girl scouts spirit of nebraska

2026 Troop Cookie Manager (TCM) Handbook

IMPORTANT PROGRAM DATES

JANUARY 2026

BEGINNING JANUARY 6: Attend weekly *Just In Time Cookie Bite* sessions.

BY JANUARY 9: Train Girl Scouts and parents/adults on the Cookie Program, and work on **ESTIMATES** for initial order.

Have parent/adult sign the top section of *2026 Cookie Program Participation Permission and Receipts* form giving their Girl Scout permission to participate in the 2026 Cookie Program.

JANUARY 9: Enter and commit troop's initial order in *Smart Cookies™* and notify PSC (include pre-ordered Gluten Free cookies on **initial order**).

Submit *2026 Reward Opt Out Contract* (if applicable).

BY JANUARY 14: *Digital Cookie* volunteer access email sent.

JANUARY 16 - MARCH 14: Cookie Booth Scheduler Open.

JANUARY 23 - MARCH 15: *Digital Cookie* Shipped Only *Sale Dates*.

JANUARY 29 - FEBRUARY 6: Cookie distribution to troops.

IMPORTANT PROGRAM DATES

FEBRUARY 2026

FEBRUARY 6 - MARCH 15: Door-to-Door, Online Girl Delivered and continued *Digital Cookie* Shipped Only ***Sale Dates***.

Girl Scouts collect money for Door-to-Door and Gift of Sharing orders and submit payments to troop.

FEBRUARY 6 - MARCH 20: Cupboards open for WEEKLY Planned Order distribution. Exact days and hours of operation vary by cupboard.

FEBRUARY 8 - MARCH 15: Troops order additional cookies via WEEKLY Planned Orders.

FEBRUARY 8: First Planned Order due by 11:30 pm MST.

FEBRUARY 13 - MARCH 15: Cookie Booths open in conjunction with Door-to-Door, Online Girl Delivered and *Digital Cookie* Shipped Only ***Sales Dates***.

FEBRUARY 23: Collect money due from Girl Scouts for In-Person and Girl Delivered orders for at least 50% of initial order, and deposit in troop bank account.

TO GET STARTED:

Volunteers receive an email from *noreply@abcSmartCookies.com* to set up their *Smart Cookies™* user account. Troops use *Smart Cookies™* to manage the troop's Cookie Program.

Volunteers also receive an email from *email@email.girlscouts.org* to set up their troop *Digital Cookie* user account. Use the link in the email to access *Digital Cookie* to set up your troop account. Troops use Digital Cookie for the Virtual Booth Link and credit card processing.

IMPORTANT PROGRAM DATES

MARCH/APRIL 2026

MARCH 2: Rewards order entry in *Smart Cookies™* open.

MARCH 6: First ACH withdrawal for first 50% of the **Amount Due Council** for initial cookie order.

MARCH 16: Collect money due from Girl Scouts for In-Person and Girl Delivered orders for final 50% of initial order, and deposit in Troop Account.

Reward insert page, with choices circled, due to TCM.

MARCH 20: Enter and commit troop's reward order in *Smart Cookies™* and notify PSC.

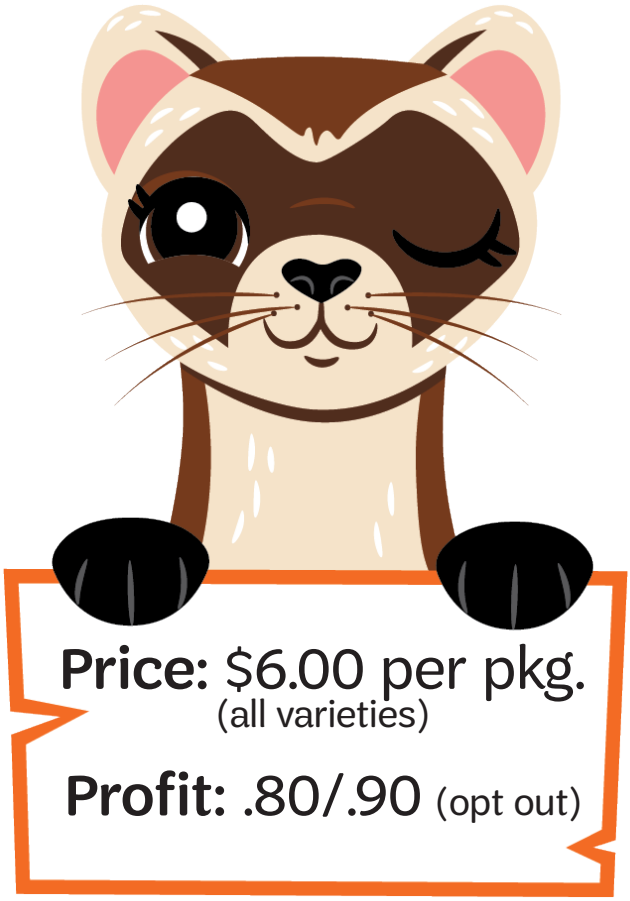
MARCH 23: *2026 Cookie Outstanding Balance Report(s)* & supporting documentation due to Product Program Manager.

MARCH 27: Second ACH withdrawal for remaining 50% of the **Amount Due Council** for initial cookie order.

Collect money due from Girl Scouts for all remaining in-person and Girl Delivered orders and deposit in Troop Account.

APRIL 10: Final ACH withdrawal for the **Amount Due Council** for ALL cookies from ALL Cookie Cupboards.

BEGINNING MAY 1: Reward distribution. ALL troops have a reward order, even opt out troops.



TROOP COOKIE MANAGER (TCM) POSITION DESCRIPTION

1. Register as an adult Girl Scout member for 2025-2026 AND successfully complete abBackground screening, if needed.
2. Remain in good financial standing.
3. Attend a 2026 Troop Cookie Manager training session.
4. Recruit assistance with finances, cookie booths or other aspects of the Cookie Program.
5. Follow the policies and procedures detailed in this *Troop Cookie Manager Handbook* which includes:
   a. Train the Girl Scouts and parents/adults on all aspects of the Cookie Program.
   b. Check ALL order card(s) and confirm initial cookie order, then enter troop cookie and reward orders.
   c. Pick up cookies and distribute them to Girl Scouts, for the initial Troop Cookie Order; then weekly per Planned Orders.
   d. Manage cookie inventory fo In-Personr Door-to-Door and Online Girl Delivered orders, including picking up cookies from cupboards per weekly Planned Orders.
   e. Receive ALL cookie money from each Girl Scout.
   f. Deposit all cookie money into troop account per procedure on page 22.
      i. The **Amount Due to Council** will be ACH withdrawn from the troop account per the schedule in this *Handbook,* leaving **Troop Profit** in the troop account.
      ii. If needed, work with PPM to submit *Outstanding Balance Reports* for any parent/adult owing any amount of money from the Cookie Program.
6. Pick up troop rewards and distribute to Girl Scouts.
7. If applicable manage cookie booths, which includes:
   a. Scheduling Girl Scouts and parents/adults for each cookie booth.
   b. Managing cookie booth inventory including picking up cookies from cupboards.
   c. Managing all money for cookie booths.

In-Person resources for the 2026 Cookie Program:

Product Sales Coordinator (PSC) - Council assigned volunteer

Product Program Manger (PPM) - Council Staff

Website resources for the 2026 Cookie Program:

Girl Scouts Spirit of Nebraska - www.GirlScoutsNebraska.org

Smart Cookies™ - www.abcSmartCookies.com

Digital Cookie - www.digitalcookie.girlscouts.org

ORDERS

Initial, Planned, and Transfer Cookie orders are entered into *Smart Cookies™*. Tutorial videos are available on *www.abcSmartCookies.com*. For troop links and credit card processing, troops will use *Digital Cookie*.

Initial Troop Cookie Order Calculations

- **RETURNING FOR 2026! Troops placing an INITIAL ORDER with a 190+ package per girl average (PGA) will receive an exclusive Cookie Friendship Bracelet for each girl and two volunteer patches for the Troop Cookie Manager/Co-Leader.**
- Work with Girl Scouts and parents/adults to determine each Girl Scout's **ESTIMATE** to help with the troop's Initial order. These are only **ESTIMATES**! Girl Scouts **DO NOT TAKE** In-Person orders before **FEBRUARY 6, 2026.** There is an *Initial GIRL Cookie Order Worksheet* on the GSSN website to assist you.
- The *Initial TROOP Cookie Order Worksheet* on the GSSN web site provides examples of calculations to help with determining your initial TROOP cookie order.
- It is recommended to purchase at least 80% of your 2025 total sales, or a per girl average of 266+ packages.
- Order enough cookies to cover the **FIRST 2 TO 3 WEEKS** of the Cookie Program, ***INCLUDING COOKIE BOOTHS,*** to avoid any potential delays getting additional cookies from Planned Orders.
- Initial Orders are by variety in **FULL CASES ONLY (12 pkgs. per case)**.

girl scouts spirit of nebraska

2026 TROOP INITIAL COOKIE ORDER CALCULATION WORKSHEET

*Your initial TROOP cookie order must be entered in Smart Cookies by **FRIDAY, JANUARY 9, 2026**. Initial orders are ordered in FULL CASES only.*

*Troops are encouraged to order at least 80% of their 2025 total sales (or PGA) to avoid the need for planned orders for the first two to three weeks of the Cookie Program, incluidng the first week of Booth Sales, as weekly planned orders are subject to bakery reorders. This worksheet is to be used as a **GUIDE ONLY** to help calculate your initial cookie order. Work with the Girl Scouts and their parent/adult to determine their individual initial order **ESTIMATES** and compare those to this worksheet's calculations before finalizing your initial troop order.*

***BACK FOR 2026!!** Troops placing an INITIAL ORDER with a 190+ package per girl average (PGA) will receive an exclusive Girl Scout friendship bracelet for each participant and TWO volunteer patches for the Troop Cookie Manager/Co-Leader.*

Please note: these calculations DO NOT include Caramel Chocolate Chip - Gluten Free, as CCC-GF were available via pre-order only. Remember! your troop CCC-GF pre-order still needs to be entered in Smart Cookies as part of your initial order.	adventurefuls™	exploremores™	lemonades®	trefoils®	thin mints®	peanut butter patties®	caramel deLites®	peanut butter sandwich	TOTAL
Example of Troop 2025 Total Sales in Cases	10	11	11	8	28	15	16	11	110
Example of Troop 2025 Total Sales in Packages	120	132	132	96	336	180	192	132	1320

		adventurefuls™	exploremores™	lemonades®	trefoils®	thin mints®	peanut butter patties®	caramel deLites®	peanut butter sandwich	TOTAL
Returning Troops using 2025 Total Sales* @ 80%: Total 2025 pkgs (1320 per example) x 80% ÷ 12 = Total Cases (round up)	EXAMPLE: Recommended Troop Order for 2026 in cases (based on 1320 pkgs from example)	11	5	9	5	21	14	16	7	88
NEW & Returning Troops using Per Girl Average (PGA) @ 80%: Total Girl Scouts (10) x PGA (council PGA is 266) x 80% ÷ 12 = Total Cases (round up)	EXAMPLE: Recommended Troop Order for 2026 in cases (based on 266 PGA and 10 Girl Scouts)	12	19	17	9	42	28	32	13	172

**The Troop Order Summary Report in Smart Cookies can provide 2025 sales totals.*

	adventurefuls™	exploremores™	lemonades®	trefoils®	thin mints®	peanut butter patties®	caramel deLites®	peanut butter sandwich	TOTAL
TOTAL INITIAL ORDER TO BE ENTERED IN SMART COOKIES (not including CCC-GF)									

This is the 2026 forecasted percentage breakdown to calculate the total cases for each variety for your initial order: adventurefuls™ = 6.7%, exploremores™ = 10.8%, lemonades® = 9.9%, trefoils® = 5.2%, thin mints® = 24.2%, peanut butter patties® = 15.9%, caramel deLites® = 18.2%, peanut butter sandwich = 7.5%.

Initial Troop Cookie Order Entry in Smart Cookies™

- Under ***Orders*** select ***Troop Initial Order.***
- Confirm your Unit of Measure (UOM) is **CASES** (12 pkgs. per case).
- Tab through the grid to enter the number of **CASES** for each variety, including Caramel Chocolate Chip-Gluten Free (CCC-GF).

» **If you pre-ordered CCC-GF you MUST enter the total CASES from the pre-order as part of your initial order.** Pre-orders are **NOT AUTOMATICALLY** included in your Initial Order.

» Troops without a pre-order can still enter a CCC-GF quantity. These orders will be filled as product is available.

- Where applicable, schedule a Delivery Station by choosing the location, date and time from the window at the end of your data entry grid, and click **Save**. If selecting a Delivery Station is not available in your area, contact your PSC for distribution details.
- Initial cookie orders must be entered in *Smart Cookies™*, and PSCs notified by **JANUARY 9, 2026.**

ORDERS

Initial, Planned, and Transfer Cookie orders are entered into *Smart Cookies™*. Tutorial videos are available on *www.abcSmartCookies.com*. For troop links and credit card processing, troops will use *Digital Cookie*.

Initial Troop Cookie Order Distribution

Distribution of initial troop cookie orders begins statewide **JANUARY 29, 2026.** Girl Scouts may not begin selling until **FEBRUARY 6, 2026**.

Troops will schedule initial cookie order distribution via *Smart Cookies™* or per instructions from their PSC or PPM.

- Troops count the order and sign a *Troop Cookie Delivery Agreement* for cases received and total money due for the initial cookie order.
- Keep the troop copy of the *Troop Cookie Delivery Agreement* on file as reference for Amounts Due the troop and council.
- The **Amount Due to Council** for the initial order is paid via two ACH withdrawals from the troop account, each for 50% of the **Amount Due to Council** from the *Troop Cookie Delivery Agreement*. ACHs will be processed on **MARCH 6, 2026** and **MARCH 27, 2026**.

Initial Girl Cookie Order Distribution

- Schedule pick up times for each Girl Scout and sort each order.
- Complete the first line of *Cookie Program Cookie Pick-up Receipt* section of the *2026 Cookie Program Participation Permission & Receipts Form* with total packages of each variety for Girl Scout's initial orders.
- Parent/adult counts order and signs the *Cookie Program Cookie Pick-up Receipt* section.
- Complete the **Amount Due** field in the *Cookie Program Payment Receipt* section and remind parent/adult of money due dates.
- Give parent/adult the pink copy of the *2026 Cookie Program Participation Permission & Receipts Form* as receipt of cookies received and money due.
- Enter Troop to Girl Transfers in *Smart Cookies™* for all cookies distributed to the Girl Scouts.
  - Under **Order**, select **Transfer Order.** The troop defaults, select a Girl Scout name and enter her Troop to Girl Transfer by variety. Click **Save**.

ORDERS

Initial, Planned, and Transfer Cookie orders are entered into *Smart Cookies™*. Tutorial videos are available on *www.abcSmartCookies.com*. For troop links and credit card processing, troops will use *Digital Cookie*.

Planned Order Calculations & Distribution

- After the initial order, additional Cookies are ordered and distributed through Cookie Cupboards via Planned Orders.
- CCC-GF are **NOT** available from any Cupboard.
- Troops can enter **ONE** Planned Order per week, **BY 11:30 P.M. MST ON SUNDAY**.
- Cupboards are open **FEBRUARY 6 to MARCH 20, 2026** to distribute Planned Orders and then final *Gift of Sharing* Orders. Exact hours of operation vary by Cupboard.
- Planned Orders are in **PACKAGES** (NOT CASES).
- Be sure not to over order on your Planned Orders. Planned Orders should be for additional cookies already sold by your Girl Scouts and for your upcoming Cookie Booths. There are no refunds.
- » **NOTE:** Order enough cookies on your **INITIAL ORDER** to cover the first 2 to 3 weeks of the Program, **INCLUDING COOKIE BOOTHS**.
- Always order **TWO TO THREE WEEKS** ahead of time for upcoming Cookie Booths to ensure cookies are available when you need them.
- » Planned orders can take **UP TO 10 BUSINESS DAYS** from the date of order to become available, depending on the cupboard inventory, and the delivery schedule from the bakery to the delivery agents, and then to the cupboard.
- Once picked up the order is approved in *Smart Cookies™* by the Cupboard Manager to create a *Cupboard-to-Troop Transfer Order* to credit troop for cookies received.

Planned Order Entry in Smart Cookies™

- Troops can enter **ONE** Planned Order per week, **BY SUNDAY AT 11:30 PM - MST** for pickup **WITHIN 10 BUSINESS DAYS**.
- Under **Orders**, Select **Planned Order,**
- Select a **Cupboard**.
- Select a pick up day and time. This selection ***DOES NOT*** schedule your pick up. Once a Planned Order is entered, troops ***MUST*** contact the Cupboard Manager to arrange an ***ACTUAL*** pickup day/time.
  - » Cupboard contact information is on the council website.
  - » Only Cupboard Managers can schedule your pickup based on their inventory and scheduled deliveries from the bakery and/or delivery agent.
- Enter **PACKAGE** quantities by variety and click **Save**.
- Once entered, Planned Orders cannot be edited or deleted by the troop. The Cupboard Manager can assist with changes.
- Troops are financially responsible for all cookies received from all Cupboards. Payment will be via a final ACH withdrawal on **APRIL 10, 2026.**

ORDERS

Initial, Planned, and Transfer Cookie orders are entered into *Smart Cookies™*. Tutorial videos are available on *www.abcSmartCookies.com*. For troop links and credit card processing, troops will use *Digital Cookie*.

Additional Girl Cookie Order Distribution

- Complete the next line of the *Cookie Program Cookie Pick-up Receipt* on the *2026 Cookie Program Participation Permission & Receipt form.*
- Parent/Adult counts the cookies and signs the form.
- Collect payment for all cookies already received **BEFORE** distributing additional cookies.
  - Use the *Payment Receipt section* of the *2026 Cookie Program Participation Permission & Receipt form* for **AMOUNT PAID** and write in the **AMOUNT DUE** for additional cookies picked up.
  - Parent/adult **MUST** count the payment with you and sign the receipt.
  - Enter the payment under **Finances** in *Smart Cookies™*.

REMEMBER: Once cookies are distributed to Girl Scouts, enter *Troop to Girl Transfers* to maintain accurate records in *Smart Cookies™*.

GIFT OF SHARING (GOS)

Gift of Sharing Orders (GOS)

Gift of Sharing (GOS) is a community service activity. Troops choose a charity. Girl Scouts sell cookies for donation to the charity with their In-Person Door-to-Door Order Card, Online Girl Delivered, and Online *Digital Cookie* Shipped Only sales, and at Cookie Booths.

Gift of Sharing orders can be fulfilled by the troop as ***Tracked Cookie Share***, or by the council as ***Virtual Cookie Share***.

GOS orders sold via In-Person, and as part of a Online Girl Delivered can be entered as ***Tracked Cookie Share*** or ***Virtual Cookie Share*** depending on what inventory will be used to fulfill the order.

GOS orders as part of *Digital Cookie* Shipped Only Orders and Online Girl Delivered Donation Only (from girl link-donation) are automatically populated in *Smart Cookies™* as ***Virtual Cookie Share***. Troops do not enter or fulfill these ***Virtual Cookie Share*** orders.

Girl Scouts selling ten, or more, packages of GOS will earn the Share Patch. If earned, this patch is auto-populated in *Smart Cookies™*.

GOS VIRTUAL Cookie Share

The COUNCIL fulfills ***Virtual Cookie Share*** orders and donates to a charity that services the entire state. Suggestions for organizations are welcome.

- ***Virtual Cookie Share*** is used for GOS donation orders placed with *Digital Cookie* Shipped Only, and Online Girl Delivered-*Donation Only* orders.
- Do not enter these ***Virtual*** Cookie Share orders.
- Girl Scouts receive credit towards the patch and their reward totals.
- Troops receive credit toward troop profit.
- If a troop wants the COUNCIL to fulfill any other GOS orders (In-Person Order Card or as part of an Online Girl Delivered order), troop can enter a *Virtual* Cookie Share for those orders.
  - Under **Orders**, select ***Virtual Cookie Share***. Confirm UOM is **PACKAGES**. Use the ***Virtual Cookie Share Grid*** to enter the **quantity** only and click **Save**.

GIFT OF SHARING (GOS)

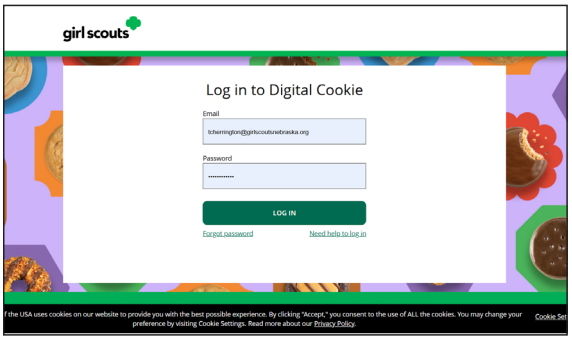
GOS TRACKED Cookie Share

Troops use their remaining inventory to fill donations to their charity.

- Customers select a **NUMBER, NOT A VARIETY,** in *Donate Cookie Packages* column of the In-Person order card or Online Girl Delivered order grid.
- Girl Scouts collect money for GOS at the time of order, and provide payment to the troop. Credit card payments for GOS orders with Online Girl Delivered orders are automatically credited to the troop.
- Troops enter GOS orders in *Smart Cookies™* under ***Tracked Cookie Share*** to credit Girl Scout for the Share Patch, and provide a count for donations.
- Wait until the end of the Cookie Program to credit Girl Scouts for GOS using troop inventory.
  - Under **Orders**, select **Tracked Cookie Share**, confirm UOM is **PACKAGES**. Enter the QUANTITY In the Tracked Cookie Share Grid and click **Save**.
- A *Troop to Girl Transfer* order **MUST** also be entered in *Smart Cookies™* for GOS orders being filled from troop inventory to credit the Girl Scouts with packages sold towards their rewards. Use the varieties in the troop's remaining inventory for these entries.
  - ***If the Girl Scout provides her own inventory, a Troop to Girl Transfer is not needed.***
- GOS orders from Cookie Booths will be credited to the Girl Scouts and troop in the Cookie Booth Divider. The total GOS packages sold are entered in the far right column labeled ***Tracked CShare*** and divided evenly between the Girl Scouts working the booth.
- Cookie Cupboards are open for additional GOS cookies if needed. Contact the Cupboard Manager to set up an order pick up.
- The *Tracked Cookie Share Report* will provide the total number of packages needed for donation.
- The Share Patch is auto-populated for each Girl Scout selling ten or more packages for GOS.

DIGITAL COOKIE

Digital Cookie



Girl Scouts and parents/adults use *Digital Cookie* to enter and track all 2026 Cookie Orders, including Door-to-Door Order Card, Online Girl Delivered and *Digital Cookie* Shipped Only Orders. Refer Girl Scouts and parents/adults to the *Digital Cookie Tip Sheets* on our council website for details on how to access *Digital Cookie*, and set up the Girl Scout's account.

Troop Cookie Managers and other volunteers will use *Digital Cookie* for troop activities, such as the Virtual Booth Link and credit card processing.

Use the "Register Now" link in the email received from email@email.girlscouts.org to set up the troop account and create a password and click **Submit** (use the same email address as your registration email).

If you are also a parent/adult, you can create a participant account (see *Digital Cookie* Tip Sheets). Set up each account with the same email address and password. Then when you log in, you will be able to choose the account you want to access.

Digital Cookie Troop Virtual Booth Link

Troops have the option in *Digital Cookie* to allow customers to pre-order cookies and pickup at an existing booth location. Use **Virtual Booths** tab on the Troop dashboard in *Digital Cookie* and select **ADD PICK UP** to the booth locations.

All orders must be approved and will be designated in the *All Orders Reports* with the order ***Type "Pick-Up"***.

Run the *Smart Cookies™* Booth Sales Credit Card Export Report and filter for Type "Pick Up," location, date, and time of booth. Both reports will show the same order details.

Add the totals to the number of packages and enter in the *Smart Booth Divider* to allocate the cookies to Girl Scouts.

Setting up the Troop Digital Cookie Site

Log in to *Digital Cookie* on your desktop or laptop.

- Select your troop role (Troop xxxxx of Service Unit xxx).
- Click **Get Started** button.
- The zip code assigned to your troop will be populated.
- Select a **Troop Lead** from the drop down menu.
- Click **Save**.This adds a **Set Up Your Site** button on the dashboard.
- After clicking the **Set Up Your Site** button, watch the safety video, accept the Terms & Conditions and Girl Scout pledge.
- Activate the troop site, by clicking the **Activate** button.

Once **Activated**, from the *Troop Site* account click on **Site Setup** from the menu bar to publish the site to allow credit card processing.

Once the site is published AND the council's sale is live, the troop will have two links to use for the cookie season.

DIGITAL COOKIE

Digital Cookie Troop Shipped Only Link

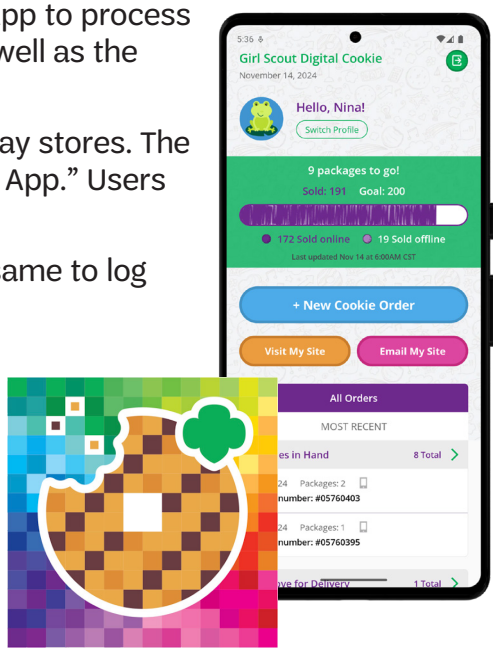
The *Digital Cookie* Troop Shipped Only link is available as a shipped/donated only link. This link will be sent to the National Girl Scout Cookie Finder. All purchases from this link will appear in your troop records in *Smart Cookies™* under **Orders** in **Troop Direct Ship Orders**.

All *Digital Cookie* Shipped Only Orders must be distributed to Girl Scouts before generating a rewards order.

- Navigate to **Orders** > **Troop Direct Ship Orders.**
- ***Pending Distribution Orders*** will be totaled at bottom of screen.
- Click **Distribute Orders to Girls.**
- Select the Girl Scouts and click **Continue** to display the variety grid with varieties divided evenly.
- Orders not able to be divided evenly will appear in the red boxes at the bottom of the grid. Adjust totals by variety to clear red boxes.
- Click **Save.**

Digital Cookie Mobile App

Girl Scouts and troop volunteers can use the *Digital Cookie* Mobile App to process and review orders placed through the Girl Scout's individual site as well as the troop site.



Download the *Digital Cookie* Mobile App from the Apple or Google Play stores. The app is free and can be found by searching for "*Digital Cookie* Mobile App." Users download a new version of the app every year.

The same email and password used to access *Digital Cookie* is the same to log into the mobile app.

Note: The app will only work if the Troop's *Digital Cookie* website is set up and approved/published.

Once logged into the app you will see the different accounts available. The Troop account must be used to take sales on behalf of the troop. DO NOT take Cookie Booth orders under an individual Girl Scout's name!

Digital Cookie Mobile App: Email My Site

Use this to send cookie link to a potential customer who doesn't want to continue the transaction at a Cookie Booth. Ask for the customer's contact information, enter it in the app, and send the email. The customer will receive an email to purchase cookies.

Digital Cookie Mobile App: Visit My Site

This link is used to send to customers for the Troop Digital Cookie Shipped Only orders.

DIGITAL COOKIE

Digital Cookie Mobile App: New Cookie Order

Use this to take cookie orders directly through the app. When users are logged in as the troop, they will see the dashboard with *New Cookie Order, Visit My Site, Email My Site,* or *All Orders.*

- Click the **New Cookie Order** button.
- Enter cookie choices by using the "+" and "–" buttons.
- Select number of cookies and click the **CHECKOUT** button.
- Select **Sold at a booth,** and select the specific booth.
- Click **Continue**.
- Review order and enter customer and payment details. Review order with the customer and gather the customer's information including payment details.
- For in hand orders customer contact information is optional.
- After completing the required info, click **Review** or **Place Order**.
- Once the order is placed, you will receive an order confirmation and a reminder to thank the customer for the order!

Digital Cookie Mobile App: All Orders

This is used to view all orders visible by delivery method.

- Click the green arrow to view all orders under that specific delivery method.
- See order details. Click the green arrow next to the order, the details will appear.
- Users can then review the order, see the status, and depending on the type of order and status, the user can approve/decline the order or mark it as delivered.

YOUR PRODUCT PROGRAM TEAM

Traci Cherrington - Sr. Prod. Prog. Mgr.
Omaha Girl Scout DreamLab
402.779.8220
tcherrington@girlscoutsnebraska.org

Mikki Tighe - Prod. Prog. Dir.
Omaha Girl Scout DreamLab
402,779,8259
mtighe@girlscoutsnebraska.org

MeLisa Long- Prod. Prog. Mgr.
Lincoln Service Center
402.875.4344
mlong@girlscoutsnebraska.org

Vicki Hanus - Prod. Prog. Mgr.
Columbus Service Area
402.260.3189
vhanus@girlscoutsnebraska.org

Kyla Endorf - Prod. Prog. Mgr.
Grand Island Service Center
308.646.3299
kendorf@girlscoutsnebraska.org

COOKIE BOOTHS

Troop Secured Cookie Booths

Troops are responsible for contacting locations to secure Cookie Booths, **except** Walmart, Walmart Neighborhood Market, Sam's Club, the Omaha Girl Scout DreamLab and other potential Girl Scout Service Center locations.

- For all *Troop Secured Cookie Booths*, troops will work directly with the location to establish dates, times, and details for their booths.
- Contacting the Store Manager or Director is the best way to secure a cookie booth. You should receive written confirmation from the location to confirm booth details.
- Remember, we are guests in these facilities. You must respect their schedules and guidelines.
- Follow up with a thank you to ensure continued support from cookie booth locations.

It is required to enter all Troop Secured Cookie Booths in *Smart Cookies™* as that allows for credit card payments through the Digital Cookie App, promotes your Cookie Booths in the Booth Finder and assists in ensuring inventory is available,

Council Scheduled Cookie Booths

Cookie booths at the Walmart, Walmart Neighborhood Market and Sam's Club locations across the state, Omaha Girl Scout DreamLab, and other Girl Scout Service Center locations are scheduled by the council in the *Smart Cookies™* Booth Scheduler that opens on **January 16, 2026** for the 2026 Cookie Program. Details for scheduling will be provided as information becomes available. Please DO NOT contact these locations directly.

"Lemonade Stands"

Individual Girl Scouts can set up "Lemonade Stands" in ***their residence or family-owned business***. These are NOT cookie booths as they are one Girl Scout with one adult selling in a controlled environment. These are NOT entered in *Smart Cookies™*.

What to Order

- On average, troops sell 1.5 to 2 cases per hour at cookie booths.
- You need all varieties. Use the *Variety Breakdown Percentages* on our council website to determine what to order by variety.
- Order for at least the **FIRST TWO WEEKS** of scheduled cookie booths **WITH YOUR INITIAL ORDER.**
- Additional cookies for booths are ordered with weekly Planned Orders.
- To obtain cookies during an actual cookie booth, contact a Cupboard Manager to coordinate a Transfer Order. Troops may have to contact more than one cupboard depending on availability and inventory.

COOKIE BOOTHS

Selling Success

- A cookie booth is a Girl Scout ***troop*** set up at a public business; either inside, at the entrance, or in a parking lot for a drive-thru booth.
- Two registered adults are required at every cookie oboth.
- Cookie booths must have more Girl Scouts than adults present at all time.
- Girl Scouts must wear membership pins, uniform, or Girl Scout identifying clothing.
- Girl Scouts need to know how to present cookies, handle money, and be safe in public.
- Troops supply their own table, chairs, and cash box with change and receipt books.
- Registered adults assisting with a cookie booth should sign receipts for cookies and money, when taking the items, *and* when returning them.
- We are GUESTS at all cookie booth locations.
  - Girl Scouts should not disrupt normal business at the location.
  - Girl Scouts and adults must display appropriate Girl Scout behavior at all times. Any conflicts or miscommunication, must be resolved in a Girl Scout manner.

Credit Card Payment for Booth Sales

Using the *Digital Cookie* Mobile App, troops may accept credit card payments at cookie booths. Troops will not be assessed any credit card transaction fees for these customer credit card sales. Venmo and PayPal are also payment options in the *Digital Cookie* Mobile App only.

Note: Third-party payment apps like Venmo and PayPal can result in fees/taxes for the recipient of total payments starting as low as $600.

Volunteers need the *Digital Cookie* Mobile App installed on their phone.

- Log in to the *Digital Cookie* Mobile App.
- **ALWAYS** select the **TROOP**. **DO NOT** enter credit card orders under a Girl Scout's name. To confirm you are using the correct site, it will say "Hello Troop XXXXX".
- Click on **New Cookie Order**. Enter total order by variety.
- Click **Checkout.**
- Click **Sold at Booth** and select the booth location.
- Click **Continue.**
- Scan (iPhone) or enter the credit card info and hit **Place Order**.

Troops can run a *Booth Sales Credit Card Transactions Export* file from *Smart Cookies™* for total credit card sales at all booths.

COOKIE BOOTHS

Smart Cookies™ Booth Divider

To credit Cookie Booth sales to Girl Scouts, use the Booth Divider in *Smart Cookies™* to credit sales to all Girl Scouts who worked the booth.

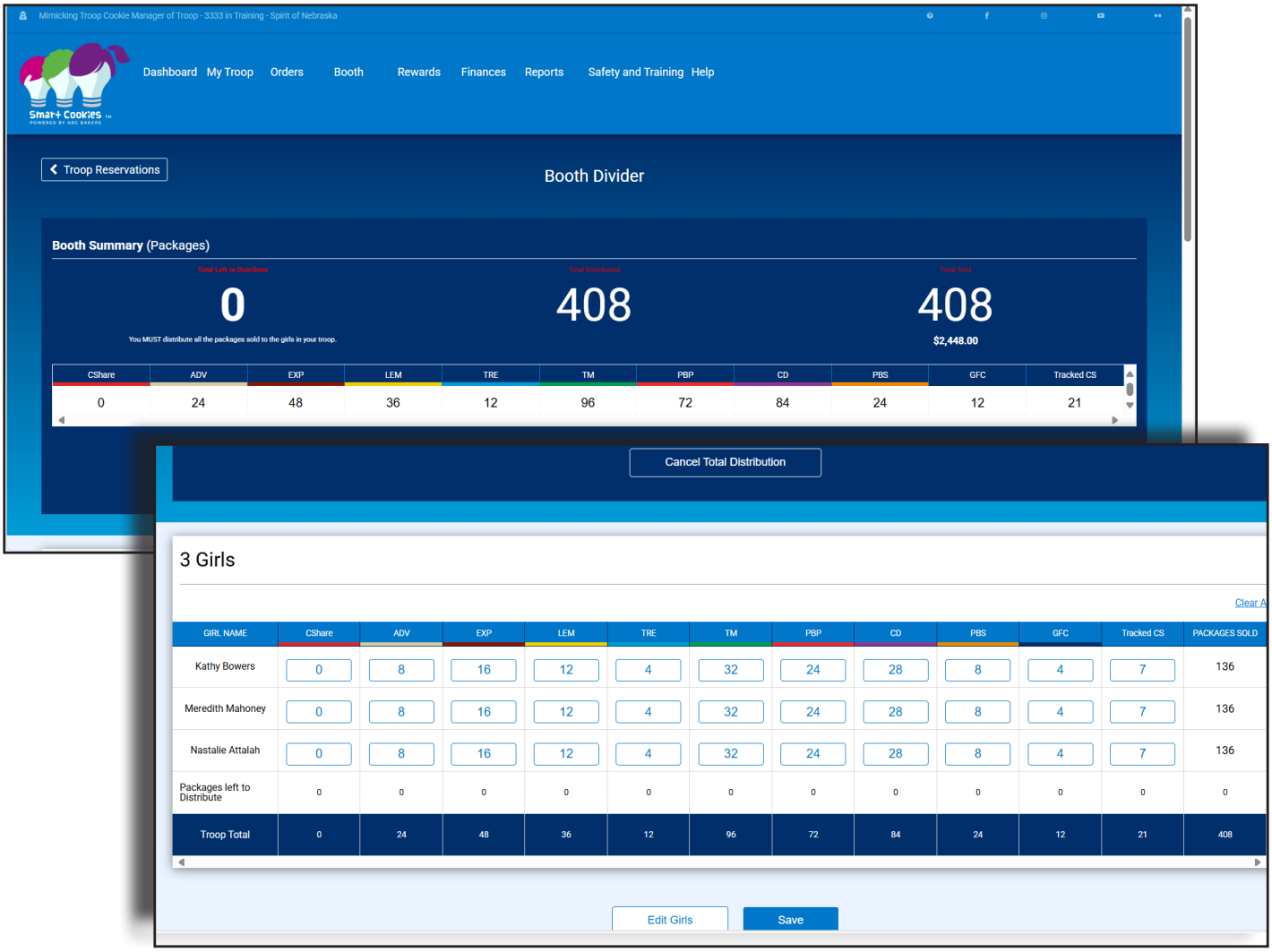
Girl Scouts who work two cookie booths as entered in the *Smart Cookies™.* Booth Divider will receive the cookie booth patch.

- Under **Booths** select **My Reservations.** Select the Booth Date/Location. Click **Distribute Total Booth Sales**. Select all Girl Scout names who worked the Booth. Hit **Enter**.

Smart Cookies™ will divide the cookie varieties evenly between the selected Girl Scouts. Any quantities not divided evenly will show in red at the bottom of the grid, and need to be manually assigned to a Girl Scout(s).

Gift of Sharing orders at a Cookie Booth can be entered as *Tracked Cookie Share* in the far-right column labeled ***Tracked CShare*** of the Booth Divider to credit the Girl Scout for the patch. Troops will use their remaining inventory to fill their GOS orders. Include the packages set aside for donation in the Order Grid by variety to credit the Girl Scouts for the sales towards their rewards.

If your troop wants the COUNCIL to fulfill the GOS orders from their Cookie Booths, enter the quantity sold in the far left column labeled ***CShare***.



REPORTS

Smart Cookies™

Smart Cookies™ offers numerous reports to assist troops with the 2026 Cookie Program. Here are examples of the most common reports:

Girl Balance Summary: Reports individual girl sales including transfers (booth and non-booth), direct ship sales, cookie share sales and all financial transactions—helpful for total amount due for each Girl Scout.

Girl Cookie Order Details: Reports all girl cookie orders, can be filtered to show Girl Delivery with Donation orders for recording GOS.

Pending Manual Cookie Share Orders: Export report that shows pending manual cookie share orders for each girl.

Recognition Order Summary by Girl: Summary of reward order by girl—helpful in sorting orders once rewards are received.

Recognition order Summary by Troop: Summary of reward order for the troop.

Total Sales Summary: Shows all cookie orders by your troop.

Transfer Order Summary: Summary of transfer orders such as Cupboard-to-Troop (C2T), Troop-to-Girl (T2G).

Troop On Hand Inventory: Summary of inventory not yet assigned to girls in *Smart Cookies™*. May reflect unsold product that troop still has on hand. All inventory should be credited to girls.

Digital Cookie

Digital Cookie offers additional reports to assist troops with the 2026 Cookie Program. Here are examples of the most common reports:

All Order Data: Shows details on every order for every participation.

Cookie Badges: Shows the Cookie Business badges and/or the Family Entrepreneur Pins earned.

Rewards Selection: Participants select their rewards in *Digital Cookie*, and use this report to enter participant choices in to *Smart Cookies™*.

Outstanding Balance Report

If a troop has issues collecting money from a parent/adult, print the *Outstanding Balance Report* from our council website and follow the instructions on the second page.

Outstanding Balance Reports may be submitted at any time during the program to adjust the next scheduled ACH total. To make ACH adjustments, *Outstanding Balance Report(s)* must be submitted seven days prior to the ACH withdrawal date(s).

BRAVE. FIERCE. FUN!

FINANCIALS

Troops determine the dates payments are due from the parents/adults and forms of payment that will be accepted for deposits into the troop bank account.

Troop payments for the **Amount Due to Council** are via three ACH withdrawals from the troop account on **MARCH 6, MARCH 27** and **APRIL 10, 2026**. Troop Profit remains in the troop bank account to fund Girl Scout adventures.

Parent/Adult Payments

- Troops determine a payment plan and due dates for parents/adults. Please be sure to clearly communicate these deadlines to the parents/adults and have them record them on their materials.
- Girl Scouts are ENCOURAGED to accept ONLY CASH. If a Girl Scout accepts a check, it must be made payable to the parent/adult. The parent/adult then pays the troop with an approved form of payment (cash or check payable to troop).
- Parents/Adults must pay for **Amount Due** on each signed *Cookie Pickup Receipt* line on the *2026 Cookie Program Permission and Receipt* form for cookies already received ***before*** distributing additional cookies.
- When money is received, count it ***WITH*** the parent/adult. **DO NOT** allow parents to just drop off payments.
- Complete the **Amount Paid, Balance Due** (if applicable), and **Payment Date** fields of the *Payment RECEIPT* section on the *2026 Cookie Program Permission and Receipt form.*

Credit Card Payment for Girl Delivered

- Girl Scouts must have *Digital Cookie* Mobile App on their phone.
- They log into the account. Click 3 lines in the upper right hand corner.
- Enter the customer's order. If the customer wants a receipt, enter their email address. Click **Next**.
- Enter the credit card info and hit **Submit**.
- App-based payment services, like Venmo and PayPal are available in the *Digital Cookie* Mobile App, but advise adults there may be tax implications starting as low as $600 in **total** transactions for using these.

Troop Payments

- Bank account information must be submitted to the Finance Department before **JANUARY 23, 2026**.
- Troops should accept ONLY CASH OR CHECKS FROM PARENTS/ADULTS.
- If accepted by troop, checks from parent/adult must be payable to "Girl Scout Troop Number_____" and include a valid ID number, and phone number on the face of the check.
- All money should be deposited into the troop bank account upon receipt to avoid having large amounts of cash on hand. **NEVER** leave troop funds in an unsecured location, like a purse or car.
- Deposit checks FROM parents (if allowed) into troop account at least 5 business days BEFORE the ACH withdrawal date.
- Troops should NOT accept app-based payment services, like Venmo and PayPal, for payments from parents/adults as there are tax implications involved with these types of payments which can result in taxes and fees to the troop starting as low as $600 in total transactions.

REWARDS

Standard Reward Program

- Rewards are based on total packages sold from **JANUARY 23** to **MARCH 15, 2026.**
- Girl Scouts who sell 25+ packages earn the *Brave, Fierce, Fun*! Theme Patch.
- Beginning at 60 packages, Girl Scouts earn ***cumulative*** rewards or 2026 Cookie Dough. This means Girl Scouts earn reward choices for ***every level***, up to total packages sold.
- Choices are detailed on the reward insert.
- More Girl Scout experiences added, such as Build-A-Bear® Workshop, LEGO®, Omaha's Henry Doorly Zoo and Aquarium and an exclusive GSSN ***Amazon Storefront*** for the Girl Scouts!
- Initial Order Bonus Reward for troops with an initial order Per Girl Average (PGA) of 190+ packages.
- Troop Bonus Reward for final PGA of 400+ packages and 3 girls selling.
- Reward order entry in *Smart Cookies™* opens **MARCH 2, 2026.**
- Reward choices are selected in *Digital Cookie* by Girl Scouts and confirmed to the TCM by **MARCH 16, 2026**.
- Confirm all cookies have been transferred to all Girl Scouts **BEFORE** starting the troop Reward Order.
- Use the *Digital Cookie Rewards Selection Report* to confirm reward choices by each Girl Scout to enter the troop Reward Order in *Smart Cookies™* by **MARCH 20, 2026.**
- Girl Scouts without a reward choice at any level will show a triangle to the right of the Girl Scout's name. Work with Girl Scouts to confirm all choices before submitting troop final Reward Order.

Specialty Rewards

Achievement Bar: Girl Scouts selling 1000+ total packages earn the Achievement Bar for the level sold.

Family Patch: Girl Scouts in same household selling a COMBINED TOTAL of 300+ packages who submit a Family Patch Order Form to each Girl Scout's troop; both Girl Scouts earn the Family patch.

Cookie Booth Patch: Girl Scouts earn the Cookie Booth patch by participating in TWO Cookie Booths with their troop, as recorded in the *Smart Cookies™* Booth Divider.

Gift of Sharing Patch: Girl Scouts selling 10+ packages of Gift of Sharing, earn the Cookie Share patch.

Techie Patch: Girl Scouts selling 18+ *Digital Cookie* Shipped Only packages earn the Techie patch.

BFF Cookie Charm: Girl Scouts selling 100+ packages *Digital Cookie* Shipped Only earn the *Brave. Fierce. Fun*! Cookie Charm.

2026 TROOP Bonus Reward!!

Troops with a final per girl average of 400+ packages, AND a minimum of three (3) girls selling earn a $100 Amazon Voucher to the exclusive ***GSSN Storefront*** for the troop!!

Girl Scout Shop

Boost your cookie sales with tablecloths, yard signs, cookie carts, and more available in the Girl Scout Shop. The Girl Scout Shop also carries earned cookie badges, level specific cookie entrepreneur pins and fun patches. Questions? Email: shop@girlscoutsnebraska.org.