

# Managing Cookie Donations in Smart Cookies

For both options, Girl Scouts receive credit towards the Cookie Share Program patch and the troop earns the proceeds from the donated packages.

## Shipped Cookie Donations and/or Donation-Only Orders from a Girl Scout Digital Cookie Site/Mobile App:



## Girl Scout Delivery or Cookies-in-Hand

### Option 1: River Valleys Inventory

- 1 Customer purchases online to be delivered by Girl Scout OR purchases in-person with cookies-in-hand (give now) delivery.
- 2 Go to Orders > Virtual Cookie Share, distribute the packages per Girl Scout, click Save
- 3 River Valleys will donate the cookies from council inventory
- 4 Repeat process for every new donation

### Option 2: Troop Inventory

- 1 Customer purchases online to be delivered by Girl Scout OR purchases in-person with cookies-in-hand (give now) delivery
- 2 Go to Orders > Tracked Cookie Share, choose recipients, and distribute packages per Girl Scout ("Other" column). Click Save
- 3 For each new donation, add packages to "Other" column as a running total
- 4 If the Girl Scout has enough inventory to cover the donations, you are done! *If not*, complete a T2G transfer to equal her donations from remaining troop inventory.
- 5 Take cookies from troop inventory to the chosen non-profit

## Booth Cookies

### Option 1: River Valleys Inventory

- 1 Customer purchases cookies from a booth
- 2 Go to Booth > My Reservations, find the booth, click on the menu to its right (3 dots), and click Smart Booth Divider
- 3 Enter the package counts for the cookie varieties purchased, and enter donations in "CShare" column (Virtual Cookie Share). Click Save and Distribute Sales
- 4 Select Girl Scouts who participated in the booth. Click Continue, then Save
- 5 River Valleys will donate the cookies from council inventory

### Option 2: Troop Inventory

- 1 Customer purchases cookies from a booth
- 2 Go to Booth > My Reservations, find the booth, click on the menu to its right (3 dots), and click Smart Booth Divider
- 3 Enter the package counts for the cookie varieties purchased, and enter donations in "Tracked CS" column (Tracked Cookie Share). Click Save and Distribute Sales
- 4 Select Girl Scouts who participated in the booth. Click Continue, then Save
- 5 Go to Orders > Transfer Order, select Troop to Girl, select a Girl Scout and click Apply.
- 6 For remaining inventory, enter the Girl Scout's share of the donated packages in **Booth Cases/Packages** column. Click Save to complete T2G transfer. Create a new transfer for every Girl Scout at the booth. Troops can enter these transfers at end of season to utilize excess inventory.
- 7 Take cookies from troop inventory to the chosen non-profit

NOTE: For donation sales from a Troop Digital Cookie Site Link for delivery, all donations are credited to Virtual CShare (council inventory) & will be credited to girls in Smart Cookies. See the Online Cookie Systems Guide for details.

## Digital Cookie & Donations

<b>How was the sale made?</b>	<b>Order Type:</b>	<b>Troop inventory, Council inventory, or Troop choice:</b>	<b>Action needed in Smart Cookies?</b>
Girl Scout Site	Girl-delivered w/Donation	Troop choice	Yes
Girl Scout Site/Mobile App	Donation-only	Council inventory	No
Girl Scout Site	Shipped w/Donation	Council inventory	No
Mobile App by Girl Scout, cookies-in-hand sale	Donation + cookies	Troop choice	Yes
Mobile App at a booth	Sold at booth + donation	Troop choice	Yes
Mobile App at a booth	Donation-only	Troop choice	Yes
Troop site link	Donation-only or donation + cookies for delivery	Council inventory	Yes
Troop ship-only link	Donation	Council inventory	Yes

## How to View Donations Using Reports

<b>Report Name</b>	<b>System</b>	<b>What it shows</b>
Girl Cookie Order Details	Smart Cookies	In the CShare column, view all donations that are girl-delivered w/donation, donation-only, or shipped
All Order Data &/or Troop Booth Sales	Digital Cookie	All Order Data: Filter for Shipped w/donation, donation, in-person delivery w/donation. Troop Booth Sales: Filter for donations w/cookies-in-hand or pickup
Track Cookie Share	Smart Cookies	A summary of cookie share values by Girl Scout
Troop Balance Summary	Smart Cookies	All virtual cookie share donations for the troop appear in cookie share

See the [Online Cookie Systems Guide](#) on Cookie Central for more details & instructions.