

# Cookie Close Out Checklist

To successfully close out your troop's Girl Scout Cookie Program, the following steps must be taken. Delays in completing the checklist will result in delays in receiving rewards not only for your troop but the whole council. Please reach out to council staff by emailing [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) if you require any assistance.

**The deadline for all items is Sunday, March 29, 2026**

## Inventory

- Check to ensure all inventory has been credited to the troop.
  - Cupboard to Troop- Report any issues to the Product Program Team.
  - Troop to Troop- Discuss errors with the other troop.
- [Report any damaged or missing packages](#). Return packages as instructed.
- Run the In Hand Inventory Report (in packages) and compare to actual on hand inventory, if any. If the total packages is negative, cookies have been over-allocated. If it is incorrect check your transfer orders for accuracy by reviewing:
  - Troop to Girl transactions- Check receipts to make sure totals are correct. The Girl Cookie Order Detail Summary can help with this. Edit or [enter transactions as needed](#).
  - Booth Sale entries- Use or edit the [Smart Booth Divider](#) if needed.
- [Enter any Cookie Share orders from In-Person+Donation Digital Cookie orders](#) or cash Cookie Donation orders.
- Fill out the [Hometown Heroes Donation Information](#) form.
- Distribute [Troop Direct Ship cookies \(pg 7\)](#).
- If there are unsold cookies, In-Person+Donation Digital Cookie orders or cash Cookie Donation orders may be converted to Tracked Cookie Share orders. If you need assistance or if this is your first time going through this process, please reach out to the Product Program Team.
- Download the Girl Cookie Totals Summary report.
- Assign excess inventory to Girl Scouts using the "Booth" column. These packages may be used to help Girl Scouts close to the next rewards level. All packages must be assigned.
- Run the On Hand Inventory report in packages again to ensure the total is "0". If this report does not show the troop's inventory as "0" the Product Program Team will be contacting you.

## Finances

- Run the [Girl Balance Summary \(pg 8\)](#) report to see what Girl Scouts owe. Give a clear deadline to families for when money needs to be turned in to the troop.
- Enter any [financial transactions \(pg 9\)](#).
- Report any outstanding balances to the Product Program Team with the [Outstanding Balance Report](#) even if you believe the family will pay their balance. By filling out the report, you are alerting us that your ACH may need to be adjusted.
- Use the [Troop Balance Summary \(pg 10\)](#) to find your troop's ACH. A negative amount means that the troop will be receiving a deposit. The ACH will take place on Friday, April 10<sup>th</sup>.
- Email [customer care@nmgirlscouts.org](mailto:customer care@nmgirlscouts.org) by Sunday, March 29<sup>th</sup> if you believe your troop will not have the funds available to cover the ACH.

## Rewards

- Instruct families to [make rewards selections in Digital Cookie](#). Set a deadline that will give you plenty of time to input their requests.
- Generate the Rewards Selection Report from your Digital Cookie Dashboard.
- [Create your troop's recognition order](#) in Smart Cookies using the information on the Rewards Selection Report
  - To select opt-out rewards, follow the directions [here](#).
  - Girl Scouts receiving experience rewards will be contacted via email starting in mid-April
- Once all selections are complete, be sure to submit the order.
- Order fun patches for your troop [here](#). (Optional)

## Thank you!

The GSNMT Product Program Team and the rest of the council staff appreciate all the work, patience and dedication you have given to the 2026 Cookie Program. The Girl Scout Cookie Program is only possible because of our amazing volunteers and families.

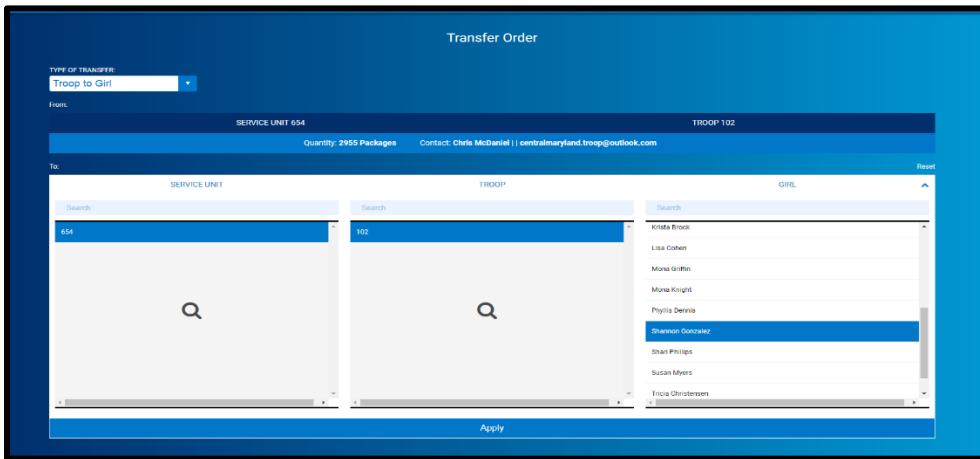


# Quick Bites

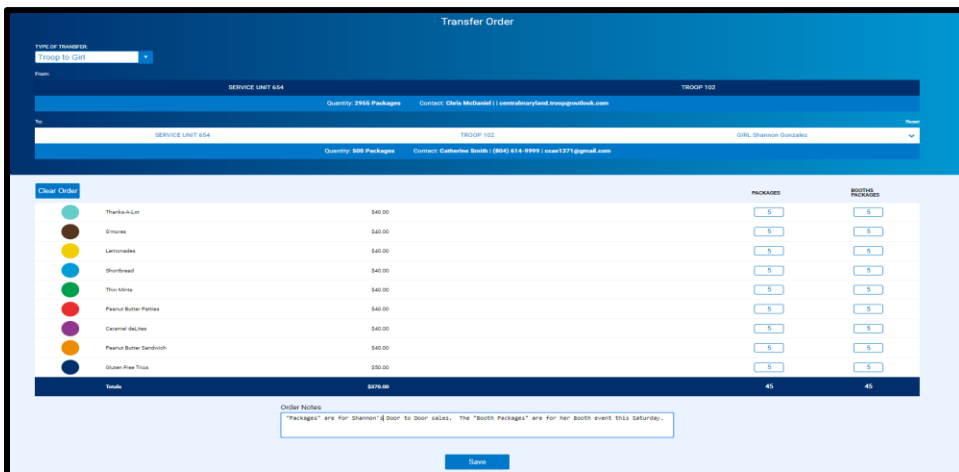
## Transfers:

View this video: [Creating a Troop to Girl Transfer Order - YouTube Video](#) (Troop to girl) or follow these instructions.

Log into Smart Cookies and navigate to Orders>Transfer Order. Your Service Unit and Troop will display as the “From” Troop. Click on the arrow next to “Girl”, highlight the girl receiving cookies, and hit Apply.



Enter the number of packages by variety. Entries in the “Packages” column will transfer financial responsibility to the girl. Entries in the booth column will give girl credit for recognitions but not assign financial responsibility. It is strongly recommended to use the Smart Booth Divider to allocate booth packages. Notes are optional. Click Save. You can then create another transfer or go to manage orders. Use receipts to back up all transactions.



NOTE: Other transfer types are Girl to Troop, Girl to Girl and Troop to Troop (depending on council permissions). Basic function remains the same. For Troop to Troop transfers, only the **receiving** Troop can initiate the transfer. In this case your Troop will automatically populate as the “TO” Troop and you will be able to select the Troop that transferred the product to you. Use receipts to back up all transactions.



# Quick Bites

## Smart Booth Divider – Single Booth

Watch this video: [Smart Booth Divider - YouTube Video](#) or follow the steps below.

Log into Smart Cookies and navigate to Booths>My Reservations. Locate the booth you will divide and click the three dots to open the menu. Click Smart Booth Divider.

DATE	TIME	PREMIUM	TYPE	STATUS	QTY SOLD	TOTAL \$
Saturday, Feb 04	03:00 PM - 06:00 PM	<input checked="" type="checkbox"/>	FCFS	Booth Details   Smart Booth Divider   Remove Reservation		
Sunday, Feb 26	03:00 PM - 06:00 PM	<input type="checkbox"/>	FCFS		0	0

Enter the number of packages sold by variety and click Save and Distribute Sales.

**Booth Summary (Packages)**

Royal Farms  
1114 Rt 3 N  
Gambrills MD, 21054  
Saturday, February 04  
03:00 PM - 06:00 PM

Total Left to Distribute: **0**

Total Distributed: **0**

Total Sold: **\$0.00**

You MUST distribute all the packages sold to the girls in your troop.

Clear All

CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC
0	16	6	12	8	45	36	12	1	2

Save and Go Back | Save and Distribute Sales

Select the girls who will receive booth credit and click Continue. The packages are evenly divided by variety for each girl. Distribute any leftovers as desired between girls and click save.

Select Troop Girls

Select Girls from your Troop to distribute the cookies sold.  All

Search

- Allison Thomas
- Autumn Cook
- Caitlin Blackwelder
- Maryssa Backstrom
- Moiri Healy
- Natalie Shepard

Cancel | Continue

4 Girls

Girl Name	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	Packages Sold
Allison Thomas	0	4	1	3	2	11	9	3	0	0	33
Autumn Cook	0	4	1	3	2	11	9	3	0	0	33
Caitlin Blackwelder	0	4	1	3	2	11	9	3	0	0	33
Maryssa Backstrom	0	4	1	3	2	11	9	3	0	0	33
Packages left to Distribute	0	0	2	0	0	1	0	0	1	2	6
Troop Total	0	16	4	12	8	44	36	12	0	0	132

Cookies allocated to girls using the Smart Booth Divider will be shown on the girl dashboard under Booth and will not add financial responsibility for the girl. Cookie Share packages reported on the Smart Booth divider are credited to girls as Cookie Share sales and a virtual Cookie Share order will be created for the Troop. No additional steps are required.



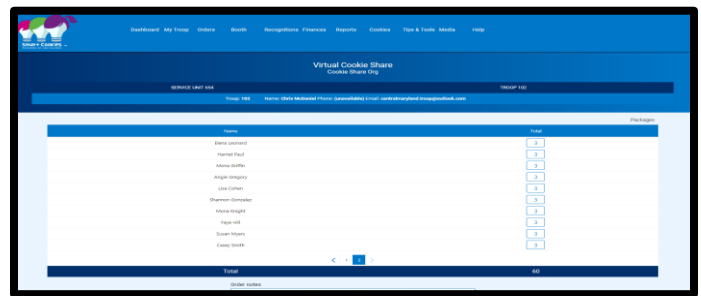
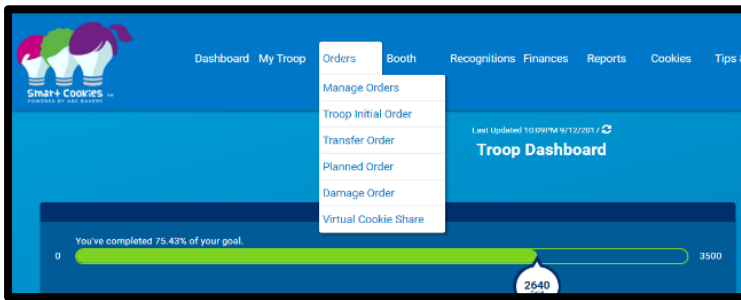
# Quick Bites

## Cookie Share Orders – Girl Links for Direct Sale councils

There are a number of orders through Digital Cookie as well as non-credit card sales that should be reconciled during the cookie season to give girls credit for Cookie Share sales. These sales add to total packages sold for rewards.

To enter a Cookie Share sale for the girl, watch this video [Virtual Cookie Share- Direct Sale YouTube](#) or follow the steps below:

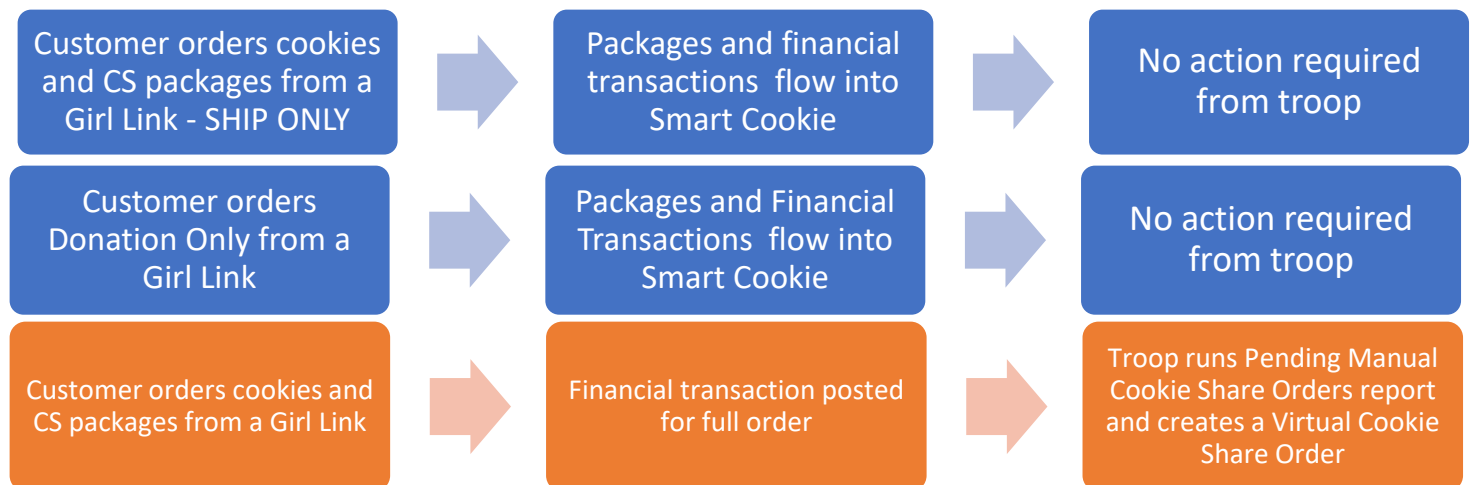
Navigate to Orders>Virtual Cookie Share. Enter the number of packages of Cookie Share sold by each girl. Click Save.



Orders can be entered each time an order with Cookie Share packages is received or one total order can be entered at the end of the sale. If Cookie Share packages are not correctly entered in Smart Cookies, the total packages sold by a girl will not be correct which will affect girl rewards and girl financial reports. Cookie Share cookies will display on the Girl Dashboard in Digital Cookie and financial responsibility for these packages will be assigned to the girl.

## Types of Orders with Cookie Share and Actions

### Orders Generated from Girl Links



## Locating Cookie Share Orders and Reporting

To easily locate Girl Delivery orders with Cookie Share sales, complete the following steps.

1. Run the NEW Pending Manual Cookie Share Report for your troop.

CouncilDesc	ServiceUnit Desc	Troop	Girl	Total CS from Girl Delivery w/ Donation	Total CS not part of IO	Total Cookie Share Manually Entered	Balance
UAT - ABC OM	Appomattox	400	Anisa Thornt	0	0	15	15
UAT - ABC OM	Appomattox	400	Idra Nichols	0	0	15	15
UAT - ABC OM	Appomattox	400	Orlaith Hobb	65	65	28	-37

2. Review the line for each girl. For Direct Sales, the Total CS from Girl Delivery with Donation will always be equal to the Total Cookie Share not part of Initial Order.
3. Totals in the Total CS from Girl Delivery w/Donation require a Virtual Cookie Share order entered in Smart Cookies in order to reconcile that girl's Cookie Share.
4. A negative balance indicates additional Cookie Share packages need to be entered in Smart Cookies for the girl.
5. The Total Cookie Share Manually Entered column **only** displays Virtual Cookie Share orders already entered to the girl – it will not include any booth CS packages allocated to a girl.
6. In this example, two girls have positive number balance. This represents cookie share orders entered by the troop and paid outside of Digital Cookie (cash, check).
7. The third girl in the example has 65 Cookie Share orders recorded by Digital Cookie, but only 28 entered manually in Smart Cookies to date. Therefore, the troop volunteer needs to create a Virtual Cookie Share order for 37 packages in order to reconcile the girl's Cookie Share.
8. To verify numbers, run the Girl Cookie Order Detail Report and filter for Girl Delivery with Donation.

Promising Practice: It is a good idea to review the reports weekly during the sale to ensure that all orders are up to date during the sale. Totals from Smart Cookies display on the Girl Dashboard in Digital Cookie and if cookie share packages are not up to date, this can cause questions from caregivers.

# Troop Direct Ship Orders

Your troop may have received orders for direct ship from your troop link. These packages need to be distributed to Girl Scouts. You may distribute them evenly amongst the troop, or you may use these packages to help Girl Scouts who are close to the next reward level. Access this page by navigating to “Orders” and “Troop Direct Ship Orders”

## Troop Direct (Ship Only) Orders

### Troop Direct Ship Orders

Pacific Standard Time

3 Results Search By  Keyword

From  To  Apply

DATE	ORDER #	Customer Name	Customer Address	Status	COhare	ADV	TV	LEM	TRE	TM	PBP	CD	PBS
2/16/2024	98123731		.....	Pending distribution	0	1	0	0	0	1	3	1	0
2/16/2024	98123433		.....	Pending distribution	0	2	0	2	0	2	2	2	0
2/16/2024	100954422		.....	Pending distribution	0	0	1	1	0	1	0	0	1

TM	PBP	CD	PBS
1	Credit to Girl		Credit to Troop
2	2	2	0

# ABC Smart Cookies Girl Balance Summary

**Troop Desc** 10599

CG27167276 1	Type: Payment; Payment method: Credit Card	2096696	\$22.00
CG28430828 2	Type: Payment; Payment method: Credit Card	2454116	\$44.00
CG28433056 1	Type: Payment; Payment method: Credit Card	2455165	\$11.00
CG29037573 7	Type: Payment; Payment method: Credit Card	2622139	\$22.00

Total money collected by Girl Scout for all Digital Cookie Sales and cash turned into troop. **Total** \$906.00

**Total Transfers** Total "Troop to Girl" package transfers 450

**Total Collected** Total money given to troop and payments from Digital Cookies for in-hand & girl delivery orders \$685.00

**Total Cookies Ordered** Total cookies credited as "Troop to Girl" transfers plus virtual cookie share & donation only orders 464

**Total Money Owed** Total value of cookies checked out from troop include virtual cookie share & donation only orders \$2,570.00

**Packages Credited for Booth Sales** Booth packages assigned - no financial liability to Girl Scout 0

**Total Packages Sold** Total number of packages sold - used for rewards 504

**Signature:** \_\_\_\_\_

**Balance:** \$1,885.00

Total Money Due to Troop -  
amount calculated from  
"Total Money Owed" minus  
"Total Collected"



# Quick Bites

## Financial Transactions

There are two tabs for Financial Transactions. Click on the Troop Transaction tab. This will display all financial transactions related to your Troop including girl and booth credit card payments, direct ship payments and any ACH transactions entered by your Council. These transactions are locked and cannot be edited.

Manage Financial Transactions										
Troop Transactions										
Girl Transactions										
Drag a column header here to group by that column										
Transaction #	District	Service Unit	Troop	Bank	Date	Type	Amount	Ref #		
CT1517993881	No Specified District	638	26	Girl Delivery Credit Card	10/3/2021	ACH Deposit	\$51.00	2759		
S1407213	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$31.00	S1407213		
S1407283	No Specified District	638	26	Smart Cookies Direct	10/19/2021	Direct Ship Dir...	\$30.00	S1407283		
S1408353	No Specified District	638	26	Smart Cookies Direct	10/23/2021	Direct Ship Dir...	\$60.00	S1408353		

To add a troop transaction (not common), click Add Troop Transaction and enter all required information. Financial transactions can be exported to excel.

**Add Transaction**

Service Unit\*  Troop\*  Troop Search

Bank\*  Type\*

Transaction Date\*  Amount\*  Reference

Notes

Click on the Girl Transaction Tab. This grid will display all financial transactions for the girls in your Troop including girl credit card payments, direct ship payments and transactions entered by the Troop. Payments imported from Digital Cookie (girl delivery credit card and ship only payments) are locked and cannot be edited.

Manage Financial Transactions										
Troop Transactions										
Girl Transactions										
Drag a column header here to group by that column										
Transaction #	District	Service Unit	Troop	Girl	Date	Payment Me...	Amount	Ref #		
CG1517993881	No Specified District	638	26	Noelle Bull	10/3/2021	CreditCard	\$51.00	2759		
0008141	No Specified District	638	26	Cartin Blackwelder	9/28/2022	Cash	\$250.00			
0008142	No Specified District	638	26	Maryssa Backstom	9/28/2022	Check	\$81.00			
0008143	No Specified District	638	26	Natalie Shepard	9/28/2022	Check	\$60.00			
							Sum:	\$442		

[Add Girl Transaction](#)

To review all troop balances, please refer to the following report: [Girl Balance Summary Report](#)

Click on Add Girl Transaction to add payments made by girls. It is important to post payments routinely, as girls/parents will view amounts paid and balance due on the girl dashboard in Digital Cookie.

**Add Girl Transaction**

Girl\*  Type\*  Payment Method\*

Transaction Date\*  Amount\*  Reference

Notes

[Save](#) [Close](#)

# Troop Balance Summary Example

<b>Received:</b> Initial Order Received	<b>Pkgs</b>	1776
Damages		0
<b>Total Received</b>		<b>1776</b>
CookieShare		34
Smart Cookies Shipped Only		233

<b>Transfers In:</b> <u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Transferred From</u>	<u>Pkgs</u>
02/18/26	1416		Cupboard: Albuquerque	816
02/25/26	2962		Cupboard: Albuquerque	1716
03/04/26	5745		Cupboard: Albuquerque	624
03/07/26	6934		Troop: 10730	2
03/10/26	8008		Cupboard: Albuquerque	576
<b>Total Transfers In:</b>				<b>3734</b>

<b>Transfers Out:</b> <u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Transferred To</u>	
<b>Total Transfers Out:</b>				
<b>Total Pkgs Sold (not including Gluten Free):</b>	5,609		<b>Total Cases Sold (not including Gluten Free):</b>	467
<b>Total Gluten Free Pkgs Sold:</b>	168		<b>Total Gluten Free Cases Sold):</b>	14

<b>Sales Amounts</b> Troop \$\$	\$4,332.75
Council \$\$	\$27,524.75
<b>Total Sales \$\$</b>	<b>\$31,857.50</b>

Page: 29  
Date: 3/12/2026

## ABC Smart Cookies Troop Balance Summary

2026-03-10	CT32053826	3580496	Girl Delivery Credit Card	ACH Deposit	\$27.50
	3				
2026-03-10	CT32086230	3590134	Girl Delivery Credit Card	ACH Deposit	\$11.50
	2				
2026-03-10	S320857917	S320857917	Smart Cookies Direct	Direct Ship Direct Deposit	\$22.50
2026-03-11	CT32106628	3595105	Girl Delivery Credit Card	ACH Deposit	\$22.00
	8				
2026-03-11	CT32122630	3596776	Girl Delivery Credit Card	ACH Deposit	\$11.00
	5				
2026-03-11	CT32129608	3599466	Girl Delivery Credit Card	ACH Deposit	\$16.50
	4				
2026-03-11	CT32135319	3599749	Girl Delivery Credit Card	ACH Deposit	\$22.00
	3				
2026-03-11	CT32143205	3619522	Girl Delivery Credit Card	ACH Deposit	\$27.50
	4				
2026-03-12	CT32227660	3622219	Girl Delivery Credit Card	ACH Deposit	\$11.00
	5				
<b>Total Finances:</b>					<b>\$13,850.50</b>

**Uncollected Debts:**

<u>Date</u>	<u>Trans #</u>	<u>Ref #</u>	<u>Bank Name</u>	<u>Type</u>	<u>Amount</u>
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**Total Uncollected Debts:**

Signature: \_\_\_\_\_

**Balance \$13,674.25**

# Digital Cookie<sup>®</sup>

## My Rewards

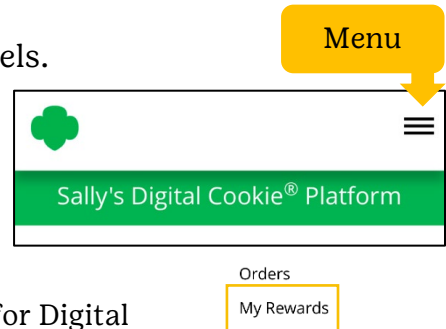
Prefer a video? A step-by-step demonstration is available [here](#).

The **My Rewards** page lets Girl Scouts:

- View rewards available for selling cookie packages.
- See details for each reward.
- Track progress toward their cookie goal.
- Select reward options when they unlock new levels.

### Log in to Digital Cookie and Access Rewards Page

- Go to **digitalcookie.girlscouts.org** and log in.
- Tap the **My Rewards** link from the menu icon.
- Here, Girl Scouts can:
  - See rewards at different sales levels.
  - View any additional council-offered rewards for Digital Cookie sales or emails.
  - Check progress toward their cookie goal.

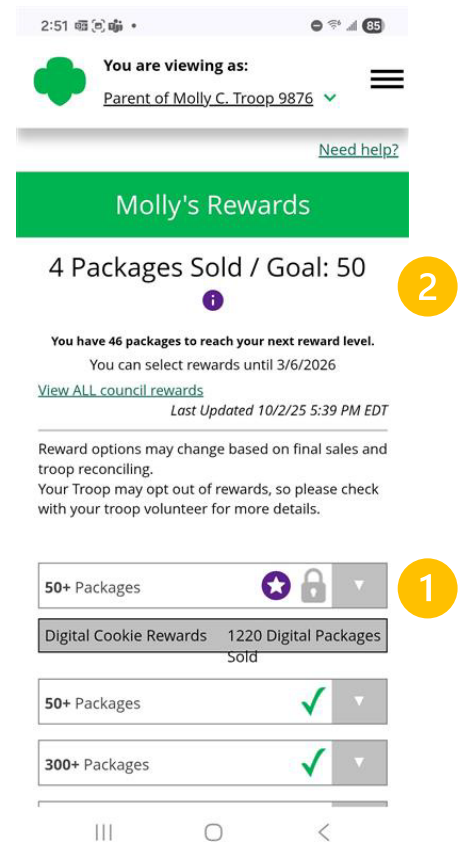
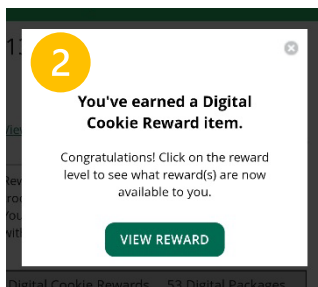


### Step 1: View Rewards:

- Click the down arrow on the right side of the screen.
- Locked rewards indicate the Girl Scout hasn't sold enough packages yet, but details can still be viewed by clicking on them.

### Step 2: Earn Rewards

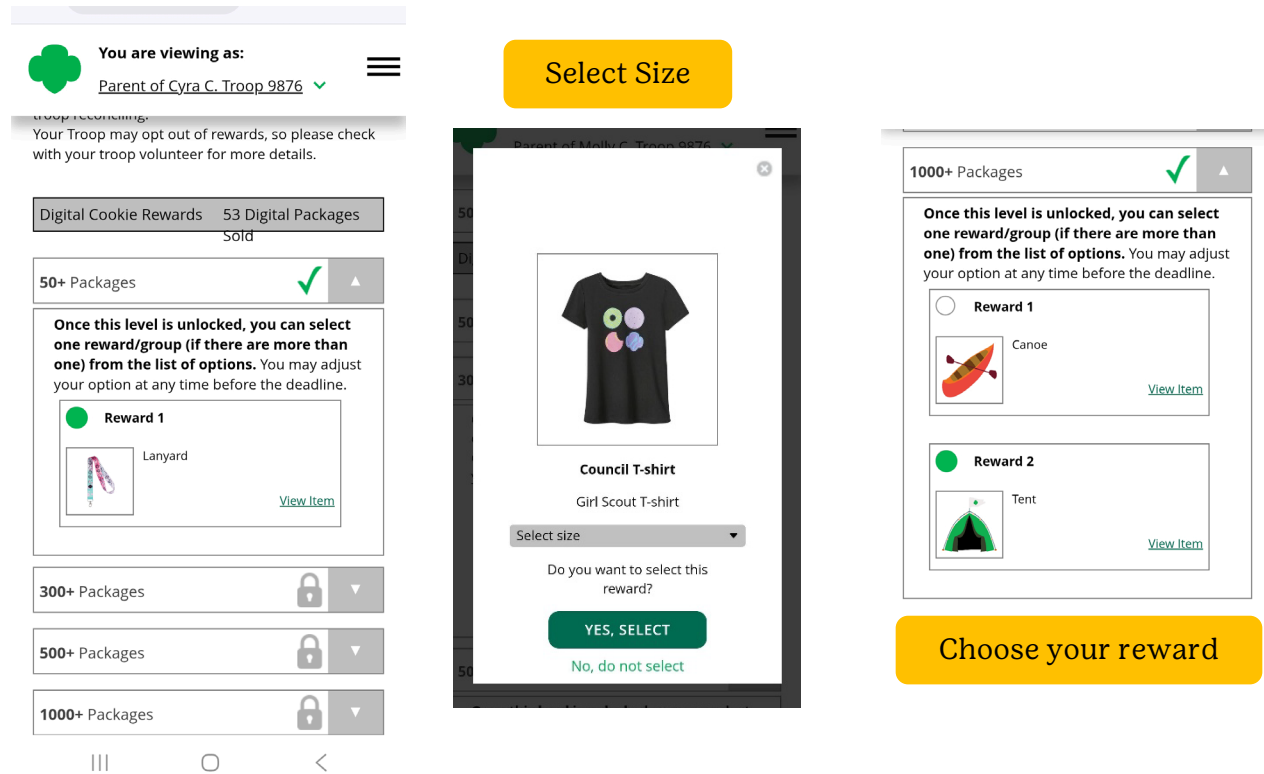
- When a Girl Scout earns a reward, a message will appear on the My Rewards page.
- Reward data comes from troop volunteer records.
- ✓ If something looks incorrect, check with your troop cookie volunteer.



# Digital Cookie<sup>®</sup>

## Step 3: Make Selections

- When a new reward is earned you can:
  - Choose from available options at that level (if applicable).
  - Indicate size if required.
- To change a selection:
  - Check the box for the new choice before the rewards due date (shown at the top of the screen).



## Step 4: After the Rewards Due Date

- After the deadline:
  - Girl Scouts can still view earned rewards but cannot make changes.
  - Troop volunteers will have submitted selections for ordering.

# Digital Cookie<sup>®</sup>

## My Rewards

Girl Scouts can see the rewards they can earn for selling cookie packages, get more details about each reward, and select which ones they want when they unlock a new reward level through sales.

Step 1: To access the information and see what rewards are available, click the “My Rewards” tab in Digital Cookie.



Girl Scouts can see what rewards are available at various packages sold levels AND if the council offers other types of rewards from Digital Cookie sales or emails, they would be displayed here also.

Girl Scouts can also see where their cookie goal is in relation to the rewards!

**Isabel's Rewards**

47 Packages Sold / Goal: 250

You have 203 packages to reach your next reward level.  
You can select rewards until 3/31/2022

Reward options may change based on final sales and troop reconciling.  
Your Troop may opt out of rewards, so please check with your troop volunteer for more details.

75+ Packages	🔒
150+ Packages	🔒
200+ Packages	★ 🔒
350+ Packages	🔒
Digital Cookie Rewards	41 Digital Packages Sold
100+ Packages	🔒

Purple Star = Girl Scout's Goal

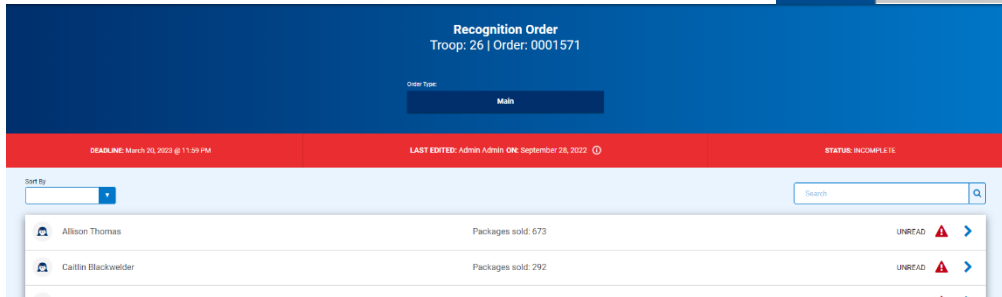
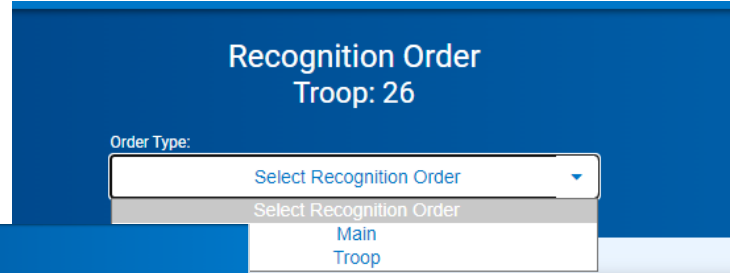


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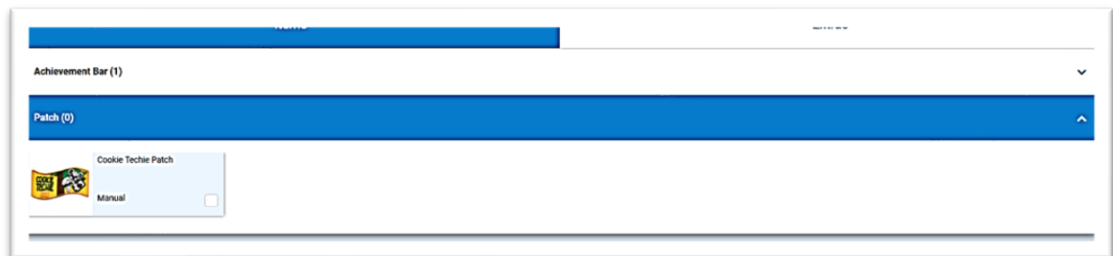
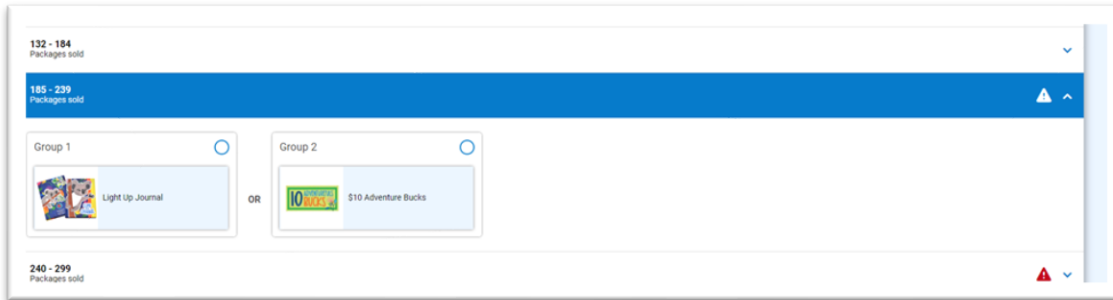
## Creating a Recognition order – Early, Troop and Main

View this video: [Creating Recognition Orders Video](#) 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 Extras tab. 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

# Opt Out Rewards

If you have a Girl Scout who would like to select one of the Opt Out rewards you must select an opt out plan for that Girl Scout.

1) Go to the "My Troop" tab in Smart Cookies.

2) Select the "Troop Roster" link.

3) For the Girl Scouts that wants to opt out, click on the blue pencil on the far left.

4) In the "Main Recognitions Plan" drop down, select the desired opt out plan and then hit save.

The screenshot shows the 'Update Troop Girl' form in the Smart Cookies system. The form is divided into several sections:

- Personal Information:** Girl GSUSA ID (redacted), First Name (Jayda), Last Name (redacted), Troop (11815), and Grade Level (Eight).
- Main Recognition Plan:** A dropdown menu is open, showing options: Opt Out at 525+ Packages (highlighted), EGI, Girl Rewards, Opt Out at 1,000+ packages, and Opt Out at 525+ Packages.
- Apparel:** A dropdown menu is open, currently empty.
- Parent Information:** Fields for First Name and Email are visible but empty.

The left sidebar shows the 'Manage Troop Girls' section, and the right sidebar shows a 'Help' section with a search bar.