# gsgi <br> 2024 Cookie Program New TPM Training 



## Introductions



Mariam Mulford
Director
of Product Program


Peggy Hugen
Product Program Manager


Shawn Sweeney
Product Program Manager


Caitlin Thompson Product Program Assistant


Page Hyman ABC Bakers

## Glossary

Cookie Dough: Program credits girls receive by selling 24 or more packages of cookies.

Juliettes: Individually registered Girl Scouts who are not in a troop, but still participate in Girl Scout activities and leadership experiences.

TPM: Troop Product Manager
SUPC: Service Unit Product Manager
Smart Cookies: The online management system for the cookie program used by TPMs, Juliette Parent Guardians, and SUPCS.

Digital Cookie: Online platform for Girl Scouts to create their online storefront on. Troops can also use this to take digital transactions for cookies.

PGA: Per-Girl-Average
For a full list of terms, please visit pages 30-31 of your Girl Scout 2024 Cookie Program Kit
$\leftarrow \rightarrow \mathrm{C}$ A $\quad \rightarrow$ gsgibridge.org/cookieprogram

The Bridge


## Cookies

More details for the 2024 Girl Scout Cookie Program are coming soon! Well update this page regularly throughout the program. In the meantime, be sure to check out the Shout Out weeklv e-newsletter for the latest information.

COOKIE PROGRAM DATES: FEBRUARY 1 - MARCH 24
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paying for
cookies

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GETTING STARTED

Juliettes-look for this symbol © throughout The Bridge to find documents just for you!

- Product Program Permission Form - Print a copy of this form for each of your Girl Scouts. Their parents/guardians need to sign before participating in the cookie program. This link includes the form in both English and Spanish.
- 2024 Cookie Program Kit - This guide is for Troop Product Managers, Service Unit Product Chairs, and Juliette Parent/Guardians to manage the Cookie Program. It includes important dates, deadlines and helpful information to start the program.
- © 2024 Cookie Program Juliette Guide - Supplement to the Cookie Program Kit for Juliettes (individually registered girls) and their families.
- 2024 Cookie Program SUPC Guide - This supplemental document contains important details just for Service Unit Product Chairs (SUPCs). Be sure to also review the full 2024 Cookie Program Kit for full program information.
- 2024 Conkie Program Favorites - This document gives you a auick neek into what we're most excited ahout for
- Cookie Program Training Recording
- This sideo provides an overview of the cookie program, including key dates, different ways that Girl Scouts can sell cookies, and general program knowledge for cookie volunters. Here you will find everything you need to run the cookie program for your troop of to help Girl Scouts and volunteers during the season.
- View the slide de
- Cookie Program Finance Training Recording

This video provides an overview of all financial things to keep in mind during the cookie program. This is very important for new TPMs to understand and a great refresher for the cookie veterans

- View the slide deck
- Cookie Program SUPC Training Recording
- If you are a SUPC, this training gives you an introduction to the cookie program and specific details on
your role this year.
- View the slide deck

SERVICE UNIT RESOURCES

## Meet The Lineup

All cookies are $\$ 6 /$ package



## The Purpose of the Girl Scout Cookie Program

## ... it's about more than just selling cookies. Help girls learn the five skills:



Girls set cookie sales goals and, with their team, create a plan to reach them. This matters because girls need to know how to set and reach goals to succeed in school, on the job, and in life.


Decision Making
Girls decide where and when to sell cookies, how to market their sale, and what to do with their earnings. This matters because girls must make many decisions, big and small, in their lives. Learning this skill helps them make good ones.


## Money

 ManagementGiris develop a budget, take cookie orders, and handle customers' money. This matters because girls need to know how to handle money-from their lunch money to their allowance to (someday) their paycheck.


## People

 SkillsGirls learn how to talk (and listen!) to their customers, as well as how to work as a team with other girls. This matters because it helps them do better in school (on group projects, on sports teams, and on the playground) and, later, at work.


## Business Ethics

Girls act honestly and responsibly during every step of the cookie sale. This matters because employers want to hire ethical employees-and the world needs ethical leaders in every field.

## girl scouts ${ }^{*}$ <br> 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.


## $\square \longrightarrow \longrightarrow$ <br> - Progressive Learning with Badges

- Family Entrepreneurship Pins
- GSGI or SU programs and rallies



## Lottie the Axolotl

## Inventory Management

## YOUR TROOP COOKIE INVENTORY INCLUDES

Cookies ordered for Girl Scouts in the troop: Whether the Girl Scout has taken orders, or they're planning on selling cookies on hand-once cookies are signed for by a parent/guardian, they become the family's responsibility. Be sure to keep a signed receipt each time you exchange cookies or money with families. To give Girl Scouts credit for the cookies they take, you will also need to do a Troop to Girl Transfer Order in Smart Cookies.

Booth cookies: The troop must order and bring cookies to booth sales. Any leftover cookies from the booth sale remain in your troop's inventory and can be used to fill orders from families or saved for the next booth. To give Girl Scouts credit for cookies they help sell at a booth, you'll transfer them in Smart Cookies using the Smart Booth Divider or through Troop to Girl Transfers. See the Online Cookie Systems Manual for Volunteers for step-by-step directions on how to do all transfers in Smart Cookies!

## Getting Cookies

As a Troop Product Manager (TPM), you will place your troop's Troop Initial Order and Planned Orders through the Smart Cookies platform.

You will want to communicate your troop-specific ordering deadline in your kickoff meetings.

Ongoing Planned Orders during the program are meant to give you the flexibility to order what Girl Scouts need without having too many cookies left at the end of the sale. Examples of great systems for managing inventory include tracking spreadsheets, emails, and even online forms.

## Cookie Cupboards

Super Cupboards: Metro-area cupboards with regular open hours and Express Ordering options for the first few weeks of the program. These locations are Ames, Council Bluffs, Des Moines, Fort Dodge, Mason City, and Sioux City.

Volunteer Cupboards: Run by local volunteers. You can find specific contact information on The Bridge (gsgibridge.com/cookieprogram). These locations are Ankeny, Chariton, Grinnell, Lake Mills, Milford, Oskaloosa, and Sioux Rapids.

Rolling Cupboards: Mobile cupboards with a set delivery time at a location such as a grocery store parking lot. These locations are Algona, Carroll, Creston, Iowa Falls, Marshalltown, and Ottumwa.


## Audit your Troop information for accuracy

- Troop Users: Navigate to My Troop > Troop Information
- Troop select Proceed and Reward Plans; add bank account/routing numbers
- NOTE grayed out fields cannot be edited to remain in synch with Digital Cookie
- Girl Active and Girl Selling fields auto-calculate as packages are assigned to Girl Scouts


Troop Information



## Review Girl Scouts in your Troop

- Troop Users: Navigate to My Troop > Troop Roster
- Council adds, edits or moves Girl Scouts as needed





## Troops build Initial Orders in Full Cases, by Variety

Navigate to Orders > Troop Initial Order
Select Save at the bottom of the screen to preserve your order entry


## Initial Order Estimator

## gsgibridge.com/cookieprogram




## Cookie Booth Reservation Definitions

## Lottery -

Booths uploaded into Smart Cookies by Council that can be requested by Troops. Smart Cookies generates a random lottery based on council's settings.

Place lottery selections by 11:59 pm January 3 Lottery held on January 4

## First Come First Serve (FCFS) -

Rounds of booths, uploaded into Smart Cookies by Council for Troops to reserve

Wave 1 - January 5 -February 7 at 11:59 p.m Wave 2 - February 8-13 at 11:59 p.m.
Limitations end February

## Troop Secured Requested Booths-

Troop contacts businesses directly to request booth set up and submit their booth requests in Smart Cookies for Council to approve

Begins Jan. 1

$\$ 6$ credit for each two hours at a booth (not applied to lemonade stands)

## Troop Secured Booth Requests

- Troop Secured Booth Request YouTube Video
- Troop Secured booths MUST be created in Smart Cookies by the Troop user
- Troops submit the location requests to Council for approval or denial via Smart Cookies
- The Troop user will receive email notification of the approval or denial and should keep a copy of the email communication as record of their booth reservation.
- Troops can view their reservations in Smart Cookies through the booth system and reporting
- Troop Secured Booths are ONLY for the Troop who requests them. Other Troops cannot see or reserve these booths in Smart Cookies
- Troops should delete booth request reservations they cannot keep


## Booths > Troop Secured Booths



## Complete Booth Information Section

- Step 1: Enter Booth Location and Contact Information. Click Save at the bottom.



## Select Request Appointment Time

Step 2: Click Request Appointment Time to begin building your booth date(s) and time(s)

|  | Request Troop Secured Booth |  |
| :---: | :---: | :---: |
| Booth information |  | Appointment Times |
| Chrissy's Pet Store Midiothian Village Shopping Center Midlothian, VA 23112 Varkway$\qquad$ |  |  |
|  | Please request appointment times for your booth. |  |
|  | Request Appointment Time |  |

## Enter date and times; click Save

Step 3: Select date and appointment start/end time; click Save

| Edit Appointment Time |  |  |  |  |  |  |  |  |  | $x$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1.-Pieksount |  |  |  |  |  |  | 2 Dek rou sppeimerntere |  |  |  |
| < |  | Oextcoe 2017 |  |  | > |  | Stentime |  |  |  |
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| , | 2 | 3 | 4 | 5 | 6 | 7 | 10:00 |  | - |  |
| 8 | - | 10 | 11 | 12 | 13 | 14 | Endime |  |  |  |
| 15 | 16 | 17 | 18 | 19 | 20 | ${ }^{21}$ | $\bigcirc \cdots$ | ( PM |  |  |
|  | 23 | 24 | 25 | 25 | ${ }^{27}$ | 20 | 12:00 |  | - |  |
| ${ }^{29}$ | 20 |  |  |  |  |  |  |  |  |  |
| Save |  |  |  |  |  |  |  |  |  |  |

## Viewing Troop Reservations

All Troop booth reservations are visible under the Booth Menu > My Reservations


## Deleting Troop Booth Reservations

## Troops can delete their Booth reservations in Smart Cookies if necessary



## Tracking Donated Cookies



## 2024 Direct Ship Program

- Standard shipping flat rate remains at $\$ 14.99$ for every 12 packages
- Subsidy shipping rate will be $\$ 7.49$ starting at a 6 -package minimum ( $50 \%$ of the standard shipping flat rate of $\$ 14.99$ ) and a 12-package maximum.
- GSGI subsidizes the shipping cost for 6-12 packages
- Virtual Cookie Share do not have a shipping cost and do not count toward this minimum.




## The Tropical Treats: 2024 Instant Reward Lineup



Instant Rewards are awarded when a girl sells enough packages to reach a level. The council recommendation is to define "selling" as when a family orders or takes those cookies from the troop. Juliettes will receive their items as they earn them, shipped directly from Girl Scouts of Greater Iowa.

## 2024 Rewards and Proceeds



## COOKIE DOUGH

Girl Scouts earn Program Credits called Cookie Dough to spend on camps, events, or items in the shop! Program Credits expire September 15, 2024.

| Pkg. Sold | Amount | Pkg. Sold | Amount |
| :---: | :---: | :---: | :---: |
| 24 | $\$ 5$ | 550 | $\$ 145$ |
| 50 | $\$ 15$ | 600 | $\$ 157$ |
| 100 | $\$ 27$ | 650 | $\$ 170$ |
| 150 | $\$ 42$ | 700 | $\$ 182$ |
| 200 | $\$ 57$ | 750 | $\$ 195$ |
| 250 | $\$ 70$ | 800 | $\$ 207$ |
| 300 | $\$ 82$ | 850 | $\$ 220$ |
| 350 | $\$ 95$ | 900 | $\$ 232$ |
| 400 | $\$ 107$ | 950 | $\$ 245$ |
| 450 | $\$ 120$ | 1000 | $\$ 307$ |
| 500 | $\$ 132$ | $1000+$ add $\$ 15$ <br> every 50 in credits for |  |

Girl Scouts who choose non-cumulative rewards will start earning Cookie Dough at 1050 packages sold.

| Pkg. Sold | Amount | Pkg. Sold | Amount |
| :---: | :---: | :---: | :---: |
| 1050 | $\$ 25$ | 1100 | $\$ 40$ |

Add $\$ 15$ in credits for every 50 pkgs sold.

## 2024 Troop Rewards

## TROOP EXPERIENCES



## 2024 Troop Rewards

## TROOP PROCEEDS

Troops earn proceeds starting at $\$ 0.85$ per package of Girl Scout Cookies sold, with options to increase based on reaching certain per-girl-average (PGA) levels and/or increasing sales from last year. Troop proceeds stay in the troop bank account. See the Online Cookie Systems Manual for Volunteers for more information.

Cadette, Senior, Ambassador, and Multi-Level troops may opt-out of all rewards as a group to receive $\$ 0.12$ more per package. Girl Scouts in troops who opt-out for higher proceeds will still receive base Cookie Dough for their individual packages sold, patches, Instant Reward items, Adventureland 700 Club, CEO Party, Hobby Kit, and troop experiences earned.

| Start at \$0.85/pkg | $\bigcirc$ | Troop sells $1 \%$ more than last year \$0.86/pkg | $\checkmark$ | Troop sells 2\% more than last year \$0.87/pkg | - | Troop sells 3\% more than last year \$0.88/pkg |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| $\begin{aligned} & \text { Troop PGA = } 185 \\ & \mathbf{\$ 0 . 9 0 / p k g} \end{aligned}$ | - | Troop sells 1\% more than last year \$0.91/pkg | - | Troop sells 2\% more than last year \$0.92/pkg | $\checkmark$ | Troop sells 3\% more than last year \$0.93/pkg |
| $\begin{aligned} & \text { Troop PGA = } 250 \\ & \mathbf{\$ 0 . 9 2} / \mathbf{p k g} \end{aligned}$ | $\bigcirc$ | Troop sells $1 \%$ more than last year \$0.93/pkg | $\checkmark$ | Troop sells 2\% more than last year \$0.94/pkg | $\checkmark$ | Troop sells 3\% more than last year \$0.95/pkg |

## Reward Plan and Size Selections

- From the Troop Roster page, select the pencil icon to the far right row of each Girl Scout to make edits
- Select correct Recognition Plan
- Select correct Apparel Size
- Fields in gray cannot be edited due to Digital Cookie integration




## Navigate to Reports > Current

- Users have two options under reports: Current and Archive
- Current reports display information for the current sales year
- Archive reports are available for the previous 3 seasons
- Click the report category in the "Report Categories" box
- Select the report in the "Reports" box



## Reports

Financial Transaction Summary
Girf Balance Summary
Girf Deposit Summary
Total Troop Sales \& Finances By Service Unit - View 1
Total Troop Sales \& Finances By Survice Unit - View 2
Total Troop Sales \& Finances By Service Unit - View 3
Total Troop Sales \& Finances By Troop - View 1
Total Troop Sales \& Finances By Troop - Vlew 2
Total Troop Sales \& Finances By Troop - View 3
Total Troop Sales and Finances - Condensed Vlew
Trong bilinci summary

Proview it
Repart info

- Click "Go to Report" button


## Most Popular Troop Reports

- Girl Cookie Detail Summary
- Troop On Hand Inventory
- Troop Balance Summary
- Troop Balance Summary Snapshot
- Girl Balance Summary
- Available Booth Summary
- Booth Sales Credit Card Transaction Export
- Recognition Order Summary by Girl
- Recognition Order Summary by Troop
- Girl Cookie Totals Summary


## Cookie Program Important Dates

## January 2024

JANUARY Host your troop cookie kickoff meeting with your Girl Scouts AND their parents/guardians.
Resources can be found on The Bridge.
JANUARY 1 Start setting up local booth sales for your troop (page 15).

BY JANUARY 3 Enter your troop into the booth lottery in Smart Cookies by 11:59 p.m. (page 16). Lottery spots are not guaranteed.

JANUARY 4 Smart Cookies runs the booth lottery. Notifications sent out later that day.

JANUARY 5 Remaining CouncilSecured Booths are available to sign up with First Come, First Serve process in Smart Cookies at 10:00 a.m. Troops will be limited on number of booth slots they can sign up for until February 14 (page 16).

JANUARY 8-10 In-person trainings; registration can be found on The Bridge. Can't attend in person? We have prerecorded trainings available to you on The Bridge!

JANUARY 11 Your first cookie order (Troop Initial Order) is due (page 7)! GSGI staff available 8:00 a.m. - 9:00 p.m. at 800-342-8389 for questions.

JANUARY 17 Digital Cookie registration emails sent to TPMs and families.

JANUARY 20 Virtual Cookie Kickoff Event! Attend the GSGI Virtual Cookie Kickoff with your troop or Girl Scout! Register on our website beginning December 1. (girlscoutsiowa.org/events)

## Cookie Program Important Dates

February 2024

FEBRUARY PLANNED ORDERS Due weekly. (See pages 8-9 for full details on Cookie Cupboards and how to get more cookies.)

FEBRUARY 1 The Girl Scout Cookie Program begins! Online sales and Order-Taking begin.

FEBRUARY 1-8 Cookies delivered! Check with your SUPC for pick up location and time (page 7).

FEBRUARY 3 Mega Drop in Des Moines and Sioux City. Des Moines Retail Shop open from 9:00-1:00 p.m.

Any troop can choose to pick up their Troop Initial Order at the Des Moines or Sioux City Mega Drops instead of at your service unit delivery location. Just select your preferred location when you place your Troop Initial Order.

FEBRUARY 9 Booth and lemonade stand sales begin (page 15-18)!

FEBRUARY 14 All remaining CouncilSecured Booths are available to sign up with First Come, First Serve process in Smart Cookies at 10:00 a.m. with no limitations on how many booths each troop can select.

FEBRUARY 16-18 National Girl Scout Cookie Weekend! Patches available in GSGI Retail Shops.

FEBRUARY 21 Express Ordering ends at all Super Cupboards. All cookie orders are due weekly by Sunday at 11:59 p.m. starting Sunday, February 25.

FEBRUARY 22 Email notifications sent for first payment due.

FEBRUARY 27 Payment Adjustment Forms due, if applicable.

FEBRUARY 29 First cookie payment auto withdrawn from your troop bank account (page 23).

## Cookie Program Important Dates

March 2024

MARCH PLANNED ORDERS Due
weekly. (See pages 8-9 for full details on Cookie Cupboards and how to get more cookies.)

MARCH 3 Last day to enter a Planned Order in which GSGI guarantees the cookies you order will be received! Any order placed after this day will be filled depending on the cookies we have in stock, as we are also trying to plan to zero at the council level.

MARCH 10 Last guaranteed day to enter a Planned Order! Risk-Free Ordering begins. Depending on cookie availability, there may be additional order and pick up dates added.

MARCH 24 The cookie program ends. All sales end.

MARCH 25 Returns from Risk-Free Cookie Checkout orders accepted at select cupboard locations (page 10).

MARCH 25 Reward Order due! Reward Order live Q\&A. Register on The Bridge. GSGI staff available 8:00 a.m. - 9:00 p.m. at 800-342-8389 for questions.

## Cookie Program Important Dates

April-June 2024
APRIL 2 Payment Adjustment Forms and Girl Shortage Forms due, if applicable. Any Girl Shortage Forms submitted must also include the Girl Scout's signed Product Program Permission Form.

APRIL 4 Final payment auto withdrawn from troop bank account. Troop Proceeds will stay in account (page 23).

MAY - JUNE Cookie Dough emailed directly to families. Rewards items arrive-shipped directly to each Girl Scout!

## COOKIE PROGRAM RESOURCES

## The Bridge

Your one-stop-shop for all things GSGI including trainings, forms, and program kits gsgibridge.com/cookieprogram

## Shout Out! Email Newsletter

Your source for the most up-to-date information throughout the Girl Scout Cookie Program.
Sent to your inbox every Thursday!
Sign up at girlscoutsiowa.org/shoutout
Smart Cookies
Online platform that helps volunteers manage the Girl Scout Cookie Program from beginning to end. abcsmartcookies.com

## Digital Cookie

Online selling platform that allows Girl Scouts to sell through their personalized storefront or by using a mobile app-TPMs will also use Digital Cookie for digital payment transactions digitalcookie.girlscouts.org

Online Cookie Systems Manual for Volunteers Step-by-step manual on how to navigate each section of Smart Cookies and Digital Cookie. Available on The Bridge!

## Official Girl Scouts of Greater Iowa

## Facebook Leaders Group

Meet and chat with other GSGI leaders! A great source for tips, tricks, and advice throughout the cookie program. We'll also post timely updates here. girlscoutsiowa.org/GSGILeaders

Girl Scouts of Greater Iowa (GSGI) Staff
We're here to help!
Phone: 800-342-8389 | Email: info@gsiowa.org
Service Unit Product Chair (SUPC)
These volunteers help troops in their area and are your local contact during the cookie program!


## ABC Bakers Cookie Program Online Resources

From the art gallery of images to ABC's YouTube channel with helpful videos designed to navigate Smart Cookies, there are resources available for everyone


## 2024 Flickr Art Gallery

https://www.flickr.com/photos/abcbakersvolunteergallery/albums All theme-related artwork is available on ABC's Flickr gallery with access through Smart Cookies (far right corner of every page) or by clicking the above link

## Borders

## Corners



Patterns


## Questions



