

Managing Cookie Donations in Smart Cookies

Shipped Cookies or Virtual Booth

- 1 Customer purchases cookies online to be shipped
- 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 Care 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 Care 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 Care Program patch and the troop earns the proceeds from the donated packages