Troop Cookie Manager Checklist

Use this handy checklist to help you keep the troop on track with the 2022 cookie program. Be sure to check your email for the weekly *The Cookie Recipe* emails for key dates and deadlines throughout the cookie program!

November—December 2021

◆ Troop cookie manager registers for Girl Scout membership year and completes the volunteer application process, which includes a background check.

◆ Co-leader ensures every girl is registered and has a signed Annual Consent form for each Girl Scout.

◆ Troop cookie manager attends service unit's troop cookie manager training or views recorded training on gsLearn.

◆ Troop cookie manager holds a meeting with girls and their parents/guardians to explain the cookie program and set goals. Arrange to distribute materials.

◆ Digital Cookie registration email sent to troop cookie managers and parents/guardians of registerered Girl Scouts in mid-December.

> Be sure to view the troop cookie manager training on the gsLearn platform so you can best support your girls/ families!

January 8—February 11, 2022
Initial Order Taking Period

◆ January 8: Initial Order Taking begins AND Digital Cookie platform opens for business.

◆ Check in with girls and families to offer assistance/support.

◆ Work with the service unit to set up the troop's booth sale(s).

◆ February 9: Deadline to submit ACH authorization, if not previously submitted since September 1, 2021.

◆ February 11: Deadline to finalize troop's Initial Order in eBudde. NOTE: Girl delivery orders will continue to flow into eBudde from the Digital Cookie platform up until the troop submits its Initial Order OR February 11 at 11:59 p.m., whichever occurs first.

February 2022

◆ Distribute Goal Getter Order Cards to girls. Goal Getter sales begin on February 12.

◆ February 18-25: Select cookie pickup time slot in eBudde (Delivery tab) to pick up the cookie order on the assigned delivery day (March 5 OR 6; each service unit is assigned a specific location and day).
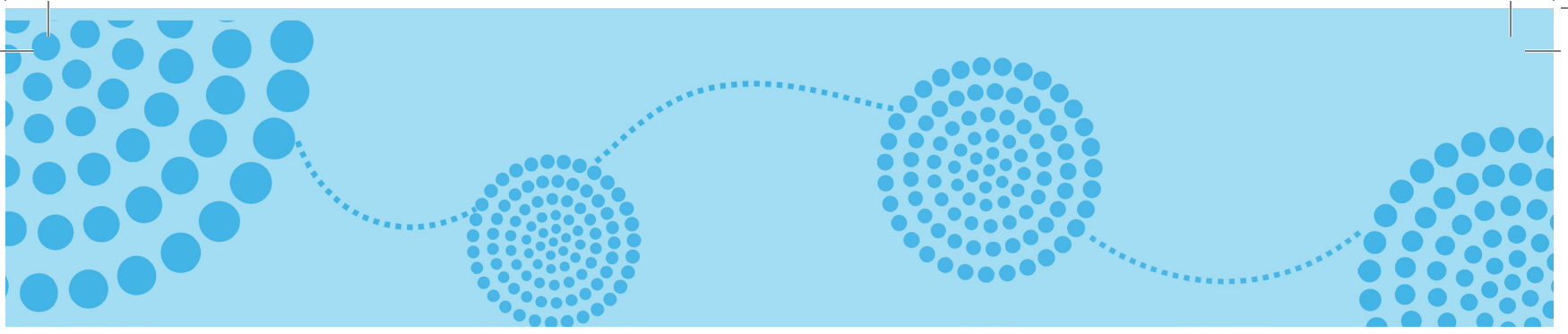
March 5—6, 2022

- Pick up cookies at cookie delivery site on assigned date and time. Your service unit's date and pickup window will be in eBudde on the Delivery tab beginning February 18, 2022.

- Distribute cookies to girls/families and obtain a parent/guardian signature when cookies are picked up.

March 5—April 3, 2022

- Hold booth sales (see pages 24-26 for more information) and deposit money into troop account.

- Fill additional orders that come in AFTER the Initial Order Taking period with extra cookies from the Initial Order or from a cookie cupboard (see page 27 for information about additional cookie sales).

- If girls have online orders for girl delivery that were NOT included in their Initial Order (Digital Cookie online storefronts are open through March 20 for in-person delivery orders) use the troop's extra cookies from its Initial Order or pick up the needed boxes from a cookie cupboard to fill the order.

- Be sure to assign additional packages sold to girls in eBudde! The troop cookie volunteer will need to do this for ALL packages, including booth sale cookies, sold AFTER the Initial Order Taking Period.

- Collect money for all cookies assigned to girls and deposit promptly into troop bank account. NOTE: Payment for cookies assigned to girls to fill online girl delivery orders is NOT collected by the troop. These payments are received by council and credited to the troop in eBudde.

- Enter payments received from families in eBudde under each girl's name (Girl Order tab).

March 25, 2022

- First ACH payment withdrawn. See pages 36-37 for additional cookie program finance information.

April 3—April 13, 2022

- April 3: Last day for all cookie sales, including booth sales. Digital Cookie platform closes for shipped and donated orders.

- April 8: Deadline to finalize eBudde entries, including rewards and patches,.

- April 13: Second and final ACH payment withdrawn. See pages 36-37 for additional information, including the procedure and deadline for reporting girl/family non-payment issues. Deadline to submit TOP Troop Reward form (available at gsofct.org AFTER March 18).

May 2021

- Pick up girl rewards from service unit cookie manager and distribute to girls in a timely manner. Cookie Credits and TOP Troop Reward certificates mailed to co-leader/troop cookie manager.