

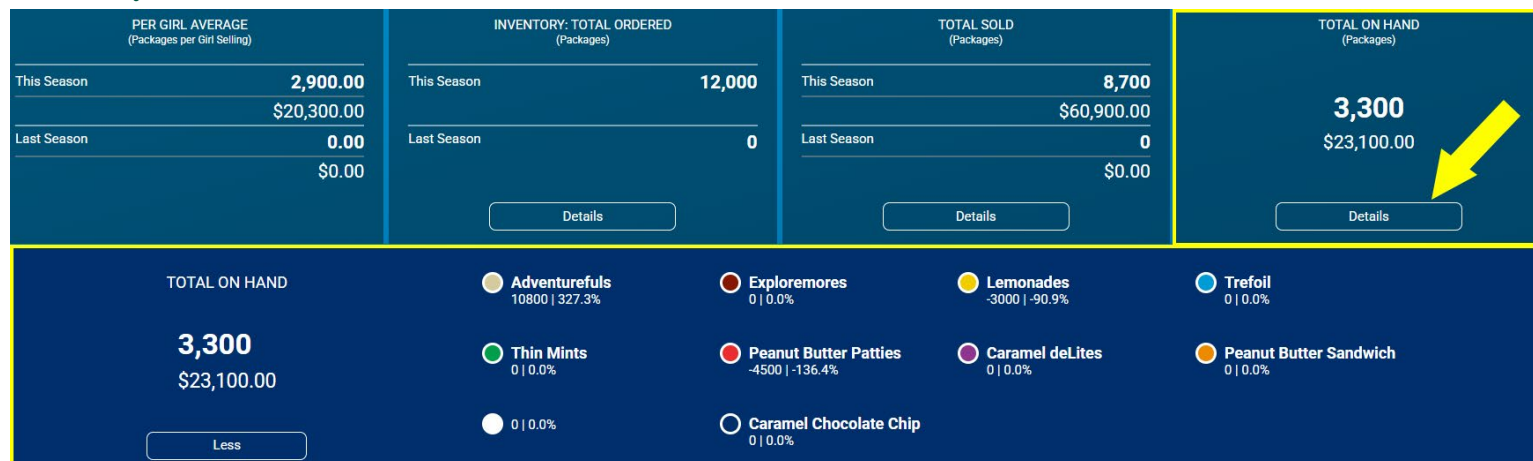
Inventory Management Best Practices

- Nothing moves until you have counted it. This includes your initial order, when you bring your initial order home, it should be counted before any caregivers are able to pick up cookies.

DATE	INVENTORY OVER, SHORT, OR BALANCED?	NOTES
15-Jan-25	Balanced	
17-Jan-25	Over and Short	I have 3 mints too many and 1 caramel delite too few. Rechecking all receipts and booths since 1/15
17-Jan-25	Balanced	found the mislog and corrected

- Establish some guidelines to help keep things under control. Communicate these guidelines to youth, volunteers, and families to help promote maintaining accurate inventory.
- Receipt every time money or cookies exchange hands, even amongst troop leaders, or your own Girl Scout.
- Log all receipts and booths regularly | Pick a day or two a week to log everything and then cross check your inventory matches Smart Cookies
- Set boundaries with parents and caregivers | set times and dates with parents and caregivers that you will be accepting money and allowing cookie orders/pickups
- Get a coupon organizer | label each section with a Girl Scout name and keep all their receipts, in order, in their designated section

Inventory: Over/Short



If your physical inventory does not match your Smart Cookies Inventory, then your stock is over/short.

If your troop inventory in Smart Cookies is higher than your actual physical inventory count, you are short cookies.

If your troop inventory in Smart Cookies is lower than your actual physical inventory count, you are over cookies.

Below find questions to ask yourself to help mitigate inventory over/short issues:

- Do all your cupboard transactions match the receipts you received?
- Are all troop receipts entered into Smart Cookies?
- Are all booth sales entered into Smart Cookies?

Leftover Troop Stock

Option 1

Continuing selling through May

Girl Scout troops may continue selling any remaining cookie inventory they have on hand through May 31. After May 31, Girl Scout troops are financially responsible for any unsold cookies remaining in their inventory.

Option 2

Purchase and donate remaining inventory

Girl Scout troops may choose to purchase their remaining cookie inventory. Once purchased, these cookies can be enjoyed by the troop or donated to a local community partner.

If you choose to donate, please stick to organizations that meet our Care to Share guidelines: military, local food banks or shelters, or hometown heroes. For more information check out the [gsHelpcenter Article, Leftover troop Cookies.](#)

Receipting

- Always write a receipt – this exchanges the financial responsibility to the person accepting cookies or money.
- Give a yellow to the other person, keep one for the troop cookie records.
- Girl Scouts cannot sign receipts, only adults.
- If a caregiver owes money, you must have signed receipts for council to collect the debt.
- Without receipts it becomes a troop cookie chair debt.

MONEY AND/OR COOKIE RECEIPT			
(IMPORTANT: BE SURE TO WRITE TROOP NUMBER ON ALL RECEIPTS)			
I acknowledge that my Girl Scout has permission to participate in the Girl Scout Cookie Program and I am financially responsible for the cookies received.			
TROOP # / NAME		S.U.	DATE
NO. OF CASES	NO. OF PKGS.	VARIETIES	MONEY
		ADVENTUREFULS®	\$
		EXPLOREMORES™	
		LEMONADES®	
		TREFOILS®	
		THIN MINTS®	
		PEANUT BUTTER PATTIES®	
		CARAMEL deLITES®	
		PEANUT BUTTER SANDWICH	
		CARAMEL CHOCOLATE CHIP - GF	
		TOTAL	
RECEIVED BY _____		TROOP # _____	
RECEIVED FROM _____		TROOP # _____	

MS 6/25

Booth Inventory Management

- Use the Booth Inventory Sheet when caregivers pick up cookies specifically for use at troop booths.
- Both the troop cookie chair and the caregiver should count the cookies and money at both pickup and return, recording the details in the Booth Inventory Sheet or receipt book.
- Make sure both parties sign off on the transactions to ensure accuracy and accountability.
- It would also be helpful to set a date for booth inventory pick up and returns as well. Depending on the number of booths your troop works this may require a little more ebb and flow.

Keep physical receipts given to you or take a picture when you do cupboard pick-ups for accurate inventory management.

- girlscouts**
of northern califonia

Girl Scout Cookie Transaction Form

Cookie Cupboard name: _____ Receipt # _____

Service Unit name: _____ 5-digit troop number: _____ Date: _____

☐ Smart Cookie Transaction
☐ Damaged

Did you give new cookies to the troop?
☐ Yes ☐ No

Did the troop return the damaged cookies to you?
☐ Yes ☐ No

☐ Return (full cases only)
Please list all cookies returned

☐ Cupboard to Cupboard transfer
Cupboard transferring to: _____

Comments: _____ Transaction # _____

Troop/Representative signature or cupboard transferring signature *Cookie cupboard signature or cupboard receiving signature*

Booth Inventory Sheet

Be sure to plan for the weather in your area and include umbrellas, spare scarves, gloves, and handwarmers as necessary. Booths should not block a store entrance or exit.

- Table
- Chairs
- Tablecloths, displays, and signage
- Pop-ups, if allowed
- Change—be sure to take cookie price into consideration when determining how much change to bring
- Money pouch
- Technology for processing electronic payments (cell phone, chargers)
- Cookies
- Bags/boxes for large customer orders
- First-aid kit
- Required approval paperwork or documentation (i.e., approval forms, sign-up confirmation, permission forms)

Booth Location: _____ Date & Time: _____ Troop #: _____

Cookie	Adventures	Explores	Leaves	Treasures	Thin Mints	Peanut Butter Patties	Caramel deLites	Peanut Butter Sandwich	Caramel Chocolate Chip	Total (All Varieties)
Price	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	
Starting Inventory										
Ending Inventory										
Total Packages Sold										

Care to Share Cookie Package Count (Tallies)	Total Tallies (r)

Ending Cash (Including Cash Donations)	\$
Starting Cash (Collected from Troop Cookie Chair)	— \$
Total Cash Collected (Ending minus Starting)	= \$

Total Credit Card Amount	\$
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Total Amount Collected (Total Cash Collected plus Credit Card Amount)	\$
Total Sold x \$7	— \$
Total Over / Short (Goal is \$0) (Total Amount Collected minus Total Sold)	= \$

Girl Scouts

Adult Supervisors

Notes:

Signatures (Print & Sign):

Cargiver (Pick Up)

Cargiver (Return)

Troop Cookie Chair (Pick Up)

Troop Cookie Chair (Return)

- In your Troop Cookie Chair Guide consult the *Cookie Receipt Management Grid* which explains what receipts are used when and by which parties, to help you stay organized!
- Utilize the *Inventory Management Tool* in the [Google Drive](#). It will help you manage your booth inventory and your troop inventory throughout the program!