

Girl Scout Cookie Program Guide for Juliettes



Welcome to the 2025 Juliette Cookie Program!

This is your chance to take part in the Girl Scout Cookie Program, the world's largest girl-led entrepreneurial program. As a Juliette, you'll learn valuable skills, build confidence, and have fun while growing your own business. Whether you dream of being a leader or just want to have fun while making a difference, the Girl Scout Cookie Program is your chance to shine!

Juliette Program Coordinators

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Key Dates and Deadlines for Juliettes

November

- Digital Cookie registration email sent to caregivers of all registered Juliettes. Juliettes can begin selling online through Digital Cookie
- 25 Caregivers receive email to create a Smart Cookies login

December

- Deadline to Sunday, 10 PM, deadline for Planned Order entry for pick-up starting 12/3
- 3 Cookie Cupboards open check cupboard listing for hours.
- 20 GSEMA offices will close for the holidays
- 21 Last day GSEMA cupboard will be open before the holidays. Check Smart Cookies for home cupboard hours during GSEMA's holiday closure.

January

- 2 GSEMA offices reopen
- 2 GSEMA council cookie cupboards open delayed schedule
- 20 GSEMA offices are closed for MLK Day

February

- 21-23 National Girl Scout Cookie Weekend
- 17 GSEMA offices are closed for Presidents' Day

March

- 1 Last day to register Girl Scouts as GSEMA members for participation in the Cookie Program
- 7 Cookie Program ends All cookie cupboards close for the season
- 7 Last day for Digital Cookie Direct Ship orders, create & review reward orders

April

- 4 Last day for Girl Scouts to sell/distribute cookies from 2024-25 inventory
- 14 Rewards delivered to Service Unit Cookie Mentors or Council Service Centers

May

17 500 Club Celebration at Canobie Lake Park



New for This Year

- ▶ Juliette caregivers will now access Smart Cookies to place Planned Orders and create reward orders.
- ▶ New proceed plan, see page 9.
- ► Caregivers pick up their Juliette's rewards from their town's Service Unit Cookie Mentor or from a council service center (Andover, Middleboro, or Waltham).
- ▶ The top five GSEMA 2024-25 cookie entrepreneurs become members of a new club, Chiefs in Training. These Girl Scouts will be able to participate in a special day with our new CEO, Monica Roberts, to participate in exciting CEO workshops and ongoing Chief duties for the rest of the year (more details to follow).
- ▶ The Digital Cookie® app will accept Venmo, PayPal, and credit card payments.
- ▶ We are offering **two** discounted Girl Scout Cookie shipping incentives! For both promotional periods, GSEMA will pay \$10 of the customer's shipping costs for all Direct Ship to customer online orders of 9 or more packages of cookies (quantity incentive does not include Cookie Share donations).

December 3-10: Leverage Giving Tuesday to encourage customers to purchase Girl Scout Cookies as holiday or housewarming gifts.

February 21-March 7: Lean into National Girl Scout Cookie Weekend and GSUSA's national cookie advertising campaign to connect with customers.



Learning While Earning

5 Skills of the Girl Scout Cookie Program



Goal Setting

Girl Scouts set cookie sales goals individually and with their troop, and create a plan to reach them. Girl Scouts develop cooperation and team-building skills along the way.



Decision Making

Girl Scouts help decide how their troop will spend their cookie money, furthering their critical thinking and problem-solving skills that will help them in many aspects of their lives.



Money Management

Girl Scouts take cookie orders, handle money, and track their earnings, allowing them to gain valuable and practical financial literacy skills.



People Skills

Girl Scouts learn how to talk to, listen to, and work with all kinds of people while selling cookies. These experiences help them develop healthy relationships and conflict-resolution skills they can use throughout their lives.



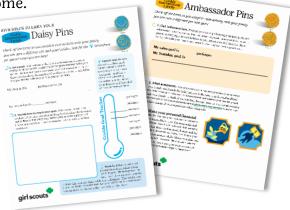
Business Ethics

Girl Scouts are honest and responsible at every step of the cookie program. Their business ethics reinforce the positive values they are developing as Girl Scouts.

Girl Scout entrepreneurs can earn these official recognitions by completing the requirements that help them develop new business skills. Families can support their Girl Scout(s) as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

The Cookie Entrepreneur Family Pin activity sheets (for Daisies through Ambassadors) offer valuable tips to help you support your cookie entrepreneur as they

sell at home.





Meet the Cookies

Customers love our amazing, name-brand Girl Scout Cookies which are baked especially for Girl Scouts of Eastern Massachusetts by ABC Bakers, one of two bakers that produce Girl Scout Cookies in the USA.

All of our Girl Scout Cookies have:

- ▶ No high-fructose corn syrup
- ▶ No artificial colors
- ▶ Zero grams trans-fat per serving
- ► Kosher OU-D and Halal certification

See order card for nutritional information or visit abcbakers.com.

REMINDERS

- Girl Scout Cookies are \$6/pkg.
- Caramel Chocolate Chip (GF)
 cookie is not on the order card
 and is available only while
 supplies last. Place a Planned
 Order to pick up at a cupboard
 (2 case limit).
- All Girl Scout Cookies are available to order online via Digital Cookie Direct Ship.
- Girl Scout Cookies are datestamped for freshness.



Indulgent brownie-inspired cookies with caramel flavored creme and a hint of sea salt



French Toast-inspired cookies dipped in delicious icing



Savory slices of shortbread with a refreshingly tangy lemon flavored icing



Iconic shortbread cookies inspired by the original Girl Scout recipe



Crispy chocolate wafers dipped in a mint chocolaty coating



Crispy cookies layered with peanut butter and covered with a chocolaty coating



Crispy cookies topped with caramel, toasted coconut, and chocolaty stripes



Crisp and crunchy oatmeal cookies with creamy peanut butter filling



Caramel, semi-sweet chocolate chips, and a hint of sea salt in a delicious cookie* *Limited availability

Ways Juliettes Can Sell Girl Scout Cookies

Paper Order Card

- ► Girl Scouts can ask neighbors, friends, and family members to place orders for cookies on the paper order card.
- ► Girl Scouts receive cookies from cupboard or troop and hand delivery to customers.
- ► GSEMA recommends collecting customer payment at the time of order.

Digital Cookie Direct Ship

- ▶ With the help of their caregiver, Girl Scouts can send emails through Digital Cookie that contains the link to their online store inviting friends and family to purchase Girl Scout cookies.
- ► Customer places order, pays online and the cookies are shipped directly to them.
- ► The Girl Scout will automatically receive credit for the sale in Digital Cookie and in Smart Cookies.

Digital Cookie Girl Delivery

- Customers can place online orders using the e-card and choose girl delivery.
 Caregiver must place a Planned order within Smart Cookies for these orders for pickup at a cupboard.
- ▶ If Juliette is working with a troop, caregiver must inform the Troop Cookie Coordinator so these cookies can be added to the troops next planned order for pick up at a cupboard.
- ► The Girl Scout will then hand-deliver the order to the customer. Customer has two payment options: they can pay at time of delivery by paying with cash or credit card, or pay online at time of order.

Please follow the Safety Activity Checkpoints for the Girl Scout Cookie Program.

Door-to-Door Direct Sales

▶ Girl Scout forgoes the order card and instead takes the cookies door to door. The purchase and payment happen at the same time. Customers tend to purchase more when they can purchase right away!

Booth Sales

- ▶ Juliettes must follow GSEMA's safety guidelines for booth sales; there must always be at least two Girl Scouts and two unrelated GSEMA registered/GSEMA CORI'D adults present at a booth sale. Juliette's are not allowed to hold inperson booth sales by themselves.
- ▶ Juliette's can join another troop's booth sale or team up with another Juliette. Caregivers need to inform the Juliette Coordinator before organizing a booth sale. This helps us ensure that it doesn't conflict with any other booth sales and that the location is approved. Additionally, we will enter the booth into Smart Cookies to attract customers who are looking to buy Girl Scout cookies.
- ▶ Juliette Girl Scouts are allowed to sell cookies from their private property/ driveway/lawn as long as other nonfamily Girl Scout members are NOT present:
 - Juliette's caregivers must check with the city/towns zoning laws
 - Booth cannot be set up on the street, sidewalks, street corner, medians or public property
 - There is no need for the Girl Scouts Caregiver to fill out a Troop Activity form or for the homeowner to submit their insurance binder to GSEMA. But again, no other Girl Scout members can be present.

Important Reminders About Selling Girl Scout Cookies Online

The only Girl Scout-approved online venue for Girl Scouts to sell Girl Scout Cookies is the Digital Cookie platform. Girl Scouts cannot sell cookies on other online platforms. However, GSEMA encourages Girl Scouts and adults to use age-appropriate online tools (such as: social media, email, or blog posts) to market and promote their cookie sales to friends and family. Remember Girl Scouts, not families, sell Girl Scout Cookies.

Girl Scout Cookie Donation Program



Cookies for a Cause

Cookies for a Cause is GSEMA's cookie donation program. Each year, customers purchase thousands of packages of Girl Scout cookies to donate to local charities such as food relief agencies, first responders, and military organizations.

Cookies for a Cause helps Girl Scouts learn about helping those in need and giving back to the community.

GSEMA offers Cookies for a Cause printables to help elevate this promotion, including stickers to thank customers.

In Person or Girl Delivery Donations

Girl Scouts at a booth sale, on a walkabout, or collecting orders on an order card may ask a customer if they want to purchase cookies to support Cookies for a Cause. Troops collect these cookie donations and may choose to:

- Donate the physical packages to a charity of their choice.
- ► Give them to GSEMA to be included in the season-long Cookies for a Cause donation program. This can happen inperson at a council office or via "Virtual Cookie Share" in Smart Cookies.

Online Donations (CShare or Cookie Share)

Customers purchasing Girl Scout cookies online can add donation packages to their order. Digital Cookie automatically calculates these purchases toward the Girl Scout's Cookies for a Cause (Virtual Cookie Share) donation count for reward purposes. GSEMA will donate physical cookies on the Girl Scout's behalf during the Cookies for a Cause season-long donation campaign.

Share the Love

In February, around Valentine's Day, Girl Scouts may participate in our council-wide Cookies for a Cause donation campaign, Share the Love, and receive a super cute fun patch! Look for the announcement in the January Sunday cookie emails.



Girl Scout Cookie Donation Program





Last year, because of customers and the support of Girl Scout troops, GSEMA donated over 36,000 packages of Girl Scout cookies to over 30 local organizations!

- Arlington Eats
- Billerica Food Pantry
- Bread and Roses
- Bread of Life
- CarePacks
- Catholic Charities Boston
- Cor Unum Meal Center
- Sharon Community Food Pantry
- Food for the World
- Hanscom Air Force Base
- Healthy Waltham
- Holbrook Food Pantry
- Holliston Pantry Shelf
- Hyde Park Food Pantry
- North Taunton Food Pantry
- Operation Troop Support
- Pettengill House

- Pine Street Inn
- Project Just Because
- Reading Food Pantry
- Rose's Bounty Food Pantry
- Roslindale Food Pantry
- Sacred Heart Food Pantry (SVDP)
- Soldier's Angels, West Roxbury
- South Boston Neighborhood House
- Southeast Center for Independent Living
- Ilse Marks Food Pantry
- Stow Food Pantry
- Taunton Community Table
- Till Inc. Hyde Park
- United Service Organizations (USO)
- Walpole Community Food Pantry
- Women's Lunch Place

Proceeds and Rewards



Juliette Cookie Program Rewards

The Girl Scout Cookie Program always includes the important component of a goal-oriented reward program designed to help Girl Scouts understand the ideas of setting and achieving goals that benefit their troop while recognizing individual efforts.

- ► Girl Scout reward program details are provided on the Reward Flyer as well as on gsema.org/forsellers cookie page.
- ▶ Rewards are cumulative.
- ▶ All Juliette's need to select rewards and enter t-shirt size in Digital Cookie. This ensures that the Juliette Coordinator can allocate cookie packages in Smart Cookies by March 7. This also includes Juliettes who opted out as they receive the theme patch and 500 Club reward.

Juliette Program Credits

Juliettes earn Program Credits based on the following earning tiers: *

Earning Tier	Number of Packages Sold	Program Credit Earnings Rate (per pkg.)
Level I	1-100	\$0.60
Level II	101-200	\$0.70
Level III	201-500	\$0.80
Level IV	501+	\$0.90

^{*} levels are cumulative and calculated independently of one another

- ▶ Use all 2024-25 Program Credits on or before August 28, 2026. GSEMA will not honor expired Program Credits.
- ▶ Girl Scouts who earn Program Credits will receive them in paper form along with their rewards. GSEMA will not replace cookie credits if they are lost.
- ▶ Internal Revenue Service rules prevent individual Girl Scouts from earning more than \$400 in total individual benefits for the troop year. As such, GSEMA caps the Program Credits at \$400.
- ➤ Cadette, Senior & Ambassador Girl Scouts may choose to opt-out of the reward program and earn an additional \$0.05 per package towards Cookie Program Credits. Juliettes who opt-out are eligible for the theme patch, 500 Club Event, or alternate reward once the required milestones have been reached. To opt-out, simply check the opt-out box on the Juliette Product Program Agreement and Permission Form.

Girl Scouts may use Program Credits toward the purchase of GSEMA day camp/GSEMA overnight camp, GSEMA overnight camp Trading Post items, GSEMA site rentals, any GSEMA program registered through gsEvents, GSEMA- and GSUSA-sponsored Destination programs, and GSEMA retail shop purchases (excluding online Girl Scout Shop). Please refer to the printed Program Credit sheet for redemption details.

Proceeds and Rewards

500 Club

When Girl Scouts sell 500 packages or more of Girl Scout Cookies, they earn a spot in the prestigious 500 Club! Membership perks include an in-person celebration at Canobie Lake Park. This event includes a ceremony and giveaways, and Girl Scouts get a sneak peek at the 2025-26 cookie program theme and mascot. GSEMA will invite members and a chaperone to an exclusive in-person celebration on May 17, 2025.







Chiefs in Training Club

The top five GSEMA 2024-25 cookie entrepreneurs become members of a new club, Chiefs in Training. These Girl Scouts will be able to participate in a special day with our new CEO, Monica Roberts, in exciting CEO workshops and ongoing Chief duties for the rest of the year (more details to follow).



Getting Started Checklist

All Girl Scouts and caregivers must be 2024-25 registered members, and caregivers must have a current and approved GSEMA CORI background check, valid throughout the program.

☐ Complete the required paperwork:

► Caregivers must sign and submit a <u>Juliette Product Program Agreement and Permission Form</u>, as well as the <u>Juliette Bank Account Information Form</u>. Cookie payments will be direct debited from the caregiver's personal account. The cupboard cannot accept cash, checks, credit/debit cards.

☐ Gather Girl Scout materials:

- ▶ Once all of the above has been completed, the Juliette Coordinator will send out Cookie Program materials to the Juliette.
- ▶ Juliettes will be assigned to a special Juliette Council Troop specifically for the Cookie Program. The troop number is unique to your Girl Scout and will change each year. As caregivers, you will serve as the Cookie Coordinator, overseeing orders and managing logistics for your Girl Scout.

☐ Participate in Cookie Program learning experiences.

- ► Smart Cookies how-to videos: quick online topical videos created by ABC Bakers to guide you through all the essential tasks in Smart Cookies.
- ▶ Digital Cookie tip sheets and how-to-videos: Tip sheets for Troops & Girl Scouts and quick online videos created by GSUSA to help guide you through Digital Cookie.

☐ Log into Smart Cookies & Digital Cookie

▶ Once the caregiver has completed and submitted the required forms, you will receive an email to set up a login to Smart Cookies to act as a Cookie Coordinator for their Juliette.

How to Participate with a Troop

Juliettes may participate in the cookie program with a local troop; the troop holds the proceeds the Juliette earned and includes them in the troop's activities financed by cookie program funds.

- Juliettes may sell with any level troop.
- For cookie order and reward entry into cookie database, the Troop Leader/ Troop Cookie Coordinator <u>must inform</u> the Juliette Cookie Coordinator via email, the name of the Juliette who is participating with the troop so the Juliette can be added to the troop roster in Digital Cookie & Smart Cookies.
- The Juliette will receive cookie program materials from Troop Cookie Coordinator.
- The Juliette can participate in troop booth sales.
- Troop Cookie Coordinator will order cookies for Juliette. Caregiver will need to contact Troop Cookie Coordinator for any online Girl Delivered Orders and paper order card orders so that an order may be placed in Smart Cookies. The troop might have inventory on hand.
- Cookies sold by Juliette count toward the troop earnings.
- Payment for cookies is made to the troop.
- Juliettes earn rewards and Cookie Credits (different from Juliette Program Rewards)
- Troop will include Juliette in any program activities earned from the cookie earnings.
- Rewards will be sent to the troop.

Digital Cookie for Girl Scouts & Families



Digital Cookie is the online platform to promote and manage a Girl Scout's cookie business. With support from their caregivers, Girl Scouts take cookie orders, track purchases and deliveries, and forge a more direct digital connection with their customers.

- ► Family access to Digital Cookie will start on November 25 for Juliette's who have a membership and completed all five steps on the previous page (page 11).
- ► Emails are sent to the primary caregiver listed for the Girl Scout. Only one adult email can be used to access Digital Cookie during the program.
- ► Families can follow the link in their email to set up their Juliette's their online storefront. If families do not get an email on November 25th, please contact a **Juliette Coordinator**.

Girl Scouts Use Digital Cookie To:

- Create goals
- ▶ Send-ecards with their sales links to family and friends
- ▶ Accept payment for in-person sales
- Track progress
- ► Select Rewards

Girl Delivery in Digital Cookie

Girl delivery is a great feature for customers who would like to use a credit/debit card, Venmo, or PayPal for payment and live close enough for the Girl Scout to deliver in person. We courage families to use their best judgement when making in person deliveries. Every family should follow all safety recommendations and only deliver during daylight hours and to people they know. Follow these tips for Girl Delivery:

- Caregivers are required to approve Girl Delivery orders within 5 days or they will be canceled.
- Once an order is approved, Girl Scouts should connect with the customer to let them
 know when they can expect delivery. The council office gets several calls during the
 cookie program from customers who do not hear from Girl Scouts so please contact
 customers with delivery information. All orders should be delivered with in a timely
 manner.
- If an order is approved, but the Girl Scout is unable to delivery, they must inform the customer and ask the council to provide a refund to the customer. Please email customercare@nmgirlscouts.org to request a refund.

Tips on Using Digital Cookie

- ▶ Upon signing in, families need to watch an introduction video, enter their goals, and let customers know what they learn from the cookie program.
- ▶ Once the account is set up, families can set up emails to be sent to customers for the first day of the program on November 25.
- ► Take time to familiarize yourself with the Dashboard area which allows families to access all available activities and resources.
- ▶ If your family would like more assistance in using Digital Cookie, please visit the GSEMA Cookie Page at **gsema.org/forsellers** to view the Digital Cookie Tip Sheets.

Smart Cookies for Juliette Caregivers



Smart Cookies is the Girl Scout Cookie Program online portal. Volunteers can manage every aspect of their troop's cookie business from a smartphone, tablet, or computer. TCCs use Smart Cookies to place Planned Orders for troop cookies, enter cookie booth locations, allocate packages to Girl Scouts, submit rewards selections, manage troop finances, and manage troop inventory.

Getting Started

- ▶ GSEMA will create a Juliette caregiver as a user and an automatically-generated email from Smart Cookies (noreply@ abcsmartcookies.com) which will be sent directly to caregivers email address on file (sample of email on right).
- ► Follow the instructions to create a Smart Cookies account.

Smart Cookies Tip Sheets

- ▶ Create a Planned Order
- ▶ Create a Rewards Order
- ▶ Manage Rewards Order

Dear Girl Scout Volunteer,

Girl Scout Cookie season is starting soon! To help you get ready for a great cookie season please set up your account and register on the ABC Smart Cookies website, click the link below to get started:

https://abcsmartcookies.com/#/registration?token=ad85629b7ea0-416d-80e8-0b5e93a5ebb8

By registering on ABC Smart Cookies website, you will be able to complete your profile, start managing your cookie sale and have access to all of the resources available on the ABC Smart Cookies website!

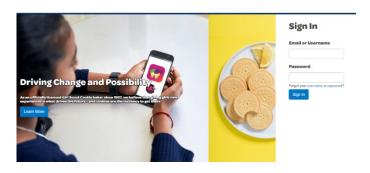
Thank you,

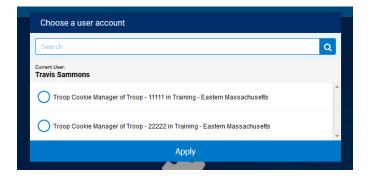
The ABC Smart Cookies Team

This email may be promotional.

Logging into Smart Cookies

- ► Click the link on the registration page (https://www.abcsmartcookies.com/) to go to the home page for the Smart Cookies System.
- ► Login with the email as your username and the password you selected during the registration process and click Sign In.
- ► If you only have one role (user for a single troop), you will go directly to the dashboard for your troop.
- ▶ If you have two Juliette's participating, you will see two troop numbers in this box. Click the radio button next to the role you will login as and click Apply. Now you will be taken to the dashboard for that role.





Getting Cookies for Your Juliette

Planned Orders

To fulfill orders from an order card, girl delivery order, or to have cookies on hand for a walkabout, the Juliette's caregiver must reserve the Girl Scout Cookies. Caregivers use Smart Cookies to place a Planned Order from a Cookie Cupboard (see chart for locations and hours).

- ▶ The deadline to enter a Planned Order in Smart Cookies is 10 PM on Sunday for pick up later in the week. Order cookies in case units; there are 12 packages of cookies in a case.
- ▶ If you miss entering a Planned Order into Smart Cookies by Sunday at 10 PM, contact a **Juliette Coordinator** who will enter the order for you. GSEMA cookie cupboards will do their best to fulfill the order that week, but you may be asked to pick up your Juliette's order at another cupboard if the one selected cannot fulfill the order, or we will need to schedule the pick-up for the following week.

At the Cookie Cupboard

After placing a Planned Order, head to the selected Cookie Cupboard on the scheduled day/time to pick up your cookie order. Be prepared to count the cookie order before loading the cases into your vehicle. If you are unsure, recount before leaving the property.

- ► Cookies can be picked up throughout the week by the person listed in the Order Notes field within Smart Cookies. This person will be required to show photo ID to pick up. **The name and phone number of the volunteer picking up the cookies MUST be entered into the Order Notes field.** For your protection, the council needs this information to release cookies to caregivers. If you need to correct or adjust an order, contact a **Juliette Coordinator**.
- ▶ If you receive damaged packages, contact the cupboard where the cookies were picked up for prompt replacement. Each cupboard has unique hours of operation (see chart for locations and hours).

Create a Rewards Order

Near the conclusion of the cookie program, log into Smart Cookies to create a rewards order. Review any rewards that require selection (T-shirt size, 500 Club, higher level reward selections. Make the necessary selections and save the recognition order

▶ Near the end of the cookie program, the Juliette's caregiver will submit a rewards order so the Girl Scout receives all of their earned rewards based on what they sold.

Cookie Financial Management

Juliette Cookie Payment Schedule

- ▶ Juliettes pay for cookies received throughout the program via an ACH direct debit transaction.
- ▶ GSEMA sends an email several days before the withdrawal date to the Juliette's caregiver confirming the debit amount. The debit amount will be the cost of the cookies (\$6 per package, \$72 per case).
- ▶ Remember to deposit checks into the caregiver's bank account at least two business days before the withdrawal date, as funds must be fully available on the day of the ACH debit.

Schedule that GSEMA Will Direct Debit Troop Bank Accounts

Balance Due as of Date	Withdrawal Date	Percent of Balance Due to be Withdrawn from Bank Account
December 15	December 20	100%
January 12	January 17	100%
February 9	February 14	100%
March 11	March 17	100%
March 17	April 4	100%

Note: Cookies taken out of a cupboard will be allocated to a Juliette by the Juliette Coordinator each month as payments are made.

Girl Scout Cookie Glossary

Here are some terms that you'll encounter during the cookie program. Use this quick reference to understand what they mean and how they affect your Juliette's cookie-selling experience.

ACH Direct Debit	The automatic debit that occurs out of a caregiver's personal bank account on a schedule during the cookie season to pay for cookies.	
Cookie Cupboard	A cookie warehouse in the GSEMA footprint where caregivers pick up cookies after submitting a planned order.	
Digital Cookie	The cookie program online portal where Girl Scouts can sell online to friends, family and track their progress to their goals.	
Planned Order	A cookie order placed in Smart Cookies by Sunday 10pm to be picked up at a cookie cupboard for the upcoming week. This is the only way to get cookies for Girl Scouts sell via their order card and in person.	
Service Unit Cookie Mentor (SUCM)	A volunteer who coordinates the cookie program in your area.	
Smart Cookies	The cookie program online portal, created by ABC Bakers. Used by SUCM's, Troop Volunteers, and Juliette Caregivers.	