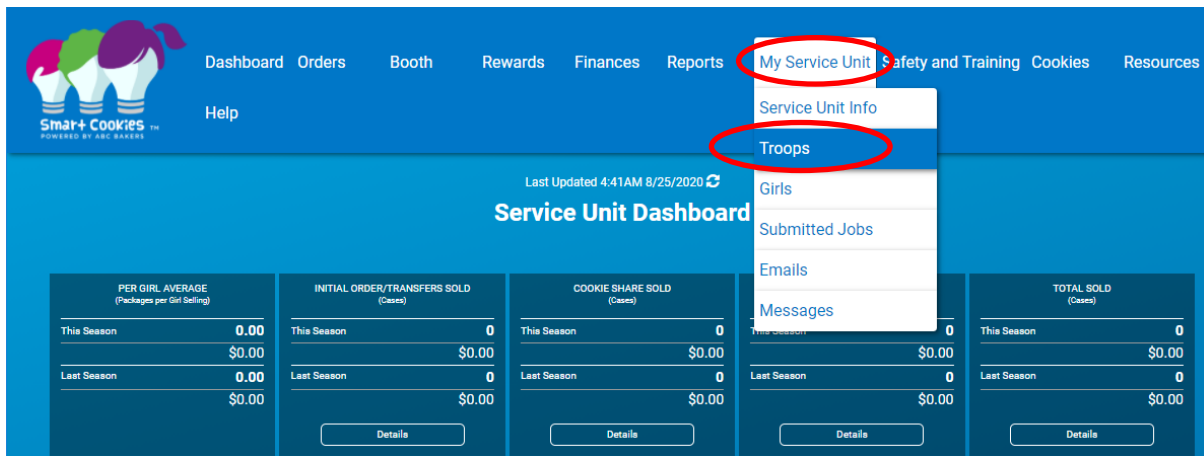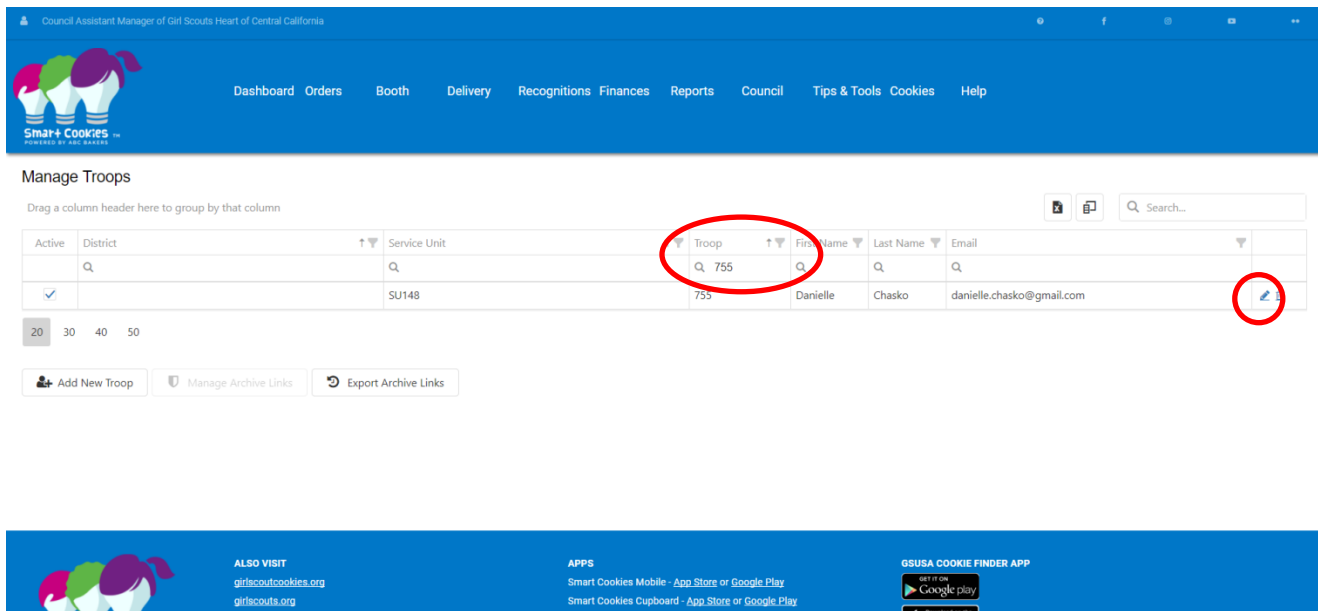# girl scouts
heart of central california

Updating Proceed and Reward Plans

1. Go to **My Service Unit**; click **Troops**.

2. Use the **Troop** filter bar to search for the troop you are looking for and select the edit pencil.

girlscoutshcc.org

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3. Update troop information and click **Save**.

Recognition Plans cannot be changed once a recognition order has been created. For example, if a troop created a Main Recognition Order then decided to change to Older Girl Proceeds, the plan cannot be changed following these steps. The recognition order will need to be deleted then the plan can be changed. After that is done, remind troops to create a new Recognition Order.

Note: Service units and troops will not be able to edit troop bank account information through Smart Cookies. Any edits needing to be made to troop bank account information must be done by filling out the ACH Authorization Form found at girlscoutshcc.org/resources.