

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 Link:



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

How was the sale made?	Order Type:	Troop inventory, Council inventory, or Troop choice:	Action needed in Smart Cookies?
Girl Scout Site	Girl-delivered w/Donation	Troop choice	Yes
Girl Scout Site	Donation-only	Council inventory	No
Girl Scout Site	Shipped w/Donation	Council inventory	No
Mobile App by Girl Scout, cookies-in-hand sale	Donation only order or 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

Report Name	System	What it shows
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.