

**Use this handy checklist to help you keep the troop on track with the 2023 cookie program. Check your email for the weekly *The Cookie Recipe* emails for critical dates and deadlines throughout the cookie program!**

## December 2022 –January 2023

- Troop cookie volunteer registers for Girl Scout membership year and completes the volunteer application process, which includes a background check.
- Co-leader ensures every Girl Scout is registered, and they have a signed Annual Consent form for each Girl Scout.
- Troop cookie volunteer attends service unit's troop cookie volunteer training or views recorded training on gsLearn.
- Troop cookie volunteer holds a meeting with Girl Scouts and their parents/caregivers to explain the cookie program and set goals. Arrange to distribute materials.
- Digital Cookie registration email sent to troop cookie volunteers (January 21) and parents/caregivers of registered Girl Scouts (January 23).

Be sure to view the troop cookie volunteer training on the gsLearn platform so you can best support your Girl Scout families!

## February 4 –March 10, 2023 | Initial Order Taking Period

- February 4: Initial Order Taking begins, AND the Digital Cookie platform opens for girl delivery and donation orders.
- 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 27: Digital Cookie opens for shipped orders.
- March 4: Deadline to submit [ACH authorization](#), if not previously submitted since August 15, 2022.
- March 10: Deadline to finalize troop's Initial Order in eBudde. NOTE: Girl delivery orders will continue to flow into eBudde from the Digital Cookie platform until the troop submits its Initial Order OR March 10 at 11:59 p.m., whichever occurs first.

## March 2023

- The Initial Order Taking period is the initial selling period. There is still A LOT of time for girls to participate in the cookie program. Remember: The cookie program continues through May 7.
- Encourage girls to continue marketing their cookie business in March and April. Troops can use inventory from their initial order to fill these additional orders. Or they can pick up cookies from a cookie cupboard beginning in late March (see pages 34-35 in the [cookie program troop guide](#) for more information about cookie cupboards).
- Hot tip: Troops whose Girl Scouts continue with the cookie program BEYOND the Initial Order rarely have unsold cookie inventory when the program ends.
- Check in with girls and families to offer assistance/support.
- Work with the service unit to set up the troop's booth sale(s).

- March 4: Deadline to submit [ACH authorization](#), if not previously submitted since August 15, 2022.
- March 10: Deadline to finalize troop's Initial Order in [eBudde](#). NOTE: Girl delivery orders will continue to flow into eBudde from the Digital Cookie platform until the troop submits its Initial Order OR March 10 at 11:59 p.m., whichever occurs first.
- March 17: Delivery tab in [eBudde](#) opens for troop volunteers to select a pickup time on Cookie Delivery Day.

## April 1 – early May | Goal Getter and Booth Sales

- Fill orders that came in AFTER the Initial Order Taking period with extra cookie inventory from the Initial Order or with cookies picked up from a cookie cupboard (see pages 34-35 in the [cookie program troop guide](#) for cookie cupboard information).
- REMEMBER: The girl delivery option on Digital Cookie is available through April 23. If Girl Scouts have online orders for girl delivery that were placed AFTER the Initial Order Taking period, use the troop's extra cookies from its Initial Order OR pick up the needed packages from a cookie cupboard to fill these orders.
- Assign packages sold after the Initial Order to Girl Scouts in eBudde! The troop cookie volunteer will need to do this for ALL in-person packages, including booth sale cookies, that are sold after the Initial Order Taking period.
- Collect money due for cookies sold in person. A customer pays with a credit card for cookies sold via Digital Cookie, so no money needs to be collected by the Girl Scout/family for these orders.

- April 1: Cookie Delivery Day. Your service unit's pickup window and location will be in [eBudde](#) on the Delivery tab beginning March 17, 2023. See pages 32-33 in the [cookie program troop guide](#) for more information about Cookie Delivery Day.
- April 1-15: Distribute Initial Order cookies to Girl Scouts/families. Be sure to obtain a parent/caregiver/adult signature when cookies are picked up.
- April 1: Cookie booths begin! See pages 26-29 in the [cookie program troop guide](#) for more information about booth sales. Promptly deposit booth sale money into the troop's bank account.
- April 21: First ACH payment will be withdrawn. See page 40 in the [cookie program troop guide](#) for additional cookie program finance information.
- April 23: Last day for customers to place girl delivery orders via Digital Cookie.
- May 7: Last day for all cookie sales, including booth sales. Digital Cookie closes for shipped and donated orders.

## May through July

- May 7: Last day for booth sales. Digital Cookie closes for shipped and donated orders.
- May 12: Deadline for troop volunteers to make [eBudde](#) entries, including ordering Girl Scout rewards.
- May 19: Final ACH payment will be withdrawn. Deadline to submit TOP Troop Reward form (available at on the [Cookie Sellers and Volunteer Resources](#) page beginning April 17).
- Mid-June: Cookie Credits and TOP Troop Reward certificates distributed.
- July: Rewards will be shipped to the service unit cookie manager. Look for communication from them regarding picking up the troop's rewards.