Cookie Share

How the GSHCC Cookie Donation Program Works

GSHCC partners with Blue Star Mothers, local food banks and blood drives for Cookie Share donations. Cookie Share is a great way for girls, troops and customers to give back to their local communities. Blue Star Moms sends donations provided by GSHCC to active duty military. GSHCC also coordinates with other community non-profits to distribute Cookie Share cookies. Girls who sell 15 Cookie Share packages will earn a Cookie Share patch. Girls who sell 25 Cookie Share packages will earn a clip-on plush.

Please note: Cookie Share donations are "virtual". This means troops will not receive these cookies with their Initial Order and packages are not set aside from a troop's inventory. GSHCC handles all distribution of donation cookies.

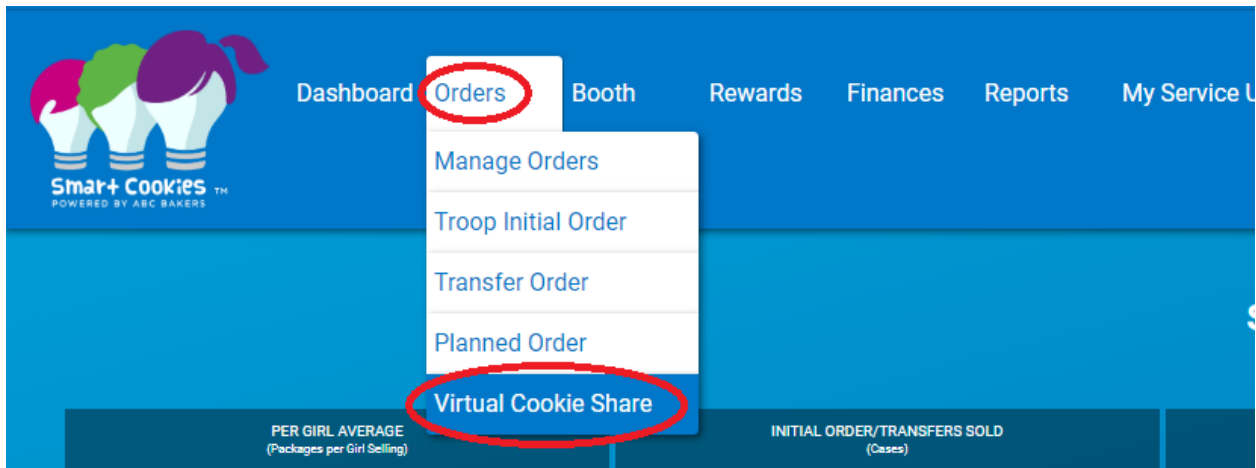### During the Initial Order period

Girls can take Cookie Share donations on their order card or online from their Smart Cookies dashboard. Money should be collected for these donations at the time of order; money for all other cookie purchases is collected upon cookie delivery. Girls should use the white column labeled "Donate Cookie Packages". These cookies will be entered in each girl's Initial Order but will not round to full cases. Cookies will not be distributed with your initial cookie delivery.

FIRST NAME _____														
ADULT CONTACT'S NAME/PHONE _____														
PRICE PER PACKAGE _____ TROOP # _____														

#	LAST NAME (PRINT)	ADDRESS	PHONE/EMAIL	Donate Cookie Packages	Thanks-A-Lot®	Girl Scout S'mores®	Lemonades™	Shortbread®	Thin Mints®	Peanut Butter Patties®	Caramel deLites®	Peanut Butter Sandwich	Total Packages	AMOUNT DUE	Check when Paid
								NUMBER OF PACKAGES							✔
1															1

girlscoutshcc.org

Sacramento Regional Program Center and STEM Center + MakerSpace
6601 Elvas Avenue
Sacramento, CA 95819
t 800.322.4475 • f 916.452.9182

Modesto Regional Program Center and STEM Center + MakerSpace
3330 Oakdale Road
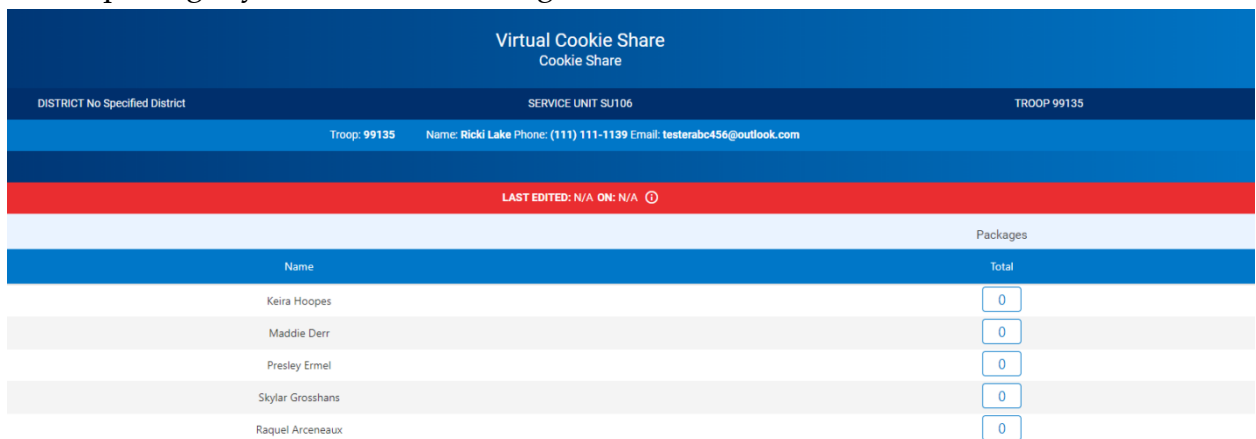Modesto, CA 95355
t 209.545.3620 • f 209.545.3621

After the Initial Order period

Cookie Share donations can be accepted after the Initial Order period and should be tracked using the Virtual Cookie Share feature in Smart Cookies. This will credit girls for these donations and assign financial responsibility to them.

1. Log in to Smart Cookies (abcsmartcookies.com).
2. Go to **Orders**; click **Virtual Cookie Share**.

3. Girls' names will be shown on the next screen. Enter the number of donation packages you wish next to the girl's name.

4. Click **Save**. You can enter order notes if necessary before you save. A confirmation will be shown at the bottom of the screen when the order is saved successfully.

Order notes

Type here (250 Characters max)

Save

At Booths

1. Follow the steps in our Smart Booth Divider Just in Time training (available at girlscoutshcc.org/resources).
2. You will be taken to a screen to enter booth inventory by variety. Enter the Cookie Share amounts sold at the booth sale, along with all other cookies variety, then click **Save and Distribute Sales**.

Clear All

CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS
0	05	5	5	5	5	5	5	5	0	0

Save and Go Back   Save and Distribute Sales

3. A list of girls in the troop will populate. Select the girls that attended the booth sale.
4. If some packages need to be distributed manually, you will see red boxes and the amount of packages needing to be distributed in the row labeled **Packages left to Distribute**. Manually assign packages as necessary.
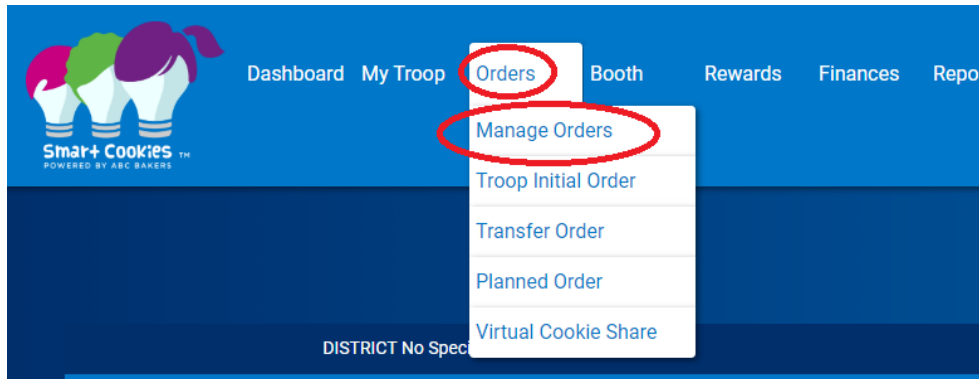
3 Girls

Clear All

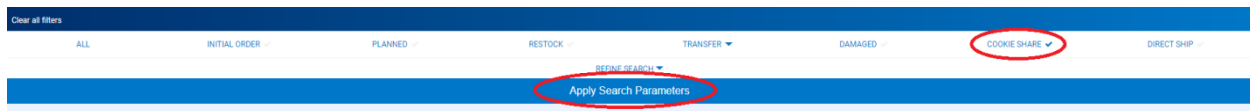| GIRL NAME	CShare	TAL	SMR	LEM	SB	TM	PBP	CD	PBS	GFT	TRACKED CS	PACKAGES
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
	0	1	1	1	1	1	1	1	1	0	0	8
Packages left to Distribute	0	2	2	2	2	2	2	2	2	0	0	16
Troop Total	0	3	3	3	3	3	3	3	3	0	0	24

5. If the packages are evenly distributed by variety, you will see zeros in the row labeled **Packages left to Distribute**.

6. Click **Save**. A confirmation message will appear at the bottom of the page.

To Verify Cookie Share Orders

1. Go to **Orders;** click **Manage Orders**.

2. Filter by **Cookie Share**; click **Apply Search Parameters**.

3. You will be shown a list of all Cookie Share donations credited to girls using Virtual Cookie Share and the Smart Booth Divider. Packages sold during the Initial Order will show under their Initial Order.

4. To edit or delete Cookie Shares, click the three dots to the right. Click **Edit** or **Delete**.

Please note: Troops and girls who choose to set aside physical inventory for donations do not enter these as Cookie Share. These are transferred as the appropriate variety being set aside. Troops are responsible for delivering these types of donations; GSHCC cannot accept physical donations from a troop. Cookies a troop donates in this manner are considered community donations and do not count towards the Cookie Share patch.

Troop cannot accept monetary donations that are not allocated towards Cookie Share donations. Review your cookie guide for more information.

Important note: Run the order report in Digital Cookie to calculate any Cookie Share donations sold by each participant digitally. Those numbers need to be compared to what is in Smart Cookie and the difference put in manually in the Virtual Cookie Share tab.