

Week of March 5th

Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2024 cookie program. This is the ninth edition. You will get an email from the Product Program Team throughout the cookie program each Tuesday. This email is sent to Troop Cookie Chairs and Service Unit Cookie Chairs with cookie information only. You are encouraged to share the information with others in your troop as needed.

Upcoming Important Dates

Friday, March 8th – Last day for Girl Scouts to fill out the Product Program Permission form.

Monday, March 11th – Last day to place a cupboard order. Orders are due by midnight.

Sunday, March 17th – Cookie program ends

Sunday, March 17th – Digital Cookie closes for orders and in hand sales using the mobile app

Sunday, March 24th – Troop rewards and Outstanding Balance report forms are due.

Friday, April 5th – Final ACH

Important Updates

Win Custom Troop T-shirts!

GSNMT needs your help to finish the 2024 Cookie Program strong! With 4200 cases left in the warehouse and customers still looking for cookies, we're asking troops to

consider keeping/adding booths between now and the end of the program on March 17th. Three hardworking troops will be chosen to earn a custom t-shirt designed by the troop and delivered before the summer break. The more 2-hour booths your troop completes, the more contest entries you'll receive! Check your email for more information, the email was sent on Monday, March 4th.

Caramel Chocolate Chip cookies

We have a VERY LIMITED supply of Caramel Chocolate Chip cookies available for **Girl Delivery orders ONLY**. Please email Clarissa at cyatsattie@nmgirlscouts.org for more information.

Booth Patches Available for Purchase

Troops who would like to purchase cookie theme booth patches for their Girl Scouts may do so here: <https://form.jotform.com/240575454849165>. Patches are \$1.50 apiece. The deadline to purchase patches is Sunday, March 24th.

Smart Cookie Reminders

How to Input Cookie Share Orders

A comprehensive video guide on Cookie Share will be made available Friday, March 8th. A troop volunteer must credit the Girl Scouts with the packages. To do this, use the "Tracked Cookie Share" (troop packages) or "Virtual Cookie Share" (council packages) options in the "Orders" drop down. You will need to use Digital Cookie to find out how many packages should be credited to the Girl Scouts. Download the "All Order Data" report at the bottom of the dashboard page. Sort the "Order Type" column to find all of the donation orders.

Troops Can Now Manage Recognition Orders Using Smart Cookies

The Rewards option is now available in Smart Cookies. For instructions on how to make and manage a recognition order, watch this video: <https://youtu.be/iaFQyj-2wsc?si=HasSeF2HiLxk6> or read the attached Quick Sheet.

Damages

If your troop discovers packages that are too damaged to sell or a case that is missing a package, please take pictures and send the pictures to customercare@nmgirlscouts.org. If your troop picks up cookies at the Albuquerque cupboard, the packages need to be returned to the cupboard and you may opt to have the packages replaced or removed from your inventory. Outside of the Albuquerque area, we will remove the package from your inventory.

Digital Cookie Reminders

Families selecting rewards in Digital Cookie

Girl Scout families can let you know which rewards their Girl Scout want by making selections in Digital Cookie under the rewards tab. Here is a link to a video to help your families: <https://youtu.be/kIGSNngAyy0>

If your families say they can't select rewards, please check your troop dashboard. There is a Troop Rewards section. Please make sure the end date is listed as 03/24/2024 at the latest. If you have already established a deadline for your families to make selections, you may set the date to that deadline. *If your troop participated last year, your date might be listed for 2023 instead of 2024.*

Remind Families to Approve Girl Delivery Orders and Contact Customers with Delivery Information

Girl Scout caregivers have 5 days to approve Girl Delivery orders. If not, the order will be cancelled or changed to a Hometown Hero donation. Also, families should be contacting customers once orders are approved with expected delivery information.

Resource Highlight

Virtual Office Hours

Virtual Office Hours are now available on Monday evenings from 6:30 pm to 8:30 pm and Wednesdays during the lunch hour from 11:30 am to 1 pm. Please use the Zoom

meeting information below. All virtual office hours will use the same link and passcode.

Join Zoom Meeting

<https://us06web.zoom.us/j/84876605237?pwd=wMjCPU6HsF237bJ9O4dMs8WY1JfTBY.1>

Meeting ID: 848 7660 5237

Passcode: Cookie2024

Volunteer Patch

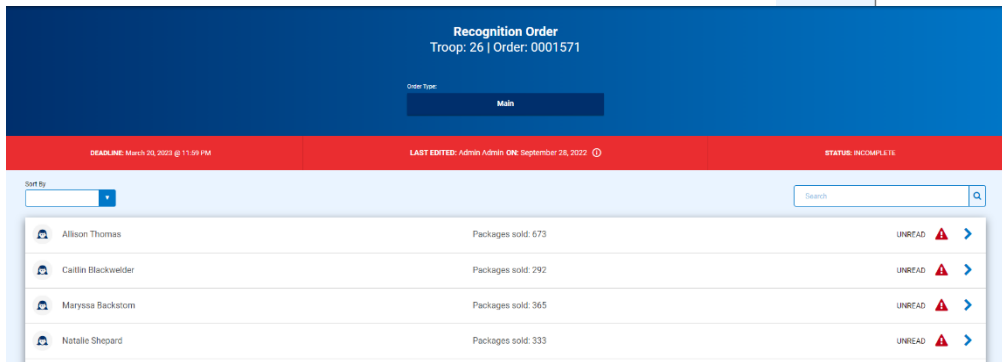
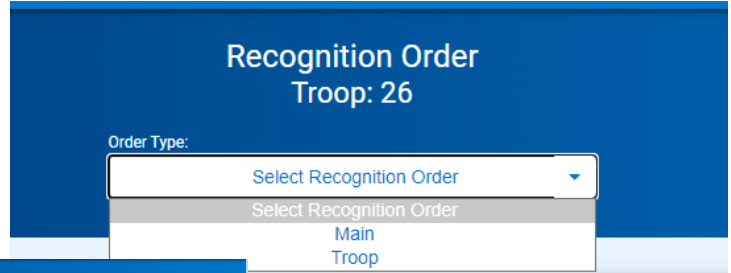
We appreciate our troop volunteers! Registered cookie chairs can claim their free cookie volunteer patch here: <https://form.jotform.com/240576098890166>

Have questions? We are here to help! Contact us at customercare@nmgirlscouts.org or 505-343-1040.

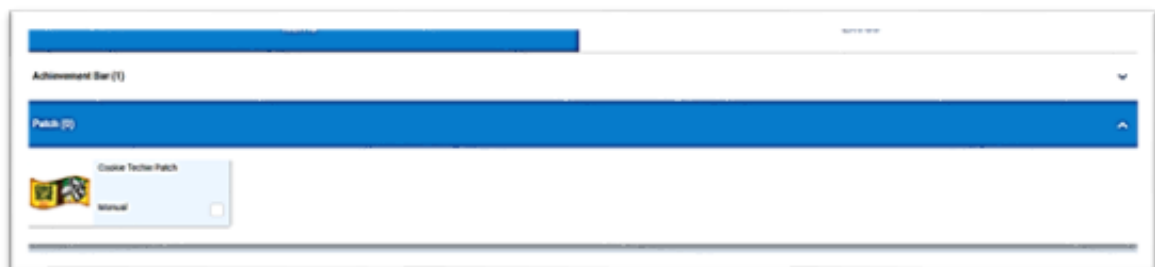
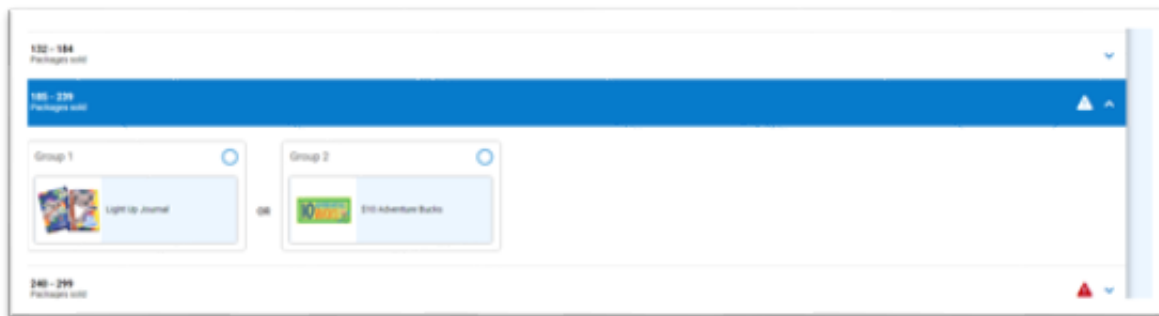
Creating a Recognition order – Early, Troop and Main

View this video: <https://www.youtube.com/watch?v=iaFQyj-2wsc&t=62s> or follow the instructions below:

Log into Smart Cookies and navigate to Rewards>Recognition Order
Select the Recognition Order to create – Early, Main or Troop. Each type is managed by due dates. Order will generate automatically once selected



Once the order has generated, open any line with a red triangle symbol to make recognition choices or size selections. Click on the extrastab. Most extra items generate automatically, but there may be manual selections. Repeat for each girl. When finished save order and go to Rewards>Manage Orders. Confirm your order is COMPLETE.



1 Orders

District	SU	Troop	Type	Date	Number	Status	
No Specified District	638	26	Main	December 16, 2021	0001571	COMPLETE	