

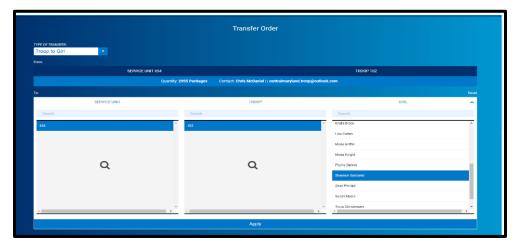
Quick Bites



Transfers:

View this video: <u>Creating a Troop to Girl Transfer Order - YouTube Video</u> (Troop to girl) or follow these instructions.

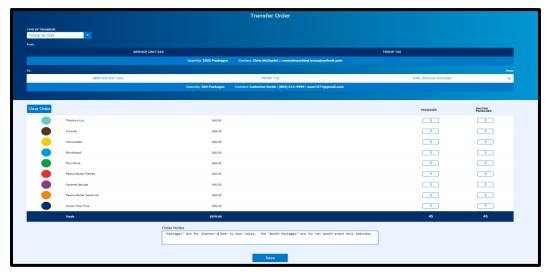
- Log into Smart Cookies and navigate to Orders>Transfer Order.
- Your Service Unit and Troop will automatically be selected as the "From" Troop. Click on the arrow next to "Girl", highlight the girl receiving cookies, and hit Apply.



Enter the number of packages for the girl.

- > Entries in the "Packages" column will transfer financial responsibility to the girl.
- > Entries in the "booth" column will give girl credit for recognitions but not assign financial responsibility.

It is strongly recommended to use the Smart Booth Divider to allocate all booth packages. Notes are optional. Click Save. You can then create another transfer or go to manage orders. Use receipts to back up all transactions.



HELPFUL TIP
See attached girl
transaction record
form. It can be a
useful paper tool
to record family
cookie pickups.
Use it to keep
track of your T2G
transfers.

NOTE: Other transfer types are girl to Troop, girl to girl and Troop to Troop (by council only).

For Troop-to-Troop transfers, an email must be sent to jgarbe@gsfun.org copying both troops. The subject line should read T2T transfer. In the body, you must specify the Troop number of the receiving troop and that of the sending Troop. To avoid confusion, give the exact number of packages or cases being transferred. A confirmation of the transfer will be emailed to all troops.



GIRL TRANSACTION RECORD 2025

TROOP #	COOKIE MGR

Use the spaces provided for each girl/family's transactions. A responsible adult must sign EACH TIME cookies are received or payment is made.

- Be sure to provide family with a signed receipt each time a payment is received.
- Be sure to TRANSFER these TRANSACTIONS into Smart Cookies by completing a TROOP-TO-GIRL (T2G) transfer after cookies are taken.

NOTE: Do NOT do to a T2G transfer of your troop's initial order. Those cookies were automatically transferred to girls in Smart Cookies.

I acknowldge that my Girl Scout has permission to participate in the Girl Scout Cookie Progrm and I am finally responsible for the cookies received.

Girl S	Scout Name			Phone	!		Email									
Date	Adult Signature	cShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GF	Tot \$6	Tot Due	Amt Pd	Still Due	T2G √
	Total Sold															

Girl S	Scout Name				Phone)										
Date	Adult Signature	cShare	ADV	TY	LEM	TRE	TM	PBP	CD	PBS	GF	Tot \$6	Tot Due	Amt Pd	Still Due	T2G √
	Total Sold															

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