Troop Proceeds and Rewards – Smart Cookies Guide

Before placing your final *Reward Order* you will need to make sure that you have selected the right *Proceed Plan* and *Main Recognition Plan* for your troop, all *Troop to Girl Transfers* are completed, *Cookie Share* orders are placed, and the total packages transferred to each girl is correct. You can verify these numbers using the following reports:

- **Proceed Plan:** *Troop Balance Summary*
- **Main Recognition Plan:** *Troop Balance Summary*
- **Total Packages per Girl:** *Girl Cookie Total Summary.* The number of packages that each girl has sold is the number that will correspond with her recognitions and Cookie Dough.
- **Cookie Share:** *Troop Balance Summary & Troop Re-Order*
- **Troop-to-Girl Transfers:** *Troop Balance Summary & Transfer Order Summary*

Selecting Proceed Plans

Troops and Juliettes will need to choose from two packages:

The Main Proceed Plan: This is the default plan. Troops earn troop proceeds and Juliettes earn Program Credits, plus the girls earn Cookie Dough based on the number of packages sold AND collect reward items or additional Cookie Dough as levels are reached.
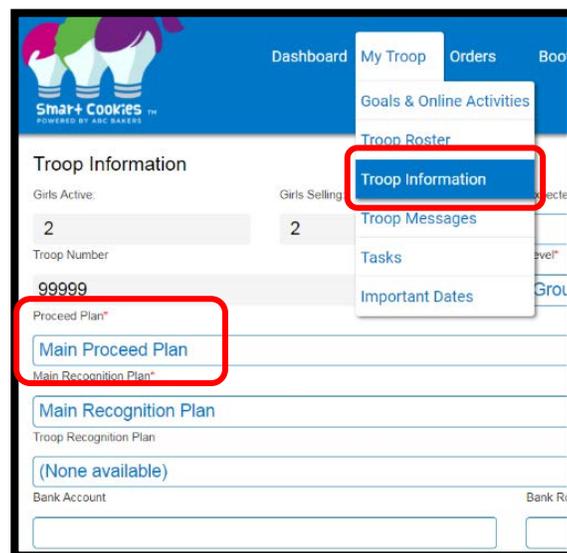
OR

The CSA Opt-Out Proceeds Plan: Cadette, Senior, and Ambassador Troops and Juliettes can opt-out of all reward items to earn more troop proceeds or program credits! The girls still earn Cookie Dough based on the number of packages sold. This is a group decision, individual girls within a troop cannot choose this option without the rest of the group.

For more details on each plan see the [Cookie Program Kit](#) or the [Juliette Program Kit](#).

1. To choose your proceed plan, go to the *My Troop* tab, and select *Troop Information* from the drop-down.

2. Select the desired *Proceed Plan* from the drop-down. The *Main Proceed Plan* is the default choice.

3. Click *Update Information* at the bottom of the screen to save your choice.

Everyone, including Juliettes, will still be able to earn the 700 Club, Mud Run, and Trampoline Party/Water Park Adventure events if earned, regardless of proceed and reward plan selections.

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Assigning Reward Plans to Girls

There are three reward plans girl can choose from:

The Main Reward Plan Items: This is the default reward plan. Rewards within the Main Reward Plan Items are cumulative and girls earn the items at each level they reach. They also earn Cookie Dough based on the number of packages sold.
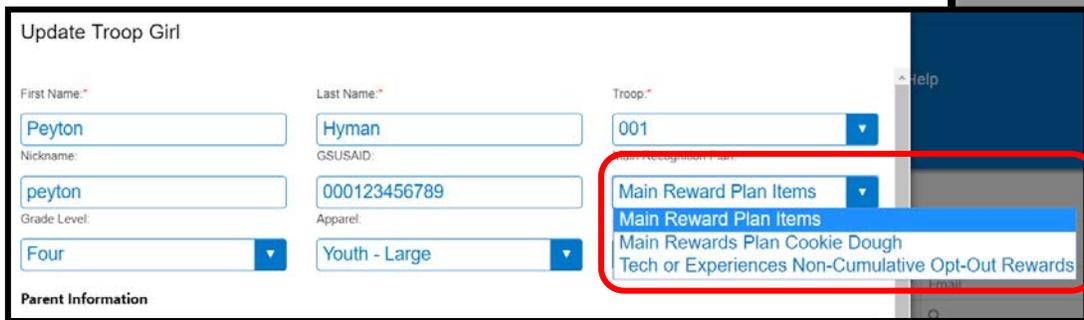
OR

The Main Rewards Plan Cookie Dough: Rewards within the Main Rewards Plan Cookie Dough are cumulative and girls earn Cookie Dough at each level they reach. They also earn Cookie Dough based on the number of packages sold.

OR

The Tech or Experiences Non-Cumulative Opt-Out Rewards: Girls who sell 1000 or more packages may select the Tech or Experiences Non-Cumulative Opt-Out Rewards instead of the Main Reward Plan Items or Main Rewards Plan Cookie Dough. With this plan the girl opts-out of all reward items AND Cookie Dough to earn ONE of the Tech or Experiences Non-Cumulative rewards. See the _Reward Panel_ for details on what items are offered at specific levels.

1. To assign rewards plans to girls, go to the _My Troop_ tab, and select _Troop Roster_ from the drop down.
2. Find the desired girl and double click on her name. (You may also click on the pencil to the right.)
3. Select the desired _Recognition Plan_ from the drop down. The _Main Reward Plan Items_ is the default choice.
4. Click _Save._

Girls opting for the Tech or Experiences plan will still be able to earn the 700 Club, Mud Run, and Trampoline Party/Water Park Adventure events, if applicable.
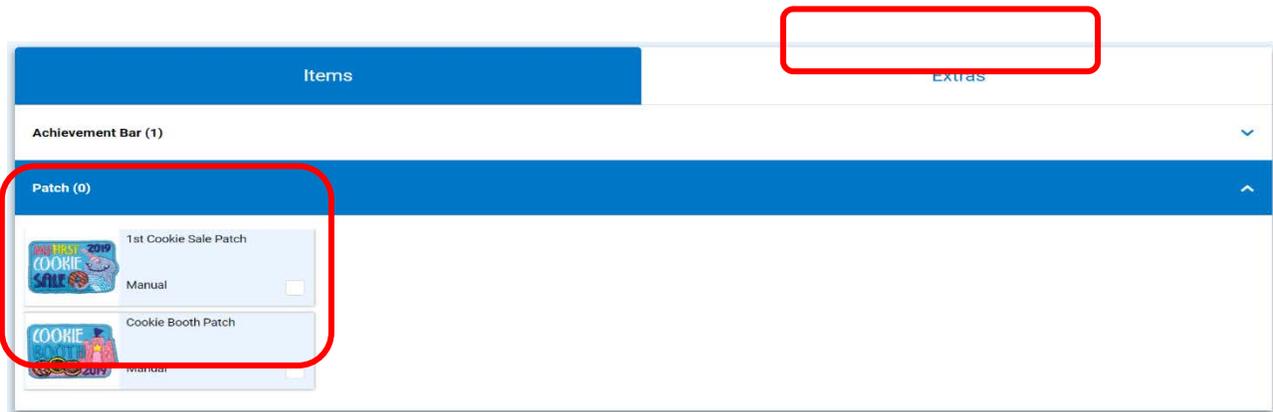
Creating and Placing the _Recognition Order_

After cookies have been transferred down to the girls, EVERY TROOP AND JULIETTE will need to create a _Recognition Order_ so the appropriate items and patches are ordered. The recognition screen will populate the rewards each girl has earned according to the number of packages that have been transferred to her.

1. Go to the _Rewards_ tab, and select _Recognition Order_ from the dropdown.
2. Select the _Order Type_ from the drop down where it says _Select Recognition Order_. The only option should be _Main._

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3. Click on the desired girl by selecting the arrow on the right side of the screen to have her rewards calculate.

👧 Sam Digmann	Packages sold: 500	⚠	›
👧 jenna thomas	Packages sold: -12		›
👧 peyton hyman	Packages sold: 512		›

- Since this year each girl must choose between all items or Cookie Dough, the *Items* screen will automatically calculate based on the Reward Plan assigned to her. If there is anything that needs attention, such as selecting a t-shirt size, or a tech/experience reward, a red triangle with an exclamation will appear.
- The Extra are patches that are earned, on their honor. Simply check the box next to the patch she has earned.

Items	Extras
Achievement Bar (1)	⌄
Patch (0)	⌃

1st Cookie Sale Patch
Manual ☐

Cookie Booth Patch
Manual ☐

4. Click Save at the bottom of the screen.
5. Repeat this process for each girl.

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