

Cookie Bites

Welcome to Cookie Bites! This is your weekly information, updates and reminders email during the 2026 cookie program. This is the eighth 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 25th 6:30 pm and Saturday, February 28th 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=4yMlrbDRshZ0bUnH8zULambah2rfko.1>

Meeting ID: 811 4491 2548

Passcode: Rookie26

Friday, February 27th – 1st ACH withdrawal.

Monday, March 3rd – Cupboard orders are due by midnight.

Wednesday, March 11th 6:30 pm and Saturday, March 14th 9:00 am | Cookie Rookie Series – Close Out Program & Rewards. We will provide you recommendations on how to close out your troop's cookie program and review the troop close out checklist to make sure you know what to do.

Important Updates

Girl Scout Values

We have been saddened by reports of Girl Scouts, their caregivers and troop leaders not treating each other with respect during the 2026 Girl Scout Cookie Program. As Girl Scouts, we are required to follow our Law and Promise, especially when others are not – even other Girl Scouts. Please remember that we are role models for our Girl Scouts and we should remember that our mission is not to sell the most Girl Scout Cookies, but to “build girls of courage, confidence and character, who make the world a better place.” Please report potential issues to council staff by emailing customercare@nmgirlscouts.org so we may help facilitate a peaceful resolution.

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 Safety and Etiquette

The safety of our Girl Scouts is always our top priority. Despite our best efforts, Girl Scouts may arrive at a booth and find the business closed or otherwise unsafe to sell at. In those situations, please encourage your families to try other means of finding customers, like taking a walk through their neighborhood or setting up a Cookie Stand at their home. Here are some reasons Girl Scouts should not attempt booth sales at a location:

- The store is unexpectedly closed
- There is an active police presence at the location
- There are protests taking place or other demonstrations
- Extreme weather conditions

When participating in booth sales, please be sure to respect the troops before and after you by not arriving more than 5 minutes before your scheduled booth time and closing promptly at the end of your time. Any potential customers during set up or tear-down should be directed to the troop who has the active booth time. Please remind all booth participants of proper booth

etiquette by sharing page 23 of the Cookie Program Manual. More on this can be found in the Booth training in gsLearn that is available to all adult members.

ACH Withdrawals are Taking Place on Friday, February 27th

To see what your troop's withdrawal amount is, please look at the spreadsheet attached

If the amount shown for your troop is more than what is available in the troop's bank account, you must email the Product Program Team at customercare@nmgirlscouts.org NO LATER THAN 8 am on Wednesday, February 25th. Failure to do so could result in bank fees that your troop will be responsible for.

Smart Cookie Reminders

Inputting Girl Scout Financials

When Girl Scouts turn in cash to the troop, you must enter the transaction into Smart Cookies. Attached, you will find **a quick sheet** on the process.

Smart Booth Divider

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

Digital Cookie Reminders

Using the Digital Cookie Mobile App at Booths

The Digital Cookie mobile app is the only approved way to take credit cards, Venmo or PayPal. Girl Scouts and their caregivers should be using the app to take payment other than cash at cookie booths. When using the app, please be aware of the following:

- If the booth is a troop booth, participants should use the troop profile
- The troop profile is only visible if the troop's site is set up and active for Girl Delivery

- Girl Scouts over 13 using their own login will not be able to see the troop profile. They will need to use the login of their caregiver.
- From the troop profile, select “Start My Booth Sale” and pick the correct booth on the next page and tap “Start Booth Sale”. Sales not logged as a booth sale through the troop profile will be credited to a “Virtual Booth” in Smart Cookies

Resource Highlight

Past Cookie Bites Newsletters and Quick Sheets

If your troop is just getting started, you can catch on past Cookie Bites Newsletters under Troop Resources on the Cookie Central Website here:

<https://www.nmgirlscouts.org/en/members/for-girl-scouts/product-program-resources/cookie-central.html>

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/89823800155?pwd=pLJEAjaprt3H9lWzVdMnuYl37Ha74G.1>

Meeting ID: 898 2380 0155

Passcode: Cookie26

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



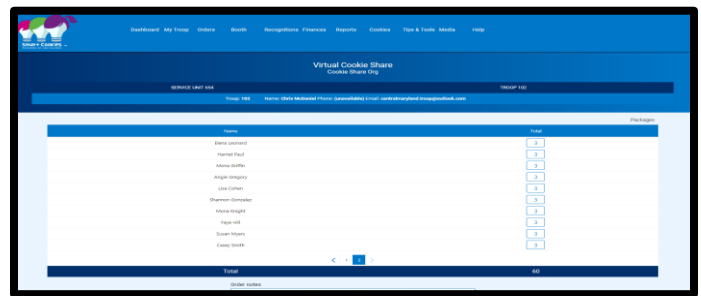
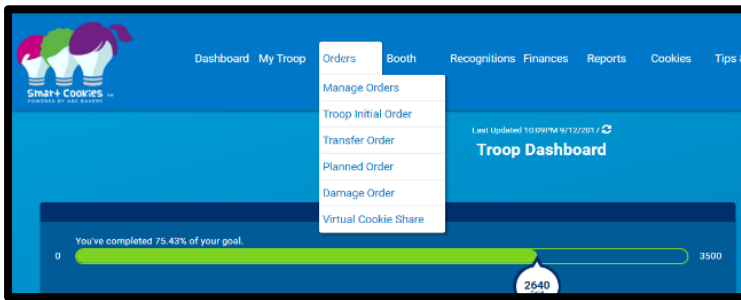
Quick Bites

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:

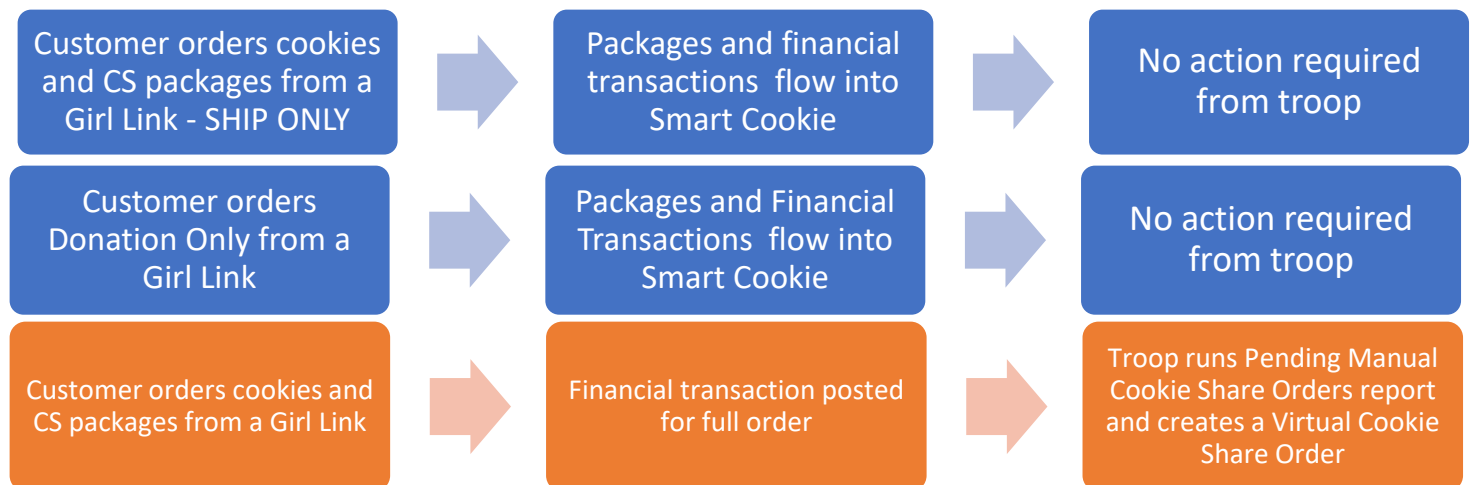
Navigate to Orders>Virtual Cookie Share. Enter the number of packages of Cookie Share sold by each girl. Click Save.



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.



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.

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.

Add Transaction

Service Unit* Troop* Troop Search

Bank* Type*

Transaction Date* Amount* Reference

Notes

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	

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



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.

2026 1st Cookie ACH Information

Troops with ACH Balance Due	
Troop	Balance Due
314	\$2,503.50
1054	\$2,597.50
1089	\$1,406.00
1154	\$3,533.00
3224	\$297.50
5010	\$201.00
7135	\$620.00
10284	\$2,050.00
10338	\$4,463.00
10471	\$7,280.50
10507	\$3,687.50
10578	\$3,856.50
10579	\$454.00
10589	\$2,348.00
10599	\$1,567.50
10605	\$574.50
10609	\$4,189.50
10647	\$6,808.00
10688	\$2,641.50
10700	\$1,330.00
10800	\$2,029.50
10842	\$2,674.50
10848	\$2,389.50
10850	\$3,794.50
10877	\$497.50
11606	\$154.50
11783	\$475.00

Troops with NO ACH Due		
Troop	Troop	Troop
91	10705	10885
218	10711	10887
518	10715	10888
1213	10717	10892
1680	10718	10895
7080	10730	10900
10032	10742	10902
10068	10745	10905
10074	10748	10910
10082	10751	10912
10128	10762	10913
10141	10767	10914
10185	10777	10918
10281	10779	10920
10292	10785	10922
10414	10796	11164
10443	10813	11539
10460	10815	11680
10465	10816	11742
10539	10824	11809
10573	10829	
10574	10832	
10582	10841	
10595	10843	
10606	10853	
10607	10857	
10624	10860	
10634	10861	
10639	10863	
10642	10869	
10655	10870	
10663	10873	
10678	10874	
10683	10878	
10689	10879	
10692	10882	