

Managing Cookie Donations in Smart Cookies

Shipped Cookie Donations

- 1 Customer purchases cookies online to be shipped + donations
- 2 Donation is automatically credited to the Girl Scout as a Virtual Cookie Share. Nothing else is required of the TCM!
- 3 River Valleys distributes cookies to food shelves and other community organizations. The Girl Scout receives credit towards the Cookie Share Program patch and the troop earns proceeds from the donated packages

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 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 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

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

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
- 7 Take cookies from troop inventory to the chosen non-profit

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

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	Troop Choice	Yes
Girl Scout site	Shipped w/Donation	Council Inventory	No
Mobile App at a booth	Sold at booth + donation	Troop Choice	Yes
Mobile App at a booth	Donation only	Council Inventory	Yes
Troop Site Link	Donation only, booth pick up + donation, delivery + donation	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 either girl-delivered or shipped
All Order Data	Digital Cookie	Filter for Shipped with donation, Donation, in-person delivery with donation
Track Cookie Share	Smart Cookies	A summary of Cookie Share values by Girl Scout
Troop Balance Summary	Smart Cookies	All virtual Cookie Share donation totals for the troop will appear in Cookie Share

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