



Got Cookie Money?

If your troop has \$500.00 or more, please submit those funds to your local GSDH Office, or mail checks via certified mail to the Sioux Falls office. Money can and should be deposited throughout the sale for safety reasons.

Helpful Reminders!

- ✓ Turn money in as collected
- ✓ Set a day every week to turn in money
- ✓ Turn money in before you pick up more cookies
- ✓ Always use the money tracking form when turning \$ into GSDH and make a copy for your records

Girl Scout cookies and money:

Due to the Direct Sale program, Girl Scouts will be collecting money as they sell cookies. For safety reasons we have set up 3 designated Cookie Payment days. Please submit any money (checks only please) troops have collected to your local GSDH Office or mail checks to the Sioux Falls Office via CERTIFIED Mail on or before these dates:

February 24, March 9 & 23

If your troop has \$500.00 or more at any one time, please submit those funds to your local GSDH Office or mail checks via certified mail to the Sioux Falls office. Money can and should be deposited/turned into GSDH throughout the cookie sale, not just on specified dates (any \$ total accepted).

Step 1. Look up the "amount due to council", found on the "Troop Balance Summary" report from the SNAP ordering system at www.abcsnap.com

Step 2. Deposit all cash into your troop's bank account. All checks should be given to your **Cookie Sale Coordinator (CSC)**. Troop Leaders write a check to "Girl Scouts-Dakota Horizons" for the remaining amount owed to Council, or order a cashier's check from their bank for the cash total. **PLEASE DO NOT MAIL CASH!**

Step 3. Make a copy of ALL Troop Bank Deposits and turn in with the paperwork! Mark your deposit slips with your Troop # and Service Unit Name, and stamp the back all checks with a Girl Scout Deposit stamp if available.

Step 4. All checks made out to "Girl Scouts-Dakota Horizons" should be turned into the Service Unit (CSC) by March 28th, 2012. The CSC will mail in the checks along with all troop's paperwork to:

CERTIFIED MAIL (signature required) to:

Girl Scouts-Dakota Horizons
1101 S. Marion Road
Sioux Falls, SD 57106
Attn: Product Sales

Step 5. Enter all your girl deposit information into SNAP. Any money submitted to GSDH should also be recorded on the Money Tracking Form & turned into GSDH.

- Always use the money tracking form, turn form in with money and make a copy for your records.
- GSDH will make all Troop Deposits into Snap-Troops are only asked to deposit girl \$ into Snap as they receive it.

Step 6. If your Troop is delinquent any amount, fill out the Product Sales Delinquent Account Form, found on the online training site. Turn in the delinquent form with your paperwork to the Service Unit Cookie Sale Coordinator. **DO NOT COVER THE FUNDS** with your troops account. If Council is successful in collecting the debt, a check for Troop Proceeds will be mailed to you.

DO NOT MAIL CASH!

*Stamp all checks with For Deposit Only Girl Scouts-Dakota Horizons
All cash should be deposited into the Troops Bank Account
Contact your local Girl Scout Office with any questions*