

# Cookie Program Checklist

## November– December 2010

- Troop Cookie Managers are registered members and have completed volunteer application process
- Ensure that all girls are registered and have a signed Annual Consent form on file with Troop Leader
- Troop Cookie Manager attends Service Unit Cookie Program training and receives materials
- Schedule girl/parents meeting(s) with Troop Leader
- Attend troop meeting(s) to present Cookie Program, train girls and set goals
- Pass out cookie materials to girls
- Emphasize that girls are on their honor not to sell before 8 a.m. **January 7, 2011**

## January 7, 2011 – February 5, 2011

- Girl Scouts take initial cookie orders
- Remind girls about safe selling practices and check with girls on their progress towards their goals, offer assistance as needed

## February 5, 2011 – February 11, 2011

- Collect girl order cards and check for accuracy, double-check totals
- If desired, use the troop worksheet to summarize and enter the girls' orders
- Complete the initial order entry into eBudde and submit the order via eBudde by 11:59 p.m. February 11, 2011

## February 6, 2011 – March 25, 2011

- Distribute Goal Getter order cards for catch-up orders
- Monitor progress toward goals, offer encouragement
- If desired, offer assistance to the Troop Leader to help with additional Cookie Program related activities
- Check with Service Unit Cookie Manger to establish site for booth sale(s)

## March 5, 2011– March 12, 2011

- Pick-up cookies at delivery site on scheduled day
- Distribute cookies to girls and their parents and obtain parent signature when cookies are picked-up
- Give back girl order forms and hand out the money envelopes

## March 5, 2011 – April 3, 2011

- Plan to hold troop booth sale(s)
- Girls deliver cookies to customers and collect payment
- Collect Goal Getter cards from girls and obtain additional cookies needed from a cookie cupboard
- Check with each girl to see if she needs any assistance
- Collect money from girls at each meeting and make deposits
- Order cookies from cupboard for booth sales. This must be done two weeks before date of the sale
- Hold booth sales and deposit money into the bank after each sale
- Enter girl's additional sales into eBudde
- Inform Service Unit Cookie Manager of any collection issues and complete Delinquent Payment form if needed

## March 25, 2011

- Deadline to make final payment to the Council, with exception of booth sales on March 26, 2011–April 3, 2011

## March 26, 2011 – April 3, 2011

- Final booth sales, payment due for cookies sold on this last weekend

## March 26, 2011 – April 6, 2011

- Complete final eBudde entry and submit paperwork to Service Unit Cookie Manager on or before April 6, 2011.
- Celebrate with the girls for a job well done!

### Paperwork to be Submitted by **April 6, 2011**:

- Deposit Confirmations (bank stamped or online receipt)
- 5 for 5 Troop Incentive Form – if requirements are met
- Gift of Caring Patch Order Form – if applicable
- Delinquent Cookie Payment Form(s) – if applicable

## May 2011

- When contacted by Service Unit Cookie Manager, pick up girls' incentives and promptly distribute to girls.

# Cookie Program Calendar

Important Dates	
Troop Cookie Manager training	Check with Service Unit Cookie Manager
Train girls and distribute Cookie Program materials	Before January 7, 2011
Cookie Rallies at 5 Malls throughout the state	January 8, 2011
Initial order taking	Starts 8 a.m. January 7, 2011 - February 5, 2011
Initial order due via eBudde	February 11, 2011
Goal Getter catch-up orders	February 6, 2011- March 25, 2011
Cookie delivery to troops	March 5, 2011 - March 6, 2011
Booth sales may take place	March 5, 2011- April 3, 2011
Deposit money as it is collected into the Council account	Weekly during March 2011
Cookie bill to Council paid	On or Before March 25, 2011 Except for booths held 3/26-4/3
All final paper-work due to SU Cookie Manager	On or before April 6, 2011
Pick-up and distribute girls' incentives	During May 2011

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FEBRUARY						
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MARCH						
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APRIL						
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