**Horizon Service Unit**

**Cookie Manager Information 2018**

***Start Up***

1. Troop Cookie Managers (TCM) must be a registered Girl Scout with all PA required clearances uploaded to GSEP. To register go to [www.gsep.org](http://www.gsep.org) and MY GS – follow the steps and the role you want to select for your troop is Troop Cookie Manager.
2. ABC Smart Cookie is the new SNAP+. You should have received an email from Smart Cookie to login in for your troop. If you have not please email horizon648.cookiemgr@gmail.com ASAP.
3. TEAM App is a new portal for TCM/Leaders to keep up to date on Cookie Sale dates, information and any changes! It is a FREE app for your smartphone (both iPhone and Android), if you don’t have a smartphone the website is [www.teamapp.com](http://www.teamapp.com).

***Important Dates***

GSEP Booth Lottery Opens in Smart Cookie (at 10:00 a.m. EST) October 31st

GSEP Booth Lottery CLOSES in Smart Cookie (at 11:59 p.m. EST) November 21st

GSEP Booth Lottery Results November 22nd

Initial Order due in Smart Cookie December 4th

**Cookie Program Starts January 18th**

ACH SWEEP #1 January 31st

ACH SWEEP #2 February 28th

**Cookie Program Ends March 11th**

ACH SWEEP #3 March 21st

OCFH Drop Off at Valley Forge Service Center March 22nd

Recognition Orders Due to SUCM March 20th

Troop Balance Summary Due to SUCM March 30th

***Cookies***

1. Place your troops Initial Order by **December 4th** – make sure you choose the pick-up location and time. ALL orders are always place in **# of CASES**! Go to Cookie Manual pg 17 for how many case of cookies will fit in your car.
2. Before **January 18th:**
* Parent Permission Form signed and returned to you
* Distribute to each girl the following items (one per girl): Money Envelope, Cookie Order Form, Incentives sheet, and Smart Cookie – Online Sales Flyer.
* *Emphasize to parents there is to be NO selling, pre-orders, etc. of any kind before Thursday, January 18th.*
1. Distribute initial stock to each girl (if you distribute before 1/18, emphasize NO selling until 1/18). The EASIEST way to distribute stock is to get the full payment when you give them the box. This helps with record keeping, too. Have the person picking up sign or initial the Parent Permission Form. Suggestion: Start each girl out with 2 mixed cases of cookies.
2. KEEP RECORDS! You must record all monies given to you and give proper credit to the girl. For each deposit, attach a sheet to your deposit receipt with a breakdown of each girl’s money, booth money, and donations. It is also really helpful to write down the date you deposited money on the Parent Permission Form or a tracking spreadsheet.
3. Bank Deposits - get your Troop’s bank account number and fill out several deposit slips ahead of time. This way you will be ready to make timely deposits.
4. MAKE SURE YOU DEPOSIT THE MONEY! The money MUST be there before for the sweeps!

First January 31, 2018 15% of troop inventory

Second February 28, 2018 35% of troop inventory

Third March 21, 2018 100% less troop proceed

**Note:** to minimize errors in sweeps a test payment of $1 will be processed prior to the scheduled sweep.

1. Planned vs. Unplanned Orders:
	1. Planned Order is one you enter into Smart Cookie and go pick up.
		* Must be submitted by 12:00 p.m. EST the day before the pick-up date.
		* Planned order stations are open from Tuesday to Saturday only.
		* If you have a planned order and are unable to pick-up the order, the order will be deleted from the system
	2. Unplanned order, you go to the pick-up site, get the cookies and a T-8 is filled out.
		* Sometimes not all cookie flavors are available for unplanned order pick-up
		* Maximum of 50 cases per troop per day can be picked up.
2. Sharing, Swapping and Trading Cookies Between/Among Troops: Yes! We encourage sharing and swapping of cookies among troops. You do NOT have to keep track of the flavors of cookies you have. You can trade a case of thin mints for a case of lemonades and do NOT have to enter anything, anywhere. We have a Facebook group, “GSEP Horizon SU 648 Cookie Page”. If you’re not on Facebook, we can trade via email. Let us know and we can put it out there. **One thing we do NOT do is sell cookies to other troops**.
3. Trading Gluten Free Cookies: Trios are a different story. You can trade 5 boxes of regular cookies for 4 packages of Trios because the money works out, both are $20. However, the numbers will be slightly off. The troop that traded away their Trios now has to sell 5 regular boxes but will still only get credit for 4. Maybe that’s OK.
4. HELP! I Completely Over-Ordered Cookies! If you are stuck with a lot of cookies toward the end of your sale, then you need to find a troop to take them, fill out a T-8 transfer form AND make a troop-to-troop transfer in ABC Smart Cookie. NO TROOP SHOULD BE STUCK WITH COOKIES at the end of the sale. If you have inventory you can’t sell, email horizon648.cookiemgr@gmail.com and we will put messages out that cookies are available from your troop. Some troops are picking up cookies until the very last day, if they know about your cookies they can transfer from you instead. Also, many troops have inventory they have to fill for OCFH, so your cookies can be used for that.
5. Toward the End of the Sale: If you need cookies toward the end of the sale, it’s nice to put a message out asking other troops if they have stock they’d like to transfer to your troop. Again, NO TROOP SHOULD BE STUCK WITH COOKIES!

***Cookie Booths***

1. **GSEP Cookie Booths**: There are several ways to get these prime Cookie Booths:
	1. **GSEP Cookie Booth Lottery (from October 21st to November 21st) each troop can enter up to 10 tickets or entries. They have the potential to win 1 booth.**
	2. First Come, First Serve Booths Open (January 3rd) each troop has up to 4 reservation for unselected GSEP Cookie Booths. On January 10th the limitations will be lifted.
2. **HSU Cookie Booths**: these are cookie booths within the Horizon SU footprint. The HSU procured the dates and times and we have a lottery/round robin in December.
	1. Make sure you have change for the cookie booth and decorate your booth with signs, a tablecloth, change and a DONATION JAR. You know that every $4 represents one box, so you don’t really have to tally your sales at a booth. However, DO keep Operation Cookies from Home money and donation money separate, and make a note on your deposit sheet of those amounts.
3. Cookie Booth Prep and Management – The Cookie Manual (pgs 23-24) has tons of great information for you to get the girls and parents ready to sell at booths!

***Cookie Recourses***

HSU Cookie Manager: horizon648.cookiemgr@gmail.com

HSU Cookie Booth Manager: horizon648.cookieboothmgr@gmail.com

HSU Website: horizongirlscouts.org / Leaders / Girl Scout Product Sale

ABC Smart Cookie: [www.abcsmartcookie.com](http://www.abcsmartcookie.com)

ABC Smart Cookie YouTube: <https://youtube.com/user/abccouncils>

TEAM App: [www.gsepcookies.teamapp.com](http://www.gsepcookies.teamapp.com) GSEP Website: gsep.org / Cookies

GSEP Email: memberservices@gsep.org Subject Line should be Cookies and your what your email is about (example Cookies – Login to Smart Cookie).

***Miscellaneous***

**Operation Cookies from Home (OCFH**): This program is a partnership between GSEP and the USO to provide Girl Scout Cookies to the women and men serving the US Military. The customer will give you $4 for a box of OCFH and NOT take a box of cookies. A few things may then happen:

1. You have a box of cookies left over in your stock at the end of the sale and you bring the box to the Service Center. That box is sent to the troops. (They discourage the donation of GF Trios).
2. You don’t have any boxes leftover at the end of your sale so you:
	1. Put an offer out to other troops to transfer some of their leftover cookies to your troop and then bring those transferred cookies to the Valley Forge Service Center on March 22, 2018, or
	2. Realize no one has any cookies left over to transfer to you so you transfer a “virtual box” of cookies to your troop from the “OCFH Troop” in Smart Cookie.

Any problems or questions?
Contact HSU Cookie Team: Horizon648.cookiemgr@gmail.com.
We want everyone to feel confident being a cookie manager.
If you’re unsure, please reach out.