# girl scouts
heart of central california

Troop Recognition Order

Troops can see their Troop Treasure amounts, if earned, directly in Smart Cookies. A Troop Recognition Order must be created for troops to earn Troop Treasure.

The deadline to submit Main and Troop Recognition Orders is March 22, 2023 at 11:59pm.

1. Log in to Smart Cookies (abcsmartcookies.com).
2. Go to **My Troop**; click **Troop Information**.
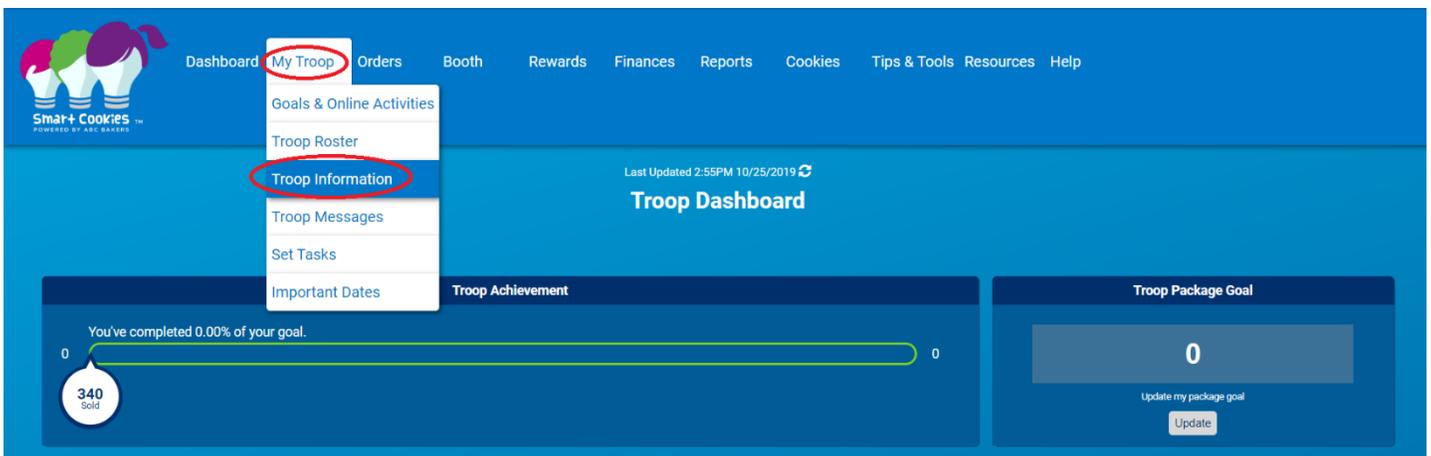
3. Select **Troop Treasure** from the **Troop Recognition Plan** drop down.
4. Go to **Rewards**; click **Recognition Order.**
5. Select **Troop** from the **Order Type** drop down menu.

girlscoutshcc.org

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6. Click on the arrow to the right hand side to review your Troop Treasure status.

7. The red icon will indicate what level of Troop Treasure your troop earned.

8. Click the arrow next to the level that your troop reached. Enter the number of girls **selling** that your troop had in the **quantity** field. The number of girls selling will be shown at the top of the page.
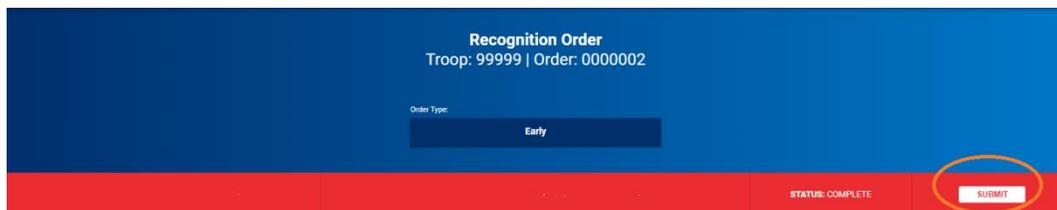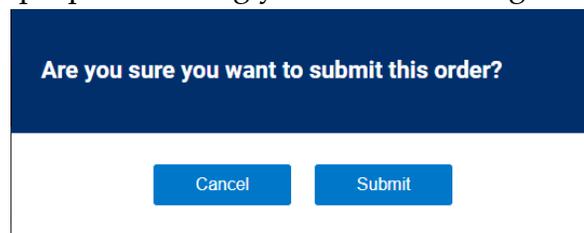
9. Click **Save**.
10. Click **Recognition Order** at the top of the page.
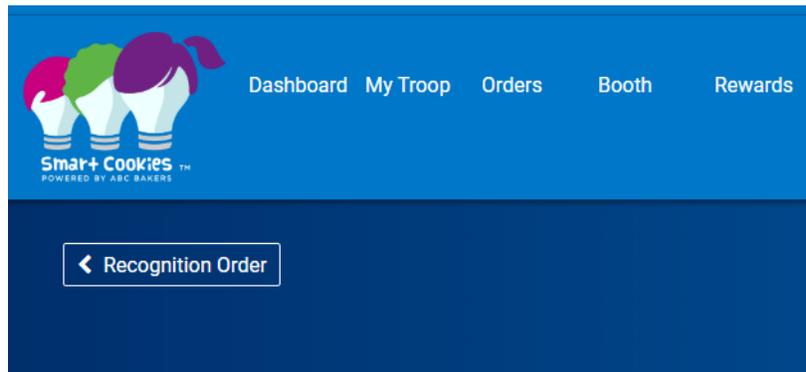
11. Click **Submit** when finished.
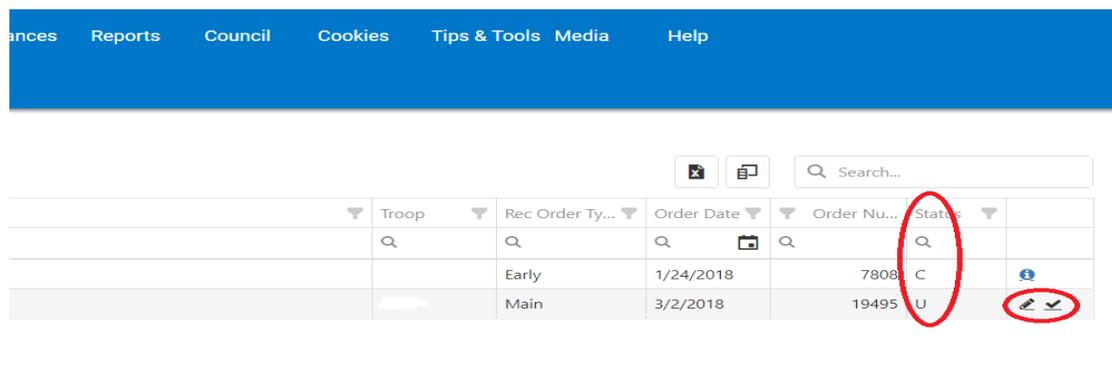

12. You will see a pop-up confirming you are submitting. Click **Submit.**


13. Go to **Rewards** and click **Manage Recognition Orders** to verify submission.
14. The order will need to be committed by the troop prior to the service unit reviewing it. From the **Manage Orders screen**, troops can:
    - **Edit - click the pencil icon**
    - **Commit – click the check mark**

15. You will see a confirmation message that you are about to commit your order. Click **Yes**. Once this is done, only service unit cookie managers will be able to make changes.

Confirm Commit

You are about to commit order 19495.

Yes   No
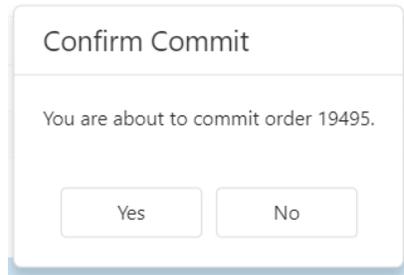
A "**Complete**" status means it has been saved but not submitted. "**T**" means the order has been committed by the troop. "**S**" means the order has been committed at the service unit level. "**C**" means the order has been committed at the council level.

Troops will receive one single Troop Treasure card at the end of May with their full Troop Treasure amount on it at the end of May. Troops with an outstanding cookie balance due are not eligible to receive or use Troop Treasure.