

2025 GIRL SCOUT COOKIE PROGRAM Volunteer Guide





What's Inside Your Guide

Experiences supported by the Girl Scout Cookie Program enable Girl Scouts to build the courage, confidence, and character they need to make the world a better place.

Help Girl Scouts crush their goals with these handy resources.

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What's New for 2025?

Girl Permission Form Not Required

Girl Scout Product Program Permission Form is NOT required. Caregivers will acknowledge the Girl Scout Product Responsibility Agreement in-person when collecting sales supplies. This record will be retained for the year at the troop level. See page 14.

Phased Training

All volunteer product training sessions offer targeted, quick insights tailored to each stage of the sale. See page 7.

Fresh Digital Cookie

resources and training guides at gsnim.org.



Reward Refresh

From high-tech gadgets to towering achievements, explore the exciting new rewards waiting for Girl Scouts this year on page 20.

Why Do Girl Scouts Sell Cookies?

- The Girl Scout Cookie Program is an excellent way to fund your troop's activities and projects throughout the year.
- Proceeds stay local to benefit our council, and Girl Scouts can earn great rewards for meeting their goals.
- Girl Scouts learn and practice these five essential skills:



Goal Setting

Learn to set and reach goals, like selling a certain number of products, or enough for a specific reward.



Decision Making

Practice making good choices about how to sell products and manage your business.



Manage Money

Learn to count money and make change. Practice saving money for special projects.



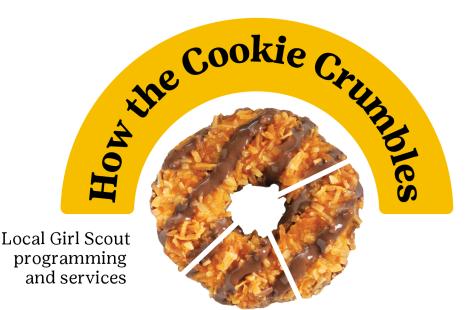
People Skills

Get better at communicating with customers, in person and online. Work with your caregiver to help you succeed.



Business Ethics

Learn the importance of being honest and responsible. Live by the Girl Scout Law.





Cost of product, shipping, admin

Troop proceeds and girl rewards



A note for volunteers Thank you for your support!

Thank you for all that you do in assisting the next generation of female entrepreneurs. Your guidance enables Girl Scouts to develop confidence, set goals, and learn essential leadership skills that will set them up for success today and in the future.

Ways Girl Scouts Participate

No matter how your Girl Scouts take part in the Girl Scout Cookie Program, they'll grow people skills, learn to set goals, make smart decisions, and so much more. Talk with your Girl Scouts about which options they're excited to explore this year!



Order Cards

Use paper order cards to take orders from friends and neighbors. After taking orders, Girl Scouts will ask their troop cookie manager for cookies to deliver. IRGs: Can pick up order cards from council Service Centers.



Digital Cookie

Girl Scouts manage their online store with Digital Cookie. They can use it to take orders, share their online ordering link, track goals, and more.

During checkout, customers can choose to have Girl Scouts deliver cookies directly or pay for shipping. Direct ship cookies are shipped directly to customers from the bakery.



Cookie Booths

A Cookie Booth is a place where Girl Scouts set up a table at a business or other approved public location to sell Girl Scout Cookies. Girl Scouts and troops can sell a lot of cookies in a short period of time because they don't have to transport boxes to individual homes.



Social Media

Social media is a great way to promote the cookie sale!

- 13+ Only: Girl Scouts who are 13 or older can use their social media page.
- Under 13: Use the caregiver's social media to promote cookie businesses.
- Privacy: Posts must be private and visible only to friends and network.



Donations

Some customers may not want cookies but still want to support the sale. Through the Care to Share program, customers can purchase packages to be donated to local military troops and first responders.

- How It Works | Care to Share cookies don't come out of troop or Girl Scout inventory. Process these payments as if they were buying cookies.
- payments as if they were buying cookies.

 End of Sale | Council compiles all donated cookie orders and handles the delivery of Care to Share cookies from our inventory.



Sell 15+ packages of Care to Share cookies and Girl Scouts receive a Cookie Share fun patch.

Pro Tip!

Not all methods work for every troop or individual. It's important for each Girl Scout to choose her level of involvement, with everyone participating in setting troop goals and deciding on selling strategies. Contact your Troop Support Specialist to discuss further.

Quick Cookie Vocabulary



ABC Bakers | The baker that supplies all Girl Scout Cookies for GSNI-M. Some councils use a different baker, Little Brownie Bakers.

Case | A carton containing 12 packages of cookies, sold by flavor.

Cookie Booth | A girl-operated direct-sale opportunity where customers can purchase cookies. Approved by GSNI-M, with training available on gsLearn.

Cookie Central | Staff-run cookie cupboards in Fort Wayne and Camp Soni for cookie distribution. Cookie Cupboard | Volunteer-run locations where volunteers/IRG caregivers pick up cookies for distribution to girls. Several cupboards operate across GSNI-M, and planned orders can be scheduled in Smart Cookies.

Cookie Drop | A scheduled event where approved volunteers and troops receive a shipment of cookies. Drops may occur once or multiple times during the season.

Cookies-in-Hand | Cookies physically available and ready to sell directly to customers.

Care to Share | Customers donate money for a package of cookies, which are then donated to the military or local first responders. GSNI-M arranges these donations.

Council Cash | A reward earned through the Cookie Program that can be used for camp, membership, council store purchases, or council-sponsored girl activities.

Digital Cookie | An online platform for girls and families to sell cookies, set goals, and learn about the cookie program.

Girl Scout Program Volunteer Responsibility Agreement | Troop record signed by a caregiver for each participating Girl Scout. Caregivers assume responsibility for product and money by signing this form.

gsLearn | An online training platform accessed via MyGS on the GSNI-M website. Provides flexible, repeatable training for volunteers.

Member Care | Our team is the go-to resource for any questions. Contact them at

frontdesk@gsnim.org or 800.283.4812.

Order Card | A form listing cookie varieties, descriptions, and nutritional information. Girls use this to collect customer orders.

Package | The smallest unit of cookies sold. The number of cookies per package varies by variety and is printed on the package.

Product Program Volunteer Responsibility

Agreement | An agreement form completed by volunteers managing cookies and/or funds for the troop. Volunteers will submit this form to frontdesk@gsnim.org.

Shopping Link | A marketing tool within Digital Cookie that allows girls to share their online store link on approved social media or via email.

Smart Cookies | The website used by volunteers and councils to manage the cookie program.

Troop Proceeds | The funds a troop earns based on the average number of packages sold by the troop. This money belongs to the troop.

Validated Deposit Slip | A deposit slip completed by a volunteer, validated by the bank after depositing cookie funds.

Volunteer Toolkit (VTK) | A digital tool accessible via MyGS on the GSNI-M website, providing troop leaders, service unit volunteers, and caregivers with access to Girl Scout programming, badge requirements, and more.

Your Girl Scout Cookie favorites are back!

\$6 fav per package Adventurefuls®

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



2025 Final SeasonFrench Toast-inspired cookies dipped in delicious icing



Savory slices of shortbread with a refreshingly tangy lemon flavored icing



Iconic shortbread cookies inspired by the original Girl Scout recipe



Crispy chocolate wafers dipped in a mint chocolaty coating



Crispy cookies layered with peanut butter and covered with a chocolaty coating



Crispy cookies topped with caramel, toasted coconut, and chocolaty stripes



Crisp and crunchy oatmeal cookies with creamy peanut butter filling



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

*Limited availability



Access clip art and graphics for this year's theme on ABC Bakers' Flickr page.



Newborn Pandas

Newborn panda cubs are born pink, hairless and they can't see. They are about the size of a stick of butter. Panda mamas keep their babies close for the first month of their lives.



Naming

Giant pandas are named in a Chinese ceremony when they are 100 days old. Our mascot is named Měi Lán, meaning beautiful orchid and wise lady.

Color

Some experts think the panda's distinct coloring helps it hide. Its white body and face disappear in snowy habitats. Its dark arms and legs camouflage it in shade.



Pandas poo 40 times a day and sometimes do handstands when they pee!



Environment

All pandas found in the wild live in bamboo forests high in the mountains of Southwestern China.

美蘭

Diet

Pandas spend a lot of time eating. Like, a lot. They spend 10-16 hours a day sniffing and crunching on food – mostly bamboo.



Schisandra Berries

Efforts to save this superfood berry, and lessons on how to harvest it, have helped to save pandas' lives! Schisandra berry conservation has helped increase panda populations by 17%.



Jungle Queen Butterflies

Once a year, over 400 species of butterflies visit the bamboo forest of southwestern China, where pandas live. It's like a butterfly explosion.



Play

Pandas love to roll and tumble. They also love to swim and climb!





Follow ABC Bakery on Facebook for more fun facts and tips.

Volunteer Checklist

Are you ready to crush this year's cookie season like a pro? We've "unboxed" some insider tips to make sure you have the sweetest success!

Pre-Season
Fill out the Volunteer Product Responsibility Agreement. Watch or attend trainings. Available on gsLearn, in person or Zoom. Check out all the Cookie Seller Resources available on gsnim.org. Submit your Planned Order by December 13 to help us stock Cookie Cupboards appropriately. Set troop goals and talk with Girl Scouts about what they want to accomplish with their cookie proceeds (Community Service projects, trips, activities, and more!) Empower Girl Scouts through sales practice. This will also fulfill some badge requirements for your troop! Complete a caregiver meeting to explain expectations of the cookie sale, including cookie pickups from troop volunteers and payment deadlines. Have a caregiver sign the NEW Girl Scout Responsibility Agreement (this replaces the Girl Product Program Permission Form). Booth Lottery opens January 2! You can also reach out to local businesses to set up your own Cookie Booth. Be sure to enter your booth details into Smart Cookies for approval to accept credit card payments.
Set up and activate the troop link in Digital Cookie – this step is essential for your troop to accept credit card payments. Volunteer access to Digital Cookie begins on January 10.
During the Sale
Take a break from cookie season! Have a regular meeting, go someplace fun, take some time as a troop to relax. Breathe. New booth opportunities are being added all the time, have you looked at the FCFS lately? Plan a troop neighborhood walking sale and other fun selling techniques. Check Girl Scout balances! Use the Girl Balance Summary in the Reports tab on Smart Cookies to avoid surprises later. Verify troop deposits! Check the Finance tab on Smart Cookies or run a Troop Balance Summary. Missing one? Email the deposit slip to frontdesk@gsnim.org. Check your Cookie Shares! We will apply them around January 30 and March 3. Older girl troops opt-out deadline is February 28 C/S/A Troops Only
End of Sale
Two weeks before the sale ends, update caregivers on troop inventory and encourage a final sales push. Final payments are due soon. Be sure to clearly communicate end of sale dates to caregivers. Consignment time is February 16 – March 2. Check out gsnim.org for more information. Cupboards close soon—check for latest pickup dates. One week to go! Have you distributed all cookies to your Girl Scouts? Recognition orders are due in Smart Cookies by March 10.

Final troop payments and any outstanding caregiver balances are due by March 10.

Volunteer Cookie Training



TOPIC	DATE	TIME	LOCATION
NOVEMBER			
Cookie Selling Essentials for Product Volunteers: Five Skills, Rewards & Supporting Girl Scouts	Thurs., November 21, 2024	7:00 - 8:00 PM	Fort Wayne & Granger Service Centers
DECEMBER			
Money Matters: Forms, Finance & Key Dates	Mon., December 2, 2024	7:00 - 8:00 PM	Fort Wayne & Granger Service Centers
Mastering Booths: Logistics & Tech Tips	Fri., December 6, 2024	6:00 - 7:00 PM	Virtual
Embrace Possibility Cookie Kick Off For Girl Scouts & Troops	Sat., December 7, 2024	9:00 AM - 12:00 PM	Camp Logan Syracuse, IN Register at gsnim.org
Planned Orders & Reporting Made Simple	Thurs., December 12, 2024	8:00 - 9:00 PM	Virtual
JANUARY			
Secrets of Success with Digital Cookie	Wed., January 8, 2025	8:00 - 9:00 PM	Virtual
Cookie Selling Essentials for Girl Scouts: Five Skills, Rewards & Digital Cookie 101 For Girl Scouts & Caregivers	Sun., January 12, 2025	4:00 - 95:00 PM	Virtual
Let's Chat: Open Q&A Forum	Wed., January 15, 2025	8:00 - 9:00 PM	Virtual
Girl Scout	Cookie Sale Begins Januar	y 17, 2025	
Booth Management Strategies That Work	Wed., January 22, 2025	8:00 - 9:00 PM	Virtual
Let's Chat: Open Q&A Forum	Wed., January 29, 2025	8:00 - 9:00 PM	Virtual
FEBRUARY			
Spread Joy: Care to Share Program & Tips	Wed., February 5, 2025	8:00 - 9:00 PM	Virtual
Financial Savvy: Logistics & Tech Tips	Wed., February 12, 2025	8:00 - 9:00 PM	Virtual
Boost Sales: National Girl Scout Cookie Weekend Specials	Wed., February 19, 2025	8:00 - 9:00 PM	Virtual
National Girl Scou	t Cookie Weekend Februar	y 21 - February 23	
Ending Your Cookie Program	Wed., February 26, 2025	8:00 - 9:00 PM	Virtual
MARCH			
Girl Sco	ut Cookie Sale Ends March	3, 2025	
Last-Minute Cookie Success & Wrap Up	Wed., March 5, 2025	8:00 - 9:00 PM	Virtual

Be sure to clearly communicate additional deadlines and instructions to your co-leaders and caregivers.

Additional Smart Cookies eBlasts

Watch out for emails from Smart Cookies covering everything from troop links and reminders to cookie stats, and more important updates this season.

Tuesdays | January 7 - March 4, 2025

February 21-23 National Girl Scout Cookie Weekend

Be on the lookout for special promos!



Virtual Trainings on Zoom

All virtual trainings hosted on Zoom. Recordings will be available on gsLearn.

zoom.com/join

ID: 93500028005 Passcode: 438438



Or scan to join!

Cookie Wrap Town Hall

Volunteers and older Girl Scouts are invited to share their cookie season experiences. Join us to reflect on the season and celebrate!

Camp Logan | April 27 @ 2:00 PM

April 27

Enhanced Digital Cookie Experience

The Digital Cookie team has been hard at work smoothing out the Girl Scout and Troop Experience for this season. We're excited to let you know that the issues some of you faced last year have been addressed, and some great improvements have been made to the system.

Last Year

This Year

ACCESS

Some users had trouble getting in to Digital Cookie, or troops and Girl Scouts were unable to set up sites.

The database that manages the data for Girl Scouts, volunteers, and troops has been updated to better handle changes. The update has resolved access issues.

DATA

The number of cookies sold was not updating or didn't match what the leader had entered in Smart Cookies.

The progress bar on user dashboards has been simplified and features a fresh design that now reflects updates in minutes. Data transfer between Digital Cookie and Smart Cookies has been revamped to provide faster updates.

CUSTOMERS

Customer lists not accessible for some returning users. Trouble sending emails to customers.

Returning users will see their existing customer lists. Sending emails has been optimized and tested to ensure deliverability.

CHECKOUT

Some users encountered difficulties placing orders.

Revised prompts and some behind-the- scenes changes will let customers breeze through checkout.

Bonus Venmo and PayPal added to the mobile app and customer-required fields reduced!

Volunteer Registration/Login

- Receive Registration Email | Watch for an email from the Girl Scout Cookie Program (email@email.girlscouts.org). You should receive this email on January 10.
- Click "Register Now" | For best results, use the latest version of your browser.
- Create Password & Log In | Set a password, click "Submit," and use the same email address you received the registration email. A confirmation email will be sent.
- Watch Safety Video | If you're a caregiver, watch the safety video when parent registration is open. You can't proceed without it.
- Accept Terms & Conditions | Accept both the Volunteer and Caregiver Terms and Conditions.
- Select Your Role | If you have multiple roles, choose your role once parent access opens. You can change roles at any time via the dropdown menu.

Accepting Online Payments

Once registered, you're ready to set up your troop dashboard and your troop site links. Your troop site links will help your troop make sales online in addition to, or instead of, your regular in-person cookie booths.



Shipping

4 - 8 packages

\$12.99

Tier A

9 - 12 packages

\$14.99 Tier B

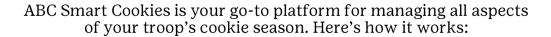
13+ packages

For orders of 13 packages or more shipping is calculated as follows:

- 13 packages: Tier B (12 packages) + Tier A (1 more package) = \$27.98
- 25 packages: Tier B x 2 (24 packages) + Tier A (1 more package) = \$42.97

\$5.00 surcharge to orders shipping to Hawaii, Alaska, Puerto Rico, APO/FPO/ DPO, Guam, and US Virgin Islands.

How to Use ABC Smart Cookies





Use ABC Smart Cookies to:

- Manage planned orders
- Request cookie booths
- Monitor financial transactions
- Select girl rewards

Training Materials

In addition to in-platform training, access tutorial videos and guides from the ABC Bakers YouTube channel. These resources cover almost every topic.



Gaining Access

- Troop cookie coordinators and treasurers are automatically uploaded into ABC.
- If additional adults need access, email frontdesk@gsnim.org.
- Watch for an email from noreply@abcsmartcookies.com inviting you to register. You should receive this email between December 2 4.

Support & Availability

- For technical issues, contact ABC Tech Support:
 - o Phone | 800.853.3730
 - Email | ABCSmartCookieTech@hearthsidefoods.com
- Note: Not all functions are active until the sale begins.

Reports

ABC Smart Cookies offers several useful reports to help track troop and girl performance:

Troop Balance Summary

- Per-girl selling average
- Deposits made to GSNI-M
- Balance owed to GSNI-M

Troop On-Hand Inventory

• Tracks your troop's inventory. Ensure this matches your physical stock at all times.

Girl Balance Summary

- Cookie transfers from troop to girl
- Payments from girl to troop
- Allocation of booth sale cookies to girls

Saving Reports

- Favorite any reports you find useful for quick access.
- Reminder: To keep reports accurate, maintain timely records and update Smart Cookies regularly.

Girl Transfers

Regularly transfer cookies to Girl Scouts in ABC Smart Cookies—don't wait until the end of the sale.

Transfer Columns

- First Column | Use for personal orders to assign financial responsibility to the girl.
- Second Column | Use for booth sales. This column does NOT assign financial responsibility to the girl.



Follow ABC Bakers on Facebook for more success stories and tips.

Cookie Cupboards

Stay in regular communication with your cupboard manager to ensure your troop has everything needed for a successful cookie season!

What is a Cookie Cupboard?

- Cookie cupboards are operated by GSNI-M staff or local volunteers.
- There are two staff-led cookie cupboards and several volunteer-led cupboards throughout the council.
- Be respectful | Volunteer-run cupboards may be in homes or businesses, so be considerate of their time and space.

Scheduling a Pickup

- Plan Ahead | Use Smart Cookies to schedule a planned order at a nearby cookie cupboard.
- Some volunteer-run cupboards may require additional steps, such as calling or emailing ahead. Check with your local cupboard for specific expectations.

Pickup Authorization

- Troops must complete the Cookie Pickup Authorization Form and present it during their first pickup.
- Only adults listed on the form are allowed to pick up cookies for the troop.

Deposit Policy

- Troops are required to maintain a reasonably paid balance. Your cupboard manager or product team may request a deposit before allowing additional cookie pickups.
- If a deposit has been made since the last visit, bring a copy of the deposit slip to the cupboard as proof of payment.

My Nearest Cookie Cupboard		
Hours & Contact Information	Cookie Pickup Authorization Form	
	To be completed by the Troop Leader or Cookie Volunteer for the troop acknowledging any adult authorized to pickup cookies. This form must be presented with the first cookie order pickup. There are also copies you can	

fill out at each cupboard.

Tuesday Wednesday **Thursday Friday** Saturday Sunday **Monday**

Fort Wavne **Service Center**

Cookie Central Cupboard Hours

12 PM - 5PM 7 AM - 12 PM 12 PM - 7 PM 12 PM - 7 PM 8 AM - 11 AM Closed Closed

10008 Dupont Circle Drive East Fort Wayne, IN 46825

Camp Soni **Springs**

10:30 AM - 1:30 PM 10:30 AM - 1:30 PM 11 AM - 1:30 PM & 6 PM - 8 PM 11 AM - 1:30 PM & 6 PM - 8 PM 8 AM - 11 AM Closed Closed

> 459 W Martin Road Three Oaks, MI 49128









Planned Orders

Planned orders are an essential part of managing your cookie inventory. Follow these guidelines to ensure a smooth experience.

Your first planned order is due December 13.

Ordering Guidelines

- First Orders | Must be placed in full cases (increments of 12 packages).
 - Your cookie cupboard manager will inform you when you can pick up less than full-case quantities. This date varies by cupboard.
- Pickup Dates | Start the week of January 13 and vary by location.

Planning Your First Pickup

- Plan for 40 packages per girl selling, plus extra cookies for any cookie booths during the first week.
- Your cupboard manager can assist with selecting the right variety for your troop's needs.

Subsequent Planned Orders

- Place orders by **noon two days before** your desired pickup date.
- Planned orders ensure sufficient stock is available for your pickup. Without one, you may not get the cookies you need.

Adjusting Planned Orders

• If changes are needed after the deadline, contact your cookie cupboard manager directly for their specific procedures.

Average Distribution Statistics

Creating a Planned Order in Smart Cookies

View this training video from ABC Bakers to master creating a planned order in Smart Cookies.







Need 0, 1, 2, or 3 cases? Troops may take up to 3 cases during their first order.

Need 4 or more cases? Troops needing 4 or more cases, but who missed the preorder deadline, may receive limited quantities after all first orders are fulfilled.

Staying Organized The Notes field on the planned order page is perfect for jotting down reminders for yourself. For additional questions or requests, please contact your cookie cupboard directly.

We'll miss you, Toast-Yay®

2025 Final Season

Cookie Booths



Cookie Booths provide a fantastic opportunity for Girl Scouts to sharpen their cookie-selling skills, interact with customers, and gain valuable teamwork and learning experiences.



Be Prepared

Create and update a troop goal poster. Customers love seeing how close Girl Scouts are to their goals! Girl Scouts should wear their membership pin, vest, sash, or other Girl Scout clothing to show off their spirit!



Keep it Simple

Limit your booth to 2-3 Girl Scouts for better customer interactions. There should never be more than four girls at a time. Girl Scouts are required to have an adult with them when selling or delivering.



Be Alert

Be alert and keep an eye on your cookie inventory and cash at booths. Use a money pouch or apron instead of a cash box to keep funds secure. Never leave a booth unattended.



Rotate Jobs

Break up long shifts by having Girl Scouts rotate roles such as greeting customers, holding signs, bagging cookies, or tracking sales.



Educating Customers

Encourage Girl Scouts to share why they are selling cookies—customers love supporting unique Girl Scout experiences! Print thank-you cards with your troop's QR code or contact info to encourage future sales.

Remember!

Cookie Booths are optional. The decision to participate should be made collaboratively between Girl Scouts, leaders, and caregivers.

Online Cookie Finder

Customers can use the Cookie Finder at gsnim.org to locate nearby booths or order cookies for nationwide shipping.

- Online orders for direct shipping are credited randomly to a troop within the customer's zip code.
- Booths entered into ABC will appear on the Cookie Finder for customers to locate.

Accepting Online Payments

Use Digital Cookie to enable troop site links. Your troop site links will help your troop make sales online in addition to, or instead of, your regular in-person cookie booths.



Find Cookies! ×	
Zip Code	
GO	

Marketing & Supplies

Be sure to take advantage of social media, booth materials, card templates, and more—all the materials to help cookie sellers excel.

Access more materials under Girl & Caregiver Cookie Resources on our website.

Social Media

Social media is a great way to promote the cookie sale!

- 13+ Only | Girl Scouts who are 13 or older, can use their social media page to share their online ordering links with friends and family.
- Under 13 | Can use caregiver's social media to promote cookie businesses.
- Privacy | Posts must be private and visible only to friends and network.
 - Never post troop or girl links on public or community social media pages, such as neighborhood Facebook groups.
 - It is unsafe to post links on Craigslist, eBay, or garage sale sites.

What's 'The Scoop'?

A council-hosted Facebook page for current GSNI-M volunteers to connect, share, and grow.

How to Use It

- Ask questions, trade cookies, or find last-minute booth opportunities.
- Be respectful and model positive online behavior for girls.
- Note: GSNI-M operates independently from other councils, so while we expect all members to honor the Promise & Law, we do not have control over individuals outside GSNI-M.

Cookie Booth Merch

Our all-new bundle has everything you'll need for a successful cookie season.



Online Safety

Before participating, Girl Scouts and adults should review the Cookie and Product Sale Safety Activity Checkpoints:





- Cookie Line-up Sign Holder
- (1) Handheld Sign, assorted varieties
- (25) Shopping Bags
- Clipboard
- Money Pouch
- Tote Bag

Looking for something else?

Shop our Retail Shops in-person or online to stock up on all your favorites. Visit gsnim.org to learn more.

Cookie Finance Basics

Along with individual Girl Scout rewards, troops earn proceeds they can use to fund the troop's activities and projects throughout the year.

Troop proceeds from cookie sales are based on the average number of packages sold per Girl Scout (PGA).



Troop PGA	Proceeds per Package
1-200	\$0.70
201-250	\$0.75
251-350	\$0.80
351+	\$0.85

Older Girl Scouts can increase their troop profits!

Cadette, Senior, and Ambassador (C/S/A) troops can opt-out of individual rewards to earn an additional \$0.05 per package.

Opt-out Criteria:

- All troop members must be Cadettes, Seniors, or Ambassadors.
- Multi-level troops with members younger than Cadettes are not eligible.
- All troop members must agree to opt out; if any member prefers individual rewards, the troop cannot participate.
- Opt-out troops will still receive patches.

Opt-out deadline: Email <u>frontdesk@gsnim.org</u> by **February 28, 2025,** to request opt-out. Please include your troop number.

Product Responsibility Forms

Volunteer Product Responsibility Form: All registered adults who will be involved in handling money and/or product. Girl Scout Product Responsibility Agreement: To be acknowledged by caregivers when collecting sales supplies.



Cookie Pickup Authorization Form

To be completed by the Troop Leader or Cookie Volunteer for the troop acknowledging any adult authorized to pickup cookies. This form must be presented with the first cookie order pickup. There are also copies you can fill out at each cupboard.



Accepting Payment from Customers

Cash Preferred Online Payments

- Digital Cookie allows credit card payments, Venmo, and PayPal to be processed at cookie booths.
- Customers can also pay online through the girls' personal links.

No Personal Checks

 Do not allow personal checks to be deposited in GSNI-M accounts or troop accounts to avoid fees and issues.

Money Matters

Funds from the cookie program go into the troop account to support activities, events, and service projects for all Girl Scouts. These funds should not be given to individual girls, as the goal is to benefit the troop. Girl Scouts will still earn individual rewards for their efforts.

Troop Bank Deposits

- Deposit all earnings into your troop's bank account. Under no circumstances should any cookie program money be deposited into a personal bank account.
- Once funds are deposited into the troop account, transfer them to a GSNI-M bank account. Options include:
 - Account-to-account transfer (if supported by your bank)
 - Cash deposit
 - Troop check or counter check

Important: Include both your full name and troop number on every bank deposit receipt.

Receipt Management

- Obtain two copies of the deposit receipt from the bank.
- Keep one bank-stamped copy with you when picking up cookies from your cookie cupboard.
- If you forget to bring the receipt, email a photo of the deposit slip to frontdesk@gsnim.org.

Note: Deposit your troop's money right away—do not hold cash for more than two days. If necessary, receipt the money to a co-leader or treasurer for immediate deposit.

Tracking Deposits in Smart Cookies

- Deposits should appear in Smart Cookies within two to three business days.
- If a deposit is missing or if you suspect it may be on the unclaimed list, email frontdesk@gsnim.org with a copy of your deposit receipt.

Paying Your Balance

- Troops should keep their profits. You can check your Troop Balance Summary on Smart Cookies.
- Use the schedule below to keep up to date with your troop balance and deposits.
- If your troop has overpaid by \$10 or more, you will receive a refund check after the troop treasurer submits the Annual Finance Report.
- Troops with unpaid balances after March 10, 2025, will receive an Outstanding Balance letter. Rewards for Girl Scouts will be withheld until the troop balance is paid.

Paying Your Balance

Banks with GSNI-M Council Accounts

Date	Balance Due	Name	Account Number
January 31	25%	1st Source	2566826
February 8	50%	Fifth Third	7654220610
February 24	75%	Lake City	1010968505
March 10	100%	PNC	4623080922

Pro Tip!

For easier tracking, make your deposits unique! For example, deposit \$1,973.25 instead of a round amount like \$1,900 or \$2,000. Many troops also use sequential deposit amounts like \$1001, \$1002, etc., for added clarity.

Setting Expectations with Families

Girl Transaction Limit

• Ensure that no Girl Scout owes more than \$240 at any given time (40 packages of cookies).

Issuing Receipts

- Give receipts to caregivers both when:
 - Providing cookies (white copy to you, yellow to them)
 - Receiving payments (white copy to caregiver, yellow to you)
- We suggest maintaining one cookie receipt book per girl.

Record Girl Transactions

- Log all girl transactions in Smart Cookies.
 - ABC provides video tutorials to help manage transactions online.
- Always include transaction details, such as check numbers.
- Be thorough in documenting all transactions. For example:
 - o Did a dad give cash at the basketball game?
 - Did a mom provide cash when picking up cookies?
- Share the Girl Balance Summary Report with caregivers to keep them informed of balances.

Wrapping Up the Program

- It's important to inform caregivers ahead of time about your plans for wrapping up the cookie season. Consider the following questions and communicate your answers clearly to all caregivers:
 - When is the last day for cookie pickup?
 - Will you allow cookies to be returned to the troop?
 - When do all payments need to be submitted?

Outstanding Balances

- If any caregivers still owe the troop, submit the Outstanding Balance form found under the Cookies+ tab on gsnim.org. This form, along with all receipts, must be emailed to frontdesk@gsnim.org by March 10, 2025. Once GSNI-M receives these forms:
 - We will begin the process to collect any outstanding debt.
 - We will notify you of the troop's remaining balance owed.
 - Rewards for the Girl Scout may be delayed or withheld.

Accepting Payment from Families

Cash Preferred

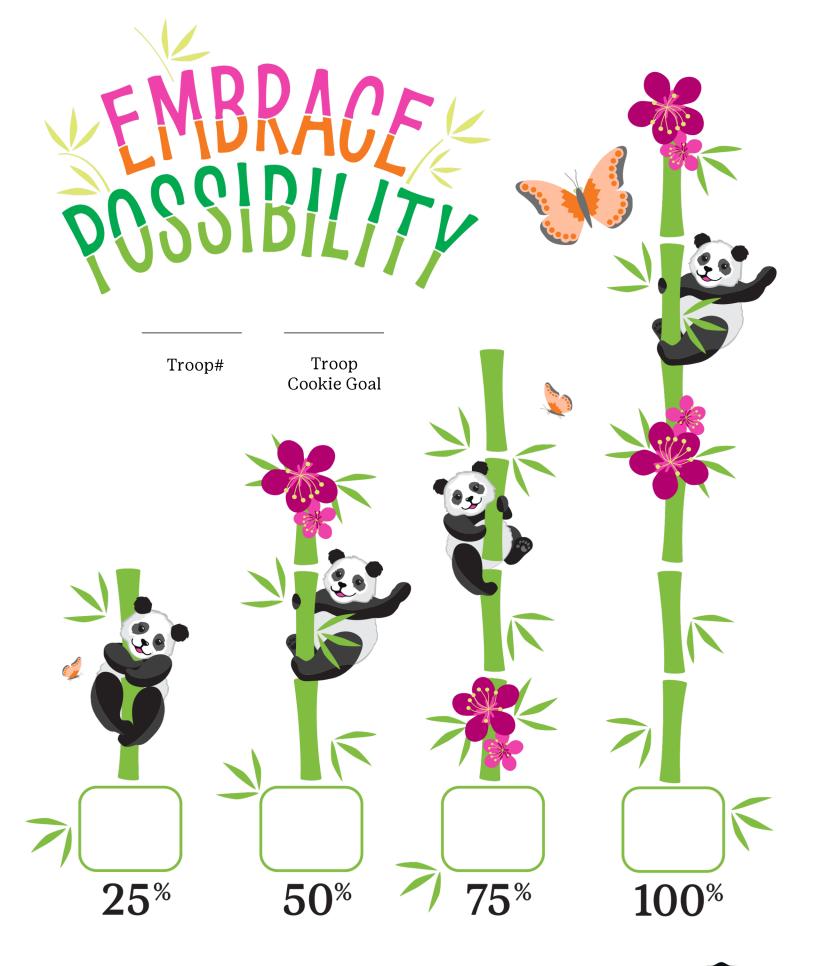
Orders placed online can also be paid online.

No Venmo or PayPal **No** Online Cookie Shares

Be cautious about accepting checks from troop families.

Remember!

If you distribute cookies to a Girl Scout without a caregiver signature on file, you are assuming full financial responsibility for those cookies.





Balancing Cookie Sales and the Troop Experience

While troop meetings during cookie season may look and feel different, they are still an important part of the experience. Canceled meetings can lead to missed opportunities for Girl Scouts, so it's important to keep them engaged and informed.

Creative Meeting Activities

You can use troop meetings to check in with the girls and their caregivers. Update everyone on how goals are progressing, and provide information about payments and deadlines for turning in everything.

Mix up your regular meeting routine with fun and engaging activities. This is also a great opportunity for caregivers to get involved! Consider trying:

- Make cookie booth supplies and posters
- Craft thank-you cards for customers
- Invite guest speakers
- Host a game night/movie night
- Plan mini field trips like going to a hockey match, or seeing a play.
- Celebrate World Thinking Day and Girl Scout Week

Social time is just as vital for Girl Scouts as skill-building. Allowing them time to play and interact in an all-girl environment can be just as beneficial for their development.

Pro Tip!

Don't stress about making every meeting formal. Not every session needs to focus on badge development. The Girl Scouts will enjoy a break, and you will, too!

Set Boundaries

It's essential to set clear expectations with caregivers to avoid burnout or feeling overwhelmed.

- It's completely OK—and expected—to set your own schedule for the season. For example, you can start selling cookies a week later or ask caregivers to submit payments early. Do what works best for you!
- At the beginning of the season, clearly communicate your expectations regarding cookie pickup and payment deadlines. Be consistent and transparent with caregivers about what is expected.
- Don't hesitate to communicate that your rules reflect the need for personal and family time. Balancing the cookie program with your personal life is essential for maintaining a healthy and sustainable experience.

Troop Support Office Hours | January 17 - March 3

Need individualized support or simply want to stop by for a cup of coffee? Your Troop Support team is looking forward to embracing possibilities with you this season.

Fort Wayne Service Center Kelsey Edholm

Mon. | 11 AM - 2 PM Thurs. | 2 PM - 7 PM Camp Soni Springs, Shaw Lodge
Ashley Delgado
Jan. 13 - 18 | Cupboard Hours
Thurs. | 11 AM - 1:30 PM
Jan. 23, Feb. 6 & 20, Mar. 6 | 11 AM - 8 PM



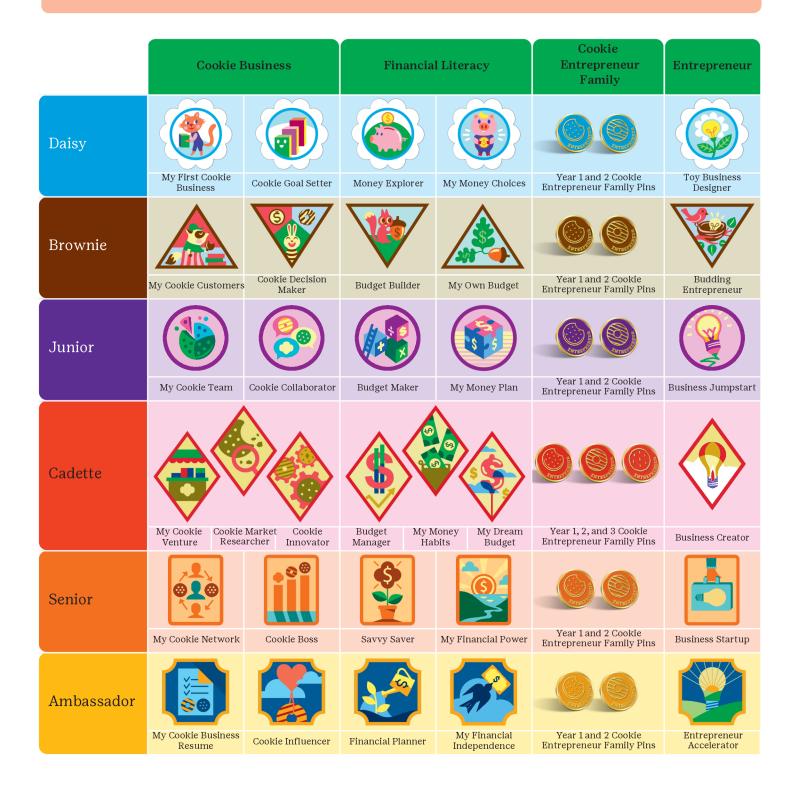
Kelsey E. Ashley D.





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.





Set Your Cookie Goals

The Girl Scout Cookie Program begins January 17, 2025. You may not take orders or sell cookies before this date.



www.gsnim.org | 800.283.4812

Cumulative Rewards

Girl Scouts earn rewards as they reach their sales goals! Rewards are cumulative and are based on the combined total sales of all in-person and online sales transactions.

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







Panda Stickers & Mini Backpack Clip



Panda Journal, Pen



Embrace Possibility T Shirt & Panda Charm Necklace





Panda Planter & Stationery Set



Large Panda Plush & Bandana



2026 Early Bird Membership & Bracelet Making Kit OR \$50 Council Cash



Embrace Possibility Hoodie & Bluetooth Headphones



Cookie Pillow, Blanket & Panda Pom Pom Beanie

CHOOSE YOUR EXPERIENCE



JUNE 14 | LEGO® Challenge Day Join us for a LEGO challenge event and choose your very own set to take home!

OR Camp Saver: \$90 Registration Voucher OR \$75 Council Cash





JULY 19 | Tablet Exploration Join us for a hands-on event to learn all about using a tablet and take home your own device!

> OR Camp Saver: \$225 Registration Voucher OR \$100 Council Cash





NEW this year. For each Girl Scout who sells 2025 packages, GSNI-M will donate a pair of shoes to a child in Kenya.

Girl Scouts will receive a fun patch and a certificate from the "Shoe that Grows."



Non Cumulative Rewards

For Girl Scouts seeking larger challenges, opt out of cumulative reward levels and earn big!

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







DISNED ON BROADWAY

Summer 2025 | New York City Excursion

Experience the magic of New York City! You'll enjoy Disney on Broadway and visit iconic landmarks. Group travel and two night, three day accommodations are included for Girl Scout and one adult guest, creating a hassle-free excursion.







AND Embrace Possibility Pack See description above

15+ packages

Care to Share



Sell 15+ packages of Care to Share cookies and receive a Cookie Share fun patch.





Council Cash is cumulative and can be used for GSNI-M sponsored events and camps, girl memberships, and in GSNI-M council shops and trading posts.

Selecting a Camp Saver reward does not automatically register Girl Scouts for summer camp. Girl Scouts are encouraged to reserve their spot and pay a deposit beginning February 1. Individuals will be contacted to confirm their reward details and balance.

Camp Saver rewards will be applied to a single 2025 summer camp registration. Camp Saver rewards are not redeemable for Council Cash or cash.









Key Dates



Be sure to clearly communicate additional deadlines and instructions to your co-leaders and caregivers.

November & December

November 21

Product Volunteer Training Begins

See complete training schedule on page 7.

December 7

Embrace Possibility Cookie Kick Off

9 AM - 12 PM, Camp Logan | Syracuse, IN Register at gsnim.org

December 2-4

Troop Volunteer Smart Cookies Registration Emails Sent; Smart Cookies Access Open

Everyone must register for Smart Cookies through the registration email, even if they registered last year. The app includes instructions on what to do if the registration email isn't received.

December 13

Planned Orders Due

Estimate the number of cookies needed for your first pickup to help plan cupboard distributions.

December 25 - January 2 GSNI-M Service Centers Closed

We hope you have a joyful holiday season!

January

January 2-6

First Booth Lottery Open

Results will be available January 7 at 12 PM

January 9-30 First Booth FCFS Open

First come, first served

January 10

Volunteer Digital Cookie Access Open

Everyone must register for Digital Cookie through the registration email, even if they registered last year.

January 13

Girl Scout Digital Cookie Access Open

Encourage Girl Scouts to activate Digital Cookie before January 17. Once activated, they will be prompted to complete a Digital Cookie Agreement and online safety review before they can personalize their profiles.

January 17

Sale Begins

January 31

25% Balance Due

February

February 1

Summer Camp Registration Open

February 8

50% Balance Due

February 14-16

Home & Garden Show* Lottery Open

Results will be available February 17 at 12 PM Fort Wayne Home & Garden Show | February 27 - March 2 February 2-6

Second Booth Lottery Open

Results will be available February 7 at 12 PM

February 9-March 2

Second Booth FCFS Open

First come, first served. Closed February 14-16.

February 16 - March 2

Consignment Cookie Orders Accepted

Check out gsnim.org for more information.

Key Dates



February (continued)

February 21-23

National Girl Scout Cookie Weekend

Be on the lookout for special promos!

February 24

Recognition Orders Open

Submit in Smart Cookies

February 27-March 2

Fort Wayne Home & Garden Show

Allen County War Memorial Coliseum

February 22

World Thinking Day

February 24

75% Balance Due

February 28

Older Girl Troops Opt-out Deadline

See page 14 for details

Sale Ends March 3

Digital Cookie closes, and online sales will no longer be available after 11:59 PM. Cookies can continue to be sold in person until inventory is gone or by September 1, whichever comes first.

March

March 10

100% Balance Due

Recognition Orders Due

Submit in Smart Cookies

Outstanding Balance Forms Due

Ongoing

Week of April 16 Girl Rewards Arrive

You will be contacted when your items are available for pickup

April 27

Cookie Wrap Town Hall

2 PM, Camp Logan | Syracuse, IN

Experience Reward Dates*

- May 18 | Nintendo Switch LAN Party (2800-3999)
- **June 14** | Lego® Challenge Day (1600-2199)
- **July 19** | Tablet Exploration (2200-2799)
- **TBD** | New York City Excursion (4000+)

*Recipients will be contacted after the sale to confirm final details and any reward customizations.

September 1

All Cookies Expire

September 15

All Council Cash & IRG Program

Credits Expire



Girl Scouts of Northern Indiana-Michiana

Council Store

Call Toll-free: 800-283-4812 Fax: 260-422-0084 shop@gsnim.org

						зпорш	gsillii.org
	vithout payment will be call 800-283-4812 to p					floor.	
Customer			Order D	ate:			
Information:							
			Troop N	umber:			
			PICKUP	: FORT WAYNE	/ GRANGER	/ SHIP	
Phone #:	Email ad	ddress:					
	Description			Item#	Unit Price	Qty	Total
\$\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	My First Cookie Sal	le		438PFCS25	\$1.50		
MY SALE	Cookie Volunteer			438PV25	\$1.50		
FAMILY 2025	Family			438PF25	\$1.50		
CUNTEER	Gluten Free			438PGF25	\$1.50		
	Booth Sales			438PCB25	\$1.50		
	Super			438PS25	\$1.50		
GLUTEN COOKIES 2025	Goal Getter			438PGG25	\$1.50		
FREE SALES		Item	Qty	Item	Qty	Unit Price	
0.5	Achievement Bar:	50+		800+		\$0.85	
	400	<u>75+</u>		900+		\$0.85	
	100+	100+		1000+		\$0.85	
COOKIES 2025 COOKIES 2025	100	200+		1500+		\$0.85	
SUPER GOAL		300+		2000+		\$0.85	
OFTIER		400+ 500+		2500+ 3000+		\$0.85	
		600+		4000+		\$0.85 \$0.85	
		700+		10001		\$0.85	
	DA Cookie Family Pin	YR1		YR2		\$3.50	
	BR Cookie Family Pin	YR1		YR2		\$3.50	
	JR Cookie Family Pin	YR1		YR2		\$3.50	
	CA Cookie Family Pin	YR1		YR2	YR3	\$3.50	
The state of the s	SR Cookie Family Pin	YR1				\$3.50	
2025 National Girl Scout	AM Cookie Family Pin	YR1		YR2		\$3.50	
National Girl Scout Cookie Weekend		1 1 1		YR2		\$3.50	
Engles the Philips	Official National Gir Cookie Weekend (Feb. 21-23, 2025)	l Scout			\$2.00		
**Please note that the items shown here are n choices. Items above are sold separately from		ard				Subtotal:	
Office use Only				」 (if applicable, ∙	call for details)	Shipping:	
Paid Not Paid				· •• /		les Tax 7%:	
						Total:	
Dickup Ship	:					_	



Product Program Volunteer Responsibility Agreement

Is this form for you?

YES: You are a registered Volunteer that handles **Troop** Product and/or **Troop** Product Money. NO: You are working with **just** your Girl Scout with Product Program money and Product.

Volunteer Responsibilities: To manage and coordinate the Product Program with your Troop while providing support to the caregivers and Girl Scouts in your Troop.

- Attend Product Program Training for Fall Product and the Cookie Program.
 - o Training materials can be found at gsnim.org, Cookies+ tab.
 - o Training videos may be accessed via gsLearn from gsnim.org, myGS tab.
- Ensure that participating Girl Scouts are registered before the Program starts.
- Have a caregiver sign the Girl Scout Responsibility Agreement before distributing sale supplies.
- Have a caregiver sign a product receipt when picking up product or giving money to the Troop. Please always count together!
- Collect money from a caregiver before distributing additional products. Participants should never owe for more than **40 packages** of cookies at a time.
- · Keep accurate records of all transactions for 2 years.
- Make Fall Product payments into a Council Bank account and email a deposit copy to frontdesk@gsnim.org.
- Make Cookie Program deposits into a Council bank account. Reference training materials for deposit procedures.
- Acquiring additional Product quantities may be reduced if deposit slips are not brought to a cookie pickup.
- Caregivers with an outstanding balance need submitted to Council as delinquent within seven days of last sale date. Any outstanding balance exceeding the value of 40 packages will be the responsibility of the troop.
- I understand that money from any Product Program sale is not mine and must be deposited in a troop/Council account by posted due date.

GSNI-M will withhold rewards from Girl Scouts in troops with an outstanding balance until paid. Caregivers may submit receipts showing proof of payment to acquire rewards. Continued outstanding balance may result in either restricted use of funds or release from volunteer status. If volunteer is transferred to collections, a \$35.00 fee plus troop profit will be added to balance owed.

____ (initial) I agree that in the event my outstanding balance is referred to an attorney for collection, I will be responsible for all cost of collection, as stated above, plus reasonable attorney fees.

Name	Email		
Address	City	State Zip	
Phone	Place of Employment		
Printed Name		Troop #	
Signature		Date	



Girl Scout Product Program Responsibility Agreement

Troop #____

Year 20_

I acknowledg and Cookie Pr	I acknowledge that my Girl Scout has permission to participate in the Girl Scout Fall Product and Cookie Program and that I am financially responsible for all product and money received.	ssion to participate in the y responsible for all produ	Girl Scout Fall Product ct and money received.	
Girl Scout Name	Caregiver Printed Name	Caregiver Signature	Relationship to GS	Date
Please have a caregiver for each pa For delinquent	Please have a caregiver for each participating Girl Scout sign this form and keep with troop records for the remainder of the current Girl Scout year. For delinquent families, submit this form along with remaining required documents to frontdesk@gsnim.org.	this form and keep with troop records for the remainder of the curralong with remaining required documents to frontdesk@gsnim.org.	or the remainder of the currer ss to frontdesk@gsnim.org.	nt Girl Scout year.



Council Cash Guidelines

All Council Cash expires September 15 of the current Girl Scout year.

Council Cash intended for individual use only.

Council Cash may only be redeemed by the recipient and/or the recipient's caregiver. Girl Scouts' policy allows caregivers to give written permission for a trusted adult (e.g. troop leader) to use Council Cash on their Girl Scout's behalf.

Council Cash may only be redeemed through the Girl Scouts of Northern Indiana-Michiana for the following:

- Girl Scout Membership Renewal (NOT VALID UNTIL AFTER APRIL 1)
- Merchandise purchased at any GSNI-M Council Store location including traveling store & Camp Trading Post.
- Apply towards GSNI-M Camp Program fees. Visit gsnim.org for Summer Camp availability.
- Apply as payment towards GSNI-M sponsored events.
- GSUSA Travel opportunities. GSNI-M will issue a check to the sponsoring organization after proof of admittance is provided. Please visit <u>forgirls.girlscouts.org/travel</u> for more information.
- Council Cash may be converted for use on the <u>girlscoutshop.com</u> website. Email <u>frontdesk@gsnim.org</u> with this request no later than August 15.

Council Cash cannot be used to purchase GSNI-M Gift Cards. To check the balance of your card, please email frontdesk@gsnim.org or call 800.283.4812.



We're Here to Help

Need help during cookie season? This guide connects you directly to our team—your biggest cheerleaders and frontline experts for cookie questions and information.

Member Care

Start with Member Care—they'll connect you to the right team member if needed.

800.283.4812 frontdesk@gsnim.org

Available Monday - Friday | 9 AM - 1 PM, 2 PM - 5 PM



Troop Support Office Hours | January 17 - March 3

Need individualized support or simply want to stop by for a cup of coffee? Your Troop Support team is looking forward to embracing possibilities with you this season.

Fort Wavne Service Center

Kelsey Edholm Mon. | 11 AM - 2 PM Thurs. | 2 PM - 7 PM Camp Soni Springs, Shaw Lodge

<u>Ashley Delgado</u> Jan. 13 - 18 | Cupboard Hours Thurs. | 11 AM - 1:30 PM

Jan. 23, Feb. 6 & 20, Mar. 6 | 11 AM - 8 PM



Kelsey E. Ashley D.





Cookie Central Cupboard Hours

Fort Wayne **Service Center** 12 PM - 5PM Tuesday 7 AM - 12 PM

Wednesday **Thursday** 12 PM - 7 PM Friday 12 PM - 7 PM Saturday 8 AM - 11 AM Sunday Closed

> 10008 Dupont Circle Drive East Fort Wayne, IN 46825

Closed

Camp Soni **Springs**

10:30 AM - 1:30 PM 10:30 AM - 1:30 PM 11 AM - 1:30 PM & 6 PM - 8 PM 11 AM - 1:30 PM & 6 PM - 8 PM 8 AM - 11 AM

Closed Closed

459 W Martin Road Three Oaks, MI 49128



Tammy S. Kristine E. Katie J.









Monday

ABC Smart Cookies

800.853.3730

ABCSmartCookieTech@hearthsidefoods.com



Digital Cookie digitalcookie.girlscouts.org/help