

Cookie Program Info for Parents



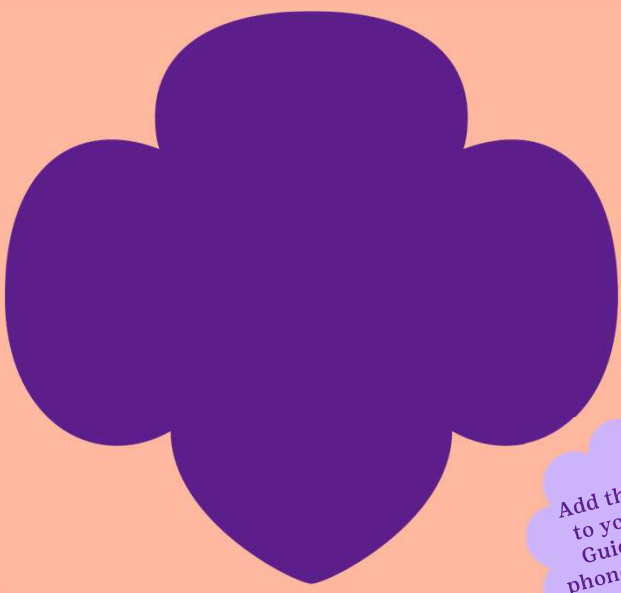
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Cookie Mascot—Black-Footed Ferret

- Black-footed ferrets are the only ferret species native to North America.
- A group of black-footed ferrets is called a "business."
- Ferrets sleep a lot, averaging 18 hours a day.
- Ferrets thrive on social interaction and often enjoy playing with their owners or other ferrets.



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Cookie Program Dates

- **Sun., Dec. 14**—Girls can begin taking orders & Digital Cookie Opens.
- **Fri., Jan. 9 @ 11:59 p.m.**—Any paper orders are due in Digital Cookie (or must be given to the TCM for entry)
- **Fri., Feb. 6**—Council booths begin—your troop may start independent booths as soon as you have cookies
- **Throughout Feb.**—Make deposits to your TCM or co-leader AND pick up cookies as needed
- **Wed., Mar. 11**—Digital Cookie closes for the season—ALL girl-delivered orders should be delivered by this date
- **Thurs., March 12**—
 - Girls must give final reward choices to TCMs for entry into the volunteer site
 - 100% of the money is due to TCM (this is the FINAL due date; the troop may have an earlier due date)

Add these dates to your Family Guide and set phone reminders!

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Cookie Program Terms

Community Cookie Manager (CCM)—Handles the Community's cookie program and works with council.

Troop Cookie Manager (TCM)—Handles the troop's cookie program and works directly with CCM. Should be parents' **FIRST** point of contact for issues/questions.

Digital Cookie—Online system used to enter initial paper orders for girl delivery in January, track online sales, send customers emails, and so much more!

Gift of Caring (GOC)—Monetary donations donated as products to 4 GOC organizations—USO, Fischer House, Ronald McDonald House, San Antonio Food Bank.

Receipts—All TCMs are provided with receipt booklets. Receipt **MUST** be completed and signed by both parties each time cookies and/or money are exchanged.
DO NOT accept cookies OR make a deposit without a receipt!

Clean-up Week— From March 2-11, your troop should work together to clean out any remaining inventory by attending booths and making last calls to any customers. It should be the entire troop's goal to deplete all cookie inventory.

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What does your TCM need from you?

- Girl Permission Slip—*scan the QR code for the online permission slip*
- Current 2025-2026 Girl Membership
- Updated parent contact info for troop records

Reminder: Digital Cookie access will be tied to the parent's MyGS primary email address—check your MyGS for troop #, primary caregiver, and primary email address



Scan the QR code or use this link
to access the permission slip:
<https://bit.ly/2026gsswtcookies>

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Cookie Program Materials

- Order Card—for girls to take any in-person orders
- Money Envelope—collect cash from paper orders when delivering cookies and keep safe until turned into your TCM
- Family Guide—important info about the program for families, all program rewards, and steps to access Digital Cookie.



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During the Cookie Program, Girls can...

- Go door-to-door
- Reach out to family & friends
- Set up and share their cookie link on Digital Cookie by text and e-mail
- Participate in cookie booths with her troop
- And anything she and her troop can think of!

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Initial Order

Girls can take pre-orders from Sun., Dec. 14-Fri., Jan. 9, for cookie delivery at the end of January!

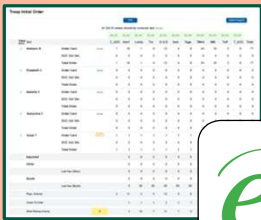
Who: Girls with a permission slip and current membership

What: Girls can use their order card or any other marketing materials she wants to collect interest and orders

How: Parents will enter paper orders in Digital Cookie by Fri., Jan. 9, OR provide order info to your TCM for entry in the volunteer site by Sun., Jan. 11. (NOT both—don't duplicate)



Girls take pre-orders using her paper order card of Digital Cookie.



Entered orders from Digital Cookie then flow into eBudde and is approved by your TCM.



Those cookies are then picked up by the Troop in late January.



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Cookie Booths & More

Once cookies are available at the end of January, girls can participate in cookie booths, load up a wagon of cookies, or run her business online!

Who: All girls with a permission slip can participate in booths & more

How: As cookies are needed, talk to your TCM and provide them a complete list of what is required. Your TCM can also sign your troop up for booths.

NOTE: You should only ever have an **unpaid balance of \$500 per girl (i.e., 100 unsold packages)** at any time—your TCM may request a deposit as needed.



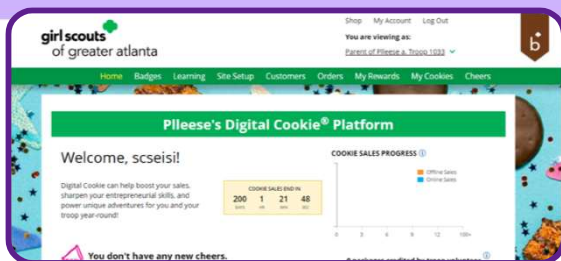
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Digital Cookie Website & App

Digital Cookie is an online site girls can use to market their cookie business and take orders for girl delivery, shipped, or donated to the USO!

Once your site has been launched, you can also access the Digital Cookie app available on Google Play or the Apple App Store.

*Troop Digital Cookie: Your troop may also have a Digital Cookie site that accepts credit cards while at cookie booths. Girls should **NOT** use their personal sites at booths.*



We **STRONGLY** recommend you delete and download the app fresh each year

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Process for Digital Cookie Orders that are placed for girl-delivery!

Note: All shipped and donated orders are handled by GSUSA/council and take no extra work!

(Next slide)

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- 1 Review the Order**
Do you know the customers?
And are you willing to deliver to this customer's location?
- 2 Approve or Deny within 5 Days**
Approve if you know them and are willing to deliver; Deny if you don't know them or they are too far!
- 3 Request Cookies**
If order is approved before initial order due date, cookies will be received with your initial order, and you don't need to request them. After initial order, you must ask your TCM for cookies to fill these orders.
- 4 Deliver to Customers**
Girl Scout and adult should deliver cookies to customers within two weeks of receiving the order AND then mark as delivered in Digital Cookie.

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Picking-up Cookies

- Your TCM will receive all initial cookie orders from Jan. 28-31.
- You can expect to pick up your initial order on:

- Your TCM and Pick-up Users can get cookies from pick-up sites beginning Jan. 28
- When picking up any cookies, you will count and sign using a Product/Money Receipt
- **My Troop Cookie Pick-up Process:**

- Troops are not required to take back cookies from parents, but if you have any cookies that are available for booths or other girls, notify the TCM by: _____

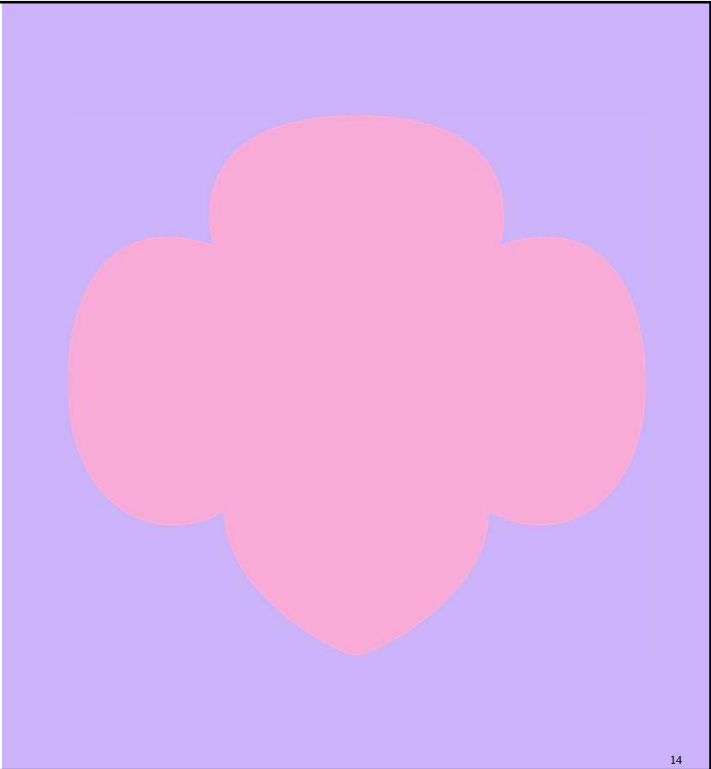


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Program Money

- When does a customer pay?
 - Paper order cards—Customer pays cash or credit/debit card via Digital Cookie at the time of delivery
 - Online orders—Customers pay with a credit card for online orders in Digital Cookie
- 100% of money is due to troop account BY Thurs., Mar. 12—parents should make final deposits on: _____
- Money can be given to the TCM, Co-Leaders, or Money Managers, and a receipt must be completed
- All parents will have an amount due in cash to the troop—unless all orders were placed on Digital Cookie
- Cookie money should **NEVER** be put into your personal account



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\$500 Unpaid Limit

To help avoid high unpaid balances, parents should only ever have a \$500 unpaid balance per girl at any time.

- It is ok if you get initial order with some unpaid cookies; just make a deposit before picking up more cookies.
- Digital Cookie orders do not count as they are paid for online.
- Troop or TCM may ask for a deposit before giving more cookies.

Some examples of what this may look like:

#1: A girl got her initial order of 350 packages, and of those, 100 packages were paper orders (i.e., not paid for yet). The girl is now asking for another 250 packages for other paper orders. This is NOT fine, and the TCM should ask for payment before providing any new cookies.

#2: A girl got 100 packages from her troop, which are not paid for yet. As she started making deliveries and collecting money for those initial cookies, she sold another 100 packages on Digital Cookie. This is fine, and the TCM should provide those additional cookies and ask for a deposit for those initial cookies.



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Rewards



- Girls receive rewards based on the number of packages sold.
- All rewards are listed on the Family Guide and Order Card.
- Have your Girl Scout mark her choices on the family guide and send pictures to the TCM.
- TCMs are responsible for entering reward choices in the TCM online site on or before Sun., Mar. 15.
- If rewards are not chosen, default rewards will be issued, as marked on the family guide and order card.



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Social Media

- Girls can post to their parents' social media, letting friends and family know about their Girl Scout Cookie Business.
- Council strongly suggests you do **NOT** post Girl Digital Cookie links on social media, as they may be shared with people you do not know and wouldn't want to deliver to.
- Only share storefront links with friends and family you know AND are willing to deliver to locally.
- Council's full social media guidelines are available on the cookie program webpage.

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QR Code to
Product Program
Linktree



Scan the QR code or use this
link to access the Linktree:
<https://linktr.ee/gsswtcookieprogram>

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Have questions or issues
during the program?

Contact the Troop Cookie Manager
or Product Program at
customer care@girlscouts-swtx.org



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Got questions about shipped
Digital Cookie orders?



Scan QR code or use this link to
access Digital Cookie help:
<https://bit.ly/digitalcookiehelp>



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