

Tracking Cash/Check Sales Options

Try one of these options below to track cash or check payments for in-person cookie sales for Girl Scouts on the go!

1

Offline Sales

Under the My Cookies tab in Digital Cookie, families can enter the cookies sold/delivered to customers that were not paid for in Digital Cookie. Families collect \$6 for each package sold and turn into the Troop Cookie Manager. The Troop Cookie Manager then enters a financial transaction in Smart Cookies to credit the Girl Scout with the payment.



2

Record Sales on the Order Card or Mini Order Card

Families can use their order card or print a copy of the Mini Order Card from Cookie Central to record any in-person sales where customers paid using cash or check.

First Name _____		Adult Contact's Name/Phone _____		Troop # _____	
Write the Package _____				Troop # _____	
#	Last Name (Print)	Address	Phone/Email	Number of Packages	Amount Due
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
Total					

3

Use our Google Offline Sales Tally Sheet

Scan the QR code to download a copy of our Offline Sales Tally Sheet Google Sheet on your mobile device to track cash or check payments.



4

Use our Excel Offline Sales Tally Sheet

Scan the QR code to download a copy of our Offline Sales Tally Sheet in Excel on your mobile device to track cash or check payments.



5

Notes, Keep, or other checklist Apps

Create a checklist in your Notes (iPhone), Google Keep (Android) or other checklist apps available for your mobile device.



6

Other Ideas?

We know our volunteers are incredibly creative! If you have other ideas of how to record these sales, share them with the Product Program Team:

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