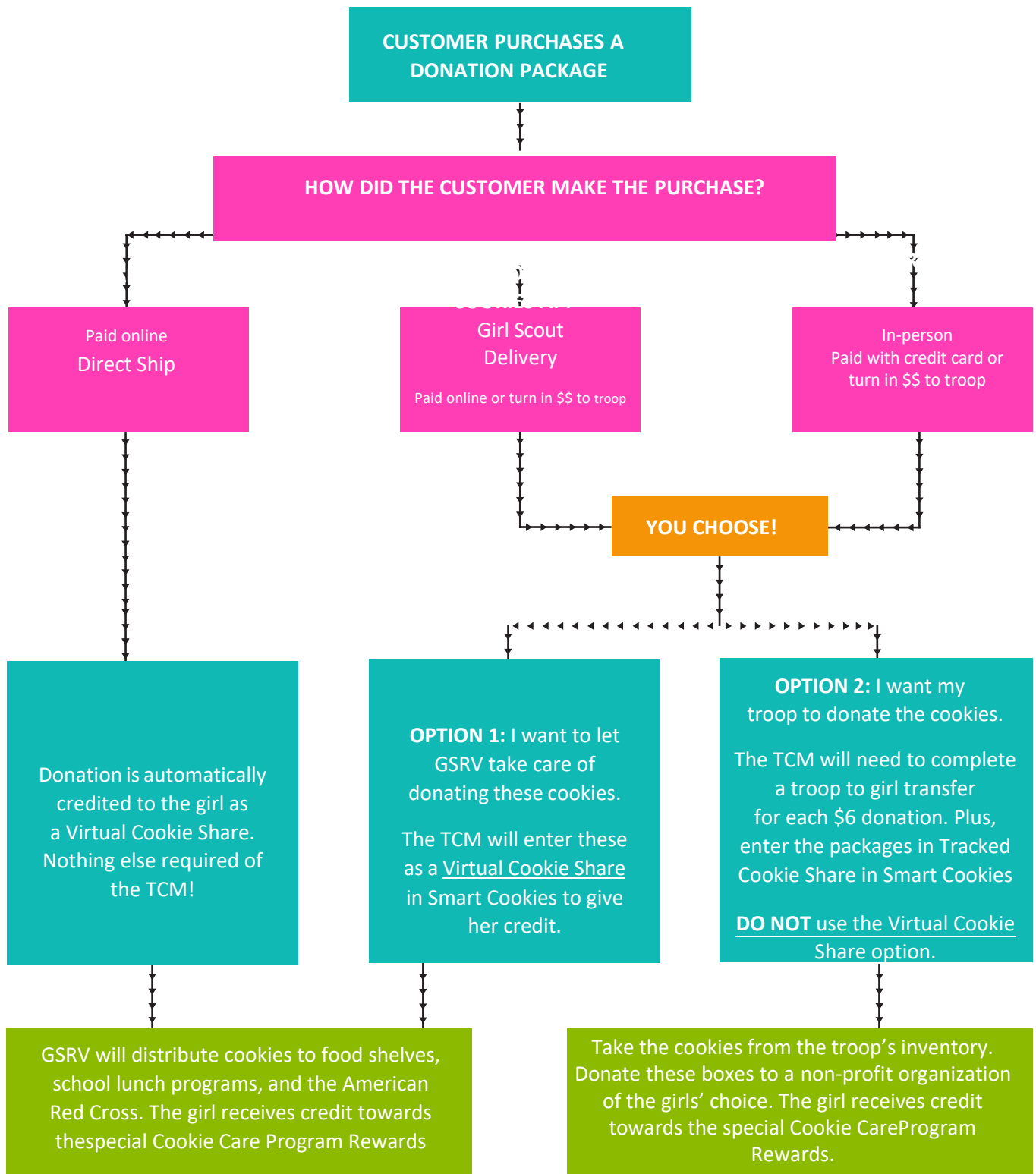# MANAGING DONATED COOKIES

To make sure you account for your cookie inventory correctly for all donations, follow these guidelines:

CUSTOMER PURCHASES A DONATION PACKAGE

HOW DID THE CUSTOMER MAKE THE PURCHASE?

| Paid online **Direct Ship** | Girl Scout **Delivery** Paid online or turn in $$ to troop | In-person Paid with credit card or turn in $$ to troop |

YOU CHOOSE!

Donation is automatically credited to the girl as a Virtual Cookie Share. Nothing else required of the TCM!

OPTION 1: I want to let GSRV take care of donating these cookies.

The TCM will enter these as a Virtual Cookie Share in Smart Cookies to give her credit.

OPTION 2: I want my troop to donate the cookies.

The TCM will need to complete a troop to girl transfer for each $6 donation. Plus, enter the packages in Tracked Cookie Share in Smart Cookies

DO NOT use the Virtual Cookie Share option.

GSRV will distribute cookies to food shelves, school lunch programs, and the American Red Cross. The girl receives credit towards thespecial Cookie Care Program Rewards

Take the cookies from the troop's inventory. Donate these boxes to a non-profit organization of the girls' choice. The girl receives credit towards the special Cookie CareProgram Rewards.

NOTE: If a Girl Scout shows customer Cookie Share purchases through Smart Cookies (e-card Girl Delivery-CShare or social-Girl Delivery-CShare), these orders are not automatically credited as Cookie Shares. Girl Scouts can let the TCM know which option they prefer or check the Mobile & e-card summary report to confirm.

MANAGING DONATED BOOTH COOKIES

To account for your booth sales correctly for all donations, follow these steps:

Use the Smart Booth Divider to enter the donations for the booth. Enter the donations based on the which option of the Cookie Care Program the troop is participating in:

- **Cshare**: These are donations made from <u>council</u> inventory (Virtual Cookie Share)
- **Tracked CS**: These are donations made from <u>troop</u> inventory (Tracked Cookie Share)

GIRL NAME	CShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GFC	Tracked CS	PACKAGES SOLD
Emily Scout Test	2	6	6	11	4	16	16	16	0	0	3	77
Lizzo Awesome	2	6	6	11	4	16	16	16	0	0	3	77
Serena Williams	2	8	8	13	4	18	18	18	0	0	4	89

For donations made from council inventory, no further action is required after you enter the # of packages in the CShare field and distribute between the Girl Scouts that participated in the cookie booth. The credit will be given automatically to the Girl Scout. Since you are using the Smart Booth Divider, Smart Cookies assumes you collected the $6/package at the booth, no further financial transaction is needed.

For donations made from troop inventory, you must also transfer the cookies that are being donated from troop inventory to the Girl Scout to give credit towards packages sold. You can choose to wait until the end of the sale to make these transfers when you have a better grasp on your leftover inventory. Follow these steps after you enter the # of packages in the Tracked CS Share field in the Smart Booth Divider and distribute between the Girl Scouts that participated in the cookie booth:

1. Go To Orders>Transfer Order then select the Troop to Girl as the type of transfer.
2. Select the Girl Scout to transfer the cookies to
3. Enter the total by variety in the Booths Packages column. For example, if the Girl Scout has credit for 15 Tracked CS donations, you will transfer a total of 15 packages using the Booths Packages column.

Clear Quantities		PACKAGES	BOOTHS PACKAGES
Adventurefuls	$50.00	0	10
Toast-Yay	$25.00	0	5
Lemonades	$0.00	0	0
Trefoil	$0.00	0	0
Thin Mints	$0.00	0	0
Peanut Butter Patties	$0.00	0	0
Caramel deLites	$0.00	0	0
Peanut Butter Sandwich	$0.00	0	0
Caramel Chocolate Chip	$0.00	0	0
Totals	**$75.00**	**0**	**15**

By using the Booths Packages column, this will increase the total # of packages sold for the Girl Scout, but it will not increase the financial responsibility for the packages.