



## Individual Registered Member (IRM) Cookie Guide

### Welcome to Cookie Time!

My name is Jennifer Harms and I will be your cookie captain this year. I am a seasoned cookie captain and troop leader and can't wait to begin this amazing journey with you. We're going to have so much fun.

Not sure if you're an IRM or not?

### You are an IRM if:

- you will be ordering cookies for just yourself, your numbers will not be combined with other girls.
- you are registered as an individual Girl Scout and do not belong to a troop.
- your troop currently has no adult leadership.

Please complete the following on [www.gswise.org/cookieinfo](http://www.gswise.org/cookieinfo)

- IRM permission slip
- IRM recognition choices
- training videos

### Important Cookie Dates

- January 11 – girls begin taking orders in person and online
- January 25 – initial orders are due
- February 14, 15 – initial order cookie pick-up
- February 18 – additional cookie pick-ups begin
- March 29 – recognition orders due
- May 3-4 – recognition pick up

### How the Girl Scout Cookie Program works

As IRMs take orders from customers, they should collect money at the same time. This way, girls can pay for pre-ordered cookies at the time of pick up. **Cookies will not be given to individual girls without payment.** Cookies are NOT returnable, be sure that you have payment for all cookies ordered. It is not recommended to pay out of pocket for cookies you hope to sell.

**\*New this year\*** Girls will be able to accept credit card payments through ABC Smart Cookies. In February, when cookies are received, girls will be able to take credit card payments through her account. A fee of \$0.12 per transaction and 2% of total purchase will be accessed for each transaction. It's not recommended to take a credit card payment for purchases under \$20 (5 packages). All credit card fees incurred will be deducted from the IRM proceed credits earned.

### What will IRMs earn for participating in the Girl Scout Cookie Program?

#### Recognitions

All IRMs earn recognitions that are listed on the colored insert with the order card. All recognitions are cumulative meaning you can choose one item from EACH level reached! Girls should complete the IRM Recognition Choice form prior to March 29.

Program Activity Credits (PACs) can be chosen beginning at the 75-package level. PACs can be used toward camp and activity registration, shop purchases or your 2020 Girl Scout Membership. Girls can use their PACs through January 31, 2020.



However, if you are a Brownie or older, and are planning to go on a council sponsored trip or national Destination, PACs may be saved you are 18 years of age.

### Individual Proceeds Credit

In addition to the recognitions pictured on the insert, IRMs also earn Individual Proceeds Credit. This credit is earned according to the number of packages sold. IRMs will receive ONE card with their PAC amount and the proceeds credit amount combined. Instructions on how to redeem your PACs will be included on the card.

PACs and proceeds credit can be saved for future Destinations or council sponsored trips. Girl Scouts can begin saving for a trip as early as Brownie level.

Keep in mind, credit card fees incurred will be deducted from the total proceeds credit earned.

The table below shows the amount of individual proceeds credits. These amounts are not cumulative:

Packages Sold	Proceeds Credit
25-50	\$15
51-75	\$35
76-100	\$45
101-125	\$55
126-150	\$65
151-175	\$75
176-200	\$85
201-250	\$100
251-300	\$125
301-350	\$150
351-400	\$175
401-450	\$200
451-500	\$225
501-600	\$275
601-700	\$325
701-800	\$375
801-900	\$425
1000+	\$500

IRMs can promote the Girl Scout Cookie Program online!

- Girls will receive an email with log in instructions.
- Girls log in to their account in ABC Smart Cookies and send e-cards to customers.
- Customers choose to have cookies shipped to them directly or have them delivered by the Girl Scout.
- Orders that are directly shipped will be automatically added to girl's orders in ABC Smart Cookies.
- Girls can begin taking credit card payments February 22. Don't forget about the credit card fees.

### How to order cookies

- Complete the initial order form online at [gswise.org](http://gswise.org) by Friday, January 25. Only complete the form once.
- Cookies will be available for pick up at a Girl Scout resource center from February 18-March 30 during normal business hours.