



2017 Cookie Sale

Troop Cookie Manager

Plan Book



Service Unit Cookie Manager Contact Information:

Email: _____

Home Phone: _____ Cell Phone: _____

Best to call between: _____ Please don't call after: _____

Council website: gskentucky.org

Baker website: abcsmartcookies.com

SNAP website: abcsnap.com

Log in: _____

Password: _____



Troop Check List

Check each item as completed to have a successful Cookie Program!



- My troop is registered for the current year.
- All of my girls that are selling are registered for the current year.
- Our troop has two adults registered.
- I have a current background check on file within the last 3 years.
- I have a current ACH form with updated troop bank account information on file at the Lexington Office.
- I have signed the Troop Manager Agreement form and have agreed to take responsibility of the annual Girl Scout Cookie Program for my troop.
- I have taken online training. If a new troop cookie manager, you must take in person training with your Service Unit Cookie Manager.
- Hold a parent meeting. Explain deadlines, rewards, CoCo Direct, expectations, and collect signed parent permission responsibility forms. Distribute girl order forms.
- Log into SNAP and update my contact information and become familiar with the online ordered system CoCo.
- Remind girls to begin selling online thru CoCo Direct December 20th and in person January 1st.
- Enter the troop initial order in SNAP by January 11th.
- Sign up for our first round of booth sale selections starting January 25th (Fayette County and Northern Kentucky troops) or check with Service Unit Cookie Managers for booth sale opportunities in your county.
- Find out when and where your Service Unit cookie delivery will be by contacting Service Unit Cookie Manager the last week of January.
- Pick up troop's initial cookie order January 26th thru February 3rd.
- Sort all initial order cookies and prepare receipts for each girl before anyone picks up cookies. Be sure to complete a receipt for each cookie pick up, sign and date. Keep one copy.
- Prepare for your cookie booths. Get your bling together, and a schedule for your parents and girls. Review booth sale rules on pages 13-14.
- Attend your cookie booths promoting Operation Cookie and 5 for Five to maximize sales (see page 22 for additional coupons to print. Be sure to make deposits after booths into your Troop Bank Account.
- Participate in National Cookie Weekend by encouraging girls to participate in a "Walk About."
- Collect money from girls/parents often and deposit immediately into Troop Bank Account.
- Submit any UDF (uncollectible debt forms) 5 days prior to each sweep date. More information found on page 17.
- Communicate with the Service Unit Cookie Manager regarding any excess supply of cookies by March 1st so possible transfer arrangements can be made. (Excessive supply = number of unsold cookie packages are greater than 20 % of total cookie packages ordered during entire sale.)
- Be sure you have enough money in troop bank accounts to cover your three sweeps in March. See information on pages 17-18.
- Reconcile the sale with each girl, collecting all her money due and gathering her final reward selections in SNAP by March 29th.
- Complete email cookie evaluation with your girls.
- Receive girl rewards from Service Unit Cookie Manager in May and immediately distribute to each girl.

Calendar at a Glance

January 2017

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
1 Girls begin in person sales	2	3	4	5	6	7
8	9	10	11 Troops place initial order in SNAP!	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Fayette/NKY Booth sale sign ups on SNAP	26 Delivery	27 Delivery	28
29	30 Delivery	31 Delivery				

February 2017

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
			1 Delivery	2 Delivery	3 Delivery Booth Sales	4 Booth Sales
5 Booth Sales	6 Booth Sales	7 Booth Sales	8 Booth Sales	9 Booth Sales	10 100 Years Celebration! Booth Sales	11 Booth Sales
12 Booth Sales	13 Booth Sales	14 Booth Sales	15 Booth Sales	16 Booth Sales	17 Booth Sales	18 Booth Sales
19 Booth Sales	20 Booth Sales	21 Booth Sales	22 Booth Sales UDF due for 3/1/17 sweep	23 Booth Sales	24 Booth Sales National Cookie Weekend	25 Booth Sales National Cookie Weekend
26 Booth Sales/Na. Cookie Wknd.	27 Booth Sales	28 Booth Sales				

March 2017

Sun	Mon	Tues	Weds	Thurs	Fri	Sat
			1 Booth Sales 75% initial order BANK SWEEP!	2 Booth Sales	3 Booth Sales	4 Booth Sales
5 Booth Sales	6 Booth Sales	7 Booth Sales	8 Booth Sales	9 Booth Sales	10 Booth Sales	11 Booth Sales
12 Booth Sales	13 Booth Sales	14 Booth Sales	15 Booth sales UDF due for 3/22/17 sweep	16 Booth Sales	17 Booth Sales	18 Booth Sales
19 Booth Sales	20 Booth Sales	21 Booth Sales	22 Booth Sales 50% BANK SWEEP	23 Booth Sales UDF due for 3/31/17 sweep	24 Booth Sales	25 Booth Sales
26	27	28	29 Transfers and Recognitions Due in SNAP	30	31 LAST BANK SWEEP	

The Girl Scout Cookie PROGRAM

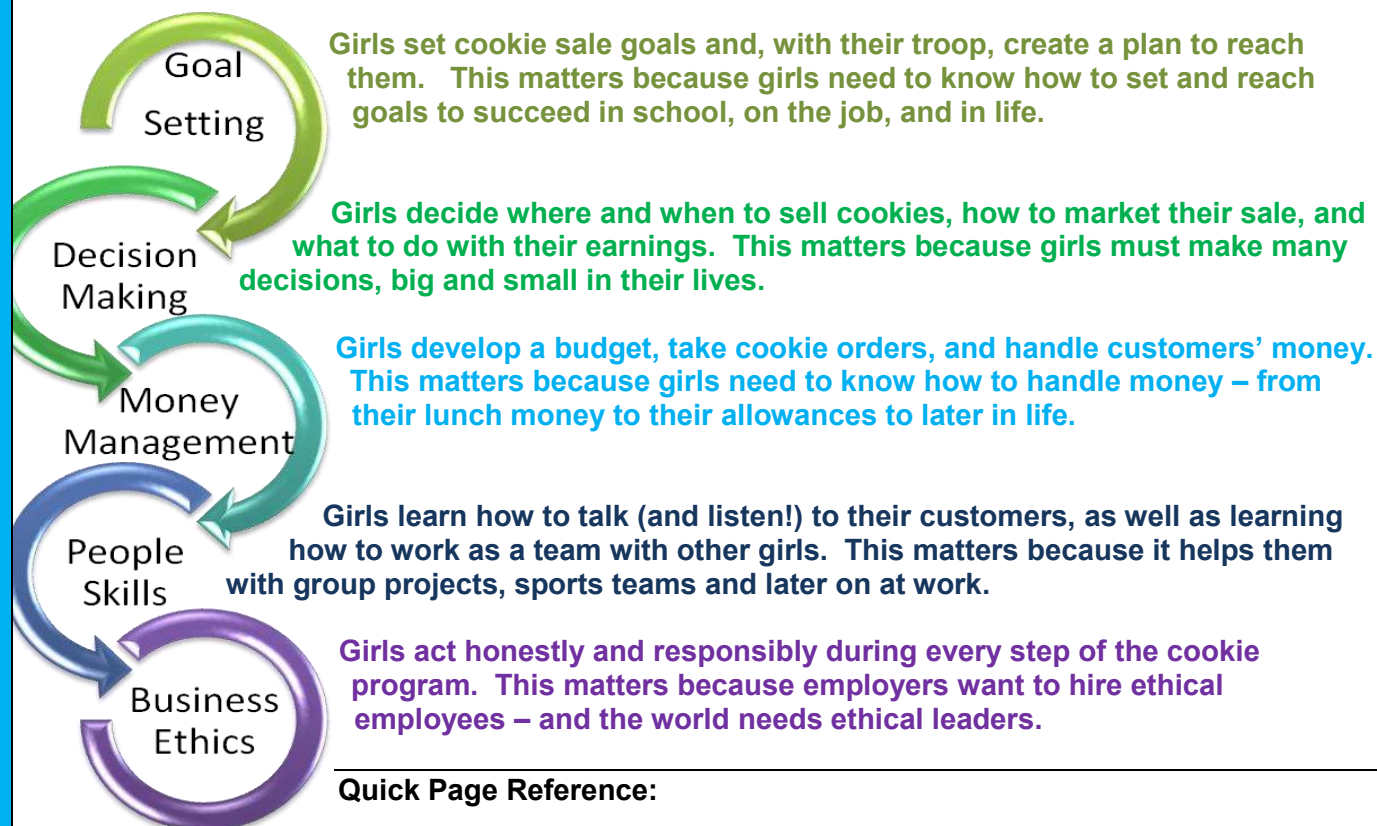
5 Skills For Girls

Program



When girls participate in the largest girl-led business in the world, they “earn and learn” - they earn funds for their Girl Scout activities while learning 5 skills that will help them in business and life.

To make it girl-led, let girls lead!



Quick Page Reference:

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All girls who participate in the Girl Scout Cookie Program are eligible to earn the annual Cookie Activity Pin purchased through the shops. Here's how the girls achieve the 5 Skills through the Girl Scout Cookie Program:



1. Goal Setting

- Set personal learning goals. What do you want to learn this year? What do you want to be better? Share this with at least one other person or your group.
- Set personal sales goals for yourself based on your personal and group goals. Keep a record of your accomplishments each year.

2. Decision Making

- Develop a basic business plan for your cookie sale.
- Work as a team with other Girl Scouts to decide when and where you'll see cookies and what you'll do with the money you earn.

3. Money Management

- Develop a budget for accomplishing at least one of the goals you set in the Goal Setting step. Use this budget to help determine your sales.
- Be able to explain how the money earned in the Girl Scout Cookie Program helps you, your group and your council.

4. People Skills

- Practice your "elevator speech" for customers about what you are selling, why you are selling it, and why they should purchase it.
- Make a list of customers you will approach. Don't forget people you sold to last year!

5. Business Ethics

- Discuss how living the Girl Scout Promise and Law applies to what you do in the Girl Scout Cookie Program as a business.

Financial Literacy and Cookie Business Badges – find out about earning all these badges in The Girl's Guide to Girl Scouting Books which can be purchased in any of the council shops.

	Cookie Badges	Financial Literacy Badges		Cookie Badges	Financial Literacy Badges
Daisy			Cadette		
Brownie			Senior		
Junior			Ambassador		

Cookie Basics

What are the benefits to participation?

By participating in the annual Girl Scout Cookie Program, not only do your girls learn the 5 Skills but it's supporting your troop and council.

Funds earned will support your troop goals and activities throughout the year. Your troop may be saving for a large trip even! Funds earned through the program also support your council. Girl Scouts of Kentucky's Wilderness Road Council uses the funds from the Cookie Sale Program to:

- Provide financial assistance to girls who would otherwise not have a Girl Scout experience.
- Provide amazing programs with affordable fees.

Who can participate?

All registered Girl Scouts with a signed permission slip can participate in the Cookie Program. All troops must be clear of any debt due to council in order to participate. A girl with an outstanding debt cannot take traditional order but she may participate in booth sales with her troop.

The troop must have:

- A current troop bank account with an ACH form on file at the regional Girl Scout Center in Lexington.
- At least two approved adults registered with the troop, one being the leader.
- A registered, volunteer-approved adult as the Troop Cookie Manager who will sign the troop manager agreement form and has a current background check completed.

Who's responsible and for what?

The Troop Cookie Manager is responsible for:

- 1 Making sure anytime cookies or money exchanges hands that a receipt is written dated and signed.
- 2 Cookies ordered through SNAP and picked up at delivery, cookies exchanged or swapped with another troop, or cookies picked up at a cookie cupboard.
- 3 All girl payments received from parents or at booth sales. Always complete a receipt. Follow the financial procedures on pages 17-18 for detailed steps to money management success.
- 4 All girl rewards earned by the troop. Troop managers should distribute girl rewards within two weeks of receiving them.
- 5 Utilizing SNAP and receipts to manage the cookies received by each girl, obtaining the parent permission slips and signed receipts and storing them in a safe and secure place.



Each family is responsible for:

1. Payment and delivery to customer of ALL cookies ordered and picked up for their Girl Scout.
2. All monies collected from customers for the purchase of cookies. Families must turn in all payments to the troop manager by set deadlines.



When does the Cookie Program run?

Girls can begin taking orders: COCO Direct (online) December 20th, 2016 and in person orders on January 1, 2017.
Initial orders are due in SNAP January 11, 2017.
Delivery happens January 26 thru February 3, 2017.
Booth Sales run February 3 thru March 26, 2017.
Sweeps happen March 1, 22 and 31, 2017.

Cookie Basics

There are **8** great flavors of cookies that will sell for **\$4.00** per package this year. Check out the new S'mores cookie to celebrate 100 years of girls selling cookies! We are no longer selling the Cranberry Citrus or the Gluten Free Trio's.



How do the cookies come packaged?

The cookies come by the case. There are 12 packages in every case. You will order your initial order and any additional cookies needed for your troop in SNAP by the CASE. The only time you can pick up cookies by the package is the last two weekends of booth sales. You will be able to mix and match packages to equal 12 at that time.

What's the return policy on cookies?

There is NO return policy on all cookies. Troops and parents who sign for cookies cannot return them to the troop or to the cupboards/council. If a package is damaged it can be replaced at any cookie cupboard. This policy is consistent with councils nationwide.

How much will my troop earn?

Troop proceeds are based on the per girl average (PGA) of your troop. Take the total number of packages sold by your troop, divided by the number of girls selling and plug that into the chart below to figure how much your troop will earn per package sold. Don't worry, SNAP (online cookie system) will figure your PGA's at the end of the sale.



PGA	Rate per package
1-174 packages	\$.57
175-299 packages	\$.60
300+ packages	\$.65

What else can my girls earn by participating in the sale?

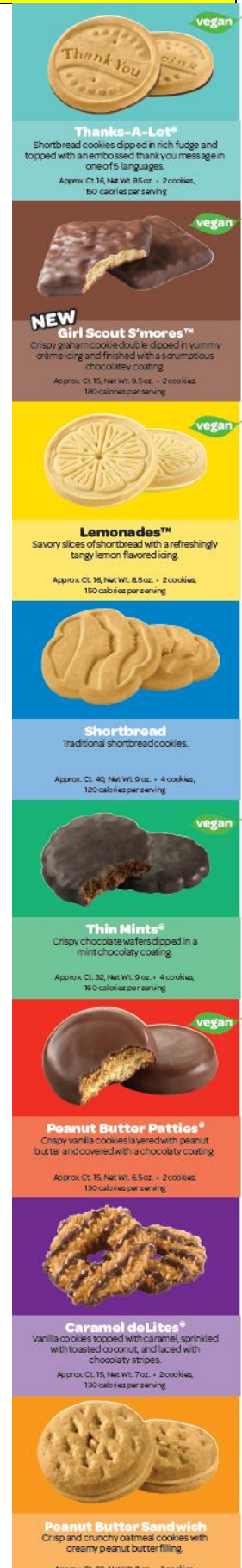
A complete list of girl rewards can be found on the insert of the initial cookie order card and also in the back of this cookie plan book on page 20.

Here are a few of the highlights:



Junior, Cadette, Senior and Ambassador Troops (with majority vote) will have two options out of the full set of girl rewards:

1. They can "opt out of all girl rewards" and earn an additional \$.10 per package. – OR-
2. They can "earn an additional \$.05 per package, but also earn special girl rewards such as t-shirt (175+ boxes), hoodie (600+ boxes) and blanket (750+ boxes)."



Cookie Basics

What are some of the other patches girls may earn?

There are 4 other patches that your girls may earn by participating in the cookie sale. These patches have requirements that the girls must fulfill in order to achieve the patches.

1. **Goal Getter Patch** – girls must log into www.abcsmartcookies.com, and then click on CoCo (Cookie Command) and this will take them through the stages of setting their package goal with the cookie sale. Once they set their goals, they can send out emails through CoCo to solicit customers online. Customers will have a choice to either make a promise to purchase (girl will deliver and collect money) OR to make a purchase (customer will pay shipping and pay with credit card.)



Enter Goal
into COCO

2. **Online Patch** – girls must SELL 12 PACKAGES through CoCo Direct in order to earn this patch.



Sell at least 12
boxes using
COCODirect

3. **Cookie Booth Sale Patch** – girls must participate in any booth sale.



Participate in a
Booth Sale

4. **Cookie Share Patch** – girls must sell 5 packages towards our Cookie Share Program. These packages are donated out to either:

-**Operation Cookie Share** – our council sponsored program. Cookies are donated to three organizations (domestic violence shelter in Kentucky, local Food Banks and men/women serving in the military). These packages are virtual cookies. You will order them in SNAP under REORDER and allocate them to the girls but you will never physically have these cookies.

-**Troop Operation Cookie Share** – The girls decide where they would like to donate their cookies. With this option your troop is responsible for the physical inventory and donation of the packages to the chosen organization.



Collect donations
for at least 5
boxes of cookies

Cookie Basics

Safety Tips

- **Show you're a Girl Scout.** Wear your GS membership pin and/or GS clothing to identify yourself as a Girl Scout.
- **Buddy up.** Always use the buddy system. It's not just safe, it's more fun!
- **Be street wise.** Sell in familiar areas and neighborhoods.
- **Partner with adults.** Daisies, Brownies and Juniors must be accompanied by an adult. Cadettes, Seniors and Ambassadors should be supervised by an adult and should never sell alone. Adults must be present at cookie booths in public places at all times.
- **Plan ahead.** Always have a plan for safeguarding money – avoid walking around with large amounts of it or keeping it at home or school. Give money to supervising adults who should deposit money into troop bank accounts as soon and often as possible.
- **Do not enter.** Never enter the house of a customer. Avoid selling to people in vehicles or going into unfamiliar areas.
- **Sell in the daytime.** Sell door to door only during daylight hours.
- **Protect privacy and be net wise.** Do not give out girls' name and addresses. Use adult emails whenever possible.
- **Be safe on the road.** Always follow safe pedestrian practices, especially when crossing at intersection or walking along roadways.



Credit Card Use

- Troops may opt to take credit card payments from their customers using a smart phone, iPhone or credit card readers.
- Troops must provide their own equipment and incur any/all fees attached to accepting/using credit cards.
- Troops CANNOT increase the cost of the package of cookies to cover any credit card fees.
- Credit card use will in no way reduce the amount due by the troop to council.

Training

- All troops need to have at least one adult trained for the cookies.
- Service Units will hold troop trainings sometime in November/December.
- Council will also have an online training available for experienced troop cookie managers or for any adult connected to a troop that would like to use it.

ACH Procedures

- Troops must have a troop bank account with proper signers and turn in an ACH form to council. Troops must have an ACH form on file to participate in the cookie program.
- Troops should deposit money often during the selling dates.
- Troops accepting personal checks must make sure to deposit in enough time to clear the bank.
- Troops with families owing need to turn in a UDF (Uncollectible Debt Form) by five working days prior to each sweep date.
- ACH withdraws will be between March 1 – March 31, 2017.
- The total amount due to council is listed in SNAP under TROOP BALANCE SUMMARY REPORT.

Materials – Troops will receive the following materials to help them with all aspects of the cookie sale:

1. This handbook
2. Parent permission and responsibility form
3. Girl Order Form
4. Cookie Tool Kit which includes poster for booth sale
5. Money Envelope



Make sure your troop is compliant to participate:

- Troop must be registered for the 2016-2017 troop year.
- Troop must have ACH on file at the Lexington Office.
- Troop must sign Cookie Sale Troop Manager Agreement and turned into Service Unit Cookie Manager.
- Troop must have two adults registered with completed background checks within the last three years.
- Troop must NOT OWE money from past product sales.



If your troop checks out and is compliant, you will receive your log in and password for SNAP (online computer system) from your Service Unit Cookie Manager. Make sure you have received yours and are familiar with how to log in.

How do I get started with my troop? Set up a meeting with your parents and girls and cover these steps:

1. Explain all aspects of the sale including 5 skills, price of cookies, deadlines and what will be expected of them.
2. Have each parent complete a parent permission form before you hand them an order card. Collect these slips and keep them in a safe and secure place.
3. Discuss how many boxes each parent is comfortable with ordering.
4. Work with the parents and girls to set a troop goal. Think about what the girls would like to do with their proceeds.
5. Encourage the girls to set their own goals based on this troop goal and the reward level they would like to earn.
6. Encourage girls and parents to use CoCo Direct (Cookie Command) – it's the fastest and easiest way for girls to reach their goals. This is a safe and secure website that girls/parents log onto to set goals, solicit customers and track orders. **www.abcsmartcookies.com**
7. Discuss if you have Junior or older troop if you would rather – earn the girl rewards OR earn an additional \$.10 per package in troop proceeds OR earn additional \$.05 per box plus t-shirt, hoodie and blanket option. This should be a majority troop girl vote.
8. Make sure the girls and parents understand they CANNOT SELL DOOR TO DOOR PRIOR TO JANUARY 1st. In person order taking begins on January 1st and online begins December 20th.

What if a girl has separated parents?

- Have each parent complete their own parent permission slip.
- Provide each parent with their own order form.
- You should handle the sale as if two girls were selling.
- They each pick up their own cookies and keep separate receipts.
- This alleviates confusion about who is responsible for the product.



What happens in January?

1

Girls may begin taking orders with the order card as early as January 1st AND selling on CoCo Direct online on December 20th.



2

Troops place their **INITIAL ORDER IN SNAP** no later than **January 11th by 11:59 p.m.** You will receive your log in and password from your Service Unit Cookie Manager in December. SNAP is the online cookie ordering system from ABC Bakers. You will use SNAP to place your initial order, order extra cookies after initial order, track girls totals, register for booth sales and order final rewards.

- Go to: www.abcsnap.com



- Use log in and password that was assigned to you by your Service Unit Cookie Manager.
- Click **My Troop** at the top of the screen.
- Click **Edit Troop Information** -make sure your choices for Troop proceed and recognition plans are correct.
- Enter or update information in all fields and click **Edit Troop** to save your data. An email address is required for each Troop. If you do not have an email address enter a valid email address for another adult Troop member.
- Click on **Cookie Icon** at the top, then click **Initial order**.
- Remember you are placing a Troop order for each variety in full case quantities.** There are 12 packages in a case. Orders should be placed based on how many cases your Troop needs to begin the sale. You can always order additional cases after this first initial order. Make sure you order enough to cover your parents' orders and the first weekend of booth sales (Feb. 3rd – 5th.) Look at what you ordered for initial order in SNAP last year under SNAP ARCHIVE REPORTS. This will help you determine what you need. If you are brand new troop, you can find tiered recommendations of what to order on our website at gskentucky.org under COOKIES.
- You can save, commit, or cancel your order. Order must be committed at Troop level in order to schedule pickup from your delivery station. Check with your Service Unit Cookie Manager when cookies will be delivered to your Service Unit and put it on your calendar!



3

Week of **January 25, 2017** for **Licking Valley and Fayette County troops** – log into SNAP and follow the instructions to apply for Booth Sales that are secured and organized by the council. For other troops, check with your Service Unit Cookie Manager for booth opportunities.

Cookie Delivery happens from January 26th thru February 3rd

You should receive notification at least one week before delivery where and when your Service Unit Cookie Delivery will happen.

What should I expect at cookie delivery?

Each delivery site is a bit different but here are the basics:

- Arrive at your assigned or chosen time.
- Be sure to use a vehicle large enough to hold all your cookies at once. See the chart below for general guidelines on how many cases will fit in your car. Please note that this guide is accurate if your car is free of car seats, strollers and the like. If you need multiple vehicles to pick up your order, be sure you arrive and get in line together.
- You are required to get out of your car and count the cookies. Your troop is responsible for the cookies that you sign for.
- If there is an error, notify a delivery worker immediately. If you get home and find an error, contact your Service Unit Cookie Manager immediately.
- If due to an emergency your troop misses your cookie pick up, contact your Service Unit Cookie Manager immediately.



<i>Car Type</i>	<i>Case Capacity</i>
<i>Compact Car</i>	<i>1-35</i>
<i>Standard Car</i>	<i>35-50</i>
<i>Standard Wagon</i>	<i>50-75</i>
<i>Standard Pick Up</i>	<i>100</i>
<i>SUV/Mini Van</i>	<i>75-150</i>
<i>Standard Van</i>	<i>150-200</i>

Delivery to your Girl Scouts and families:

Follow these easy steps to ensure a successful delivery to your parents and girls:

1. Notify the parents of the date, time and location that they can pick up their order. Give yourself enough time to get home, unload and prepare the orders.
2. Sort all cookies and orders before you let any parents pick up cookies.
3. Prepare cookie receipts for each girl. When parents pick up, have them count and verify their order. Complete a receipt for every cookie transaction. Provide each girl with a money envelope with their balance and the dates it's due.
4. Remember, parents are responsible for all cookies that they sign for. You must write a receipt each and every time cookies or money exchanges hands. Keep your receipts in a safe place with the parent permissions slips.
5. If you have a girl with separated parents, be sure that the parents pick up their separate orders.
6. Remind parents that if they need more cookies, you will need to know by Friday weekly in order to place an order for more by Sundays for pick up the following week.



What is a Cookie Booth?

Cookie Booths allow girls an opportunity to reach their goals and make a difference in their community! Troops use their extra cookies or pick up additional from the Cookie Cupboards and take to the customers at booth locations set up in front of high traffic locations in the community. The Girl Scout Cookie Booth is not just a “booth”, it’s the girl’s store front for their business.

Cookie Booths happen between February 3 and March 26, 2017.

There are two types of Booth Sales:

1. Council-Sponsored Booth Sales –

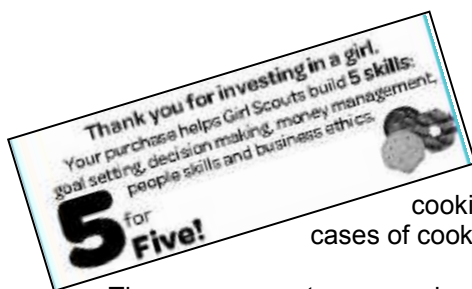
Council will schedule all booth sales in Fayette County and Kroger/Wal-Mart in the Northern Kentucky area since there are so many troops in those highly populated areas. Council will run a lottery drawing for those locations and details will be found in SNAP by *January 25th*. Troops in Northern Kentucky may solicit other businesses beside Kroger and Wal-Marts, but must follow all the rules listed below under Service Unit Sponsored Booth Sales.

2. **Service Unit-Sponsored Booth Sales** - These are booth sales that the Cookie Manager in that Service Unit may coordinate and schedule. The Service Unit’s booth locations are handled in a variety of ways. Most have a first come, first served basis for booth reservation or a lottery system. Some Service Units allow troops to solicit their own booth sales directly with the store manager. If you would like to organize your own booth sale, please contact the Service Unit Cookie Manager in that area to see how to go about holding your own booth sale. Check www.gskentucky.org for a detailed listing of all county Service Unit Cookie Managers and phone numbers.

Cookie Booth Sale Application Form

For Service Unit Sponsored sales, you can fill out a 2017 Booth Sale Application Form requesting times and dates for your booth sale. You will receive a confirmation prior to your booth sale.

Do not schedule booth sales in other Service Unit areas or Council jurisdictions unless permission has been obtained by the Service Unit Cookie Manager in that area.



What is 5 for Five and how does it work?

5 for Five is a contest for customers and a sales strategy for your girls. Each time a customer purchases five packages of cookies (anytime during the cookie sale) the girls can give them a coupon for an entry into a drawing to win five cases of cookies! Each cluster will have a separate drawing.

The average customer purchase is three packages. The girls can use this to up sell their orders. Copies of the 5 for 5 coupons can be found in the back of this book on page 22. Feel free to make copies as needed. Completed coupons must be dropped off at your closest Service Center in the shop NO LATER THAN March 31st.

Booth Sale Rules and Guidelines:

Both Council-sponsored and Service Unit-sponsored Cookie Booths adhere to the booth sale rules and guidelines.

- Girls must be present when holding a booth.
- Bring your own table and chairs.
- Take your confirmation with you.
- There must be adult supervision of the girls (two adults). Two or three girls is a good number to have working the booth.
- Have permission forms and medical information on hand.
- Be able to make change and keep money in a cash box, cash bag or somewhere safe and out of site. Once you have a large amount of cash, it is recommended to lock it in your car away from the booth. Make sure you have two adults taking the money indiscreetly to the car or deposit into your troop account.
- Protect the cookies from rain, moisture and direct sun.
- Girls should be polite and mind their manners at all times. Proper and courteous behavior is mandatory. Remember you are selling the Girl Scout program as well as cookies.
- Adults should also be polite and remain calm in times of conflict. You are the role model for the girls.
- Girls participating in the booth should stay in the booth area at all times and not be disruptive to the business.
- Be respectful of the store, employees and customers.
- Keep booth area clean at all times. Clean up all trash and empty cases.
- Thank the store manager before you leave.



Suggested amount of cookies needed for a booth sale:

Booth sales are a quick way for troops to sell to a large group of people in a short amount of time. On the average, troops will sell 4-6 cases an hour based on LOCATION, TIME AND WEATHER. For an average 3 hour booth sale, you can expect to sell **15 cases**. A recommended amount to take would be:

- 1 Case Thanks A lot
- 1 Case Lemonade
- 1 Case S'mores
- 1 Case Shortbread
- 2 Cases of Peanut Butter Sandwiches
- 3 Cases of Peanut Butter Patties
- 3 Cases of Caramel Delites
- 3 Cases of Thin Mints



Girl Scout Cookie Dessert Challenge:

During February 1 – 15, 2017, dine in and enjoy some of your favorite Girl Scout cookies with a twist! Restaurants from all over Kentucky will be competing to make a unique dessert with our cookies! They are looking for your vote, so be sure to dine in for a sweet treat.

For a listing of restaurants, please visit gskentucky.org.

Cookie Cupboards

February

What is a Cookie Cupboard? Cookie Cupboards are locations throughout the council that offer additional cookies for pick up after initial order.

Cookie Cupboard Basics:

- You place a PLANNED ORDER in SNAP by Sunday at 11:59 p.m. to be picked up the following week at a cupboard location. Planned Orders are an estimate of what cookies your troop will need through the next week, including the weekend. They are entered each week to guarantee availability of cookies at the cupboard. We want to make sure that all cupboards are stocked each week with the correct number of cases of each variety your troop needs. **NEW! Due to the fact that we had so many PLANNED ORDERS NOT PICKED UP LAST YEAR which caused the council to be stuck with numerous cases, the policy moving forward is if you place a PLANNED ORDER the last two weekends of the cookie sale you will BE HELD ACCOUNTABLE TO THOSE CASES.**
- You can go to any cupboard in Girl Scouts of Kentucky's Wilderness Road Council to pick up.
- You **MUST** bring a cupboard authorization card (see below) even if you are the Troop Leader or Troop Cookie Manager.
- There are no returns on any cookies.
- Keep your cupboard receipts and verify that they were entered into SNAP correctly. If there is an error, contact the cupboard that you picked up at.
- Most Cookie Cupboards are in volunteers' homes. The main cookie cupboards are at the Service Centers. Keep in mind that the cupboard managers have volunteered their time and homes to help us. Be considerate of their household. After January 15th, you can check www.gskentucky.org for locations and hours of operation of all cookie cupboards throughout our council.
- All cookies picked up must be in full case quantities. The last two weekends, you may combine 12 boxes of different varieties to equal 1 case.

How do I place a PLANNED order to pick up at a Cookie Cupboard?

It's easy!

- Log into SNAP
- Click on the *Cookies* icon – then click on PLANNED ORDER
- Select a cupboard from the drop down box
- Select a pickup date from the drop down box
- Enter the number of cases you will need to pick up
- Click Submit - You will be asked to confirm your order.

What happens if I don't pick up my PLANNED ORDER on my scheduled pick up date?

Cookies not picked up by noon on the day after your PLANNED ORDER PICK UP DATE, will go back into inventory for other troops. For example, if you placed a planned order to pick up on Thursday, if not picked up, the stock will be released by Friday at noon. *If you cannot pick up your planned order, it's best to contact the cupboard manager immediately. If you place a PLANNED ORDER the last 2 weekends, you will be financial responsible for those cases!*



Girl Scouts of Kentucky's Wilderness Road - Cookie Authorization Card 2017

This card must be present to pick up cookies from any cupboards.

Troop # _____ Service Unit: _____

Troop Cookie Manager: _____
Name and Phone # - Print please Troop Cookie Manager Signature

Adult Authorized to Pick up Cookies _____



You must have this card in order to pick up cookies.



You must have this card in order to pick up cookies.





February 24 – 26, 2017



100th Cookies for Good Celebration

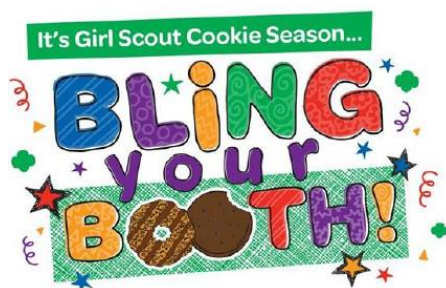
Morehead State University

Friday February 10, 2017

Join GSWRC as we celebrate the Girl Scout Cookie through time. Learn what types of cookies were offered in the early 1900's and share your best rendition of the original Girl Scout Cookie by participating in our bake off. So what can a cookie do, you ask? Girls will have the opportunity to discover how cookies make a difference in their community, connect with other Girl Scouts about why the cookie program is important to them and take action by setting a troop goal and donating cookies in honor of the 100th anniversary. *Mark your calendars and follow your local Tidbit Tuesday for more information to come!*

Use this time to get prepared to BLING YOUR BOOTH!

Your troop could win \$500 from GSUSA!



To participate, troops must: □

- Creatively decorate your Girl Scout Cookie Booth. □
- Take a photo of your troop in action at your booth. ("Submission Photograph") □
- Upload it to the GSUSA Facebook page. Write your troop number, name of your local council, and cookie goal on the online entry form.
- Entrants and Facebook community members may vote on their favorite submission once per hour.



Money and Deposits

All money collected for cookies will be deposited into YOUR OWN TROOP BANK ACCOUNT. If the council does not have an ACH (Automatic Clearing House Form) direct debit form on file from previous sales, you will complete one in the beginning of the sale. This form includes your troop's bank account information. This also gives permission for the council to sweep cookie money due. The schedule of sweep dates can be found on the bottom of this page. **All checks should be made payable to your troop.**

Money/Cookie Receipt Book

The money/cookie receipt book should be used to document all transactions of cookies or money. Use this receipt book whenever money or cookies change hands during the cookie sale. Please circle "money" or "cookies" at the top of the receipt depending on the transaction. Only ADULTS may sign this form. These forms need to be turned in with an Uncollectible Debt Form if a parent or guardian owes money.

Payment Procedures

Most of the banking procedures should be handled by the Troop Cookie Manager. It is important to get money collected from girls and deposited into your troop checking account as quickly as possible. Tell girls in your troop to bring in their collected money often and set up a deadline for the final collection. As you collect money, you must deposit directly into your TROOP CHECKING ACCOUNT. All checks from customers should be made payable to YOUR TROOP.

Nonpayment Uncollectible Debt Form (UDF)

Occasionally, we have a parent/guardian who does not pay the amount due for the products their girl scout sold. If this happens, please fill out an Uncollectible Debt Form and submit to UDF@gswrc.org at least 5 working days prior to each sweep. Do not delay your paperwork and do not pay for a parent/guardian's debt with troop profit. The following MUST be attached to this form in order for the council to proceed with collection:

- Parent Permission Form,
- Receipts (for exchange or product and/or money.)

SCHEDULE OF ACH SWEEP OF FUNDS FROM TROOP ACCOUNTS:

1st sweep = March 1, 2017

75% of initial order troop money due (total initial sales less troop profit and less Uncollectible Debt Forms submitted) will be swept according to **initial order balance** in SNAP.

2nd sweep = March 22, 2017

50% of troop balance money due (total sales less troop profit and less Uncollectible Debt Forms submitted) will be swept according to the **total troop balance** in SNAP. Totals can be found in SNAP under REPORTS – SUMMARY REPORTS – TROOP BALANCE SUMMARY REPORT.

Final sweep = March 31, 2017

Remaining troop balance due (total sales less troop profit and less Uncollectible Debt Forms submitted) will be swept according to the **total troop balance** in SNAP. Totals can be found in SNAP under REPORTS – SUMMARY REPORTS – TROOP BALANCE SUMMARY REPORT.

Tips for Preventing Leftover Cookies

Even the most seasoned cookie-selling troops can end up with a few extra boxes of cookies at the end of the sale. However, troops may have trouble paying the cookie bill if they have several cases of cookies leftover. This can be avoided by following several simple guidelines:

- After initial order, troops should order only enough cookies to fill girl orders and/or for one week at a time.
- Troops should know how many boxes of cookies the troop has on hand at all times and how many boxes the troop needs to fill girl orders or for upcoming cookie booths.
- Troops should communicate and let their Service Unit Cookie Manager know if they have extra cookies that can be transferred to another troop by March 1st. We often have troops that are in need of more cookies and willingly will take them to fill orders they have. Troops would do a troop to troop transfer in SNAP. **Troops should not wait till the last minute to let someone know.**
- Troops should schedule additional cookie booths or ask girls to take extra cookies on a walkabout.

Who is responsible for cookie funds and cookies?

Responsibility for cookies and cookie money belongs to those adults who are registered as leaders, troop cookie managers and the parent /guardians involved in the sale. Girl Scout of Kentucky's Wilderness Road Troop Finance Policies state:

#1. Any person in default of a past product sale payment may NOT participate in future product sales and will be released from his/ her volunteer position if payment is not received within 60 days of written notification of debt. and

#2. Girl Scouts of Kentucky's Wilderness Road Council will pursue outstanding debts owed to the Council and when practical, debts owed to registered troops / groups up to and including appropriate legal action.

Also, refer to Volunteer Essentials Chapter 5.

Final Steps in SNAP:



Check transfers from cupboard to troop in SNAP weekly!

Make sure your cupboard transfers are correct! Pull up REPORTS – SUMMARY REPORTS – TROOP BALANCE SUMMARY REPORT. If there is a discrepancy, you MUST notify the cupboard manager where you picked up your cookies from!

Due March 29th by 11:59 p.m.:
TROOP TO GIRL TRANSFERS IN SNAP (Do this FIRST before ordering your recognitions.)

Follow these steps:

- Log into SNAP
- Click COOKIES then TRANSFER
- Select Troop to Girl Transfer
- Select the appropriate 'to and from' source in the drop down boxes
- Enter the number of packages to be transferred
- Click on "Save" if correct.

Due March 29th by 11:59 p.m.:

GIRL AND TROOP REWARDS IN SNAP (Do this after you have all transfers for girls into SNAP.)

Follow these steps:

To create a recognition order:

- Click on Recognitions icon, and then click on “Create Recognition Order.” Troops will create a MAIN order and a TROOP ORDER.
- For the GIRL’S RECOGNITIONS - **Select Main plan type.** If you choose the recognition plan, the earned recognitions will be automatically calculated. Review the order for each girl, make the appropriate selection at any level with a choice of items, and indicate which size T-shirt if earned. Also indicate if the booth sale patch has been earned by each girl by entering a 1 in the quantity field for each patch earned. *NOTE: Cookie Share, Online and Goal Getter patches will be automatically be reported on Council CoCo Reports – you will not see them listed in SNAP, but if any of those patches are earned, they will get them with the rest of recognitions. Council will order these patches for your troop.*
- For the TROOP RECOGNITIONS – **Select Troop plan type.**
- Click on SAVE if everything is correct.



- View Recognition Orders:
- Click on Recognitions icon, then click on “View Recognition Orders”.
- You can filter by order type and status, or search for an order. Click “Apply Filters” to view orders on the grid.

Girl Rewards

Check out the cumulative rewards that girls can earn:

 Theme Patch 15+ Boxes	 Bracelet Kit 50+ Boxes	 Sunglasses OR Wristlet & Pouch 125+ Boxes	 Theme T-shirt OR \$10 Cookie Dollars 175+ Boxes	 Llama Plush 8" 200+ Boxes
 Etote 300+ Boxes	 Llama Plush 11" 400+ Boxes	 Sling Backpack 500+ Boxes	 Hoodie OR \$10 Cookie Dollars 600+ Boxes	 Lux Plush Blanket 750+ Boxes

 Golden Ticket OR 	Golden Ticket: Includes 1 age appropriate session at Camp Judy Layne Only OR Cookie Diva on the Go Package: Includes Chair, \$100 Cookie Dollars, Journal with Markers, Water Bottle, Camp Light, Folding Brush and Mirror 900+ Boxes	 Engraved Brick AND one of the following: \$100 Cookie Dollars, Digital Camera, Fitness Tracker 1000+ Boxes
 Kindle Fire OR \$150 Cookie Dollars 1500+ Boxes	 Additional Patches! Enter Goal into COCO Participate in a Booth Sale	 Sell at least 12 boxes using COCODirect Collect donations for at least 5 boxes of cookies

 I-Pad OR Bike Top Cookie Seller in Council	
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NEW OLDER GIRL OPTION (2 Options):

1. Junior, Cadette, Senior and Ambassador Troops (with majority vote) will have the option to "opt out of girl rewards listed above" and earn an additional .10 per package.
2. Junior, Cadette, Senior and Ambassador Troops (with majority vote) will have the option to "opt out of the girl rewards listed above" and earn an additional .05 per package AND if they sell 175+ they receive the theme t-shirt; 600+ they receive the Hoodie; 750+ they receive the Lux Plush Blanket

Adult Rewards

Check out the cumulative rewards that adults can earn:

If a troop has **100% of girl participation** and the **per girl average is 200 packages**, you will earn two tote bags!



If troop has **100% of girl participation** and the **per girl average is 300 packages**, you will earn this awesome Volunteer Tumbler for hot and cold drinks.

Don't forget to check out your local Girl Scout Shops for additional Cookie merchandise! Available to purchase in December!



Two new adult pre-order t-shirts for adults to purchase:

If your adults would like to purchase a **VOLUNTEER COOKIE T-SHIRT THIS YEAR**, fill out the form below along with a check and mail in **NO LATER THAN MARCH 1, 2017**. T-shirts will be distributed in May with the girl rewards. **Absolutely NO order forms will be processed after March 1st!**

Volunteer Cookie T-shirt Order Form

Name: _____

Service Unit Name: _____ Troop: _____

T-shirt order: - blue theme shirt (same as the girls)

Quantity: _____ Adult Medium (\$12) _____ Adult 2XLarge (\$14)
 _____ Adult Large (\$12) _____ Adult 3XLarge (\$14)
 _____ Adult XLarge (\$12)



T-shirt order – No Prob-liama shirt

Quantity: _____ Adult Medium (\$12) _____ Adult 2XLarge (\$14)
 _____ Adult Large (\$12) _____ Adult 3XLarge (\$14)
 _____ Adult XLarge (\$12)

Total # of shirts _____ @ \$12 each = _____

Total # of shirts _____ @ \$14 each = _____

Enclosed is my payment for total of: \$ _____

Make checks payable to GSKWRC

Must mail or drop off to: Cookie T-shirt Order Form, 607 Watson Road, Erlanger, KY 41018 BY MARCH 1, 2017 – No exceptions after this date.

Make copies as needed



5 for 5 Coupon

Purchase 5 boxes for a chance to win 5 Cases (60 boxes) of Girl Scout Cookies!

Thank you for investing in a Girl! Your purchase helps build 5 life skills, Goal Setting, Decision Making, Money Management, People Skills and Business Ethics.

Customer Name _____ Email address _____

Phone Number _____

We will only call you if you WIN the 5 cases of cookies – contest in April, 2017.



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Customer Name _____ Email address _____

Phone Number _____

We will only call you if you WIN the 5 cases of cookies – contest in April, 2017.

Make copy, glue on back of cookie case and display at booth sale to promote COOKIE SHARE



OPERATION: COOKIE SHARE

IF YOU CAN'T EAT 'EM --- TREAT 'EM

Consider donating a box or two to OPERATION COOKIE SHARE.
Cookies will go to:



**The
Military**



**Domestic Violence
Shelters in Kentucky**



**Food Banks in
Kentucky**

Sell Girl Scout Cookies® right from your computer or mobile device!

COCODirect allows Girl Scouts to ship Girl Scout Cookies in bulk directly to consumers—there's no money collection and no hand delivery!



Girls can sell using COCODirect in two ways: through COCOMobile or COCO Online Marketing.



On COCO desktop, girls can send an eCard to friends and family that includes a secure link to COCODirect.



On COCOMobile, girls can place customer's order: Simply click the COCODirect icon and enter the customer's information.



With both options, customers can choose from quantities of 1/2 dozen, dozen and 8-pack varieties.

COCOMobile allows girls to set cookie sales goals, track progress, and take cookie orders through a mobile device.



Begin by creating an account on COCO Cookie Command Center.



Download the COCOMobile app for Apple® and Android™ devices.



Log into the app using your COCO Cookie Command username and password.



Create and manage sales on the go, set and track goals, view recognitions, and more!



DID YOU KNOW?

- Each season, Girl Scouts nationwide sell almost 200 million boxes of Girl Scout Cookies!
- For every box of Girl Scout Cookies you buy, more than two-thirds of your purchase price stays right in your community.
- Troops who have cookie booths are almost twice as likely to accomplish their goals than troops who do not.
- If the number of Girl Scout Cookies produced by ABC Bakers in a season were laid end-to-end, they would stretch for 12,000 miles – over halfway around the world!
- The number one reason people buy Girl Scout Cookies is to support Girl Scouting!

For more information contact YOUR SU COOKIE MANAGER OR YOUR LOCAL OFFICE OR

Carolyn Mc Nerney
Product Sale Director

859-342-6263, ext. 12 or 800-716-6162, ext. 12

cmcnerney@gswrc.org

girl scouts
of kentucky's
wilderness road

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www.gskentucky.org

www.abcsmartcookies.org

Girl Scouts of Kentucky's Wilderness Road Council serves 12,000 girls in 67 counties