







2024 Cookie Guide





Table of Contents

This Girl Scout Cookie™ season, we are inspiring Girl Scouts® to own the magic that makes them unique and unstoppable!

Topic Page

Five Important Skills	3
<u>Safety</u>	4
Meet the Cookies	5
Allergen Guide	6
<u>Badges</u>	7
Cookie Program Calendar	8-11



unteer Responsibilities	12-13
<u>Understanding Orders</u>	14-17
Important Reminders	18
Rewards Updates	19
Troop Proceeds	20
Smart Cookies	21
<u>Digital Cookie</u>	22
Unpaid Funds Policy	23
Resources & Support	24-25

Five Important Skills

Through the Girl Scout Cookie Program®, Girl Scouts gain these 5 skills and learn to think like entrepreneurs!



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.



Decision Making

Girl Scouts learn to make decisions on their own and as a team.



Money Management

Girl Scouts learn to create a budget and handle money.



People Skills

Girl Scouts find their voice and build confidence through customer interactions.



Business Ethics

Girl Scouts learn to act ethically—both in business and life.



Safety

Girl Scout Safety Practices

- **Show you're a Girl Scout.** Wear the Girl Scout membership pin, vest, sash or other Girl Scout clothing to identify yourself as a Girl Scout.
- **Buddy up.** Always use the buddy system. It's not just safe, its more fun.
- **Plan ahead.** Be prepared for emergencies, and always have a plan for safeguarding money.
- **Protect Privacy.** Girl Scouts' last names, home addresses, and email addresses should never be given to customers. Protect customers' privacy by not sharing their information, except when necessary.

In Person Sales

- Partner with adults. Adults must accompany Girl Scout Daisies, Brownies and Juniors. Girl Scouts in grades 6-12 must be supervised by an adult and must never sell or deliver cookies alone.
- **Sell in the daytime.** Sell during daylight hours, unless accompanied by an adult.
- Do not enter any homes or vehicles. Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru cookie booths.
- **Be streetwise.** Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.
- **Be safe on the road.** Always follow safe pedestrian practices when crossing at intersections or walking along roadways. Be aware of traffic when unloading products and passengers from vehicles.

Digital Sales

- **Be safe online.** Girl Scouts must have their caregiver's permission to participate in all online activities.
- **Participate in <u>Digital Cookie</u>**. Read and abide by the Girl Scout Digital Cookie Pledge.
- **Read and agree.** Read and agree to the GSUSA Internet Safety Pledge.
- Caregivers' agreement. Read and abide by the Digital Cookie Terms and Conditions for Parents/Guardians.



Your Girl Scout Cookie favorites are back!



Indulgent brownie-inspired cookies with caramel flavored crème 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





Girl Scout Cookies[®] 2024 Food Allergens Guide

			OR MA			DO	ES NOT	CONTA	IN	CERT	TIFICAT	IONS
	Wheat	Soy	Coconut	Milk	Peanuts	NO High Fructose Corn Syrup	NO Artificial Colors	NO Preservatives	NO Trans Fat	Certified Gluten Free	Made with Vegan Ingredients	Cerified Kosher OU-D and Halal
Adventurefuls*	Y	Y	M	М	M	Y	Y	Y	Y		Y	Y
Toast-Yay!®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
Lemonades*	Y	Y	M	M	M	Y	Y		Y		Y	Y
Trefoils*	Y	Y	M	Y	M	Y	Y	Y	Y			Y
Thin Mints®	Y	Y	M	M	M	Y	Y	Y	Y		Y	Y
Peanut Butter Patties®	Y	Y	M	M	Y	Y	Y	Y	Y		Y	Y
Caramel deLites®	Y	Y	Y	Y	M	Y	Y		Y			Y
Peanut Butter Sandwich	Y	Y	M	Y	Y	Y	Y	Y	Y			Y
Caramel Chocolate Chip						Y	Y	Y	Y	Y	Y	Y

For complete nutrition facts and ingredients, visit **girlscoutcookies.org** or **www.abcbakers.com** for more information.

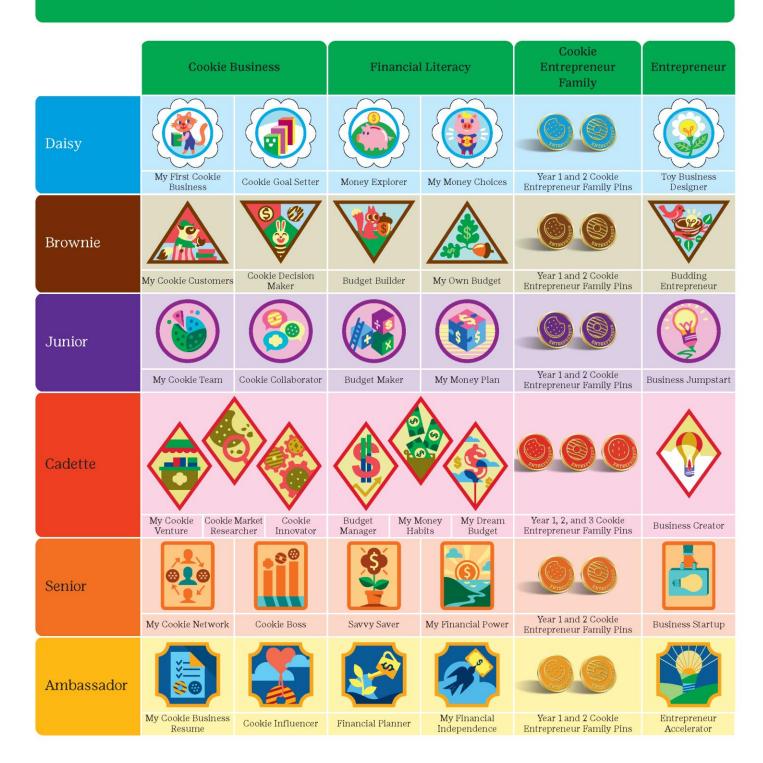






Entrepreneurship Badges & Pins

When you sell Girl Scout Cookies, you practice-goal setting, decision making, money management, people skills, and business ethics—as you learn to think like an entrepreneur. You can earn badges and pins each year you run your own Girl Scout Cookie business. Then explore your own business idea by earning an Entrepreneur badge.









Activity	Date		
Service Unit Cookie Manager Training	November 27 North Branch November 28 Westfield		
Troop Level Cookie Manager Training	December 5		
Access to Digital Cookie	December 19		
Girl and Family Level Cookie Training	December 19		
Initial Orders Begin	January 2		
Initial Orders End/ Digital Cookie Orders Due	January 27 (Saturday)		
Initial Orders Close in Smart Cookies for Troops (Paper Order Cards)	January 30		
Goal Getter Period Begins	February 5		
ACH Test Ping	February 7		
Mega Drops (Initial Order Pick Up)	February 20 - 28		
Cookie Booths	March 1 – April 7		
Walk About Week	March 9 - 15		
Last day to report Troop Cookie Adjustments	April 9		
Troop Rewards Due	April 10		
Final ACH Begins (allow 2 weeks for processing)	May 1		
Last day to report missing rewards	May 31		

2024 Cookie Program Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5 Troop Leader Training Virtual	6	7	8	9
10	11	12	13	14	15	16
17	18 IRM/IRG Training Virtual	All Access to Digital Cookie; Cookie Training Virtual	20	21	22	23
24	25	26	27	28	29	30
		Council	Closed for Holic	lays		
Council Close	1 ed for Holidays	Cookie Program Begins	3	SU Cookie Support Call	5	6
Cookie Rally 12 - 5 PM Springfield	8	9 Just in Time Training	10	New Leader Q & A	12	13
14	15	16	17	18	19	20
21	22	Just in Time Training	24	New Leader Q & A	26	27 Initial Order Ends

2024 Cookie Program Calendar

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2024 Cookie Program Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7 Last Day of Booths and Goal Getters	8	Last Day to Report Cookie Adjustments; Open Q & A	Troop Close Out; Rewards Due; Open Q & A	SU Support Cookie Call	12	13
14	15	16	17	18	19	Unpaid Funds Form Due
21	22	23	24	25	26	27
28	29	30	ACH 2 Begins	2	3	4
5 Build-A-Bear American Dream Mall	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Last Day to Report Missing Rewards	1



Volunteer Responsibilities

Before the Sale

To Participate in the Girl Scout Cookie Program, a Troop Must Have:

- Two unrelated, registered, background checked leaders with a "Leader" Role in MyGS
- No outstanding debts from a previous Product Program

Additional Responsibilities:

- Attend troop cookie training hosted by your Service Unit Cookie Manager or GSHNJ Product Program team
- Sign the Troop Cookie Manager Volunteer Agreement form
- Provide training and mentoring to Girl Scouts and family members participating in the Cookie Program

Set Your Troop Up for Success:

- Login to MyGS
- Check to see if all your troop members listed have active 2024 memberships
 (Members will begin being uploaded on December 13)
 Bi-weekly uploads will occur between December 13 December 26;

Weekly February - March

- Is the grade level correct for each Girl Scout
- Is my Girl Scout Troop level correct?
- Are all adult/guardian/volunteer emails accurate?

Note: Smart Cookie Access will be given to Adults with 2024 memberships, active background checks and a role that is either Troop Leader or Troop Cookie Manager.



During the Sale

- Log into **Smart Cookies**
- Review all Cookie Program dates
- Add your bank routing and account information
- Review troop profit and recognition options with Girl Scouts and families
- Distribute order cards to troop members
- Ensure all cookie or money exchanged between caregivers and/or volunteers is documented and signed for
- Enter your initial order
- Distribute cookies to troop members
- Review Goal Getter options and set troop goals
- Ensure accurate records in Smart Cookies
- · Complete cookie transfers and tasks before deadlines

After the Sale

- Make sure your troop inventory in <u>Smart Cookies</u> is zero
- Complete all Troop to Girl Scout transfers in <u>Smart Cookies</u> by **April 9**
- Complete all rewards selections by **April 10**
- Complete One Tough Cookie form by April 10
 - (if applicable)
- Submit an Unpaid Funds Form for parent payments by April 20
 - (if needed, with the required documentation)
- Distribute rewards



Axo-**LOT**-l Things to Know About Orders

Ordering

- Initial Order (Order Cards and Digital Cookie) January 2 January 27.
- Parents should add their paper order cards into <u>Digital Cookie</u> by **January 27.**
- Leaders can add paper orders to <u>Digital Cookie</u> until **January 30.**
- Leaders should not close out their Initial Order until all <u>Digital Orders</u> are processed.
- Once an Initial Order is placed, all other orders will be picked up at Cupboards with a planned order.

Delivery

- All troops must select a Mega-Drop pick up to receive their cookies at the end of the Initial Order period.
- If a troop misses a pick up, they will need to schedule an appointment to pick up their cookies at in Elizabeth, NJ. Appointments will be scheduled after March 1, 2024.

Cupboards

 Council Cupboards will be held at the North Branch and Westfield Service Centers beginning on Friday, March 1st:

Thursdays & Fridays 10:00 AM - 7:00 PM Saturdays (dates/ times TBD) The OVAL (dates/ times TBD)

- All orders should be placed in <u>Smart Cookies</u> by Sunday 11:30 pm the week of for planned order (Planned orders will be filled with available inventory)
- Walk-Ins available as inventory allows
- Swap/ Exchange Weeks: North Branch and Westfield Cupboard locations only (March 28/29; April 4/5; April 11/12)

Planned Orders

- After the troop initial order is placed, a troop may place Planned Orders to secure cookies that Girl Scouts have sold through <u>Digital Cookie</u> or in-person when the troop inventory has run out.
- Planned Orders are picked up at a Council Cupboard (<u>Rallyhood</u> will host the most up-to-date cupboard information).
- Planned orders are placed by Sunday night at 11:30 PM. In the event council can
 not get a planned order prior to the weekly cupboard, a troop will be notified
 via email.
- Planned Orders will have a status of **NOT CONFIRMED** in **Smart Cookies** until after council closes the weekly cupboard inventory (please allow 2 weeks for this cupboard order to be available in **Smart Cookies** for troop leaders to transfer the cookies to the Girl Scouts in Smart Cookie. NOT CONFIRMED means a Troop should pick up their Planned Order from the Cupboard at the reserved time.
- Planned orders may be placed in packages
- To help reduced wait times, each Planned Order location will have an hourly limit of 300 cases. Smart Cookies will only show available time slots that have not reached the hourly limit for you to select. If no time slots are available, please contact productprograms@gshnj.org for assistance.
- Orders that are not picked up within two weeks will be deleted.
- Be sure to count your packages/cases before you leave the location. Any discrepancies must be reported within 48 hours by completing the Cookie Order Adjustment Form.

Unplanned Orders

- Any order that is not placed by Sunday at 11:30 PM the week of pick up is considered an unplanned order
- Unplanned orders will be filled based off the availability at the Cupboard
- When you arrive at the Cupboard you will complete a check in form online
- You will also complete a paper order with a Cupboard staff member
- Allow two weeks for Unplanned orders to show in <u>Smart Cookies</u> to transfer to the Girl Scouts

All Planned and Unplanned orders must be transferred to the Girl Scouts In Smart Cookies.

Weekly transfers are recommended.

Cookie Booths

- Booths are a great way to get your troop working as a team to boost goals and raise funds.
- Service Unit Cookie Managers will secure booth locations and inform troops how to sign up for booth sales.
- Each booth must have at least two GSHNJ registered, unrelated, background checked volunteers supervising the Girl Scouts.
- Troops can collect payment in cash or using the <u>Digital Cookie</u>'s online payment features.
- Troops may not host a cookie booth outside their Service Unit's footprint.

Council Booths

- Secured locations by Girl Scouts Heart of New Jersey Product Program team.
- Service Unit that is 'home' to a Council Booth will have until **January 27** to reserve a space.
- On **February 15**, any remaining open Council Booth locations will be available for all troops to sign up for.
- Potential 2024 Council Booth sites include: NJ Transit stations, select Walmart and GNC locations, North Branch Service Center, Essex Green Mega Drop Pick Up
- Council Booths are secured through GSUSA partnerships with Walmart and GNC and Permits with New Jersey Transit

Virtual Booths/ Troop Direct Ship Link

- A troop can create a Virtual Booth through Digital Cookie where the troop can share a link online to collect orders.
- Troops can also share a link to collect Direct Ship troop orders from customers.

REMINDER: All cookies sold at booths need to be assigned and transferred to a Girl Scout in <u>Smart Cookies</u> by **April 10** to accurately reflect earned rewards.



Cookie Transfers and Inventory Management

What is a Cooke Transfer?

A cookie transfer is the movement of cookies in <u>Smart Cookies</u> system. Every troop must maintain an accurate inventory and record of any movement of cookies. At the end of the Cookie Program, the troop inventory must be zero and all the packages must be transferred.

Cupboard-to-Troop

When a troop picks up cookies at GSHNJ Cupboard (North Branch, Westfield, or other secured location), they will be transferred to the troop inventory through a Cupboard-to-Troop transfer. All transfers will be in packages. These transfers are verified by the Planned Order Report signed at the time of a Planned Order pickup or by the Unplanned Order Form. Troop Cookie Managers have 2 weeks from when the order becomes Confirmed in Smart Cookies to complete the Cookie Adjustment Form for any discrepancies found with a Cupboard Transaction.

Troop-to-Troop

Packages of cookies can be transferred between troops. This transfer should be completed in <u>Smart Cookies</u> by the troop providing the cookies. Be sure to fill out a transaction form so that each troop has a copy of the transaction. Transfers are logged by the package, not by the full case.

Troop-to-Girl

It is especially important that the Troop Cookie Manager does regular transfers to the Girl Scouts in their troop to ensure an accurate record of sales. Best practice is to complete this task after every booth sale. The transfer removes the inventory from the troop and credits the Girl Scout for the sale. These transfers are logged by package, not the full case.

Transferring cookies to participating Girl Scouts calculates the troop Per Girl Average (PGA). Girl Scouts who do not participate in the Cookie Program and are on your roster will not be counted in the PGA. The Girl Scout's parent/guardian is then financially responsible for packages transferred to her, except for cookie booth sale related transfers.

Troop-to-Girl transfers also help the Product Program Team ensure that all participating Girl Scouts earn the correct rewards/recognitions.

How to Guide on Cookie Transfers:

Join Just in Time Trainings, Q&A sessions, or look for more resources on our website and in Rallyhood for assistance.

Important Reminders

Social Media

- Girl Scouts may only advertise their individual Cookie Program and cookie social link on a personal (parent's/caregiver's) social media page.
- Troops may advertise their cookie booth and virtual booth links on personal (parent's/caregiver's) social media pages.
- Community, marketplace, business and neighborhood sites are not permitted to promote an individual Girl Scout member sales.
- Sites with the direct purpose of selling items (such as Facebook Marketplace, Craigslist, and Yard Sale) are not permitted.

Donations

- *Gift of Caring* donations do not get fulfilled from the troop inventory. GSHNJ Council donates *Gift of Caring* packages to Operation Jersey Cares.
- Donations are purchased through paper order cards or the <u>Digital Cookie</u> site including direct ship, online orders, or at a cookie booth using <u>Digital Cookie</u>.

Damages

- If you received damaged product, complete a Cookie Adjustment Form within 48 hours after your cookie pick-up.
- Visit a Cookie Cupboard to swap out your damaged packages for new packages during Cupboard hours

Adjustments

- If you have a discrepancy i.e., missing cookies or received too many and adjustment request needs to be submitted by completing the Cookie Adjustment Form
- Mega Drop Adjustments need to be reported within 48 hours of the Mega Drop Pick Up
- Cupboard Adjustments need to be reported within 48 hours of the order moving to Confirmed status in <u>Smart Cookies</u>
- Please allow up to 2 weeks for the adjustment to be made in Smart Cookies.







Shoe that Grows will only be available at the 160 and 250 levels. Girl Scouts who choose this option will receive a patch and certificate.



Bandanas will be received separately from the ABC shipment of rewards. Expected May 2024.

Bandana



KiwiCo STEM subscription boxes will be offered to Girl Scouts who can not attend High Seller Events (see reward card for more information).

REMINDER: All physical rewards and patches (except for Tough Cookie and Shoe that Grows patches) must be reported missing by May 31, 2024, to receive a replacement from ABC baker.

Any ABC reward item that is not reported as damaged or missing by May 31 is subject to availability and an alternate reward will be substituted for equal value.

Troop Proceeds

By participating in the Girl Scout Cookie Program, troops earn monetary profit based on the Per Girl Average (PGA). The Troop's PGA is calculated by taking the number of packages the troop sold divided by the number of girls selling (at least one package of cookies transferred to the Girl Scout). <u>A registered Girl Scout who has not had any cookies transferred to them will not affect the Troop PGA.</u>

Troops have <u>two</u> options to earn money during the Cookie Program. Regardless of the which option a troop selects, every Girl Scout will receive patches/achievement bars and be invited to the Fab 500 event (if the criteria for that level is met). Both options will also be eligible for the Initial and Final Troop Incentives.

The proceeds plan must be discussed and agreed upon by the Girl Scout members and families in the troop, as it will affect each Girl Scouts' individual recognitions.

Option 1: Traditional Proceeds with Recognitions-

Daisy and Brownie Girl Scouts automatically are selected for this option.

The troops that select this plan, they will earn monetary profit while opting for their Girl Scouts to earn physical recognitions as listed on the Order Card and <u>Digital Cookie</u>.

Option 2: Higher Proceed Plan without Recognitions (Junior Level and Above Only)-

Junior, Cadette, Senior and Ambassador troops have the option to opt out of the physical rewards for a higher troop proceed. The troop will earn \$0.05 per package in addition to the traditional proceeds.

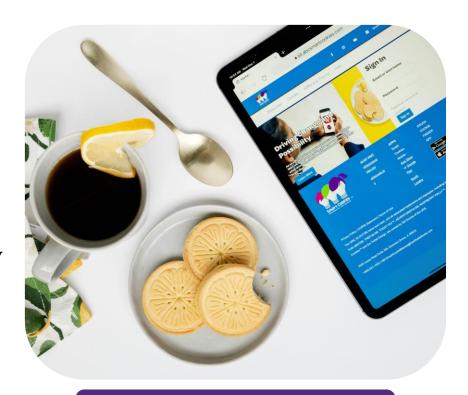
PGA	Option 1 (per package)	Option 2 (per package)
1 - 249	\$0.95	\$1.00
250 - 500	\$1.00	\$1.05
501+	\$1.05	\$1.10



Smart Cookies is the volunteer software used to manage inventory and sales (formally eBudde).

ABC Bakers provides <u>YouTube</u>
<u>training videos</u> to guide you every
step of the way!
Training can be accessed directly
from

www.abcsmartcookies.com/safety-and-training



Add <u>noreply@abcsmartcookies.com</u> to your safe sender list!

Be on the lookout for this important email!

From: noreply@abcsmartcookies.com <noreply@abcsmartcookies.com>

Sent: Tuesday, November 29, 2022 4:34 PM

To: abcbakers.troop+test@outlook.com <abcbakers.troop+test@outlook.com>

Subject: ABC Smart Cookies Registration

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://app.abcsmartcookies.com/#/registration?token=88273fb7-c1e7-4531-9d3e-577860f90a53

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

If you'd like to unsubscribe and stop receiving these emails click here

Digital Cookie®

Digital Cookie® features make selling cookies a fun, universal experience for all entrepreneurs.

For Girl Scouts/Troops:

- Customizable Girl Scout pages allow customers to read your story and sales pitch and view your profile image or video.
- Troops can customize their site with the same marketing tools available on a Girl Scout's site with stories, sales pitches, a photo or a video.
- Cookie Business Badges and Family Entrepreneur Pin requirements are integrated into the system to reinforce the importance of badge work and the Girl Scout experience within the cookie program.
- Girl Scouts can send "cheers" to one another by choosing from an assortment of encouraging and congratulatory images.
- Girl Scouts can make sales on the go at cookie booths

New for 2024

Parents should enter their Order Card information into <u>Digital</u> Cookie.



For Parents:

- The option to turn girl delivery off for customers based on family preferences and cookie availability.
- The ability to turn cookie varieties on or off to match available inventory.

For Consumers:

- Customers can order and pay for cookies online and pick them up at a booth.
- All consumers will have the same checkout process when using an individual Girl Scout or troop link, ensuring a unified experience across the Girl Scout brand.

Troop Leader:

• Turn off Girl Delivery after 1/27 complete this form

Need Help?

Visit <u>www.gshnj.org/cookies</u> for a tip sheet with links to <u>Digital Cookie</u> Help Topics.



Unpaid Funds Policy



What is the Unpaid Funds Policy?

Created for caregivers who may be delinquent on payments to troops. This allows the troop to escalate collection responsibility, if submitted by **April 20.** Troops whose ACH transactions fail are also subject to the unpaid funds policy.

Weeks	Actions Taken
Week One	Email to the parent or troop leaders to remit payment.
Week Two	Call to parent or troop leaders to remit payment.
Week Three	Certified and plain envelope letter sent to parent or troop leaders to remit payment.
Week Four	Service Unit Cookie Manager contacted on delinquent payments.
Week Five	Legal action or collection agency pursued.

Council offers a payment plan to any troop that contacts us during the Unpaid Funds Process. 60% of balance is due, followed by remaining balance due 30 days after initial payment. Higher balances may warrant 60% balance due, followed by 50 % remaining balance due in 30 days and the other 50% due in 60 days after the initial payment.



Getting Support



Just in Time Trainings:

Join GSHNJ Staff to walk through questions about the Cookie Program, <u>Smart Cookies</u>, and <u>Digital</u> <u>Cookie</u>

12 PM and 7 PM sessions (Registration links in Rallyhood)

Tuesday January 9 Starting the Cookie Program

Tuesday January 23 Initial Orders, Closing out Initial Orders, Cookie Pick Up

Tuesday February 6 Booths and Goal Getters

Tuesday March 19 Rewards, Assigning Cookies to Girl Scouts



Scan here to register

Lock Out Support:

Join GSHNJ Staff for General Q&A about the Cookie Program, <u>Smart Cookies</u>, and <u>Digital Cookie</u> 12 PM and 7 PM (Registration links found in <u>Rallyhood</u>).

Monday January 29 Initial Orders and Troop Lock out Support for Troop Leaders
Tuesday January 30 Initial Orders and Troop Lock Out Support for SU Volunteers
Tuesday April 9 Final Orders, Cleaning up Smart Cookies and Reward Orders for Troop Leaders
Wednesday April 10 Final Orders, Cleaning Up Smart Cookies and Reward orders for SU Volunteers

New Leader Support:

Join GSHNJ Staff for General Q&A about the Cookie Program, <u>Smart Cookies</u>, and <u>Digital Cookie</u> 12 PM and 7 PM (Registration links found in <u>Rallyhood</u>)

Thursday January 11 Starting the Cookie Program, Digital Cookie
Thursday January 25 Placing your initial order
Thursday February 15 Picking Up your order/ What's Next?
Thursday March 21 Assigning Cookies, Rewards, Prepping to Close out the Cookie Program



ABC Bakers Facebook	Excite and energize volunteers and troops about cookie sales with sales strategies, success stories, technology tips and more	www.facebook.com/abcbakers
Lemonades Facebook	Product sales and marketing tool	www.facebook.com/LemonadesCookie
Lemonades Instagram	Product sales and marketing tool	<u>@Lemonadescookie</u>
Cookie Calculator	Calculate package sales goals based on number of packages sold last year and the desired percentage increase this year	1 - MMMM ancemartenalibe camirocaliros 1
Cookie theme information	Gallery of images, clip art, certificates	www.flickr.com/photos/abcbakersvolunteer gallery/albums
Cookie varieties	Product descriptions and recipes	www.abcbakers.com www.abcsmartcookies.com
Rally Guide	Fun ideas for troop rallies	www.abcsmartcookies.com/resources/rally- guide/
Standard forms	Parent permission slip, count it up activity	www.abcsmartcookies.com/resources/form s-and-checklists/
Troop goal poster	Poster	www.flickr.com/photos/abcbakersvolunteer gallery/albums
Volunteer and girl videos	How-to videos on a variety of topics	www.youtube.com/user /ABCCouncils

