

Week of March 3rd

Cookie Bites

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

Monday, March 9th – Cupboard Orders Due

Tuesday, March 10th – Last day for Girl Scouts to fill out the Product Program Permission form.

Wednesday, March 11th – Last upload of Girl Scouts into Smart Cookies (more information below)

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.

Join Zoom Meeting

<https://us06web.zoom.us/j/81144912548?pwd=4yMlrbDRshZ0bUnH8zULambah2rfko.1>

Meeting ID: 811 4491 2548

Passcode: Rookie26

Monday, March 16th – Last day to place a cupboard order. Orders are due by midnight.

Sunday, March 22nd – Cookie program ends

Sunday, March 22nd – Digital Cookie closes for orders and in hand sales using the mobile app

Important Updates

Cupboard Updates

Please check your email for an important update about this week's cupboard. You can be assured that we will still be receiving cookies from the bakery. We plan to keep the cupboard well stocked for the remainder of the program to help your Girl Scouts meet their goals.

Last Day to Submit Product Program Permission Forms and Smart Cookie Upload

Please make sure all Girl Scouts are listed in Smart Cookies by Monday, March 9th. Tuesday, March 10th will be the last day to submit any Product Permission Forms for the 2026 Cookie Program. We will do one final upload into Smart Cookies on Wednesday, March 11th. Please remember that all Girl Scouts must submit a [2025-2026 Product Permission Form](#) and have a current Girl Scout membership to participate in the program.

Cookie Fun Patches Available for Purchase

Troops who would like to purchase cookie theme fun patches including booth patches and Care to Share patches for their Girl Scouts may do so here:

<https://pci.iotform.com/form/260196265938165>. Patches are \$1.50 apiece and some patches have limited availability. The deadline to purchase patches is Sunday, March 29th. Patches will arrive with the rest of your troop's cookie rewards.

Smart Cookie Reminders

Dropping Cookie Booths

Please make an effort to release cookie booths as soon as you know your troop will not be able to be there. This allows other troops to pick up the location and also keeps the Cookie Finder accurate. We understand that as the season comes to a close, you may need to leave a booth in the middle on a time slot. If that happens, do not release the booth as it will disrupt the flow of data from Digital Cookie and Smart Cookies and your troop will not receive credit for the payments.

Unable to Pick-up Booth Slot Once Slot Has Begin

Please know that once a booth reservation time slot has begun, it will no longer be visible in Smart Cookies. So, you may not know if a troop is scheduled to be at the booth after you or before you in Smart Cookies. If your troop wants to stay, please use Cookie Finder to see if the space is available.

Caregiver Reminders

Social Media

We would like to take a moment to remind everyone to please be kind to one another when you come across social media posts that may or may not be within the Social Media Guidelines. Please remember that the guidelines are there to keep our Girl Scouts safe and are not meant to hinder Girl Scout's sales.

Using the Digital Cookie App at Booths

Caregivers should be logging all sales made at booths to the booth they are currently at. Attached you will find a Quick Sheet with instructions on how to use the Digital Cookie App at booths. Please share this Quick Sheet with your families to help avoid reporting errors.

Booth Reminders

Booth Etiquette Reminder

We appreciate all the time and effort you are giving to help your Girl Scouts reach their goals through booth sales. We just wanted to share some reminders about proper booth etiquette and rules:

- Family booths are just two adults and the Girl Scouts in the family. No tagalongs or siblings may attend.
- Three adults at a booth max. Our community partners are very generous in allowing troops and families to set up at their business and the space provided is usually small so more adults at a booth may block entrances and disrupt the flow of the business.
- Please do not park in emergency lanes or exits when loading and unloading cookies. This might mean you have to park in a parking spot and use a shopping cart to take cookies to the booth.
- Signs are good especially if you are set up inside a store. If they don't know you are there, how can they buy cookies?

If you would like more tips on proper booth etiquette, please check out [page 21 of the Cookie Program Manual](#).

Booth Safety Reminder

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

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 12:00 pm 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=pLJEAjaprt3H9IWzVdMnuYI37Ha74G.1>

Meeting ID: 898 2380 0155

Passcode: Cookie26

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

Digital Cookie®

Using the Mobile App: A Training Guide for Families at a Cookie Booth

This guide provides Girl Scouts and caregivers with a step-by-step instructions for using the Digital Cookie Mobile App to process and review orders placed at a cookie booth.

Previous Steps: [Mobile App for Caregivers and Girl Scouts](#)

Additional Resources: [Mobile App for Cookie Booths Video](#)

Step 1: Download the App

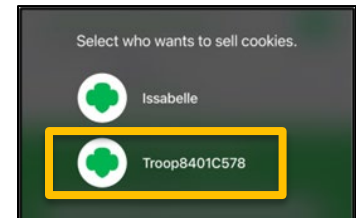
Download the free Digital Cookie Mobile App from the [App Store \(iphone\)](#) or [Google Play](#) (Android). Search for “Digital Cookie Mobile App.” Be sure to download the latest version or update the app each year to ensure full functionality.

Step 2: Log in to the Mobile App

Use the same email and password associated with your Digital Cookie account to log in.

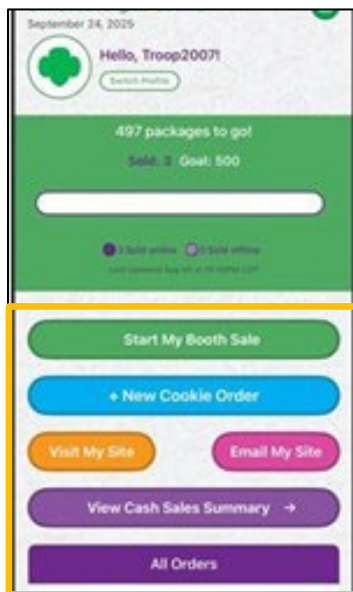
Step 3: Select the Troop Role

Once logged in you may see accounts for Girl Scout(s) and troop(s). This tip sheet will cover the troop role. ***This role will only be available if the troop site has been set up by a troop volunteer and the council troop site dates have started.*** Check with your troop leader if the troop role is not available.



Home Page Features

From the home page, you can access the following features:

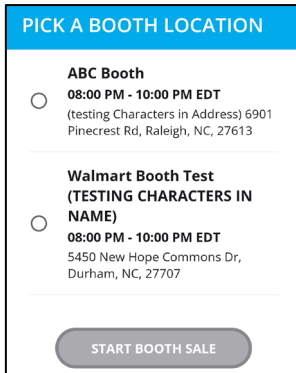


- [Start My Booth Sale](#)-Enables placing orders for a specific booth.
- [New Cookie Order](#) – Enables placing orders directly through the app. Use this only if a booth is not available.
- Visit My Site – Displays the troop’s site QR code.
- Email My Site – Allows sending the troop’s site link to potential customers via email.
- View Cash Sales Summary – Review the total cash collected for the day, including a breakdown by cookie variety. This is for troop orders only.
- All Orders – View and manage all orders placed on the troop’s site by delivery method. Check with your troop cookie volunteer before approving any orders through this feature.

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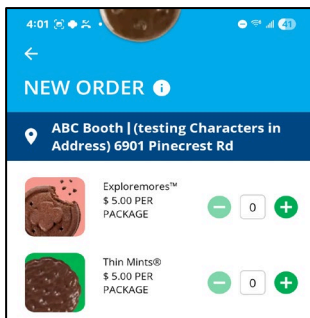
Start My Booth Sale

Follow these steps when taking orders at a cookie booth.



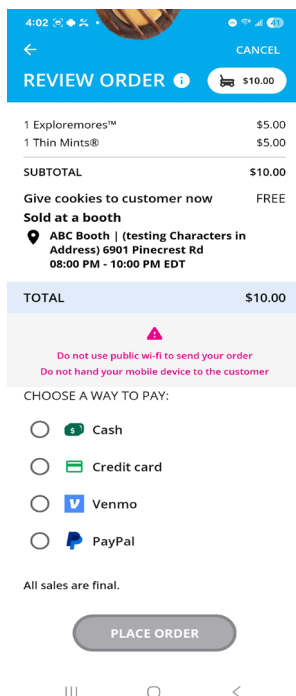
Step 1: Select Booth and Start Booth Sale

Choose from the list of booths you are signed up for. If a booth is missing, check the Booth Pickup page in Digital Cookie or use the New Cookie Order option.



Step 2: Select Cookie Varieties

Use the '+' and '-' buttons to enter quantities, then click 'Checkout'.



Step 3: Review Order and Select Payment Type

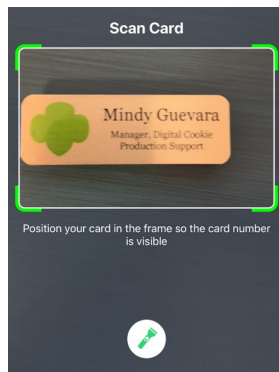
Choose from cash, credit card, Venmo, or PayPal.

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Payment Methods

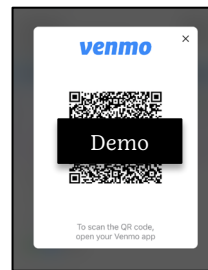
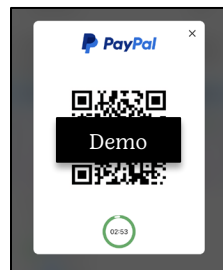
Cash – Available for 'Give Now' orders. Enter the amount received and the app will calculate change. Optionally enter customer name and email.

Credit Card – Enter or scan card details. Contact info is optional but useful for receipts or issues.



Tip: Have good lighting and double check the numbers before placing the order.

PayPal/Venmo – After clicking Place Order, a QR code appears for the customer to scan and complete payment.



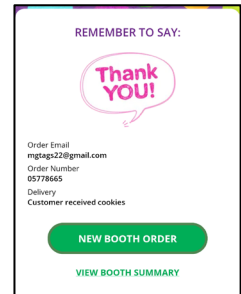
Customers must log in to their account from their phone to complete the order.




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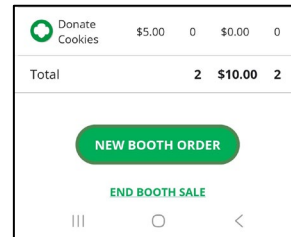
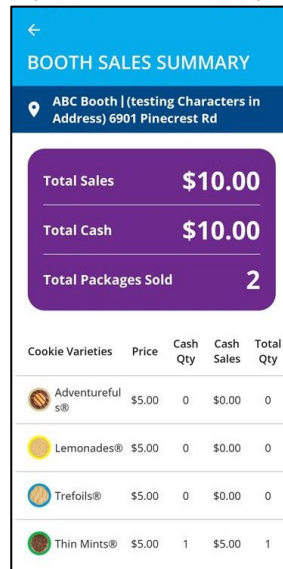
Order Confirmation

Once the order is placed, a confirmation screen appears. You can start a new booth order or view the booth summary.



Booth Summary

The summary shows packages sold and total money collected. Here you can end the Booth Sale. If you accidentally end a booth sale early, it can be opened at any time on the day of the booth.

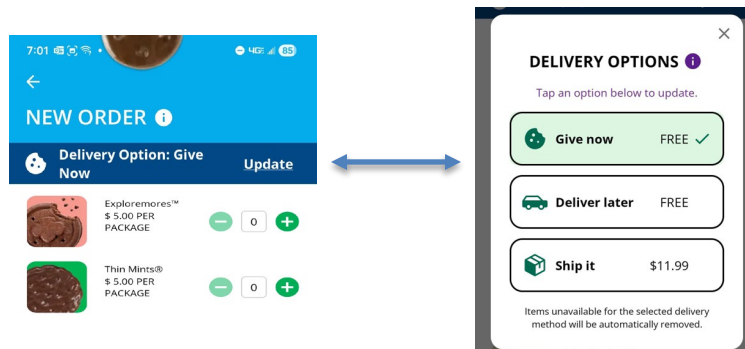


New Cookie Order

Use this feature when no booths are available to select.

Tap the New Cookie Order button to open the order screen. The app will default to “Give Now” or the last selected delivery option (“Give Now,” “Deliver Later,” or “Ship It”). If “Give Now” is not selected, tap Update to change the delivery method.

For booth sales, the delivery type must be “Give now.”



Then, follow the steps outlined above to complete the order.