scout Cookies and support our troop's adventures and community service projects. Can't make it? Find a cookie booth near you: www.gsutah.org/find-cookies
Thank you for supporting Girl Scouts in your neighborhood!

3

Support your local Girl Scouts! Troop XXXX will be at [business name, city: i.e., Walmart, West Valley City] on [day, date, time: i.e., Sunday, March 3, 2025, from 11:00 a.m. - 3:00 p.m.] with all your favorite cookies in stock. Each purchase helps us reach our troop goals for camp and community projects. If you can't stop by, check out the Cookie Finder to locate a booth near you: www.gsutah.org/find-cookies
Thank you for supporting Girl Scouts in [city name]!

- Friends and family of a Girl Scout must not market or share their contact information, sales links, or sales information on public-facing online sales sites.
- Please note - it IS allowed to reply to someone's post with a comment directing them to send you a private/direct message for a link to order cookies. You should not, however, be the original poster to public site/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.



Embrace the cookie
panda-monium
possibilities and have
a great sale!

girl scouts
of utah

