

FIVE STEPS TO MANAGE YOUR TROOP COOKIE INVENTORY TO ZERO

1. Make it simple for parents/guardians! While the Girl Scout Cookie Program doesn't begin until the official start date of February 1, you may ask parents/guardians to estimate how many cookies they'd like to commit for the Troop Initial Order. **Check out the easy order options on the next page.**
2. Set your communications guidelines. As your troop begins selling cookies, you may be surprised at how quickly, and how often, families want to restock! Some Troop Product Managers (TPMs) come up with a specific system, such as a Google form, to manage communications. That way, if a parent texts you asking for more cookies, you can direct them to please fill out the form, rather than having to manage communications from many outlets!

You'll also want to pay attention to the schedule for Planned Orders, so that you can give a deadline to parents/guardians based on your deadline that week for the troop order. For example, if your Planned Order is due on Sunday, you may want parents/guardians to submit orders by Friday evening.

3. **Make tracking a breeze.** Keep all your cookie paperwork together, including each signed Product Program Permission Form, and receipts for cookies and money that have been exchanged. You can use the receipt books sent with your troop materials – **or, check out the Cookie Transfer Sheet below!**
4. **Provide regular updates.** One key to success is communicating regularly to parents/guardians about how many packages of cookies they have ordered, received, and paid for. **PRO TIP!** In ABC Smart Cookies, run the "Girl Balance Summary" report and send it to each family. This shows them the packages transferred to them and the money collected.

Note: Families should turn in money throughout the program for cookies sold, not all at the very end. Ideally, money is turned in for all the cookies a family has picked up before they are given more. Girl Scouts of Greater Iowa (GSGI) recommends that troops do not take returns from families, as that limits your ability to manage your troop inventory down to zero, though the goal is that neither the troop nor the individual family gets "stuck" with cookies.

5. **Risk-free checkout!** Plan a booth—or several—in the final weeks of the program. For orders placed on March 10 (picked up by March 15), troops can return any cookies leftover, in any varieties, at select cupboards on March 25. This means you can ensure you have enough cookies for a successful booth, and allows you the flexibility to return leftovers.

Not quite at zero inventory? Don't forget that if your troop collected any donations from customers who didn't want to take cookies home with them, troops may choose to apply donations received to cover the cost of cookies remaining in your troop inventory. Then, the troop can choose local charities to receive the cookies, and girls can make the deliveries! If you do not donate from your troop inventory, donations should be tracked as Virtual Cookie Share.

YOUR TROOP COOKIE INVENTORY INCLUDES

Cookies ordered for individuals:

Whether Girl Scouts have taken orders, or they're planning on selling cookies on hand—once cookies are signed for by a parent/guardian, they become the family's responsibility.



Booth Cookies: The troop must order and bring cookies to booth sales. Any leftover cookies from the booth sale remain in your troop's inventory, and can be used to fill orders from troop members, or saved for the next booth.



OTHER GREAT TIPS FROM GIRL SCOUTS OF GREATER IOWA (GSGI) LEADERS

ADAPTED FROM FACEBOOK

I had parents/guardians give me in writing what cookies they need (either in paper/pen or email I print. No texts!), and attached orders to each girl's permission form. I had a hard deadline of Friday night so I could order by Saturday night. I did this weekly. When I sat down to order, I went girl by girl. It worked for me! – Patty B.

If a parent tries to text me something like adding three cookie packages to their order, I will refer them back to our troop Google order form link, so that it's time stamped and on my spreadsheet. The form is mobile-friendly and they can fill it out as many times as they want each week. Every Sunday morning I just sum all of the columns and get my total order for the cupboard that week. – Beth S.

Set clear boundaries. My parents/guardians know cookie orders are due via text or email every other Sunday by 5 p.m., giving me plenty of time to enter it. I do cookie pick up and money turn in that following Thursday from 6:30-7:30 p.m. Those are the set times established with a newsletter at the beginning of the sale. I have learned it's okay to ignore texts or messages that are during your family time, family comes first. – Christy C.

I have our family cookie meeting during the last 15 minutes of the girl's regular meeting. The girls attend too, so they hear the same thing. The girls usually keep their parents/guardians on track because they want to get their rewards! I make a big deal about it for the girls - talking about safety in selling, do's and don'ts, money, keeping track of inventory, re-order rules, parent responsibility and deadlines. I stress the importance of girls doing the selling, not parents/guardians. It is a learning experience for them. – Chelle B.

When families pick up cookies, I have them initial each order as we both go through every amount and variety on a sheet I printed with their orders amounts. After we go through all the cookies, I put the amounts into the receipt book, have them sign, and give them the copy. I staple the receipts to index cards and place them in an index card holder, and I keep all the initialed order forms in a binder. I also transfer all orders into Smart Cookies. With this strategy, it makes it impossible for any issues or discrepancies to come back later. – Christina S.

TROOP COOKIE ORDER FORMS

If you're looking to build a Google form, or just give some structure for family orders, check out the sample forms (created by troop leaders!) on the next few pages.

The first form is an option that a leader created for the first order from parents/guardians, with some suggestions to get started. The second is a sample form for ongoing Planned Orders.

Feel free to use these forms as-is, or customize the options to work for your troop!

It's easy to add a disclaimer, like this one, to your form:

*Please check the box below to acknowledge that you understand you will be responsible for turning in money for all cookies ordered by the end of the program. You cannot return cookies that you order, but we can work with you to exchange for difference varieties. (It is required to select this box to move on.)**

I understand that these cookies cannot be returned.

Note: Google forms are a separate (free) service, not supported by GSGI. There are many quick online tutorials showing you how to create a form and view responses in a spreadsheet. For some leaders, this is a helpful tool that saves time and keeps the process streamlined, but if that is not your cup of tea, you can definitely use emails or another communication method that works better.

GIRL INITIAL COOKIE ORDER FORM

Parents/guardians can use this form for their first cookie order.

Not sure how many cookies to order? The troop can help! The average Girl Scout in Greater Iowa will generally sell around 300 packages of cookies a year. That means that half will sell more than that, and half will sell less.

A lot of factors determine how many cookies your Girl Scout will sell, things like amount of time spent going door to door, the size of the social network of families, ability for parents/guardians to assist with order-taking, etc.

Below are four options for ordering cookies. You may select one of the three available “Easy Order” options, or select option 4 and pick your own cookie amounts. The Easy Order options are based on prior year sales data, giving you a mix of cookies based on what most customers buy. While cookies are not returnable, you can exchange cookie varieties:

Girl Scout Name _____

Parent/Guardian Name _____ Email _____

Please check the box below to acknowledge that you understand you will be responsible for turning in money for all cookies ordered by the end of the program. You cannot return cookies that you order, but we can work with you to exchange for difference varieties.

- I understand that these cookies cannot be returned.*

Check the box by your order selection. If choosing option 4, be sure to double check your order quantities carefully! Note: there are 12 packages in 1 case.

**EASY ORDER OPTION 1:
66 PACKAGES OF COOKIES**

- 12 packages of Thin Mints®
- 12 packages of Peanut Butter Patties®
- 12 packages of Carmel deLites®
- 6 packages of Adventurefuls™
- 6 packages of Lemonades™
- 6 packages of Trefoils®
- 6 packages of Peanut Butter Sandwiches
- 6 packages of Toast-Yays!™

**EASY ORDER OPTION 2:
120 PACKAGES OF COOKIES**

- 24 packages of Thin Mints®
- 24 packages of Peanut Butter Patties®
- 24 packages of Carmel deLites®
- 12 packages of Adventurefuls™
- 12 packages of Lemonades™
- 6 packages of Trefoils®
- 6 packages of Peanut Butter Sandwiches
- 6 packages of Toast-Yays!™
- 6 packages of Caramel Chocolate Chips *(limited qty. available)*

**EASY ORDER OPTION 3:
198 PACKAGES OF COOKIE**

- 36 packages of Thin Mints®
- 36 packages of Peanut Butter Patties®
- 36 packages of Carmel deLites®
- 24 packages of Adventurefuls™
- 24 packages of Lemonades™
- 12 packages of Trefoils®
- 12 packages of Peanut Butter Sandwiches
- 12 packages of Toast-Yays!™
- 6 packages of Caramel Chocolate Chips *(limited qty. available)*

**OPTION 4:
MANUALLY SELECT THE
QUANTITY OF EACH COOKIES**

Enter your order quantity in packages:

- packages of Thin Mints®
- packages of Peanut Butter Patties®
- packages of Carmel deLites®
- packages of Adventurefuls™
- packages of Lemonades™
- packages of Trefoils®
- packages of Peanut Butter Sandwiches
- packages of Toast-Yays!™
- packages of Caramel Chocolate Chips *(limited qty. available)*

TROOP COOKIE REQUEST FORM

Parents/guardians can use this form to request cookies from the troop.

Cookie orders are due _____ at ____ p.m. for pickup on _____ the following week!

Girl Scout Name _____

Parent/Guardian Name _____ Email _____

Please check the box below to acknowledge that you understand you will be responsible for turning in money for all cookies ordered by the end of the program. You cannot return cookies that you order, but we can work with you to exchange for difference varieties.

I understand that these cookies cannot be returned.

Enter your order quantity in packages:

_____ packages of Thin Mints

_____ packages of Trefoils

_____ packages of Peanut Butter Patties

_____ packages of Peanut Butter Sandwiches

_____ packages of Caramel deLites

_____ packages of Toast-Yays!

_____ packages of S'mores

_____ packages of Caramel Chocolate Chips
(Limited qty. available)

_____ packages of Lemonades

Cut here

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Girl Scout Name _____

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Enter your order quantity in packages:

_____ packages of Thin Mints

_____ packages of Trefoils

_____ packages of Peanut Butter Patties

_____ packages of Peanut Butter Sandwiches

_____ packages of Caramel deLites

_____ packages of Toast-Yays!

_____ packages of S'mores

_____ packages of Caramel Chocolate Chips
(Limited qty. available)

_____ packages of Lemonades

COOKIE TRACKER

Girl Scout Name _____

Pick Up Date									
Packages Picked up (\$6 each)									
Packages Returned for Exchange									
Checks Paid									
Cash Paid									
Total Paid									
Current Balance Owed									
Parent/Guardian Signature									

Note: use this Cookie Tracker instead of individual receipts through the program. If you'd like to track by variety, keep one copy of the Family Cookie Receipt for each pickup, noting any exchanges for different varieties.

Family Cookie Receipts

Girl Scout Name												
Pick Up Date												
Adventurefuls												
Toast-Yays!												
Lemonades												
Trefoils												
Thin Mints												
Peanut Butter Patties												
Caramel deLites												
Peanut Butter Sandwiches												
Gluten Free CCCs												
Total Packages												
Money Received												

Cut here

Girl Scout Name												
Pick Up Date												
Adventurefuls												
Toast-Yays!												
Lemonades												
Trefoils												
Thin Mints												
Peanut Butter Patties												
Caramel deLites												
Peanut Butter Sandwiches												
Gluten Free CCCs												
Total Packages												
Money Received												

Cut here

Girl Scout Name												
Pick Up Date												
Adventurefuls												
Toast-Yays!												
Lemonades												
Trefoils												
Thin Mints												
Peanut Butter Patties												
Caramel deLites												
Peanut Butter Sandwiches												
Gluten Free CCCs												
Total Packages												
Money Received												

Cookie Status Update

Notes: this is a sample cookie status document created by a leader to update parents/guardians throughout the program. Some leaders choose to create one spreadsheet/document and email to all troop families, while some may send individual updates to each parent/guardian.

Timestamp (Date you ordered)	Girl Scout Name	TOTAL Boxes	TOTAL \$ Ordered	TOTAL PAID	TOTAL remaining balance	ADV	TY	LEM	TF	TM	PBP	CDL	PBS	CCC
INITIAL ORDER	Sue Shortbread	98	\$ 588			12	12	12	12	12	12	12	12	2
2/6/24 10:37 AM	Sue Shortbread	42	\$ 252				18			18		6		
2/6/24 11:42 AM	Sue Shortbread	48	\$ 288	\$ 65				12			12	24		
2/9/24 7:12 AM	Sue Shortbread	36	\$ 216							36				
2/12/24 5:18 PM	Sue Shortbread	60	\$ 360	\$ 196		12	36	12						
TOTALS	Sue Shortbread	284	\$ 1,704	\$ 261	\$ 1,443	24	66	36	12	66	24	42	12	2

2/7/24 12:05 AM	Cindy Cookie	24	\$ 144	\$ 16					6	12		6		
2/11/24 3:46 PM	Cindy Cookie	72	\$ 432			6	12	6	6	12	12	12	6	
TOTALS	Cindy Cookie	96	\$ 576	\$ 16	\$ 560	6	12	6	12	24	12	18	6	0

INITIAL ORDER	Betty Baker	60	\$ 360			7	3	7	7	10	5	13	8	
2/7/24 3:33 PM	Betty Baker	5	\$ 30	\$ 36						2		3		
TOTALS	Betty Baker	65	\$ 390	\$ 36	\$ 354	7	3	7	7	12	5	16	8	0