girl scouts heart of central california

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.

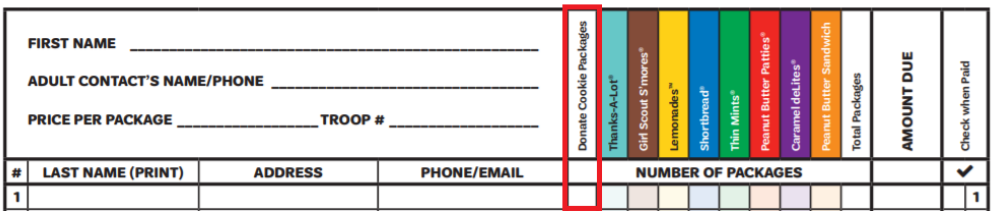
Donation-only orders do not appear in the Girl Delivery section of Digital Cookie but automatically transfer to Smart Cookies. Review each order type and its corresponding section in this Tip Sheet for instructions on locating and reconciling orders.
Before finalizing rewards, reconcile all sales, including Initial Order, in-person, booth, Direct Ship, and donation-only orders.

Donation Type	Smart Cookie Entry Needed?	Entry Method
Shipped + Donation	No	N/A
Booth	Yes	Smart Booth Divider
In Person + Donation (Girl Delivery) Until January 19	No	Will reflect in Pre Sale Pkgs Column of Initial Order
In Person + Donation (Girl Delivery) After January 19	Yes	Virtual Cookie Share
Donation only (via Digital Cookie)	No	N/A
Cash During Initial Order	Yes	Add to Inv. Column of Initial Order
Cash After Initial Order	Yes	Virtual Cookie Share

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.

[Smart Cookies Virtual Cookies Share Video]

During the Initial Order period



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

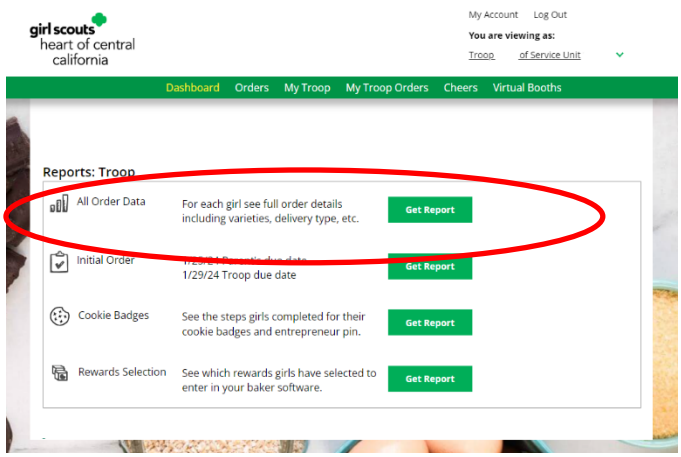
Girls can take Cookie Share donations on their order card or online from their Digital Cookie dashboard. Money should be collected for these donations at the time of order; money for all other cookie purchases is collected upon cookie delivery. Girls should use the white column labeled "Donate Cookie 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.

Tip! Online Girl Delivered Cookies Shares should not be included in the "Inv. Pkgs" as they will populate automatically from Digital Cookie into the "Pre Sale Pkgs". Including Online Girl Delivered Cookies Shares will cause duplication. Donation only orders will not show on the Initial Order screen as there is no physical inventory needed, but they will still count towards all rewards.

After the Initial Order period

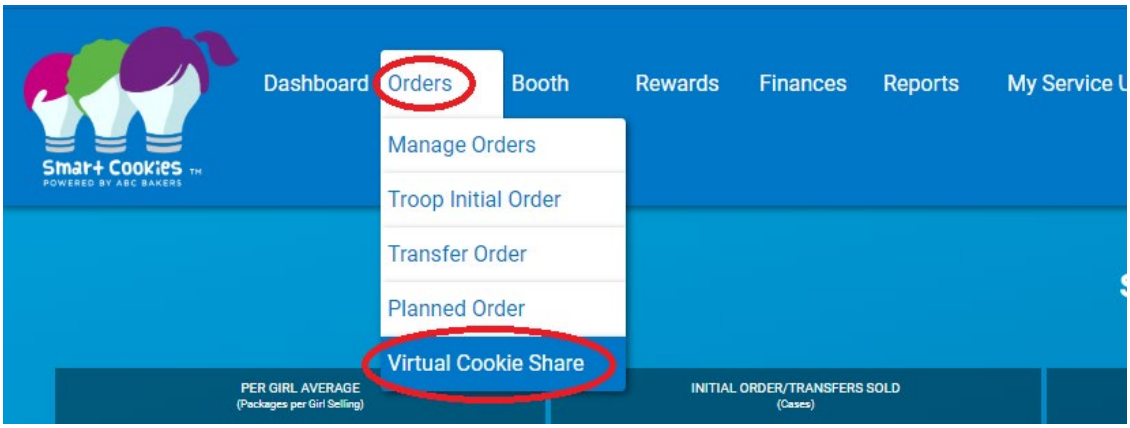
Cookie Share donations can be accepted after the Initial Order period and should be tracked using the Virtual Cookie Share feature in Smart Cookies. This will credit girls for these donations and assign financial responsibility to them. First, you will need to verify the Cookie Share orders by pulling a report in Digital Cookie.

1. Log into Digital Cookie. On your dashboard, scroll down to the bottom to pull the "Order Data" report in Digital Cookie.

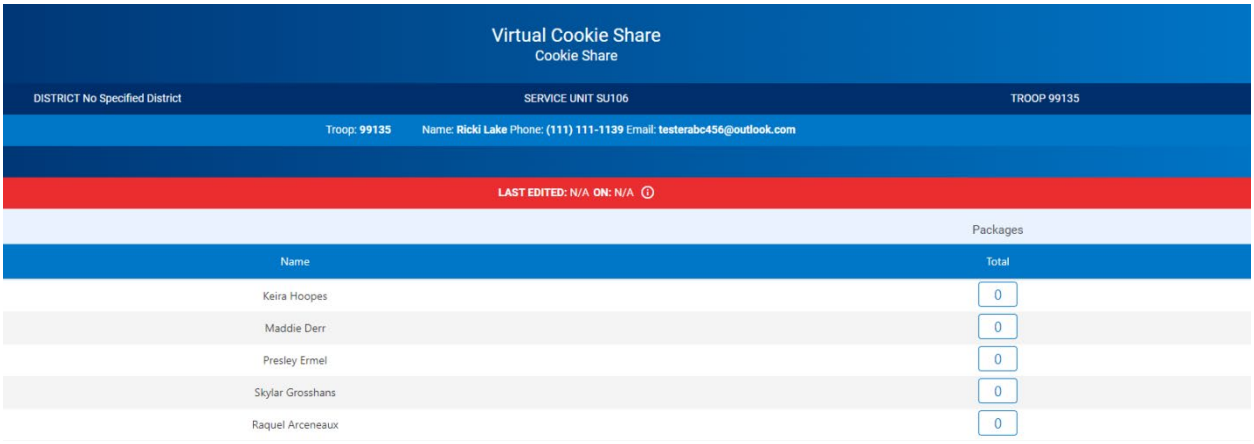


Tip! Cookie Share orders will appear under the "Donation" column on the report downloaded.

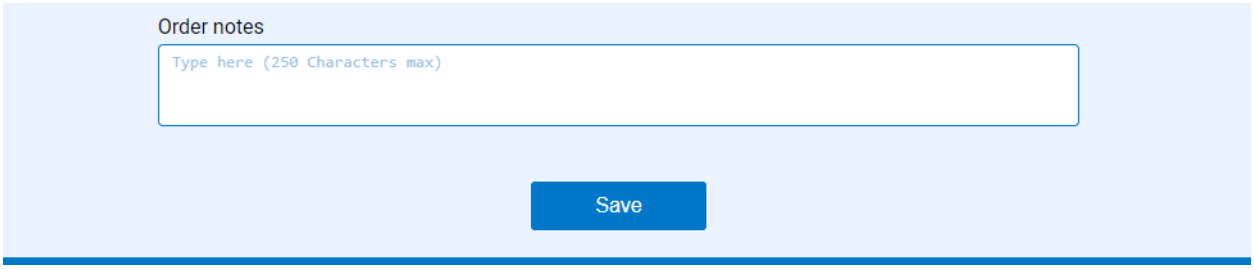
2. Log in to Smart Cookies (abcsmartcookies.com).
3. Go to **Orders**; click **Virtual Cookie Share**.



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

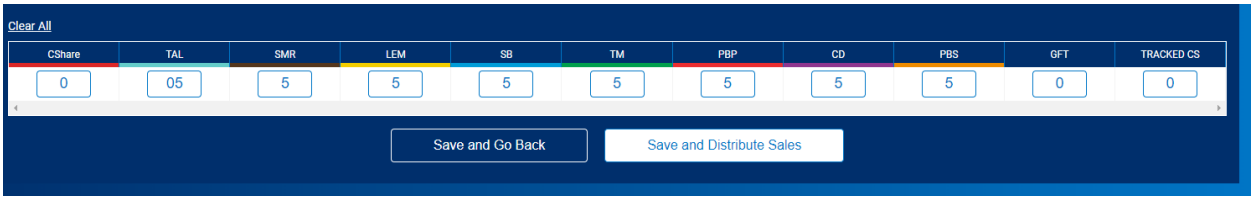


5. Click **Save**. You can enter order notes if necessary before you save. A confirmation will be shown at the bottom of the screen when the order is saved successfully.

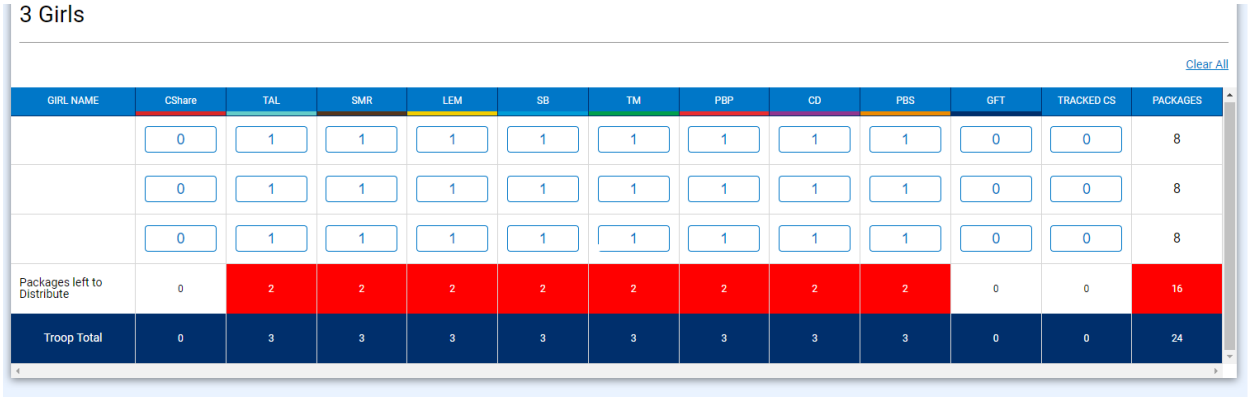


At Booths

1. Follow the steps in our Smart Booth Divider Tip Sheet.
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**.

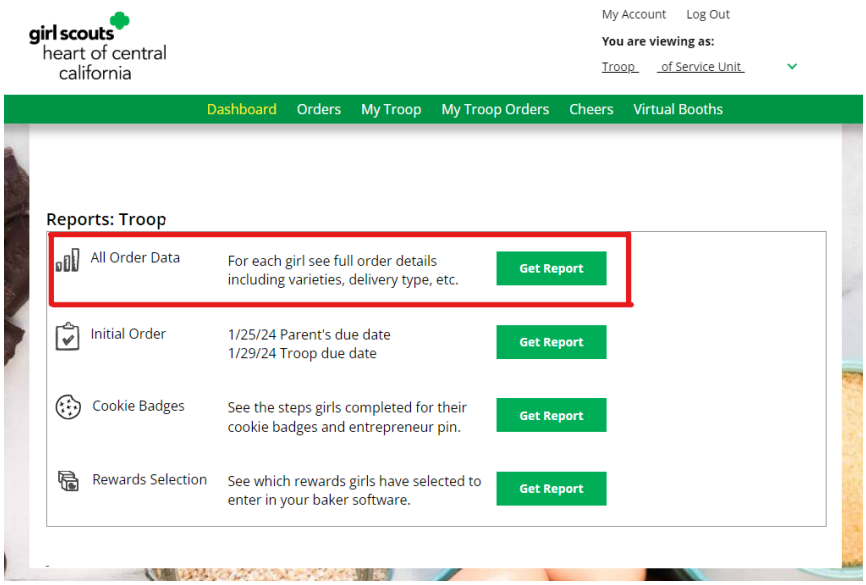


3. A list of girls in the troop will populate. Select the girls that attended the booth sale.
4. If some packages need to be distributed manually, you will see red boxes and the amount of packages needing to be distributed in the row labeled **Packages left to Distribute**. Manually assign packages as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



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.

Shipped + Donation orders and Donation only orders automatically credit to girls and will not show in the Girl Delivery section of Digital Cookie or troop Initial Orders. You can reconcile these orders against the "All Order Data" report in Digital Cookie, found at the bottom of your dashboard, filtering the Order Type by "Donation".



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.