



# Tracking Cash & Check Sales

Try one of these options below to track cash or check payments for in-person cookie sales for Girl Scouts on the go!

## 1. Offline Sales

Under the My Cookies tab in Digital Cookie, families can enter the cookies sold/delivered to customers that were not paid for in Digital Cookie. Families collect \$6 for each package sold and turn into the Troop Cookie Manager. The Troop Cookie Manager then enters a financial transaction in eBudde to credit the Girl Scout with the payment.

## 2. Order Card

Families can use their order card or print a copy of the printable order card from the Cookie Sellers page on our website to record any in-person sales where customers paid using cash or check.

Scan the QR code to download a copy of the printable order card.



## 3. Notes App

Create a checklist in your Notes (iPhone), Google Keep (Android) or other checklist apps available for your mobile device.

## 4. Google Sheets

Scan the QR code to download a copy of our Offline Sales Tally Google Sheet on your mobile device or computer to track cash or check payments.



## 5. Other Ideas

We know our volunteers are incredibly creative! If you have other ideas of how to record these sales, share them with the Product Program Team by emailing [info@GirlScoutsToday.org](mailto:info@GirlScoutsToday.org).



**gseiwi**