

## TROOP LEADER GUIDE

All registered girls must have a signed Product Sales Permission Form

NO early sales are permitted!!

Cookies sell for \$4.00, troops earn \$.50.

Collect money when cookies are delivered. Checks make out to Girl Scouts – Dakota Horizons.

Brandon will not have a cookie cupboard this year. There will be a cookie cupboard at the GSDH office in Sioux Falls.

Sign up for cookie shops and register your own cookie shop at [www.abcsnap.com](http://www.abcsnap.com). Drawing will be held on February 6, 2012. Unfortunately initial cookie orders are due before you will find out if you get a cookie shop or not.

Girls can sell cookies on the web by sending our E-cards and posting on facebook via [www.abcsmartcookies.com](http://www.abcsmartcookies.com). The girls can also set goals under ABC Catch Goals, on that same website., and play the "Catch Goals" game, set goals and earn the online patch.

On Time Challenge – troops turn in all orders and money on time, each girl in the troop will receive the OnTime Patch and the Troop goes into a drawing for a Movie Night Gift Basket.

Your troop can choose traditional recognition plan to earn prizes and Dakota Certificates or to just earn Dakota Certificates at \$0.20 a box. The troop as a WHOLE must decide which plan they want to earn. Troop leaders must go to [www.abcsnap.com](http://www.abcsnap.com) and click on Manage Troops to select which plan they prefer.

If you were a SNAP user last year, your password is the same. I believe it is GSDH and then your troop number. Your login is the same email address you used last year as well. If you forgot your password, click on "forgot password" and they will email you a new one. Then after you log on, click on MY PROFILE and you can reset your password. New troops will use their email, and their new password is "cookies".

Initial ordering is done January 23<sup>rd</sup>. Go online to [www.abcsnap.com](http://www.abcsnap.com) and check to make sure all your Girl Scouts are listed before the 23<sup>rd</sup>, use first and last names, no nicknames! GSDH recommends an average of 150 boxes per girl. The top 4 varieties are Thin Mints, Caramel DeLites, Peanut Butter Patties, and Lemonades. Troop orders are placed by the BOX, not case, in the SNAP system.

Before you place recognition orders, make sure all troop to girl transfers are done and the sales total for each girl is correct before placing orders. To place recognition orders, click on Recognition tab and select Main Recognition Plan. Then click on Each girls' order/number of boxes sold and indicate any apparel sizes or choose appropriate choices where necessary. Click on Save or Commit (You can NOT make any changes once the order is committed – so double check before you commit).

There are 3 collection days. Please submit any checks to CSC on the dates indicated. All cash needs to be put into your troop account. Copies of all troop bank deposits must be turned into CSC with the checks. PLEASE endorse each check with GSDH – Dakota Horizons.

On the final collection date, all remaining troop money due to the CSC is turned in along with the 2 copies of the Troop Balance Summary report from SNAP, two copies of the Recognition Order Summary by Girl report, (both of these forms are found in the Summary Reports section) the money –total owed to council from the remaining balance on Troop Balance Summary report – Checks Only. Copy of ALL cash deposits made into Troop's bank account, and the On Time Challenge Checklist., found at [www.gsdakotahorizons.org](http://www.gsdakotahorizons.org). If troops are not able to collect data from all of the girls, complete the delinquent account form for any monies not received and turn it in to the CSC with all the final paperwork. The form can be found on the BVG website or the Dakota Horizons website.