



# Cookie Program Troop Product Coordinator Manual

girl scouts   
of southern nevada



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This Girl Scout Cookie™ season, we are inspiring Girl Scouts® to be brave and fierce entrepreneurs. And most importantly, to have fun together as a troop!



## Council information

Smart Cookie Information  
 Website:  
 User ID:  
 Password:

My Service Unit Information  
 SUEC:  
 Email:

## Council information

Website: [girlscoutsnv.org](http://girlscoutsnv.org)  
 Facebook: [@girlscoutsnv](https://www.facebook.com/girlscoutsnv)  
 Phone number: (702) 385-3677  
 Email: [customerservice@girlscoutsnv.org](mailto:customerservice@girlscoutsnv.org)

## Entrepreneurship Team

### GSSNV Director of Product Programs

Hoa Dao  
[customerservice@girlscoutsnv.org](mailto:customerservice@girlscoutsnv.org)

### Service Unit Entrepreneurship Coordinators (SUECs)

|  |  |
|--|--|
| Frontier (1):<br>GSSNV Council<br><a href="mailto:customerservice@girlscoutsnv.org">customerservice@girlscoutsnv.org</a>                             | Northern Stars (12):<br>Christine Keenan<br><a href="mailto:ckeenan2003@gmail.com">ckeenan2003@gmail.com</a>   |
| Leaping Lizards (4):<br>Serena Grudjenski & Susan<br>Peticolas Roberts<br><a href="mailto:ProductSalesLLSU@gmail.com">ProductSalesLLSU@gmail.com</a> | Phoenix Rising (13):<br>Brittany Alfaro<br><a href="mailto:balfaro90@gmail.com">balfaro90@gmail.com</a>        |
| Crawling Cactus (5):<br>GSSNV Council<br><a href="mailto:customerservice@girlscoutsnv.org">customerservice@girlscoutsnv.org</a>                      | Desert Rose (15):<br>Nicole Savino<br><a href="mailto:nicole.r.savino@gmail.com">nicole.r.savino@gmail.com</a> |
| Silver Sagebrush (10):<br>GSSNV Council<br><a href="mailto:customerservice@girlscoutsnv.org">customerservice@girlscoutsnv.org</a>                    | Hummingbirds (16):<br>Ashley Mote<br><a href="mailto:gscoutstroop400@gmail.com">gscoutstroop400@gmail.com</a>  |
| Tule Springs (11):<br>LaQuinta McFerguson<br><a href="mailto:mzquinna@gmail.com">mzquinna@gmail.com</a>  |  |

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# Cookie Terminology

## Service Unit Entrepreneurship Coordinator (SUEC)

Handles all aspects of the service unit's product program and reports/works directly with council.

## Troop Product Coordinator (TPC)

Handles all aspects of the troops product program and reports to their SUEC.

## Entrepreneurship Team

Comprised of Service Unit Entrepreneurship Coordinators (SUEC), GSSNV Director of Product Programs, and anyone else assisting with the product program.

## Caregivers

Legal guardians of Girl Scouts.

## Caregiver Permission & Financial Responsibility Agreement

In order for a Girl Scout to participate in the product programs, this form must be filled out. TPCs keep this form in their file.

## Smart Cookie

The system used to input and track troop and girl progression during Girl Scout Cookie Program.

## Digital Cookie

The system used to launch and track the online sales of the girls. Digital Cookies speaks with Smart Cookie.

## Troop Balance Summary

The Troop Balance Summary is viewable in Smart Cookie. To view it, go to the "Report" tab, then click on "Finance" and then "Troop Balance Summary" to see the amount owed to council.

## ACH (Automatic Clearing House)

The debit system used to pay for troops product purchases. An automatic withdrawal debits the troop account and removes the balance owed to council. This is often referenced to as a "sweep".

## Penny Sweep

A test sweep used to verify troop bank accounts. Council will take one penny from the troop bank account and then replace the penny.

## Unresolved Debt Form

Form used to remove responsibility from the troop for collecting money from caregivers who are not current with their payment.

## Online Girl Delivery Orders

An order placed online and paid for in advance, where the customer has requested in-person delivery by a Girl Scout.

## Cookie Share

Council-sponsored donation program. Purchased units are donated on customers' behalf to military, shelters, and other community partners in need.

## Product Case

A case contains 12 of the same units. Example: 1 case of Thin Mint contains 12 individual Thin Mint boxes.



Sell like a pro! Know the lingo and talk cookies like an expert.

# 5 Skills of Entrepreneurship

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.

# Get the scoop on Exploremores™!

These rocky road ice cream-inspired sandwich cookies—filled with the delicious flavors of chocolate, marshmallow, and toasted almond flavored crème—reflect the spirit of exploration at the heart of every Girl Scout. From a curious kindergartener, amazed by jellyfish at the local aquarium, to a middle schooler finding the courage to go on her first overnight trip with her troop, Girl Scouts know the road to discovery starts with exploration.





# Your Girl Scout Cookie favorites are back!

\$6 per box



**Adventurefuls®**

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



New!

**Exploremores™**

*Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème*



**Lemonades®**

made with  
vegan  
ingredients

*Savory slices of shortbread with a refreshingly tangy lemon flavored icing*



**Trefoils®**

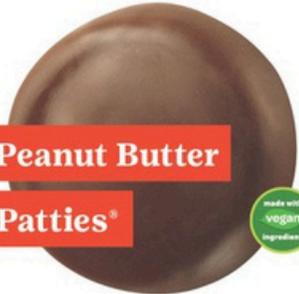
*Iconic shortbread cookies inspired by the original Girl Scout recipe*



**Thin Mints®**

made with  
vegan  
ingredients

*Crispy chocolate wafers dipped in a mint chocolaty coating*



**Peanut Butter**

**Patties®**

made with  
vegan  
ingredients

*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**

GLUTEN  
FREE  
Peanut  
PF  
Free

made with  
vegan  
ingredients

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

\*Limited availability

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# Girl Scout Cookies® 2026 Food Allergens Guide



|  | CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M) |     |      |         |      | CONTAINS                    |                                  |                  |              | CERTIFICATIONS        |                             |                                 |
|--|--|-----|------|---------|------|-----------------------------|----------------------------------|------------------|--------------|-----------------------|-----------------------------|---------------------------------|
|  | Wheat  | Soy | Milk | Peanuts | Eggs | NO High Fructose Corn Syrup | ONLY Colors from Natural Sources | NO Preservatives | NO Trans Fat | Certified Gluten Free | Made with Vegan Ingredients | Certified Kosher OU-D and Halal |
|  Adventurefuls®                   | Y  | Y   | M    | M       |      | Y                           | Y                                | Y                | Y            |                       |                             | Y                               |
|  <span>New!</span> Exploremores™ | Y  | Y   | Y    | Y       |      | Y                           | Y                                |                  | Y            |                       |                             | Y                               |
|  Lemonades®                     | Y  | Y   | M    | M       |      | Y                           | Y                                |                  | Y            |                       | Y                           | Y                               |
|  Trefoils®                      | Y  | Y   | Y    | M       |      | Y                           |                                  | Y                | Y            |                       |                             | Y                               |
|  Thin Mints®                    | Y  | Y   | M    | M       |      | Y                           | Y                                | Y                | Y            |                       | Y                           | Y                               |
|  Peanut Butter Patties®         | Y  | Y   | M    | Y       | M    | Y                           |                                  | Y                | Y            |                       | Y                           | Y                               |
|  Caramel deLites®               | Y  | Y   | Y    | M       |      | Y                           |                                  |                  | Y            |                       |                             | Y                               |
|  Peanut Butter Sandwich         | Y  | Y   | Y    | Y       |      | Y                           |                                  | Y                | Y            |                       |                             | Y                               |
|  Caramel Chocolate Chip         |  |     |      |         |      | Y                           |                                  | Y                | Y            | Y                     | Y                           | Y                               |

For complete nutrition facts and ingredients, visit [girlscoutcookies.org](http://girlscoutcookies.org) or [www.abcbakers.com](http://www.abcbakers.com) for more information.

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## Meet your new BFF

Use these black footed ferret fun facts to kick off your cookie rally. Will you turn them into a game? How about a package of cookies as a prize for whoever gets the most correct!

The black footed ferret is the only ferret species native to North America

Average life span in the wild is 1-3 years, and 4-6 in captivity

They were thought to be extinct until 1981 when a few were found in Wyoming. Today over 400 live in the wild thanks to captive breeding and reintroduction and cloning.

They are nocturnal, most active at night, and fossorial, living underground

Natural habitat is the grassland ecosystem in the North American plains



Black-footed ferrets are dependent on prairie dog colony health, as they are their primary source of food!

# 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,<sup>®</sup> 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<sup>®</sup>

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.

# Digital Cookie®

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

## Become a True Cookie Boss in Four Easy Steps!

### 1. Register for Digital Cookie®

Create your **Digital Cookie Password**  
for email address: parents@email@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 !, #, or \$

Look for the Digital Cookie® registration email in your inbox to register. If you can't find it, contact Girl Scouts of Southern Nevada.

### 2. Set Up Your Site

**Cookie Page Setup**

1 Sales Target 2 My Cookie Story 3 Published

**STEP 1 SET MY SALES TARGET REQUIRED**

**Your Goal Calculator**

ToniLisa wants to sell  boxes which = about  to help her Troop and others. **Save**

**SO FAR TONILISA HAS SOLD:**

10537 Total boxes sold

SO FAR TONILISA HAS SOLD: 9999 Offline Sales 528 Online Sales

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!

### 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.

**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.





# Digital Toolkit

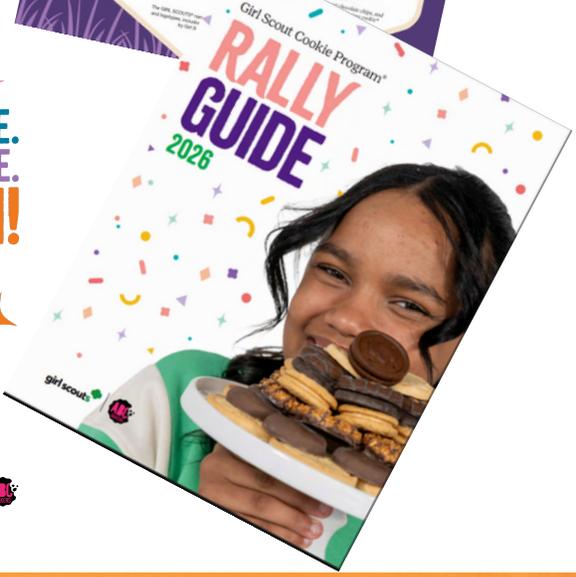
ABC's digital toolkits and online resources can be all found in one place- Smart Cookies! This is a snapshot of the resources designed for volunteers, girls, and parents!

- Everyone can access these tools, anytime, you don't need to log in for access.
- Simply go to Smart Cookies and click the tabs at the top of the website.
- On Flickr you will find our rally guide, booth poster, fun clip art, and creative social media posts for selling.
- ABC's Youtube channel holds Smart Cookies training videos, and other fun videos, while our Facebook page for volunteers is super helpful as well.



[www.abcsmartcookies.com](http://www.abcsmartcookies.com)

- Theme clip art, certificates, etc.
- Selling safely video and tips
- Cookie information and calculators
- Activity tips and how-tos
- Standard forms
- Rally guide





# Resources

|                                 |   |  |
|---------------------------------|---|--|
| ABC Bakers Facebook             | Excite and energize volunteers and troops about cookie sales with sales strategies, success stories, technology tips and more | <a href="http://www.facebook.com/abcbakers">www.facebook.com/abcbakers</a>   |
| Lemonades Facebook              | Product sales and marketing tool  | <a href="http://www.facebook.com/LemonadesCookie">www.facebook.com/LemonadesCookie</a>   |
| 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        | <a href="http://www.abcsmartcookies.com/resources">www.abcsmartcookies.com/resources</a>   |
| Cookie Theme information        | Gallery of images, clip art, certificates   | <a href="http://www.flickr.com/photos/abcbakersvolunteer/gallery/albums">www.flickr.com/photos/abcbakersvolunteer/gallery/albums</a>   |
| Cookie Varieties                | Product descriptions and recipes  | <a href="http://www.abcbakers.com">www.abcbakers.com</a><br><a href="http://www.abcsmartcookies.com">www.abcsmartcookies.com</a>   |
| Rally Guide                     | Fun ideas for troop rallies   | <a href="http://www.abcsmartcookies.com/resources">www.abcsmartcookies.com/resources</a>   |
| Standard Forms                  | Parent permission slip, count it up activity  | <a href="http://www.abcsmartcookies.com/resources">www.abcsmartcookies.com/resources</a>   |
| Troop goal poster               | Poster  | <a href="http://www.flickr.com/photos/abcbakersvolunteer/gallery/albums">www.flickr.com/photos/abcbakersvolunteer/gallery/albums</a><br><a href="http://www.abcsmartcookies.com/resources">www.abcsmartcookies.com/resources</a> |
| Volunteer and girl videos GSUSA | How-to videos on a variety of topics  | <a href="http://www.youtube.com/user/ABCCouncils">www.youtube.com/user/ABCCouncils</a>   |
| Resources                       | Cookie marketing and selling tools  | <a href="http://www.girlscouts.org/en/members/for-volunteers/cookie-resources-troop-leaders-volunteer.html">www.girlscouts.org/en/members/for-volunteers/cookie-resources-troop-leaders-volunteer.html</a>                       |

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

My Goal:



# Set Your Cookie Goals

The Girl Scout Cookie Program begins January 3, 2026.  
You may not take orders or sell cookies before this date.

girlscouts  
of southern nevada  
girlscoutsnv.org | 702-385-3677

|  |  |   |  |   |
|--|--|---|--|---|
| <p>25+ Pkgs</p>  <p>2026 Patch</p>  | <p>50+ Pkgs</p>  <p>Straw Topper</p>  | <p>100+ Pkgs</p>  <p>Theme Patch</p>                                       | <p>150+ Pkgs</p>  <p>Mood Cup</p>   | <p>200+ Pkgs</p>  <p>BFF Cookie Charm</p>                              |
| <p>250+ Pkgs</p>  <p>Keychain</p>   | <p>300+ Pkgs</p>  <p>Mood Grip Bottle</p>   | <p>350+ Pkgs</p>  <p>Water Bottle Pouch</p>                                | <p>400+ Pkgs</p>  <p>Fuzzy Journal</p>                                     | <p>500+ Pkgs</p>  <p>Small Plush OR<br/>500+ Club Event on 4/10/26</p> |
| <p>600+ Pkgs</p>  <p>Mini Backpack Stationery Set<br/>OR MY Membership</p>  | <p>702+ Pkgs</p>  <p>Ferret Blanket OR<br/>702 Crew Event on 4/25/26</p>  | <p>800+ Pkgs</p>  <p>Hoodie OR VIP<br/>Shopping Event on<br/>4/11/26</p> |  |   |
| <p>1000+ Pkgs</p>  <p>Lifetime Membership OR Overnight Package: BFF Sleeping Bag, Pillow, Mask, Toiletry Bag OR Grand Cookie Club Event on 5/9/26</p> | <p>1250+ Pkgs</p>  <p>Summer Camp OR Build-A-Bear Experience on 5/3/26 OR CB Season Pass</p>                                     |   |  |   |
| <p>1500+ Pkgs</p>  <p>2026 American Girl Doll OR Blue Man Group Experience on 6/13/26 OR Content Creator Kit: Ring Light, Tripod and Mic</p>          | <p>2000+ Pkgs</p>  <p>Nintendo Switch Lite OR Knott's Berry Farm on 4/26/26</p>   |   |  |   |
| <p>3000+ Pkgs</p>  <p>Zion Adventure 6/3-6/5/26*<br/>OR Electric Guitar Pack<br/><i>*Open to Cadettes, Seniors, Ambassadors</i></p>                   | <p>4500+ Pkgs</p>  <p>DC 7/23/26 to 7/29/26*<br/>OR Smart Piano Keyboard<br/><i>*Open to Cadettes, Seniors, Ambassadors</i></p> |   |  |   |
| <p><b>Troop Initial Order</b></p> <p>375+ PGA</p>  <p>T-Shirt<br/>Troopinitialorder is<br/>375+ PGA</p>   |  | <p>15+ Pkgs</p>  <p>Cookie Share Patch<br/>virtual Cookie Share</p>      | <p>24+ Pkgs</p>  <p>Cookie Techie Patch<br/>sold online shipped only</p> |  <p>Volunteer Patch<br/>2 per troop</p>                              |

Rewards are cumulative. Rewards are subject to change due to unforeseen circumstances. Similar items may be used as substitutions. Some items may vary in color.

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# Participation Policies & Guidelines

## Troop Participation Requirements

In order for a troop to participate in the Girl Scout Cookie Program, each troop must:

- Have a designated Troop Product Coordinator (TPC) with a current 2025–2026 Girl Scout membership.
- Have a cleared Criminal Background Check (CBC) on file with GSSNV.
- Complete 2026 Cookie Program training.
- Submit the 2025–2026 Troop Product Coordinator Agreement, confirming responsibility for product, payments, and paperwork.
- Submit the 2025 Annual Treasury Report (for returning troops).
- Have a leader, co-leader, and be open in the Troop Catalog if the minimum number of girls requirement isn't met for their troop.
- Maintain a current troop bank account with an ACH Debit Authorization Form on file. New Troops should work with their Membership Support Specialist
- Be debt-free with GSSNV.

Troops that do not meet these requirements will not have access to Smart Cookie.

## Girl Participation Requirements

In order for a Girl Scout to participate in the Girl Scout Cookie Program, each girl must:

- Have an active 2025–2026 membership.
- Have a signed Caregiver Permission & Financial Responsibility Agreement on file before selling begins.
- Have a caregiver who is in good financial standing with no outstanding debt to council.

## Caregiver Permission & Financial Responsibility Agreement Form

Troop Product Coordinators (TPCs) can obtain these forms online or through their Service Unit Entrepreneurship Coordinator (SUEC) or GSSNV Council.

- The form **MUST** be signed by the caregiver **PRIOR** to the girl participating in the cookie program in **ANY** way.
- This form covers both the participation in the program and the selling of cookies (door-to-door, online, and at cookie booths).
- The TPC should keep these forms on file unless a delinquent account form is submitted or it is requested by Council.

## Girl Code Of Conduct

Girls are ambassadors of the Girl Scout Movement and should live by the Girl Scout Promise and Law every day. When at booths or out in the community, girls are encouraged to:

- Be on time for their scheduled shifts and help with set-up, restocking and tear down.
- Be polite, respectful, and friendly.
- Never argue, shout, or engage in disruptive behavior.
- Keep booths tidy. **NO** food, drinks, or clutter.
- Always say “thank you,” even if a customer declines.
- Treat all customers and volunteers with kindness.

**Remember: Cookie booths are a privilege.**

**Positive behavior ensures continued partnerships with local businesses.**

*Disregarding any cookie program standards and guidelines outlined in this manual may result in loss of booth privileges, loss of highest girl rewards earned, loss of troop proceeds, and/or removal from the cookie program, determined on a case-by-case basis.*



## Adult Code Of Conduct

All volunteers, caregivers, and chaperones play an important role in creating a positive experience for our girls. As representatives of their troop and our council, we ask everyone to uphold the Girl Scout Promise and Law. To ensure a safe and supportive environment, these actions may result in immediate suspension or removal:

- Violating GSSNV and GSUSA policies.
- Misusing troop funds and/or refusing to submit an accurate and timely Annual Treasury Report.
- Harassment, intimidation, or creating a hostile environment.
- Smoking or being under the influence of drugs or alcohol at Girl Scout related activity.
- Defamation, or use of inappropriate or abusive language in person or on social media.
- Physical or emotional neglect of others resulting in any type of injury, including verbal and/or sexual abuse.
- Failure to fulfill the terms of the volunteer agreement form including omitting of falsifying information.

## Whistleblowers Guidelines

We're committed to creating a safe, respectful, and welcoming environment for every member of our Girl Scout community. To help us address concerns with honesty and fairness, we ask that all complaints follow these steps:

- Complaints should come from the individual directly involved and include a willingness to meet with the other party in a council-facilitated mediation.
- Concerns must be submitted in writing, clearly explaining which guideline(s) may have been violated and signed by the person submitting the complaint.
- Volunteers, chaperones, and caregivers are encouraged to model the Girl Scout Promise and Law in every interaction with others.
- Please note that certain behaviors may lead to immediate suspension or removal from participation to protect the well-being of our Girl Scouts.



# Ways To Sell

Girls can explore and grow their entrepreneurial skills in a variety of safe, fun ways. Each box of cookies sells for \$6 and troops will earn \$1 from each box sold. The more you sell the more options you will have to plan adventures and experiences throughout the year.

Girl Scouts and their supervising caregiver must read, agree to, and abide by the Girl Scout Internet Safety Pledge, the Digital Cookie Pledge, and the Supplemental Safety Tips for Online Marketing before engaging in online marketing and sales efforts through the cookie program. You'll find all of these documents and everything else you need in your council's Safety Activity Checkpoints.

## Walkabouts (Door-To-Door)

Visit neighbors and friends and help them order their favorite cookie.

## Cookie Stands

Set up a "lemonade stand" at home (no public lots without approval).

## Virtual Cookie Booths

Host an online event via Zoom or Facebook Live.

## Workplace Sales

Sell at caregiver workplaces (with permission).

## Social Media & Online Sales (ages 13+)

- Promote cookie links safely under caregiver supervision and always follow online safety rules.
- Do not share or post personal information or sales links on public-facing sites or media channels. If you are invited to be interviewed, please contact council before appearing on any news outlet.
- When sharing online, using a dollar sign (\$) on Facebook can automatically create a Marketplace listing. To avoid this, disable the automated function.
- If an online post doesn't follow guidelines, GSUSA and GSSNV may step in and ask for it to be removed.
- Until the post is updated, the girl's selling platform may be paused. If the post isn't removed, it could affect her proceeds.

## Where the Money Goes

Cookie fans love knowing their purchase makes a difference! Proceeds stay local, supporting year-round experiences that help Girl Scouts grow and succeed.

- 55% Council programs, events, training, and support
- 25% Girl Scout Cookies®
- 4% Rewards
- 16% Troop Earnings

## Opting Out of Girl Rewards

Cadette, Senior, and Ambassador troops can earn an extra \$0.10 per box by opting out of the rewards program. Troops that opt out will still receive patches and achievement bar numbers.

To participate, ALL girls and caregivers must sign the Opt-Out Form and submit it to council by Monday, January 27 at 5:00 PM via email: [customerservice@girlscoutsnv.org](mailto:customerservice@girlscoutsnv.org). Late forms will not be accepted.

## Essential Volunteer Safety Information

Connect with the GSSNV Council to access Volunteer Essentials and Safety Activity Checkpoints. These go-to guides include basic facts about selling cookies and useful tools including how to manage troop finances, forms, and tips for safe cookie order delivery. Safety resources are available at [girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders).

## Cookie Sale Toolkit

This planning manual is packed with tips and tools to help girls run a successful cookie program both in person and online. You'll find resources for everything from DIY workplace booths to customizable social media posts, supporting every selling adventure.

## Learn More:

- [girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders)
- [abcsmartcookies.com/resources](http://abcsmartcookies.com/resources)
- [girlscouts.org/cookiebadges](http://girlscouts.org/cookiebadges)
- [girlscouts.org/digitalcookie](http://girlscouts.org/digitalcookie)



# Cookie Booth Sales

## Securing Cookie Booths

Booths help girls learn teamwork, goal setting, and business skills. Building relationships and securing permission to use locations is managed by GSSNV Council and SUECs.

- We ask that troops do not reach out to store managers directly.
- TPCs need to coordinate with SUECs if they would like to help secure booths for ALL troops.
- Booths must be approved and entered in Smart Cookie for insurance purposes.
- Girls' safety always comes first. For that reason, we can't approve locations that aren't appropriate or secure for them (such as dirt lots, marijuana dispensaries, or adult entertainment venues).
- Booths should only be secured at locations that the girls can legally patronize themselves.
- Booths must follow staffing and operating hours guidelines.

## Drive-Thru Booths

Drive-thru cookie booths in approved parking lots were created for girls to practice social distancing. They still remain an effective way to sell cookies. These council-facilitated locations are pre-approved by property management and will be available to reserve in Smart Cookie.

## Booths at Your Own Business

If a TPC, troop leader, or caregiver OWNS their own business (not a relative's or friend's), they may host a cookie booth at that location. A Booth Authorization Form must be submitted to your SUEC. Business ownership does not allow you to set your own booth dates or hours. The booth may be used exclusively by the troop but MUST be open to all girls in the troop.

## Scheduling Your Booth Sales

See page 3 for timeline of booth selection rounds. Specific Rounds guidelines will be emailed to TPCs prior to Round 1 on January 14, 2026.

## Cooperating with Businesses

Please follow all guidelines from store management (found in the booth note in Smart Cookie) and GSSNV. This helps maintain strong relationships with our partners and ensures we can return next season. Girls are representing Girl Scouts at these booths and should also be on their best behavior.

## Booth Hours (based on store guidelines):

**Mon-Fri:** 1:00 PM-8:00 PM

**Sat-Sun:** 8:00 AM-8:00 PM

## Booth Staffing

- Booth supervision: At least 2 adults and 2 Girl Scouts (maximum 4 girls per door) must be present at all times.
- Adult requirements: One adult must be registered, cookie-trained, and have a clear background check; they can train the second adult, who may be a caregiver or any responsible adult over 18.
- Cadettes, Seniors, Ambassadors: may have 1 adult to 1 girl ratio if the Girl Scout is accompanied by their caregiver.
- Scheduling: Confirm caregivers' availability before selecting booths and share a sign-up sheet afterward.
- Booth setup: Use a booth kit (tablecloth, posters, etc.) for every booth and keep 2-4 kits ready. Display your troop number and fundraising goal prominently.
- Attire: Girls and adults must wear identifying Girl Scout attire.
- Clean up after your booth. Girl Scouts always "Leave No Trace."

## Setting Up and Closing Down

- Start and end your booth on time.
- Begin closing about 10 minutes before your end time.
- Respect other troops' schedules. Finish the sale you're on, but any additional sales belong to the next troop.
- Sale credits only apply to your scheduled slot.
- Once your time is up, clear the booth area so the next troop can set up, and continue packing supplies away from the booth.



# Cookie Booth Sales (continued)

## During Your Booth

- Bring your own table, display your cookies with posters, banners, and anything that makes your booth shine. Make it fun!
- No cookie samples. This keeps girls safe and protects store partnerships.
- Girls and adults should wear Girl Scout attire (vest, sash, or troop t-shirt) and their membership pin. Avoid overly casual or revealing clothing to represent GSSNV positively.
- Money safety: Never leave cash or valuables unattended. If there's a theft, move to a safe place and contact council. Call the emergency phone number, 702-971-1402.
- Leave siblings, pets, and non-registered girls at home.
- Girls should take breaks away from the booth and never eat there.
- Follow store rules: Don't block entrances/exits and approach customers respectfully as they exit the store.
- Clean up: Take all trash and empty boxes with you. Girl Scouts Leave No Trace!

## Recommended Booth Supplies

- Folding table and Girl Scout tablecloth
- Extra vest or sash
- Brochures, recipes, pens, calculator, tape
- Pocketed apron for money
- Heavy-duty zippered cash bag or lockable box
- Handmade signs for goals or projects. People love to learn how the troop cookie money is being used!
- Binder with Girl Scouts' emergency contacts, signed permission slips, location printout from Smart Cookie, tracking sheets for inventory, cash, and Cookie Team contact information (TPC, SUEC, Troop Leader)
- Smiles! Have fun and enjoy the experience.

## Booth Cancellations

- Release your booth in Smart Cookie if you cannot attend. Ask your SUEC for help if needed.
- Troops may face penalties for "no shows," as it impacts other troops and Cookie Finder listings.



## Booth Selling Tips:

### Offer a Girl Scouts Cookie Share option!

During booth sales, ask customers to donate cookies to a worthy program. Promote the option with posters, t-shirts, and a special box (or wagons) for donated cookies.

### Share goals with customers!

Customers love to know how girls are investing their cookie proceeds, so encourage girls to make posters, banners, or t-shirts to get the word out.

### Hand out recipe cards!

Encourage customers to stock up and make recipes featuring their favorite Girl Scout Cookies!

### Bundle up!

Combine cookie varieties into bundles with a ribbon and handmade card.



# Inventory Management

## Initial Order- Due January 20, 2026

Submitting your troop's initial order ensures GSSNV has enough cookies for the season and that your girls have cookies ready for the first weekend of booths. Don't worry, your first troop payment isn't due until February 24, 2026, giving you plenty of time to sell some cookies before payment is due.

You will be placing orders for your pre-orders as well as the cookies you plan to sell at your booths.

## How To Enter Your Troop's Order In Smart Cookie

1. Log in to Smart Cookie.
2. Go to the Orders tab on the Dashboard.
3. Click Troop Initial Order.
4. Enter quantities (by case) for each flavor.
5. Click Save when complete.
6. After saving, select your Mega Drop location and time.

Don't worry. If you don't order enough cookies you can always place an order afterwards to be picked up at the Cookie Cupboard.



Shirley and Dolly, the black footed ferrets, are wishing you a fun and successful Girl Scout Cookie® season!



## How much should I order?

|                        |     |
|------------------------|-----|
| Adventurefuls          | 10% |
| Toast-Yay              | 5%  |
| Lemonades              | 9%  |
| Trefoils               | 7%  |
| Thin Mints             | 24% |
| Peanut Butter Patties  | 13% |
| Caramel deLites        | 21% |
| Peanut Butter Sandwich | 8%  |
| Caramel Chocolate Chip | 3%  |

*\*Data From 2025 Girl Scout Cookie Season*

Reorders **MUST** be placed in Smart Cookie by noon the day **BEFORE** the pickup date.

### Cookie Cupboard Hours

#### MOVE 4 LESS CUPBOARD

|           |                  |            |
|-----------|------------------|------------|
| Wednesday | 2/11, 2/18, 2/25 | 9am to 3pm |
| Friday    | 2/13, 2/20, 2/27 | 9am to 3pm |

#### GSSNV COUNCIL CUPBOARD

|          |                  |             |
|----------|------------------|-------------|
| Thursday | 2/12, 2/19, 2/26 | 12pm to 6pm |
| Saturday | 2/14, 2/21, 2/28 | 8am to 12pm |

The TPC transferring out the cookies will enter the transaction into Smart Cookie to ensure financial responsibility is transferred from their troop.

Girls earn rewards. Troops receive the funds from the cookie program. Know the difference!

Set up Digital Cookie for all girls. It's easy and requires less cash handling!

Direct sales will save you time! Customers get instant gratification.

## Mega Drop- February 7, 2026

There are three Mega Drop locations (check with your SUEC). Follow the instructions at your selected site and verify your cookie count after pick up. TPCs have 48 hours to report any discrepancies.

We want to ensure a smooth process for cookie pick up at the Mega Drop event. In order to do so, please follow these guidelines:

- No children or pets at Mega Drop sites.
- Print a copy of your initial order from Smart Cookie.
- Ensure you have enough vehicles to load all cookies. Line up your cars together if you have more than one.
- Check in at your scheduled time.
- Count the number of cases as they are loaded and compare them to your order ticket.
- Sign the receipt and keep a copy for your records.
- Contact your SUEC for substitute pick-ups or date changes.
- \$35 fee for no-shows or late arrivals without communication.
- Report any errors to your SUEC within 48 hours. There is no guarantee for corrections after that.

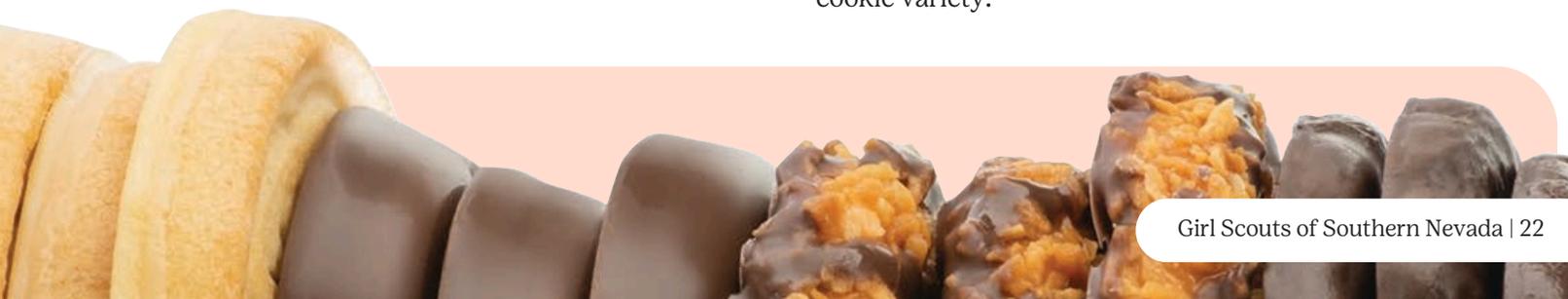
### Tips For Inventory Management

- Document every transaction: Caregivers should verify counts (money and cookies) and sign receipts to protect everyone. Keep deadlines, sale dates, and payment schedules in mind.
- Limit checkouts: Only release cookies to caregivers with signed permission forms. If a girl lives in two households, get permission from both and track distributions. A best practice is to collect money from previous pickups before allowing reorders.
- Order wisely: Don't take more cookies than you believe you can sell. Reorders can be made and picked up at a GSSNV Cookie Cupboard to help avoid excess inventory.
- Update Smart Cookie regularly: At least weekly, to track troop and girl inventory and help your SUEC monitor progress.
- Booth inventory: Keep track of your inventory and bring only what you need based on anticipated foot traffic. Consider designating a "runner" to restock as needed.
- Count often: Verify receipts, Smart Cookie, and physical inventory weekly to stay organized and on top of your troop sales.
- Swaps & transfers: Encourage cookie swaps between troops to help move unsold inventory. Contact your SUEC for assistance with transfers or exchanges.
- Returns: Troops MAY accept caregiver returns at their discretion. Remember, the troop is financially responsible for any accepted boxes.
- Exchanges: GSSNV CANNOT accept general returns, but damaged warehouse boxes can be exchanged for the same cookie variety.



## How much can I carry ?

|               |           |
|---------------|-----------|
| 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 |



# Financial Policies

## Troop Product Coordinator (TPC) Financial Responsibility

Troop Product Coordinators (TPCs) are responsible for tracking all inventory and payments.

- TPCs are responsible for cookie inventory, troop payments to council, and accurate record-keeping.
- Every cookie transfer between the troop, girls, caregivers, or another troop must have a signed receipt.
- All family payments to the troop also require receipts.

Without proper records, the TPC may be held personally responsible for any money owed to council.

## Banking

GSSNV uses Automated Clearing House (ACH) to electronically transfer cookie payments from your troop bank account to GSSNV.

### ACH Debit Authorization Form:

- Every troop must complete and sign this form to authorize ACH withdrawals from their account.
- The signer must be an authorized signer on the troop bank account.
- A new form is required each year, even if submitted previously.
- Once your troop submits the TPC Financial Responsibility Agreement and ACH form to your SUEC, your account will be set up in Smart Cookie.

### Important:

- If a caregiver has not paid or your troop may not cover the sweep, notify [customerservice@girlscoutsnv.org](mailto:customerservice@girlscoutsnv.org) at least two days before the ACH debit and submit the Unresolved Debt Form.
- If council is not notified, the troop account will be debited for the full balance due, minus troop proceeds.
- Troops are responsible for maintaining sufficient funds to cover three ACH debits and any NSF charges.

### Penny Sweep - January 21, 2026

#### Debit Sweeps- February 24, 2026

25% of Current Balance

#### March 10

50% of Current Balance

#### March 24

Remaining Balance

## Unresolved Debt Form

If a caregiver owes money to the troop for cookies, the TPC should submit a Unresolved Debt Form to council after February 26, 2026. This transfers the responsibility for collection to council, who will reach out to the caregiver through courtesy calls and, if needed, set up a payment plan or pursue collections.

- Troops are reimbursed up to \$500 per girl for nonpayment.
- TPCs should not release additional cookies until previous payments are received.
- It is recommended that a Girl Scout/caregiver have no more than 100 boxes at a time to prevent this situation.

This helps keep your troop organized and ensures fair access to cookies for all families.





## What This Means for Your Troop

- Submit by COB Monday, March 16, 2026: The troop's final sweep will exclude the unpaid amount.
- Submit after Monday, March 16, 2026: The final sweep cannot be adjusted, and your troop must wait 90 -120 days for collections to receive credit.

## If a Caregiver Pays the Troop Instead of Council

- Contact council immediately.
- If your troop has already been credited, we can sweep the adjusted amount.
- If your troop has not been credited, we will remove the balance but will not sweep the account.
- Do not change banking information after the Penny Sweep has been conducted.

This ensures your troop is credited correctly and keeps accounting smooth.

## Zero Tolerance

GSSNV has a zero-tolerance policy for misuse of Girl Scout funds.

- Adults handling money are responsible for its proper use and safekeeping.
- Unresolved debt may be sent to collections, and misuse could result in legal action or volunteer termination.
- To reduce risk, TPCs should collect payments regularly, deposit promptly, and provide caregivers with weekly or monthly financial updates.

These standards help ensure a positive experience for all.

## Girl Money

- Collect payment when girls deliver cookies. Do not accept money during the initial order. The only exception is Cookie Share (CS donation) orders.
- Payments should be safeguarded by caregivers and submitted to the TPC promptly and frequently.
- Girls should avoid bills larger than \$20 and cannot accept checks.
- Caregivers may not deposit cookie funds into personal accounts.
- Make receipts for every transaction. Count cookies and money with caregivers and document product and payments for clarity and reconciliation.



## Troop Money

All troop proceeds stay with the troop and do not follow a girl if she moves, transfers, or leaves her troop. Troops should deposit cookie funds promptly and frequently into the troop bank account.

### Council Proceeds & ACH:

Council collects its share via Automatic Clearing House (ACH) debit from the troop account. For example, if a troop owes \$1,000 on February 24, the first sweep might be 25% (\$250). Check your total owed in Smart Cookie under Sales Report → Amount You Owe Council and calculate your sweep percentage.

## Tips to Prepare:

- Set your troop money collection date for Friday, February 20 to allow time to deposit funds before the ACH sweep on Tuesday, February 24.
- Mobile payments (via phone, tablet, or computer) are a safe alternative to cash. Funds must be deposited in the troop account, not personal accounts.
- Troops are responsible for any fees or liabilities, and all troop payments to GSSNV must be made in full through the scheduled ACHs.

# Financial Policies (continued)

## Troop Disbandment/Divorces

Sometimes troops face disagreements over how the cookie program is run or how proceeds are used. Troops **MAY NOT** disband, divorce, split, or separate during the product program.

- If issues arise, complete the Product Program Grievance Form immediately. The Entrepreneurship Team will help resolve conflicts until permanent solutions can be made after the program.
- If a troop cannot continue working together, the cookie program will stop immediately. The balance owed will be withdrawn from the troop bank account, and the program will officially end.
- Troops and caregivers remain financially responsible for all cookies in their possession, as council cannot accept returns.

This process ensures fairness and accountability while supporting a positive experience for all Girl Scouts.

## Transfers Out of Troop During the Product Program

Girls **MAY NOT** transfer out of a troop during the product program. Troop proceeds stay with the troop and do not follow an individual Girl Scout, per GSUSA regulations.

## Suggestions From A Cookie Pro and Bank Teller

*How do you know if someone might be trying to give you a counterfeit bill?*

In some cases, a perpetrator will favor an aggressive role: They will raise their voice, speak fast and angry, push a girl to hurry up, bully adults, etc. They want to add pressure and fear in a person trying to give outstanding customer service. If you hear a customer getting loud with a girl or get a sense that she is tense or frightened, intervene immediately. Please do not let her or yourself be bullied. Tell them up front you are not able to accept their method of payment and to consider using a card, or, if the bill is over \$20, insist they break it down to smaller amounts. No girl or troop leader should be afraid to lose a sale by standing up for themselves. On the other hand, you may get yourself a "charmer" or a "fast-talker." Their goal is to distract or charm their way into throwing a girl off her guard. They may be overly complimentary or change subjects anytime they get the sense the girl is on to them. Consider practicing during a meeting the different scenarios and the best way for the girls to handle them. Together, you can prevent your troop taking a loss this cookie season.



# Safety Tips for The Girl Scout Cookie Program<sup>®</sup>

## Girl Scouts

- 1 **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.
- 2 **Buddy up.** Always use the buddy system. It's not just safe, its more fun.
- 3 **Plan ahead.** Be prepared for emergencies, and always have a plan for safeguarding money.
- 4 **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

- 1 **Girl Scouts should never sell or deliver cookies alone.** Daisies, Brownies, and Juniors must be accompanied by an adult. Cadettes, Seniors, and Ambassadors need adult oversight for sales and must have approval for deliveries, always bringing a buddy along.
- 2 **Sell in the daytime.** Girls should only sell after dark when under direct supervision of an adult.
- 3 **Do not enter any homes or vehicles.** Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru cookie booths.
- 4 **Be streetwise.** Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.
- 5 **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/Online

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

# Cookie Share



## Round Up for the Troops

Encourage customers who buy 3 boxes to “round up” and add a \$2 Cookie Share donation. Every small gift helps your troop deliver even more cookie joy to our local troops and first responders.



Encourage girls to tell every customer about our Cookie Share donation program. Cookie Share donations are delivered to those who serve our community such as U.S. military personnel, veterans, EMTs, firefighters, police officers, first responders, healthcare workers, teachers, other essential workers, food pantries, and more.

Cookie Share donations are great for those customers who do not want to purchase cookies for themselves or pay shipping fees. Cookies donated through Cookie Share come from the council’s end of season warehouse inventory and do not come from the troop or Girl Scout’s on hand inventory. Girl Scouts receive credit for each package donated towards Cookie Share. These packages count towards rewards that they can earn too!

## Tips

- Encourage girls to ask EVERY customer if they would like to donate cookies to our local heroes.
- For every \$6 donation, one package of cookies will go to our local heroes.
- Girls earn rewards for selling Cookie Share cookies.



# Volunteer Action Plan



The first step to a successful Girl Scout Cookie season is to plan for it. Use the space below to map out the information you need to support entrepreneurs as they own their magic!

## Primary

## Sign Ups

## Key

## Key



Have a great cookie season!

girl scouts   
of southern nevada



Follow the Fun! Track how Girl Scouts are flexing their entrepreneurial skills on our social media!

Follow Us @girlscoutsnv



2941 E. Harris Ave  
Las Vegas, NV 89101  
(702) 385-3677

Girl Scouts Council Office Hours:  
Monday - Thursday, 9:00 AM - 5:00 PM  
Friday, by appointment only  
Email: [customerservice@girlscoutsnv.org](mailto:customerservice@girlscoutsnv.org)  
Website: [girlscoutsnv.org](http://girlscoutsnv.org)



All resources can be found at  
[girlscouts.org/cookieresources](http://girlscouts.org/cookieresources)