

girl scouts
heart of central
california



2024 Cookie Cupboard Manager Guide





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Need Help?
 Smart Cookies Tech
 800.853.3730
 ABCSmartCookieTech@hearthsidefoods.com

Check out our **Just in Time Trainings** for additional Smart Cookies Help
www.girlscoutshcc.org/resources

GSHCC Customer Care
customercare@girlscoutshcc.org
 Please include cupboard location, order numbers (if applicable) and a brief description of question/concern
 916.452.9181 or 800.322.4475

Axolotls can completely regenerate lost limbs + organs. Wow!



Life span: 10 years+

“Axolotl” means “water dog” in native Aztec language.

Axolotls are 1,000 times more resistant to cancer than mammals.



Wide range of color + camouflage abilities!

Axolotls are critically endangered amphibians.

In the wild, they are found in only one lake in the whole world!
 Lake Xochimilco, Mexico.



Axolotls are neotenic, which means they never outgrow the larval stage.



What's New



Raspberry Rally

Last year's Raspberry Rally cookie has been paused for the 2024 cookie season. GSUSA and ABC Bakers are working together to make the online only cookie ordering experience better based on customer feedback.

Cookie Share Rewards

Girl Scout Cookies purchased through "Cookie Share" are donated to Blue Star Moms, local food banks and other local nonprofits by GSHCC. Girl Scouts will receive credit for cookie donations, as will the troop. Girls who participate in our Cookie Share Program are eligible for three reward opportunities!



Shipping Subsidy

GSHCC is excited to offer a shipping discount for Direct Ship orders. All customers who place a Direct Ship order from January 12-14 will receive \$5 off their shipping fees.



Cookie Calendar

Activity	Date
2024 Girl Scout Cookie Program Begins	January 12
Initial Order ends	January 28
ACH Pre-Authorization Charge	February 1
SU Mini Drops and Cupboard Deliveries	February 15-22
National Girl Scout Cookie Weekend	February 16-18
Cupboards open	February 23
Booths begin	February 23
Cookie Program Ends	March 17
Cupboards Close	March 17
Donations due by (if applicable)	April 15
Inventory Forms due	Weekly (Sundays)
Cupboards Closed	Weekly (Mondays)



Cupboard Manager Responsibilities

Before the Program

- Ensure you have a working computer or tablet with a strong internet connection as you are required to enter your orders daily and update your inventory weekly
- Enter open hours in Smart Cookies
- Begin preparing for your delivery
 - Ensure area is pest and smoke free, weatherproof, and clean
 - Ensure there is easy access to location and clear out space where necessary
- Share your contact information and availability with neighboring service units

During the Program

- Review your Initial Order
- Enter/accept orders daily
- Submit weekly inventory sheets by Sunday night
- Maintain accurate inventory; audit receipts and orders if it does not
- Dispose of pallets and wrapping
 - Notify GSHCC if you need pallet removal
- Keep damaged cookies separate from other inventory; do not dispose of them
- Keep up to date emails, Rallyhood updates, and news on our website

After the Program Ends

- Submit final inventory and ensure it matches Smart Cookies
- Notify GSHCC if you are donating inventory locally
 - Submit copies of donation letters
- Send pictures of all damages and receive approval prior to disposing of them
- Notify GSHCC of your availability for inventory pick-up if you are not donating locally



Cookie Cupboard Manager Role

Your Role

- Be a current, active Girl Scout member. This includes a current year membership, cleared Live Scan background check and completed Mandated Reporter. These requirements ensure compliance with California's AB506.
- Maintain accurate inventory. This ensures GSHCC can restock varieties as best as possible.

Best Practices

- Use Planned Orders as much as possible. This helps GSHCC track the amount of cookies your Cupboard will need each week
- If you feel sick or were exposed to COVID, please close your Cupboard and notify GSHCC immediately
- Keep receipts organized. Receipts should be kept for all orders (Cupboard to Troop, damages, shortages, overage and Juliette returns)
- Prep all Planned Orders for the week. If you have the space, set Planned Orders to the side. This will allow you to see the inventory you have for Unplanned Orders while prioritizing all Planned Orders
 - Use the Planned Order sheets to help you stage orders and place the sheet on top of the stack to quickly help you find orders
- Planned Orders for future weeks should not be prioritized as these are considered Unplanned Orders for the current week
- Delete all Planned Orders not picked up within 48 hours and move inventory back if order has been staged separately
- Approve all Planned Orders and enter all Unplanned Orders daily
- If Planned Orders exceed the inventory you have available or you will be receive inventory late in the week, work with

troops to reduce high volume orders and/or reduce them equally across all troops

Cupboard Advantages

We offer the option to receive your troop's Initial Order with your Cupboard delivery instead of attending a Mega Drop or Mini Drop. This does not mean you will receive your cookies early. To take advantage of this, you must take the following steps:

- Ensure you submitted troop information on Cupboard confirmation form
- Enter your troop's initial order by the troop deadline

Cupboard and Troop Cupboard Manager?

It is important to keep troop and Cupboard cookies separate.

- Designate an area to store troop cookies separate from Cupboard inventory
- Utilize Planned Orders for your troop to ensure Cupboard has sufficient inventory
- Complete Transfer Orders and keep receipts for all your troop orders
- Do not "borrow" cookies from your troop's inventory to help out another troop in the Cupboard
 - You may use Troop to Troop transfers, but do so right away in Smart Cookies



Getting Organized



We want to set you up for success so it is important that you feel prepared and organized before cookies are delivered to you.

Materials

- Table and chair(s)
- Laptop or tablet
- Cupboard binder (provided by GSHCC)
- Cupboard guide
- Wi-Fi
- Receipt books
- Pens/permanent markers
- Scissors
- Signage
- Cupboard roster
- Folders/filing system for receipts
- Tape
- Carts
- Calculator
- Case/tub for damages
- Hand sanitizers
- Disinfecting wipes

Storage Guidelines

Your site must be a safe environment for storage of all product:

- Clean and dry
- Well-lit area
- Animal/insect/pest free (including animal dropping and litter boxes)
- Secure – locked area
- Non-smoking

A typical two car garage holds approximately 1400 cases of cookies at maximum capacity with room to move around the pallets.

- Pallet dimensions are approximately 48” length by 40” width. 1 pallet = 16 sq ft
- If storing in a garage, keep cookies on pallets so they do not absorb fluids like oil and gas
- Table below shows the quantities by variety per layer and pallet

Variety	Cases per layer	Layers per Pallet	Cases per Pallet	Overall Pallet Height (in.)
Adventurfuls	16	9	144	92”
Toast-Yay	18	10	180	94”
Lemonades	18	10	180	94”
Trefoils	17	11	187	93”
Peanut Butter Patties	18	9	162	94”
Caramel DeLites	18	9	162	94”
Peanut Butter Sandwich	17	11	187	93”
GF Caramel Chocolate Chip	12	12	144	104”



Setting Up Open Hours

Your Role

- Entering accurate dates and hours lets troops know your availability
- Troops cannot see your Cupboard or place Planned Orders if you do not have hours entered in Smart Cookies
- If your Cupboard isn't showing in Smart Cookies for the week you have not entered hours or it is past the order deadline for the week (orders placed after Sundays can only be placed for the following week. For example, a troop trying to enter an order on Monday, February 26 will only be shown times for the following week even if you are open from February 27-March 3 because the deadline for the week was Sunday, February 25.

Entering Hours in Smart Cookies

1. Log in to Smart Cookies
2. Go to the **My Cupboard** section and select **Cupboards**. This will display your Cupboard Information
3. Click the pencil icon on the far right. This will show you the detailed information.
4. Verify address is correct. This is what will print on your delivery tickets. If information is not correct, delivery agent will have issues delivering to you
5. In the **Notes** section, enter any information that will be useful to delivery agent, such as garage codes, identifying information, access information (eg. on a big hill), etc
6. In the **Troop Planned Order Pick-up Limit** section, enter how many troops you can serve per hour. For example, entering 6 troops allowed per hour means an average of 1 troop every 10 minutes and 12 would be an average of 1 troop every 5 minutes
 - Leaving this field blank allows an unlimited number of troops to schedule
 - GSHCC highly recommends you set a limit to give yourself sufficient time between orders
7. In the **Available Times - Date, Start and End time section**, enter your availability
 - Each day must be entered separately. Select date from calendar, select start and end times from drop down, then click add time
 - Times will appear in one-hour increments
 - Dates/times can be deleted as needed by clicking the **X** next to the appointment times.
 - Add dates/times at least 2 weeks in advance
8. Click **Save**. Appointment times will not register in the system if you do not click the save button

Troops will be able to schedule Planned Orders based on the appointments you created.

Unplanned Orders

Unplanned Orders are allowed at the discretion of each Cupboard Manager. Share your open availability with neighboring service units. The GSHCC Sacramento and Modesto Cupboards will not be accepting Unplanned Orders in February.



Initial Order

What to Expect

- Cupboard Initial Orders are based on current and past year's movement and amount of space you have to store cookies
- GSHCC will decide additional restocks necessary based on troop Planned Orders placed for your Cupboard

Deliveries

- Delivery agents will confirm delivery dates and times (in a two-hour window)
 - Deliveries cannot be made if you do not confirm directly with agents
 - Delivery agent is responsible for letting you know if they will be late
- Drivers will unload product
 - Drivers cannot break down pallets for you. If you would like varieties stacked in a different manner, you will need to do so after your delivery
- Carefully count all cases by variety
 - Each case of cookies has the layer pattern and quantities printed on the side
- You are required to sign a delivery ticket for all deliveries. Keep a copy in your Cupboard binder for your records
 - Notate any overages or shortages on your ticket prior to signing and notify GSHCC via email immediately. Order will be corrected in Smart cookies to reflect the exact number of cases you received or the delivery agent will make another delivery to correct discrepancy

Gluten-Free Cookies



The majority of troops placed an order for these cookies by October 2023. Cupboard will be given a limited quantity and troops can pick up on a first-come, first-served basis only. There will likely be no more Caramel Chocolate chip cookies delivered after your initial delivery.

Please note: Pallet sizes have changed for this cookie variety.



Cupboard Reorders



What is a reorder?

- If your Cupboard does not have enough inventory to fulfill your Planned Orders for the week, GSHCC will place a reorder for your Cupboard
- Inventory is based on the Planned Orders placed by troops
- Delivery agent will schedule appointment to deliver cookies to you
- May not be restocked for all varieties towards end of cookie program
- Delivery agent requires a minimum of 150 cases for a reorder

What if my Cupboard does not need 150 cases?

- Delivery agent cannot make a delivery
- GSHCC may deliver cookies to you from another Cupboard
- You may not receive a delivery if there are not enough cookies of the varieties you need

What if I do not receive a reorder?

- Cupboard may have enough to fulfill Planned Orders or we did not receive your inventory form and were not able to schedule a delivery to you

What if I do not have all of the varieties I need to fill Planned Orders or what if my delivery won't get to me in time for orders scheduled early in the week?

- Notify troops of your scheduled delivery; see if they can pick up later in the week
- Work with troops to reduce high volume orders
- Reduce all orders to maximize how many orders you can fill

Typical Planned Order Week					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Planned order deadline by 11:59 p.m.	Based on planned order volume, existing cupboard inventories and existing inventory at Master Cupboard (delivery agent), Product Program purchases additional inventory from ABC Bakers by noon on Monday.	Transit Time from ABC Bakers distribution center to GSHCC Master Cupboard.	Transit Time.	Transit Time. Delivery Agent starts delivery routes to Cookie Cupboards council-wide, if inventory is available at their warehouse. Cupboards are stocked based on existing inventory vs inventory needed for Planned Orders.	Monday's order arrives at GSHCC Master Cupboard (may arrive following week as transit time can be 5-7 days). Delivery agent continues Cupboard deliveries, if inventory has arrived. Cookies available for pick-up as early as Friday (check with Cupboard).



Note: Though there may be pick up times available early in the week at local Cupboards, GSHCC suggests troops schedule pick-up for Thursday or later. Due to transit times, Cupboards may not have inventory to fill Planned Orders scheduled for pick-up Tuesday-Wednesday.

Order Types



Planned Orders

- Allow troops to reorder cookies from a specific Cupboard
- Troops can place up to three Planned Orders per week
- Orders are in full cases – no mixed cases
 - If a troop would like packages, you can recommend a troop to troop (T2T) transfer
- Occasionally troops will accidentally order by packages instead of cases. If you see multiples of 12, it's likely an error. Contact the troop to verify the order and edit as needed
- Cancel any Planned Orders not picked up within 48 hours following the requested date
- Do not distribute Planned Orders for future weeks, especially if you are low on inventory. These would be considered Unplanned Orders and may affect your ability to fill Planned Orders for the week (Tues-Sun)
- Go to Reports section of Smart Cookies and download the Planned Order Report with Signature to see your Planned Orders
- Once orders are picked up and approved, the status will change to Cupboard to Transfer (C2T) and will no longer be listed as a Planned Order

Unplanned Orders

- Available on a first-come, first-served basis
 - Planned Orders take priority
- Use the Transfer Order function in Smart Cookies to enter an Unplanned Order
 - In the notes section, indicate unplanned order and date it was picked up
- Not all Cupboards accept Unplanned Orders

Cupboard to Troop Transfer (C2T)

- Orders picked up by a troop from a Cupboard
- Once Planned Orders are picked up, they change to this status
- These orders can be seen under the **Manage Orders** section of Smart Cookies
 - Can be edited if there was an error by clicking the three dots on the right and selecting **Edit Order**

Cupboard to Cupboard Transfer (C2C)

- Initial Cupboard delivery and restock orders will show as Cupboard to Cupboard Transfers
- Shortage/Overage transfers will also show as C2C transfers
 - This is how inventory will be moved in or out of your Cupboard
 - Inventory cannot be moved to or from a troop as this would assign or remove that inventory from that troop
- Other Cupboard to Cupboard transfers are uncommon and must be approved by GSHCC prior to transfer

Returns and Exchanges

- Returns are not accepted
- Exchanges can only be done in the event of damages
- There is no return or exchange function in Smart Cookies
- It is important no Cupboard accepts them to ensure a consistent troop experience
 - Cupboards who accept returns or exchanges may be removed from their roles



Damaged Inventory

What is Damaged Inventory?

Damaged inventory indicates product that is damaged to the extent that it is not sellable. It is important to look around pallets and check cases when accepting a delivery. If you do find a damaged case in your delivery, you will accept the delivery as is and enter the damage in Smart Cookies by **cases**.

How to Handle Damages

- Keep damages separate from the rest of your inventory to avoid confusion
- Enter damages in Smart Cookies as soon as possible to maintain accurate inventory
 - Notate lot codes and enter in notes section
- ABC Bakers requires pictures of damages at the end of the program. Do not dispose of damages until you have submitted images to GSHCC and received approval to discard
- If there are only a few damaged packages in a case, you may swap them out with undamaged packages from a case that has already been damaged out in Smart Cookies
 - This minimizes your damaged case count and will give you a full, undamaged case to offer troops
- If a troop brings you damaged packages to exchange, you can use undamaged packages from a case that has already been damaged out in Smart Cookies
 - If you do not have damaged cases of a specific variety that is needed, you can damage out an intact case and swap out the packages needed. The rest of the case can be used for future damage exchanges
- You do not need to create an additional damage order when exchanging from a case that has already been damaged out
- Do not process a troop transaction for damages. The troop's inventory already reflects these cases; a Transfer Order will duplicate them



Example of what ABC Bakers considers a true damage

Managing Inventory



Inventory management is the most important part of your role. Maintaining correct and current inventory minimizes over and understocking. If you experience multiple and/or large discrepancies, we will work with you to find and correct those errors.

Daily

- Approve Planned Orders in Smart Cookies
 - Once approved, they will no longer show as Planned Orders. They will instead change to Cupboard to Troop (C2T) orders
 - Print the Planned Order Report w/Signature from Smart Cookies. Have troops sign for all orders at pick up and keep this report
- Enter any Unplanned Orders you accepted
 - Keep receipts for all
- Enter any shortage/overage orders you accepted
- Enter any damage orders if you had to damage out cases
- Count inventory at the end of the night and ensure Smart Cookies shows the same amount you physically have available in your Cupboard

Weekly

- Submit the online inventory form by Sunday night
 - Link provided by GSHCC. Bookmark to your browser for the duration of the cookie program for easier submissions
 - Use the storage guidelines to help count each variety
 - If you have questions, concerns, or need guidance, please email GSHCC Customer Care at customercare@girlscoutshcc.org
- Confirm your delivery appointment with delivery agent if you are being restocked
 - Deliveries are based on Planned Orders for the week and your available inventory
 - If you do not receive a restock, you have enough inventory to fill Planned Orders

Low Inventory

- Since restocks are based on your available inventory and Planned Orders, it is important to approve Planned Orders and enter all other orders daily
 - This ensures GSHCC can see accurate inventory and plan accordingly
- Inventory for Unplanned Orders is not guaranteed and these orders will not be prioritized by GSHCC when restocking Cupboards
 - Remember: fulfill Planned Orders before you distribute inventory for Unplanned Orders
- Towards the end of the cookie program, less popular varieties will not be restocked
- If you are unexpectedly low on inventory, notify GSHCC immediately (eg. expected delivery did not arrive, large number of damages were received, accident happened, etc.)
- Work with troops to offer other varieties, suggest a neighboring Cupboard, or ask troops to place a Planned Order and pick up the following week

Keep a folder or binder with all receipts and Planned Order signatures throughout the season. This will help you keep track of inventory. If inventory issues arise with troops, you will have proof of pick-up. GSHCC will ask you for copies of all receipts if your inventory does not balance.



Balancing Inventory

As a Cupboard Manager, you are responsible for all inventory delivered to you until it is transferred to troops. It is important to ensure Smart Cookies inventory matches what you physically have on hand. Check inventory counts daily and submit your inventory sheet by Sunday of every week. Counting inventory daily makes resolving inventory discrepancies easier as you know inventory was accurate the day before. This means you will only need to review receipts for the day your inventory didn't balance as opposed to receipts for the whole week.

How to Balance Inventory

- Review the Cupboard On Hand Inventory report in Smart Cookies
- Count all cookies physically on hand
- If you have more cookies on hand than shown in Smart Cookies:
 - Verify you did not duplicate transfer orders (Cupboard to Troop transfers)
 - Verify all deliveries received are in Smart Cookies and they are correct (Cupboard to Cupboard transfers)
 - Verify you entered all Overage transfers (cookies troops returned as a Cookie Drop overage)
 - Review the Planned Order report and all receipts to ensure orders were entered accurately
- If you have less cookies on hand than shown in Smart Cookies:
 - Verify you approved all Planned Orders
 - Verify you entered all Unplanned Orders
 - Verify you entered all Shortage transfers (cookies given to troops as a Cookie Drop shortage)
 - Review the Planned Order report and all receipts to ensure orders were entered accurately
- If you find an error, edit the order in Smart Cookies
- If the error was on your restock order, contact GSHCC so the order can be edited as you will not be able to order these order types



Booth Inventory

\$6 per package

12 cookie packages per case

How much should troops order?

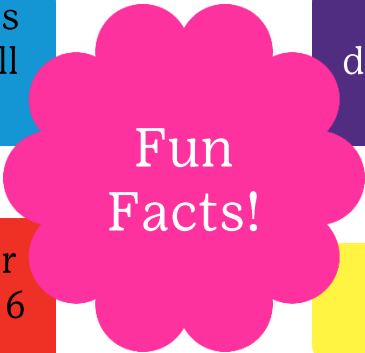
Based on average sales (three year trend), we recommend troops order based on the below mixture:

All Locations/All Varieties	Average sales per 2 hour time slot
First Friday	124
First Saturday	121
First Sunday	103
First Week (Mon-Fri)	103
Second Saturday	100
Second Sunday	92
Second Week (Mon-Fri)	87
Third Saturday	92
Third Sunday	84
Third Week (Mon-Fri)	87
Fourth Saturday	94
Fourth Sunday	85

All Locations/All Dates	Average sales per 2 hour time slot
Adventurefuls	10
Toast-Yay	6
Lemonades	11
Trefoils	5
Thin Mints	25
Peanut Butter Patties	14
Caramel DeLites	21
Peanut Butter Sandwiches	5
Caramel Chocolate Chip	2

The oven that bakes Trefoils® is as long as an American Football field.

A cookie season of Caramel deLites® needs as much coconut as 6 blue whales weigh.



ABC uses enough peanut butter in Peanut Butter Patties® to fill 6 swimming pools.

Girl Scouts have been selling Lemonades® since 2006.



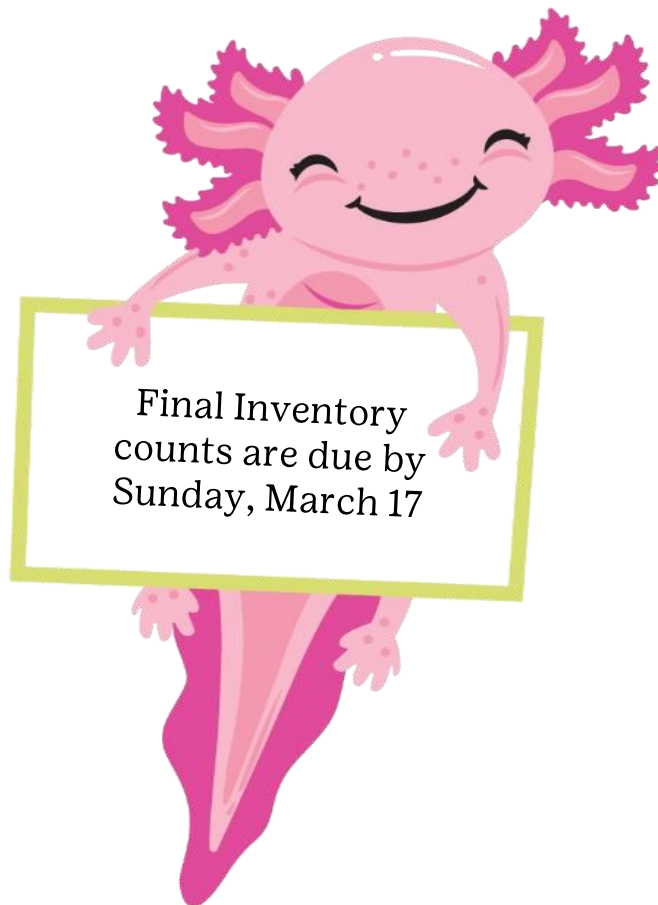
Wrapping Up the Program

Remaining Inventory

- Submit your final inventory by Sunday, March 17 using the inventory sheet
- You are not financially liable for remaining cases in your Cupboard
- GSHCC will coordinate the best time to remove cookies from your Cupboard on or before the first week of April
- Inventory left in Cupboards helps fulfill Cookie Share donations
 - Donations are made to Blue Star moms, local food banks and other local nonprofits
- If you would like to donate to a local organization to you, please notify GSHCC for approval. You will be responsible for making the donation by the first week of April. GHSCC will provide you with a donation letter
 - Donations can made to nonprofits that align with GSHCC values.
 - Cupboard who donate locally greatly help GSHCC ensure donations get spread out as best as possible throughout our council
- Submit all of your receipts to GSHCC along with any donations letter (if applicable)

Thanking Your Community

A great way to thank the community for their support of local troops and the cookie program is to deliver your left over inventory to a local non-profit as part of our Cookie Share program. Contact GSHCC for approval before making donations.



FAQs



Can I exchange troop inventory or accept returns?

- Exchanges are not accepted, except in the event of damaged inventory that is not sellable. Returns are not accepted; once troops receive and accept inventory, they are financially responsible for that inventory

Can a troop change/add/reduce what they pick up as part of their Planned Order?

- Yes, Planned Orders can be changed prior to the troop signing for the inventory. Once an order is approved in Smart Cookies and the troop has accepted the inventory, it can no longer be changed

What happens if a troops comes to pick up their Planned Order after the 48-hour window has passed?

- Orders that are not picked up within 48-hours should be deleted in Smart Cookies. After this window, troops can pick up these orders as Unplanned Orders, pending inventory availability

Why does a Planned Order state “blocked” on the Planned Order report? Can I give this inventory to the troop?

- If a troop did not clear their ACH Pre-Authorization, they will be unable to place Planned Orders. Any orders previously placed will show as “blocked” on the Planned Order report and should not be distributed to those troops

Can a troop pick up any inventory from my Cupboard if they can’t place a Planned Order?

- Troops who do not clear their ACH Pre-Authorization cannot pick up any additional inventory until this has been resolved

I entered an order wrong. Can I change it?

- Yes, please review our Just in Time training for information on how to edit an order

How will I know if I am receiving a restock order for the week?

- When GSHCC creates a restock order for you, you will receive an email from Smart Cookies. This will tell you how many cookies you are receiving. The delivery agent will then call you to confirm your delivery appointment

What should I do with the leftover pallets?

- Pallets can be disposed of at your discretion. If you need removal, please notify GSHCC prior to your restock order for the week

What if I do not submit the inventory form by Sunday?

- Please still submit your inventory for the week. If it is not submitted in time, we may not be able to get a delivery to you in time for your Planned Orders but it is still required to ensure your inventory is up-to-date

How many cookies can troops fit in their vehicles?

- Please see the table below

Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station Wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases

Product Program Terminology

ABC Bakers: One of two bakers licensed by Girl Scouts of the USA to provide cookies for the Girl Scout Cookie Program.

Automated clearing house (ACH): The electronic transfer of money from one bank account to another via computer-based systems, without the direct intervention of bank staff.

Bakers: The licensed companies that supply Girl Scout Cookies to councils. There are two licensed bakers, ABC Bakers and Little Brownie Bakers. Cookies with the same flavor profile may have different names depending on baker of origin (e.g. Samoas are from LBB and Carmel deLites are from ABC).

Booths: Public location of a stationary sale of Girl Scout Cookies.

Case: Term used for a container of 12 packages of Girl Scout Cookies.

Cookie Permission Form: Form giving permission for a girl to sell cookies and acknowledging caregiver responsibility to pay for all cookies ordered on their behalf.

Cookie Cupboards: Volunteer-staffed or council employee-staffed cookie storage locations (such as warehouses or council offices) where volunteers can pick up cookie restock orders.

Cookie Share: Packages of cookies purchased by customers that GSHCC will deliver to the military or other nonprofits on behalf of our troops. The girls collect the money but do not physically take possession of the cookies.

Delivery agents: The transport companies that handle product delivery for Girl Scout councils.

Digital Cookie: Application used primarily by participants to sell cookies to customers online, track progress towards a goal, and manage sales.

Direct Ship: An online sales platform for Girl Scout Cookies, designed to supplement and enhance the traditional cookie program. Smart Cookies lets customers order cookies through an online system and have their cookies shipped directly to them.

Early Reward: Rewards girls or troops earn based on their first order (Initial Order) placed with their council.

gsLearn: An online learning site that allows for just-in-time training and the ability to track all accomplishments, both online and in person. Learn at your own pace, access additional resources, and repeat info when needed.

Initial Order: This is the first order the council places with its baker for cookies, which includes girls' orders and troops' orders.

Jurisdiction: The geographic area over which a Girl Scout council's authority extends.

National Cookie Finder: Found at www.girlscoutcookies.org; members of the public can type in their type in your zip code to locate a cookie booth near you.

Package: Term for a single container of cookies.

Per Girl Average (PGA): The average number of packages girls sell. This could be determined for a troop. Calculated by taking total packages sold divided by total girls selling.

Registered member: A person who has paid annual dues to be a member of Girl Scouts or is a lifetime member of Girl Scouts.

Rewards: Merchandise or cookie credits given to acknowledge a girl's efforts in the cookie program. Rewards are based on the number of packages sold during the cookie program.

Retail Price: The price the customer pays for a single package of cookies.

Smart Cookies: Application used by troops for cookie business management tasks like sourcing additional cookies for the troop and allocating cookie sales.

The Five Skills: Girls participating in the Girl Scout Cookie Program earn funds for their Girl Scout activities while learning key skills that will help them in business and life. Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics.

Troop proceeds: The portion of cookie earnings that a troop keeps and spends on the items its members decide to fund, for example trips or community service projects.










Troop Treasure: Earned rewards for girls participating in the cookie program, based on sales activity. Troop Treasure can be spent on Girl Scout programs and mission-related items and services such as camping and other events, troop activities, or Girl Scout merchandise.

Warehouse: A large facility that a council may use to store its cookies.

Girl Scout Cookies®

2024 Food Allergens Guide



	CONTAINS (Y) OR MANUFACTURED IN A SHARED FACILITY WITH (M)					DOES NOT CONTAIN				CERTIFICATIONS		
	Wheat	Soy	Coconut	Milk	Peanuts	NO High Fructose Corn Syrup	NO Artificial Colors	NO Preservatives	NO Trans Fat	Certified Gluten Free	Made with Vegan Ingredients	Certified Kosher OU-D and Halal
 Adventurefuls®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
 Toast-Yay!®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
 Lemonades®	Y	Y	M	M	M	Y	Y		Y		Y	Y
 Trefoils®	Y	Y	M	Y	M	Y	Y	Y	Y			Y
 Thin Mints®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
 Peanut Butter Patties®	Y	Y	M	M	Y	Y	Y	Y	Y		Y	Y
 Caramel deLites®	Y	Y	Y	Y	M	Y	Y		Y			Y
 Peanut Butter Sandwich	Y	Y	M	Y	Y	Y	Y	Y	Y			Y
 Caramel Chocolate Chip						Y	Y	Y	Y	Y	Y	Y



For complete nutrition facts and ingredients, visit girlscoutcookies.org or www.abcbakers.com for more information.