

what
can a
COOKIE
do?



Volunteer Guide to a Successful Cookie Sale



Dear Cookie Sale Service Unit and Troop Cookie Chairs,

Thank you for volunteering!! Girl Scouting depends on volunteers like you to make sure all girls are able to have a great Girl Scout experience.

The 2012 Cookie Sale is a council-sponsored money earning opportunity that enables Girl Scout Troops and Girl Scouts to earn funds to support troop activities, such as trips, community service projects, camping, and much more!

This year's Girl Scout Cookie Sale theme, "What Can a Cookie do?", reminds girls that they have the power to do anything they set their minds to. Working together, girls learn essential skills like goal setting, decision making, money management, people skills, and business ethics... all while having fun with their friends and raising money to support their Girl Scout Experience.

In addition, girls can earn tons of awesome patches and recognitions. This is a fun, easy way for troops to earn money for that special end of year activity!

Thank you!

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Contact Information

My Service Unit Cookie Chair is: _____

Phone Number: _____

Email Address: _____

Girl Scouts of Southern Alabama

800.239.6636

www.girlscoutssa.org

2012 Cookie Dates

2011

Service Unit Cookie Chair trains Troop Cookie Chairs	October & November
Troops train parents and girls	October, November & December
*Troop Information & signed Position Description to GSSA	November 18
*Troop Order entered in SNAP by 11:59 p.m.**	Friday, December 9
*Troop & Bank Information in SNAP	
Service Unit Cookie Chair submits service unit order to council	Wednesday, December 13

January 2012

Cookie Sale Begins	Sunday, January 1
Planned Order, entered by 11:59 p.m.	Sunday, January 8
Cookie Delivery	January 9 -14
Service Unit Booth Sale List to council	January 17
Booth Sale site reservations begin	January 25
Walkabout Weekend	January 21 – 22
Walk about Photo Contest begins	January 21
Voting for Walkabout Photo Contest begins 11:59 p.m.	January 22
*1/2 of current balance in SNAP due council	Monday, January 23
Marketing Week	January 23 – 28

February 2012

Walkabout Photos submitted by 11:59 p.m.	Thursday, February 2
Booth Sales start	Friday, February 3
*1/2 of current balance in SNAP due council	Monday, February 13
Voting for Walkabout Photo Contest ends 11:59 p.m.	Wednesday, February 22

March 2012

End of sale	Sunday, March 11
Girl money due to Troop Cookie Chair	Sunday, March 11
*Troop Final Report Envelope due to Service Unit Cookie Chair (balance money due council and all paperwork)	Wednesday, March 14
*Troop recognition order entered in SNAP and submitted	Wednesday, March 14
Service Unit Cookie Chair submits Troop Final Report Envelopes to council	Friday, March 16
Service Unit Cookie Chair submits unit recognition order	Friday, March 16

April 2012

Recognitions delivered to Service Unit Cookie Chair	Mid-April
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*Troop Bonus Requirement

****At 11:59 p.m. SNAP locks out order entering, so be sure to complete your orders by then!!**

NEW for 2012

Cookies NOW!

Cookies NOW! is the exciting new cookie sale format for Girl Scouts of Southern Alabama (GSSA) 2012 that adds a Direct Sale component to our cookie sale. From early January, girls will have boxes of cookies IN HAND to sell door to door, to do walkabouts, marketing, cookie caravans and to sell to family and friends. Girl Scouts exchange cookies and payment in one easy step! No need to take orders, wait weeks and then return to deliver and collect money. The Cookies NOW! program condenses all that work into one simple step.

Cookies NOW! Initial Order Recognition for Troop Cookie Chair

Ok, the girls are not taking pre-orders. How do I place an Initial Order?!? **The recommended Initial Order is 12 cases per/girl** (144 boxes). That is a lot of cookies!! No need to worry! The Direct Sale really makes it that much easier to sell cookies. A typical Troop will sell 6-8% MORE cookies than they did last year by moving to a Direct Sale format. When customers see the product they are 90% more likely to purchase the product. Customers are also more likely to make multiple purchases instead of just ordering once.

We are so confident about our recommendation we are giving the Troop Cookie Chair a "Peace, Penguin, Flower" T-shirt for placing the recommended order or more for her troop. Order the T-shirt when you order your cookies. There must be a minimum of 5 girls in the troop to receive the T-shirt.

Cookie Walkabout Weekend – January 21-22, 2012



Girls earn the patch by participating in a Walkabout!!!

A walkabout is when a Troop/Group or individual girl creates a Girl Scout Cookie Mobile by decorating a wagon, golf cart, car, van or truck and take their cookie sales on the road. Go door-to-door in your neighborhood selling cookies and have the actual cookie boxes in hand just like you do for a booth sale. It's a traveling Cookie Booth!!! Remember to have an adult with you at all times.

No registration is required; just get out there and start walking! And remember, while we'd love to see you out on our GSSA Cookie Walkabout Weekend, every day is a great day for a walkabout!!

Walkabout Photo Contest

What better way to celebrate the Girl Scout Cookie Program than with fabulous photos of our girls??? Become a fan of our Facebook page to submit or vote for your favorite photos. Simply click on the Photo Contest tab at the top of our Facebook page to join the fun.

Post a Walkabout photo featuring your Girl Scout or Troop/Group as she/they go door-to door selling Cookies. Our fans will vote on their favorite photo, and the winner receives a \$100 Store Credit.

You can submit as many photos as you like before February 2, 2011. You and everyone else can vote for your favorite entries. The photo with the most votes will be the winner!

You can share your photo link on Facebook and encourage your friends to vote for you. What a fun way to participate in the 2012 Cookie Program!!!



Marketing Campaign Week – January 23 – 28, 2012

The focus of Marketing Campaign Week is delivering Marketing Campaign Forms to business in your local community. The Marketing Campaign is designed to meet business requests for Girl Scout Cookies. The campaign is a marketing tool that streamlines the process of order taking and delivery of cookies to businesses. It also gives the girl additional opportunities to earn recognitions and cookie bucks. The Marketing Campaign runs the entire length of the Cookie Sale, January 1 – March 11, 2012, but we want to place special focus on the Marketing Campaign January 23 – 28, 2012.

- Girl Scouts deliver a minimum of three Marketing Campaign Order Forms to area businesses
- Girls participating in the Marketing Campaign earn a cookie Marketing Patch

“Buy 5” – Win a year of Girl Scout Cookies and Troop earns \$50

This is a contest for our customers! When a customer buys 5 boxes of cookies, their name goes into a drawing to win Girl Scout Cookies for a year (6 cases, 72 boxes). The Girl Scout simply tells customers that, when they buy 5 boxes of Girl Scout Cookies, their name is entered into a drawing to win a year of Girl Scout Cookies. The customer buys 5 boxes and fills out the entry form for the drawing. It is a SIMPLE way to increase troop sales and help the Girl Scouts reach their goals. In addition, the troop whose number is on the winning entry form will receive a \$50 Store Certificate.

Safety First



Remember to follow Safety Activity Checkpoints

- Do not collect money until cookies are delivered
- Girls should always wear Girl Scout Membership Pin

Booth Sales

- Adults must be present at all times when Girl Scouts operate a booth
- Girls should never give out their names, addresses, or telephone numbers to customers. The adult cookie manager’s telephone number (or other designated number) can be provided

Selling in your Neighborhood

- Girls must be familiar with the neighborhoods where they sell.
- Daisy, Brownie and Junior Girl Scouts must be accompanied by an adult when selling and delivering cookies.

- Girls should never enter a customer’s house
- Girls must sell with a buddy
- Girls should never approach customers in cars

Money Management

- Girls must have a plan for money management.
- Girls should not carry large amounts of cash.
- Money may be given to the accompanying or supervising adult.





Cookie Booth Sale Guidelines

1. **Wear Girl Scout Membership pin** with their uniform or Girl Scout T-shirt
2. **Notify merchant/customer service on arrival and departure.** Let them know we appreciate the opportunity to sell cookies outside their business.
3. **Ask customers politely ONCE as they are leaving the store.** Be sure to thank the customer whether they buy cookies or not.
4. **BEST BEHAVIOR, BE COURTEOUS!! Don't block walkways. Say please and thank you. Smile!!** Girls and Adults represent the world's largest organization for young women.
5. **No eating or drinking** during a booth sale.
6. **An adult must be present at a booth sale at all times.**
7. **Do not allow girls to wander around the location un-chaperoned.**
8. **An adult is responsible for money at all times.** An adult watches or assists as the girls handle money. Keep money box in a safe place, especially during loading and unloading of cookies. **DO NOT** keep large amounts of money in the money box!
9. **Keep booth area clean and remove ALL trash.** Troop is responsible for removing and disposing of all trash and boxes. Girl Scouts always leave a place better than they found it!
10. **RESPECT other troops' sale time!!!** Don't set up early, and don't stay after the allotted time.
(Girl Scouts have lost the privilege to sell at area businesses because a few girls misbehaved. Please make sure your girls don't ruin a good thing for everyone)

Booth Sale Ideas

Booth sales are a great way to increase your troop's success. Remember, you must have appropriate permission from businesses and our council before the booth sale. Possible locations include:

sporting Events	parks and playgrounds	concerts and plays	video and hardware store
banks	quick oil change stops	car washes	universities and colleges
churches	malls	grocery stores	school pick-up line

To maximize success, consider these proven tips:

- **GOAL Poster**, let the customers know what your troop is planning to do with their profits
- **Table Display**, make it attractive it gain customer interest
- **Bundle Packages**, attach recipes that use the cookies or offer handmade cards, such as "Happy Birthday" or "Thank You."
- **Operation Cookie Share**, ask customers to donate a box of cookies. Customers love to see the boxes stack up and want to help the girls help others
- **"Buy 5,"** simply tell customers that when they buy 5 boxes of Girl Scout Cookies, their name is entered into a drawing to win a year of Girl Scout Cookies

Troop Recognitions

Troop Bonus – Form in back of Volunteer Guide

Earn an additional 40 cents per case sold above troop proceeds.

- Troop Cookie Chair is registered and approved, signed Position Description and attended service unit training.
- Troop Cookie Chair presented parent/girl training.
- Troop members set troop sales goal based on troop's plan and activities for the year.
- All girls entered in SNAP are registered Girl Scout members.
- Troop check for half current balance due to council received by January 23, 2012.
- Troop check for half current balance due to council received by February 13, 2012.
- Troop participated in at least two booth sales. Not required for Daisy troops.
- Troop participated in at least three activities (for each age level) including Goal Setting from the ABC "What can a Cookie do?" Cookie Activity Guide for the appropriate age level. Available on <http://www.abcsmartcookies.com/volunteers.asp>.
- Troop Final Report Envelope with a check for the remaining balance due turned in to SUCC March 14, 2012.

Super Bonus – Earn an additional 10 cents per case sold above troop proceeds and a 2012 Bar Patch by selling 2012 boxes in 2012

Troop Proceeds

Troops have a choice of proceeds plans. This should be the girls' decision, NOT the leader's. Troops should participate in goal setting activities to determine what funds are needed to accomplish the girls' goals. Then the girls in the troop should vote on which proceeds plan they want. Their choice should be noted on the Troop Information Form. (Charts listing Troop/Council proceeds by case are on the GSSA website www.girlscoutssa.org) SNAP report Troop Balance Summary lists the Troop Proceeds and what is due to council.

- Proceeds and Girl Recognitions – Girls receive listed recognitions and troop receives proceeds
 - Troop Proceeds depend on total volume sold:

1 – 59 cases	\$3.84
60 – 99 cases	\$5.04
100 – 149 cases	\$5.52
150+ cases	\$5.76
- Proceeds and Patches – Girls receive all earned patches, no other recognitions and troop receives higher proceeds
 - Troop Proceeds depend on total volume sold:

1 – 59 cases	\$4.44
60 – 99 cases	\$5.64
100 – 149 cases	\$6.12
150+ cases	\$6.36
- Formula to determine troop proceeds: Cases sold X Proceeds Factor = Troop Proceeds
Example: 105 cases X \$5.52 = \$597.60
- Be aware of profit break points 60 boxes, 100 boxes, 150 boxes. 1case (12 boxes) sold by the troop could make a big difference in troop profit
Example: Troop sells 59 cases of cookies 59 x \$3.36 = \$198.24
Troop sells 60 cases of cookies 60 x \$4.56 = \$273.60
Troops earns an additional \$75.36 Which more than pays for the additional case even if you don't sell it.

Troop Top Cookie Sales Recognition – 100th Anniversary T-Shirt

Your troop can earn a special 100th Anniversary T-shirt by having a 275+ per/girl average. **ALL** Troop/Groups are eligible to earn this recognition. (Includes two adults and all Girl Scouts selling)

Girl Recognitions

WIN WIN WIN!!

Choice of one: iPad, Laptop, Netbook OR item of equivalent value

It's your chance to win big during the cookie sale! All you have to do is sell just 100 boxes of cookies, and your name will be entered into a drawing to win your choice of an iPad, Laptop, Netbook OR an item of equivalent value. AND, every time you sell another 100 boxes, your name is entered into the drawing again...so you get even more changes to win!

Sell 300 boxes you earn 3 chances to win, sell 500 boxes you earn 5 chances to win, sell 700 boxes you earn 7 chances to win, and you can keep going!!! Good luck!

Walkabout Patch - See NEW for 2012

Marketing Patch - See NEW for 2012

Online Patch



Cookie Share Patch – Girls earn this patch by selling 5+ boxes of cookies for cookie share

Girls earn this patch by sending just 15 emails to family and friends. It's easy and fun with ABC Bakers' CookiEZone. Girls can customize and send Cookie Time e-cards to family and friends. Check it out at www.abcsmartcookies.com/cookiezone.

Pearl with Necklace

Girls earn a beautiful pearl with necklace by selling 1500+ boxes of cookies. Juliette Low sold her pearl necklace to establish Girl Scouts in the United States, so to honor her sacrifice and celebrate their hard work, we created this exciting recognition. In addition, each year you can earn another pearl to add to your necklace.



2012 COOKIE SALE RECOGNITIONS

Sell 25 Boxes	Earn <i>"what can a cookie do?"</i> Theme Patch
Sell 65 Boxes	Earn Patch and Embroidered Bracelet
Sell 125 Boxes	Earn Patch, Bracelet, and choice of Pewter Penguin <u>OR</u> Penguin Necklace
Sell 175 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace and Peace Sign Tote Bag
Sell 200 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, and T-shirt
Sell 225 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, T-shirt, and Journal & Gel Pen Set
Sell 300 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, T-shirt, Journal & Gel Pen Set, and choice of Small Plush Penguin <u>OR</u> Clear Tumbler
Sell 360 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, T-shirt, Journal & Gel Pen Set, choice of Penguin <u>OR</u> Tumbler, and Duffel Bag
Sell 460 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, T-shirt, Journal & Gel Pen Set, choice of Penguin <u>OR</u> Tumbler, Duffel Bag, and Beach Towel
Sell 600 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, T-shirt, Journal & Gel Pen Set, choice of Penguin <u>OR</u> Tumbler, Duffel Bag, Beach Towel, and <u>"\$175 Cookie Cash"</u>
Sell 800 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, T-shirt, Journal & Gel Pen Set, choice of Penguin <u>OR</u> Tumbler, Duffel Bag, Beach Towel, <u>"\$175 Cookie Cash,"</u> and 800+ Achievement Bar Patch and CHOICE OF ONE <ul style="list-style-type: none"> (1) Sterling Silver Penguin Charm (2) Hoodie (3) Time Bangle
Sell 1000 Boxes	Earn Patch, Bracelet, choice of Pewter <u>OR</u> Necklace, Tote Bag, T-shirt, Journal & Gel Pen Set, choice of Penguin <u>OR</u> Tumbler, Duffel Bag, Beach Towel, <u>"\$175 Cookie Cash,"</u> and choice of Charm <u>OR</u> Hoodie <u>OR</u> Time Bangle, and <u>"\$175 Cookie Cash" (total \$350) and 1000+ Achievement Bar Patch</u>
Sell 1500 Boxes	Pearl with Necklace
TOP SELLER	iPad/Laptop/Netbook/item of equivalent value
Runners Up (2 nd and 3 rd sellers)	iPod Touch/Wii/Xbox/Nintendo DSi/Gift Card
Top Family, over 2000 Boxes	iPod Touch/Wii/Xbox/Nintendo DSi/Gift Card

Troops/Groups may not pool their boxes.

Immediate family members may pool their number of boxes sold, BUT, both sisters must choose the same recognition option Cookie Bucks or Recognitions. If they choose Recognitions, they can only pool their boxes at the 600 and 1000 level. When a family pools their boxes sold, each sister receives recognitions **ONLY** up to her individual total of boxes sold. For example, if one sister sells 320 and the other sells 280 boxes, the first sister receives recognitions up to the 300 level, and the second sister receives recognitions up to the 240 level. Together they sold 600 boxes and earn \$175 Cookie Cash to share. **Pooling does not apply if one sister's troop selects the Proceeds and Patches.**

Cookie Bucks

Recognition Option for Cadette, Senior and Ambassador Girl Scouts, Cookie Bucks are Cumulative.
(Individual girl option, not troop)

		Cumulative Amount
Sell 25 Boxes	"What can a Cookie do?" Theme Patch	
Sell 100 Boxes	Earn \$10	\$10
Sell 200 Boxes	Earn \$10	\$20
Sell 300 Boxes	Earn \$10	\$30
Sell 400 Boxes	Earn \$10	\$40
Sell 500 Boxes	Earn \$10	\$50
Sell 600 Boxes	Earn \$50	\$100
Sell 700 Boxes	Earn \$50	\$150
Sell 800 Boxes	Earn \$75	\$225
Sell 900 Boxes	Earn \$75	\$300
Sell 1000 Boxes	Earn \$150	\$450

Earn \$10 more for each 100 boxes sold over 1000 boxes

Sisters can pool their boxes. Troops/Groups may not pool their boxes

Using Cookie Cash and Cookie Bucks

Cookie Cash and Cookie Bucks can **ONLY** be used for the following purposes: GSSA Summer Camp Fees, GSSA Event Fees, GSSA Council Shop purchase, Approved *Destinations* Event Fees, Approved Troop Trips and/or Girl Scout National Membership dues. Cookie Cash and Cookie Bucks may not be transferred from one girl to another.



Training

Materials (Paperwork)

One per Troop:

- Leader Envelope
- Troop Cookie Chair Position Description
- Troop Information Form
- Troop Manual
- Goal Chart
- 5 Receipt Books
- Final Report Envelope (provided by council)

One per girl:

- Parent Letter
- Parent Permission Slip
- Money Envelope
- Order Card
- Marketing Form
- 3 "Buy 5" sheets



Service Unit Training

- Troop Cookie Chair Completes:
 - Troop Cookie Chair Position Description (white copy to council, yellow to volunteer)
 - Troop Information Form (white copy to council, yellow to Service Unit Cookie Chair, Pink to Volunteer)
- Service Unit Cookie Chair sends white copy of Troop Cookie Chair Position Description and Troop Information Form to Montgomery Service Center by **November 18, 2011**
- Troop receives Troop/Girl Cookie Sale Materials
- Service Unit Cookie Chair highlights important dates, Troop Bonus Form, reviews materials and answers questions

Troop Training – Before January 1, 2012

- Troop Cookie Chair trains Girls & Parents
- All girls are registered
- Check out!** ABC "What can a Cookie do?" Cookie Activity Guide for the appropriate age level. Available on <http://www.abcsmartcookies.com/volunteers.asp>. (Troop Bonus requirement)
- Train girls and Parents
 - Parent Permission Form. Must be signed before girl/parent receives Cookie Sale Materials
 - Set Personal and troop goals with girls. ABC "What can a Cookie do?" Cookie Activity Guide for the appropriate age level. Available on <http://www.abcsmartcookies.com/volunteers.asp>.
 - Emphasize Safety Activity Checkpoints. Download the Product Sales Safety Activity Checkpoint: www.girlscoutssa.org/training-misc/Cookie-Product-Sale-Activity_Checkpoints-2010.pdf

what can a **COOKIE** do?

Initial Order – Friday, December 9, 2011 by 11:59 p.m.

Cookies NOW!

Ok, the girls are not taking pre-orders. How do I place an Initial Order?!? **The recommended Initial Order is 12 cases per/girl** (144 boxes). That is a lot of cookies!! No need to worry! The Direct Sale really makes it that much easier to sell cookies. A typical Troop will sell 6-8% MORE cookies than they did last year by moving to a Direct Sale format. When customers see the product they are 90% more likely to purchase the product. Customers are also more likely to make multiple purchases instead of just ordering once.

Recommended Variety Mix

4%	Thanks-A-Lot
2%	Shout Outs
10%	Lemonades
14%	Shortbread
21%	Thin Mints
15%	Peanut Butter Patties
22%	Caramel deLites
12%	Peanut Butter Sandwich



Cookies NOW! Initial Order Recognition for Troop Cookie Chair

We are so confident about our recommendation we are giving the Troop Cookie Chair a Peace T-shirt for placing the recommended order or more for her troop. Order the T-shirt when you order your cookies. There must be a minimum of 5 girls in the troop to receive the T-shirt.

Planned Orders

First Planned Order – Sunday, January 9, 2012 entered in SNAP by 11:59 p.m.

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. **Planned Orders are NOT set in stone you can adjust your order up and/or down at time of pickup.**

Planned orders must be entered in SNAP by 11:59 p.m. in order to guarantee availability at the cupboard. Weekly Planned orders will be filled before all other orders.

Enter a Planned order in SNAP:

- Click on the *Cookies* icon
- Click on Planned Order
- Select a cupboard from the drop down box
- Select a pickup date from the drop down box
- Once you select the time, the screen will register the troop number, cupboard and requested date
- Click Submit
- You will be asked to confirm your order.

You will be able to see your Planned Order on the Order Management page. After your Planned Order has been picked up from the cupboard, the cupboard manager will confirm the number of cases of each variety picked up and the Planned Order will become a cupboard to troop transfer which you will be able to view on your order management page. Once the transfer is complete, the packages will be available to you to transfer to girls for additional sales or for booth sale credit to girls.

Delivery – January 9-13, 2012

Delivery Station Selection – Service Unit Cookie Chair

- Don't wait to find a location. Suggestions: fire departments, vacant warehouses, community buildings, schools, church fellowship halls, National Guard/Reserve Armories
- **The trucking company needs clear access to the building** – no stairs, long hallways, or long distance from the truck to the receiving area
- **Rule of Thumb:** building needs 440 square feet for every 1,000 to 1,200 cases of cookies
- Pick a centrally located facility.
- Building should be waterproof, insect-free, and have a clean solid floor.
- A pallet jack can make delivery faster and smoother.
- Print **TWO** copies of each troop's Troop Initial Order from SNAP. (one for you and one for troop)

Troop Initial Order Pick-up – Troop Cookie Chair

- Troop must pick all the cookies up at the same time, plan on several vehicles.
- Do not let girls/parents meet you at the Service Unit Delivery Site. (take cookies to a different location to sort into girl orders)
- No small children are allowed at the cookie delivery site.
- Count accurately, your troop is responsible for the cookies you sign for.
- Contact parents with tentative dates and time of pick up.
- Arrange for cookies to be picked up as soon as possible.
- NO additional cookies can be picked up at delivery. (Cookie Cupboards are open for more cookies)
- When giving cookies to parents, use the Cookie/Money Receipt Book from ABC Bakers.

Money/Financial Records

Checking Account

- All troops must have a bank account to keep track of all money received and/or disbursed during the year
- **Collect money** from girls/parents **frequently**.
- **Deposit money regularly**. DO NOT keep large sums of money in your home, car, booth sale, or work.
- ALL money is deposited into the troop account. **Do not** mix other funds with cookie money deposits.
- Three checks are written from the troop account to the council for cookies:
 - **January 23, 2012**, 1/2 of money due council in SNAP.
 - **February 13, 2012**, 1/2 of money due council currently in SNAP.
 - **March 14, 2012**, balance due council in Troop Final Report Envelope.
- Troops decide if they will accept checks for cookies. If a troop chooses to accept checks, they assume all liabilities, such as fees, in the event of a bounced check. All checks must be deposited into the troop account.
- Pay careful attention to record-keeping in your troop or service unit.

Money and/or Cookie Receipt Books

- The Receipt Book is used to record **ALL** cookie and money transactions.
 - Fill out receipt completely
 - Signed by Troop Cookie Chair and parent
 - Troop Cookie Chair keeps the original and parent receives the yellow copy
- We recommend you use ONE Receipt Book for money transactions and ONE receipt Book for Cookie transactions

Girl Money Envelope

- Money Envelope is given to girls when they pick up their cookies
- Have girls fill out at training

Final Reporting – March 14, 2012

Final Report Envelope – Due to Service Unit Cookie Chair

- Troop Check for final balance due council
- Troop Sales Report, printout from SNAP
- Copy of ALL Troop to Troop Transfer In/Out Forms (or printout from SNAP)
- 600+/Cookie Bucks List
- Troop Bonus Form
- 275 + T-Shirt Order Form
- Delinquent Account Form (if needed, form online) Include following (keep copies):
 - Signed Parent Permission Form
 - Signed Cookie Receipts
 - Signed Money Receipts

Delinquent Accounts – These policies encompass uncollected debt from parents or troops

- **Do Not try to resolve problems on your own.** One or two phone calls, politely asking the individual to turn in the amount owed by a specific date, is the only action you should take.
- **Document all Contact:**
 - when call was made
 - who you spoke with
 - response given
 - current status

Allow the council to handle all further collection efforts. For the protection of all parties involved and to ensure that the Girl Scout troops and GSSA receive all funds due to them, all transactions between the troop and participating girls/parents must be properly documented. **This is why it is important to keep signed receipts for all items received and money turned in.**

- **Proper Documentation** consists of the following:
 - signed parent permission and responsibility form
 - signed receipts of all cookies issued and payments made
 - submit a complete Delinquent Account Form
 - forward all documentation in your Final Report Envelope

If proper documentation, including the Delinquent Account Form, is not filed for those individuals with balance due accounts, any uncollected debt will be the responsibility of the troop.

- **Policy**

The council will notify the debtor via mail that there is a debt. The debtor will be given 10 business days from the date the first letter is mailed to pay the debt in full.

 - If the debt is not paid in full, the responsible party will be charged a \$100 penalty. These funds are the personal responsibility of the debtor and should not be taken from a troop account. Should the council agree to work out payment arrangements, there will be a \$10 monthly service fee in addition to the amount owed.
 - Should the responsible party not pay in a timely fashion, the council will proceed to legal action.
- **Procedure**

All troop monies owed to the council must be paid to the council in full before any troop money is accrued.

Forms

All forms are available on GSSA website www.girlscoutssa.org

Troop bonus program

Girl Scouts of Southern Alabama

All the criteria in this form must be completed and form submitted with all other required documents in the Troop Final Report Envelope, and given to the SUCC by March 14, 2012, to qualify for the Troop Bonus and Super Bonus. For more information, contact Chris Shavers at extension 2202 or cshavers@girlscoutssa.org.

Earned Fall Product Sale Bonus 30 cents per case sold above troop proceeds. Yes No

Troop Information

Leader Name _____ Troop # _____ Service Unit _____
Address _____ City/Zip _____

Troop Bonus

Earn an additional 40 cents per case sold above troop proceeds.

- Troop Cookie Chair is registered and approved, signed Position Description, and attended service unit training.
Date attended _____
- Troop Cookie Chair presented parent/girl training. Date held _____
- Troop members set troop sales goal based on troop's plan and activities for the year.
Goal Set: _____ Activity: _____
- All girls entered in SNAP are registered Girl Scout members. Registration confirmed: Yes No
- Troop check for half money due to council received by January 23, 2012. Yes No
- Troop check for half money due to council received by February 13, 2012. Yes No
- Troop participated in at least two booth sales. Not required for Daisy troops.
Dates of sales: 1. _____ 2. _____
- Troop participated in at least three activities (for each age level) including Goal Setting from the ABC "What can a Cookie do?" Cookie Activity Guide for the appropriate age level. Available at <http://www.abcsmartcookies.com/volunteers.asp>.
 - Individual Girl Goal Setting Activity: Yes No
 - _____
 - _____
- Troop Final Report Envelope turned in to SUCC March 14, 2012. Envelope contains final troop check for cookies and all documentation listed on the envelope. Yes No

Super Bonus

Earn an additional 10 cents per case sold above troop proceeds and a 2012 Bar Patch.

- Troop sold 2012 boxes in 2012 (168 cases). Cases sold _____ # of girls selling _____



Booth Site Permission

Troop Information

Leader Name _____ Troop # _____ Service Unit _____
Date _____ Phone # _____
Date to sell cookies _____

Business Information

Business Name _____ Phone # _____
Address: Street _____
City/State/Zip _____

Guidelines

Girl Scouts will follow Safety Activity Checkpoint guidelines and adhere to rules of good behavior.
Special guidelines as listed by this establishment _____

Troop Cookie Chair Signature _____ Date _____
Store Manager Signature _____ Approval Date _____

Troop to Troop Transfer

This form should be used only if cases are transferred from one troop to another. You must attach the transfer(s) with your final paperwork. This will explain any differences from the original order and the final amount owed. The troop giving the cookies is responsible for entering the transaction into SNAP.

Troop Information

Service Unit _____ Date _____
Troop giving cookies _____ Troop receiving cookies _____

Cookies Transferred

	Thanks-a-Lot	Shout Outs!	Lemonades	Shortbread	Thin Mints	Peanut Butter Patties	Caramel deLites	Peanut Butter Sandwich
# of Cases								
Total								

Signature of troop receiving cookies _____

Signature of troop giving cookies _____

(Can use form generated by SNAP)

(One copy per troop)



275+ T-Shirt Order Form

Troop Leader Information

Troop Leader Name _____
Troop # _____ Service Unit _____
Girls Participating _____ # Adults Participating _____
Phone: Home _____ Work _____ Cell _____
E-mail Address _____

T-Shirt Sizes

Youth X Small _____ Adult Small _____
Youth Small _____ Adult Medium _____
Youth Medium _____ Adult Large _____
Youth Large _____ Adult X Large _____
Youth X Large _____ Adult 2X _____
Adult 3X _____

Additional Shirts

Additional T-Shirts are \$10 each. Include check for additional shirts with this order form and put both in the Final Report Envelope.



Girl Scouts®

Operation Cookie Share

This year our troop will visit and deliver Girl Scout Cookies to:

You can help by purchasing an extra box of Girl Scout cookies to help make this donation possible. Your gift will help us deliver smiles to others.

Number of boxes _____ x \$3.50 = _____ Total Donation

100% of your contribution is tax deductible.



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