

Week of February 17<sup>th</sup>

## Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2026 cookie program. This is the seventh 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

**Wednesday, February 18<sup>th</sup>** – Cupboards open in certain locations.

**Thursday, February 19<sup>th</sup>** – Albuquerque Cupboard opens.

**Friday, February 20<sup>th</sup>** – Booth Sales begin.

**Monday, February 23<sup>rd</sup>** – Cupboard orders are due by midnight.

**Wednesday, February 25<sup>th</sup> 6:30 pm and Saturday, February 28<sup>th</sup> 9:00 am** | Cookie Rookie Series – Mid-Season Check-in. This is a time for cookie volunteers to check-in with the Product Program Team to get some suggestions on how to finish their troop's cookie program successfully. This is also a time for them to ask questions they might have. Join the sessions with the information here:

Join Zoom Meeting

<https://us06web.zoom.us/j/81144912548?pwd=4yMJrbDRshZ0bUnH8zULambah2rfko.1>

Meeting ID: 811 4491 2548

Passcode: Rookie26

**Friday, February 27<sup>th</sup>** – 1<sup>st</sup> ACH withdrawal.

## **Important Updates**

### **Booth Letters**

Attached are the booth authorization letters for Smith's and Walgreens. When participating in booths at these locations, volunteers should have a physical copy of the letter for that location.

### **Booth Inventory Sheet**

As your troop prepares for booth sales, we have provided a booth worksheet to help you track your sales during booths. We highly recommend using this sheet to help you and your booth supervisors keep track of how many cookies were taken to a booth, how many sold, and how much money should be collected. Please see **the attached** document.

### **How to Handle Cookie Damages or Missing Packages**

As Girl Scouts begin to pick up cookies, please keep an eye out for any damaged or missing packages. Troops should fill out this form to report and issues:

<https://forms.monday.com/forms/64273b55a1df63460853c6ff968e9847?r=use1> .

**Albuquerque cupboard troops should plan on returning damaged packages to the cupboard.**

### **Booth Rules and Etiquette Reminders**

As the booth portion of the cookie program begins at the end of the week, we want to share some booth etiquette reminders:

- We are guests at booth locations. Please be respectful of our store supporters. Leave the booth site cleaner than when you found it including take empty cases boxes with you.
- All cookie booths at public locations from schools, stores, churches, just to name a few are required to be approved by the council using the Smart Cookie system.
- Be considerate of the troop scheduled before and after you. Do not plan to set up more than five minutes before your scheduled time or stay after your scheduled time.

- All volunteers must be a registered Girl Scout with approved background checks. Non-Girl Scout siblings and friends are not allowed at the booth. Every cookie booth must have a minimum of two adults.
- Remember the Girl Scouts Promise and Law while participating in the cookie program.

## Smart Cookie Reminders

### Updating Online Cookie Share Orders

Troop volunteers will need to manually input into Smart Cookies all Digital Cookie Girl Delivery w/Donation orders. *This is a change from last year. Please take time to review the attached Quick Sheet* so you can be sure you are updating your troops donation orders frequently and accurately. If you are unsure or need any help on this, please attend Virtual Office Hours.

### Booth Divider

Smart Cookies makes crediting booth cookies easy with the Smart Booth Divider. Check out the attached quick sheet for more information

### Releasing Cookie Booths

Please make sure your troop is releasing cookie booths in Smart Cookies if your troop is unable to attend. This allows other troops to pick-up the slot. It also tells customers where Girl Scout Cookie booths will be through the Cookie Finder located on our website.

## Digital Cookie Reminders

### Troop Digital Cookie Site Versus Girl Digital Cookie Site

Please remind caregivers to double-check that they are logging sales under the appropriate account when using the Digital Cookie Mobile App. Individual sales should be logged under the Girl Scout and sales to benefit the troop (i.e. booth sales) should be

logged under the troop account. **Girl Scouts and Troops must set up their storefront on the website in order to use the Digital Cookie App**

### **Remind Families to Approve Girl Delivery Orders**

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. Please check Digital Cookie frequently to make sure Girl Scouts aren't missing out sales by not approving orders.

### **Contact Customers with Delivery Information**

When a Girl Scout approves an order, she and her caregiver should contact the customer to coordinate delivery of the order. The Girl Scout has access to the customer's email address and phone number in the Orders section of Smart Cookies.

## **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 noon to 1:30 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/89823800155?pwd=pLJEAjaprt3H9lWzVdMnuYl37Ha74G.1>

**Meeting ID: 898 2380 0155**

**Passcode: Cookie26**

**Have questions?** We are here to help! Contact us at [customer care@nmgirlscouts.org](mailto:customer care@nmgirlscouts.org) or 505-343-1040.



# 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
<b>Troop Total</b>	<b>0</b>	<b>16</b>	<b>4</b>	<b>12</b>	<b>8</b>	<b>44</b>	<b>36</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>132</b>

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.



# Booth Inventory Worksheet



Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Booth Supervisor \_\_\_\_\_

## Girl Scouts Participating

\_\_\_\_\_

	Total	Adventure	Exploremores	Lemonade	Trefoils	Thin Mints	Peanut Butter Patties	Caramel deLites	Peanut Butter Sandwich	Caramel Chocolate Chip
Starting # of packages										
Starting # of cases										
Ending # of packages	-	-	-	-	-	-	-	-	-	-
Total packages sold (subtract end pkg from start pkg)	=	=	=	=	=	=	=	=	=	=
Price per Package		\$5.50	\$5.50	\$5.50	\$5.50	\$5.50	\$5.50	\$5.50	\$5.50	\$6.00
Total Sales (multiple total packages by price per package)		=	=	=	=	=	=	=	=	=
Total Sales (purple box plus teal box)		=	\$5.50 x		Total Hometown Hero Packages	Hometown Hero Packages Tally Area				

## Financials

Ending Cash      \$ \_\_\_\_\_      The amount of cash at the end of the booth.

Starting Cash    -    \$ \_\_\_\_\_      The amount of cash at the start of the booth.

Digital Cookie Payments    +    \$ \_\_\_\_\_      The amount of Digital Cookie sales for the booth. Use Digital Cookie reports to determine amount.

Total Sales      =    \$ \_\_\_\_\_      Subtract starting cash from ending cash and add the the Digital Cookie payments. This amount should match the total sales amount in the green box.

Booth Supervisor Signature \_\_\_\_\_ Troop Cookie Chair Signature \_\_\_\_\_



January 09, 2026

Ms. Katie Otero  
Girl Scouts of New Mexico

RE: Girl Scout Cookie Sales

Dear Katie:

This letter confirms that your organization has been approved to use store space at Smith's on these specific dates and times: You *must* take a copy of this letter with you to all stores on all days of your fundraiser.

**Store Location(s):**

*ALL Smith's Food & Drug locations in New Mexico*

**Dates & Times:**

*February 21, 22, 28, and March 1, 7, 8, 14, 15, 21, 22, 2026*

We place a high value on our customers' accessibility for the benefit of your group, so we ask that your members honor our guidelines. You will provide any tables, chairs or other supplies you may require. All signage must be neat, and we require that attendees wear clean, appropriate attire. All representatives of your organization must remain at your table and not approach Smith's customers in any way for contributions. Please plan on being outside of our store unless invited in by store management.

An important part of Smith's community reporting includes the amount of money we helped you raise as a result of being located at our store(s). **Please complete and return the attached report to me by April 24, 2026. Compliance is a requirement for any future consideration of similar requests.**

While we do not anticipate having to revise this commitment to you, we reserve the right to cancel or reschedule your event if necessary. Approval of this request does not imply that future requests will be approved.

Please feel free to contact me at [tina.murray@sfdc.com](mailto:tina.murray@sfdc.com) any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Tina Murray".

Tina Murray  
Corporate Affairs



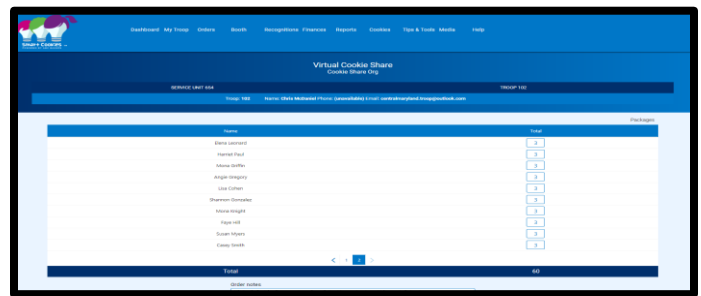
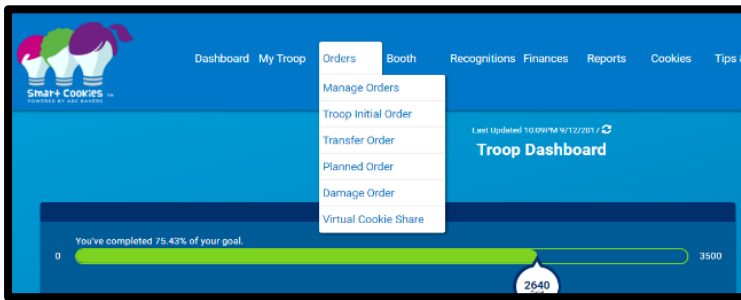
# Quick Bites

## 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:

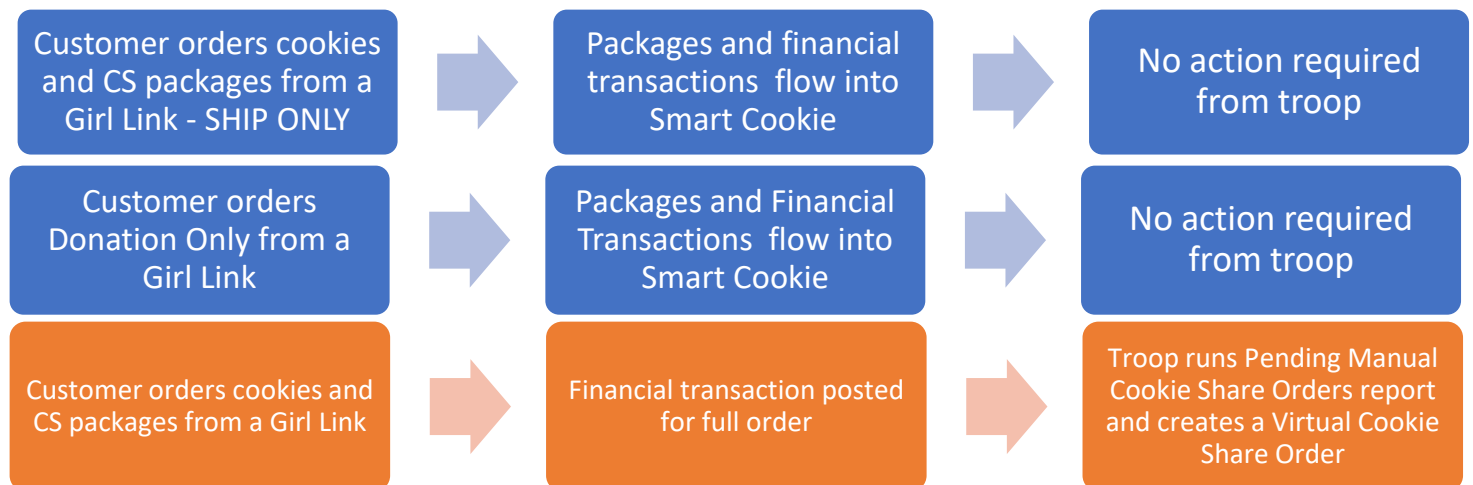
Navigate to Orders>Virtual Cookie Share. Enter the number of packages of Cookie Share sold by each girl. Click Save.



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.



**GIRLSCOUT SELLING SCHEDULE - 2026**

ALBUQUERQUE WEST, DISTRICT 291 - VERONICA BLAN						10am-6pm	10am-6pm	10am-6pm	10am-6pm	10am-8pm	10am-8pm
Store #	MGR:	Address	City	St	Zip	02/21/26	02/22/26	02/28/26	03/7/26	03/14/26	03/21/26
2053	PHIL MAESTAS	6565 PARADISE BLVD. NW	ALBUQUERQUE	NM	87114						
3366	KYLE BROWN	3400 COORS BLVD. NW	ALBUQUERQUE	NM	87120						
4187	JOSIAH CHAVEZ	1941 SOUTHERN BLVD. NE	RIO RANCHO	NM	87124	x	x	x	x	x	x
4510	DUNCAN MCNEILL	4221 E. MAIN ST.	FARMINGTON	NM	87402	x	x	x	x	x	x
4651	DANIEL BOMAN	10236 COORS BYPASS	ALBUQUERQUE	NM	87114	X	x	x	x	x	x
4911	SARA CRUZ	6000 COORS BLVD. NW	ALBUQUERQUE	NM	87120	x	x	x	x	x	x
5158	KRYSTA MARTINEZ	4051 SOUTHERN BLVD. SE	RIO RANCHO	NM	87124	x	x	x	x	x	x
5731	DION VIGIL	9500 GOLF COURSE RD. NW	ALBUQUERQUE	NM	87114	x	x	x	x	x	x
9007	RUBY WOOD	1870 E. HISTORIC HIGHWAY 66	GALLUP	NM	87301	x	x	x	x	x	x
9067	CURTIS MOSELEY	701 E. 20TH ST.	FARMINGTON	NM	87401	x	x	x	x	x	x
12270	LEONARDO BASQUEZ	2101 NORTHERN BLVD. NE	RIO RANCHO	NM	87124	x	x	x	x	x	x
12407	AQUAN SEWELL	10800 UNSER BLVD. NW	ALBUQUERQUE	NM	87114						
15607	JULIE RODRIGUEZ	1509 E. SANTA FE AVE.	GRANTS	NM	87020	x	x	x	x	x	x
ALBUQUERQUE SOUTH, DISTRICT 292 - MONIQUE MARTINEZ						10am-6pm	10am-6pm	10am-6pm	10am-6pm	10am-8pm	10am-8pm
Store #	MGR:	Address	City	St	Zip	02/21/26	02/22/26	02/28/26	03/7/26	03/14/26	03/21/26
1279	CANDIE SANDOVAL	2950 CENTRAL AVE., SE	ALBUQUERQUE	NM	87106						
2050	JOSH DUTCHER	315 N. MAIN ST.	BELEN	NM	87002						
3997	ANTHONY GROVER	2105 CENTRAL NW	ALBUQUERQUE	NM	87104						
4047	ROMAINE GARCIA	101 COORS BLVD. NW	ALBUQUERQUE	NM	87121						
6610	MATTHEW MURILLO	2500 MAIN ST. NE	LOS LUNAS	NM	87031						
7351	SANTANA CORDOVA	4700 4TH ST. NW	ALBUQUERQUE	NM	87107						
7442	ANTOINE EDWARDS	1201 UNSER BLVD. SW	ALBUQUERQUE	NM	87121						
7735	DESIREA ROMERO	6605 4TH ST. NW	ALBUQUERQUE	NM	87107						
9336	DAVID HUGABOOM	2011 12TH ST. NW	ALBUQUERQUE	NM	87104	x	x	x	x	x	x
9715	OSCAR MADRID	2200 UNSER BLVD. NW	ALBUQUERQUE	NM	87120						
11361	DORIAN SANCHEZ	1861 MAIN ST. NW	LOS LUNAS	NM	87031	x	x	x	x	x	x
13164	ELIZABETH PEREZ	9601 GIBSON BLVD. SW	ALBUQUERQUE	NM	87121						
15033	BRIAN GILMORE	3401 ISLETA BLVD. SW	ALBUQUERQUE	NM	87105						
ALBUQUERQUE NORTHEAST, DISTRICT 293 - KRISTA ANAYA						10am-6pm	10am-6pm	10am-6pm	10am-6pm	10am-8pm	10am-8pm
Store #	MGR:	Address	City	St	Zip	02/21/26	02/22/26	02/28/26	03/7/26	03/14/26	03/21/26
2026	ZACH HARKNESS	100 E. HIGHWAY 550	BERNALILLO	NM	87004	x	x	x	x	x	x
2425	MICHELLE ORTEGA	620 MILLS AVE.	LAS VEGAS	NM	87701	x	x	x	x	x	x
2900	JESSICA BERLINT	1096 S. ST. FRANCIS DR.	SANTA FE	NM	87505						
3367	LEONORA STARK	8011 HARPER NE	ALBUQUERQUE	NM	87111						
3934	ERIC ESQUIBEL	3298 CERRILLOS RD.	SANTA FE	NM	87507						
5157	CAMILLE SALAZAR	1115 N. RIVERSIDE DR.	ESPANOLA	NM	87532						
5732	JOSHUA PEREZ	7850 ENCHANTED HILLS BLVD. NE	RIO RANCHO	NM	87144	x	x	x	x	x	x
6346	OMAR ENRIQUEZ-MARTINEZ	525 W. ZIA RD.	SANTA FE	NM	87505						
9608	ANDREA BACA	6250 PASEO DEL NORTE NE	ALBUQUERQUE	NM	87113	x	x	x	x	x	x
12004	CORY ARCHULETA	8011 VENTURA ST. NE	ALBUQUERQUE	NM	87109						
12005	ANTHONY TOVES	5721 AIRPORT RD.	SANTA FE	NM	87507						
12751	SUZANNE HURLBERT	811 PASEO DEL PUEBLO SUR	TAOS	NM	87571						
ALBUQUERQUE CENTRAL, DISTRICT 294 - RAY ST JOHN						10am-6pm	10am-6pm	10am-6pm	10am-6pm	10am-8pm	10am-8pm
Store #	MGR:	Address	City	St	Zip	02/21/26	02/22/26	02/28/26	03/7/26	03/14/26	03/21/26
23	TINA TORRES	5001 MONTGOMERY BLVD. NE	ALBUQUERQUE	NM	87109	N/A	N/A	N/A	N/A	N/A	N/A
4649	SERENA SMITH	3501 LOMAS BLVD. NE	ALBUQUERQUE	NM	87106	x	x	x	x	x	x
5923	ISIDRO ANAYA	13000 INDIAN SCHOOL RD. NE	ALBUQUERQUE	NM	87112	x	x	x	x	x	x
5997	DOUGLAS GRIFFO	2625 SAN PEDRO DR. NE	ALBUQUERQUE	NM	87110	x	x	x	x	x	x
6121	ADRIANNA QUIANTANA	8400 MONTGOMERY BLVD. NE	ALBUQUERQUE	NM	87111	x	x	x	x	x	x
6587	ALANNAH BACA	9700 MENAUL BLVD. NE	ALBUQUERQUE	NM	87112	x	x	x	x	x	x
7438	LIUZ CHAGOYA	5850 EUBANK NE, SUITE A01	ALBUQUERQUE	NM	87111	x	x	x	x	x	x
7881	LIS HULL	5 WALKER ROAD	EDGEWOOD	NM	87015	x	x	x	x	x	x
9213	KEVIN AGUILAR	1900 WYOMING BLVD. NE	ALBUQUERQUE	NM	87112						
11360	ERIC McINTYRE	11200 MONTGOMERY BLVD. NE	ALBUQUERQUE	NM	87111	x	x	x	x	x	x