

# Troop Cookie Volunteer Checklist

Use this handy checklist to help you keep the troop on track with the 2024 cookie program. Check your inbox weekly for *The Cookie Recipe* emails with critical dates and deadlines throughout the cookie program!

## Before Cookie Program Begins

- 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, has submitted a signed Annual Consent form, and has opted into email communications from council.
- Troop cookie volunteer attends service unit's troop cookie volunteer training or views recorded training on [gsofct.org](https://gsofct.org).
- 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.
- Check with families to ensure they received the Digital Cookie registration email sent to troop cookie volunteers and parents/caregivers of registered Girl Scouts in mid-January.
- Encourage Girl Scouts to watch the recorded Cookie Rally or watch it as a troop.

Be sure to view at [gsofct.org](https://gsofct.org) or attend the troop cookie volunteer training in your service unit so you can best support your girls/families!

## Cookie Program Initial Order Taking Time | January 20 – February 25

- Ensure that Girl Scouts are ready for the start of the Cookie Program on January 20.
- Check with families to ensure they have access to the Digital Cookie platform.
- Check in with girls and families to offer assistance/support throughout the Initial Order taking period.
- Work with the service unit to set up the troop's booth sale(s).
- Confirm that the troop has submitted the ACH authorization form. Deadline to complete this is February 16, 2024, if not previously submitted for this membership year.
- Encourage Girl Scouts to complete their Initial Order taking by February 23, 2024.
- Remind families to enter paper order card orders via the Girl Scout's Digital Cookie platform by the deadline of February 23, 2024.
- Complete entry of troop's Initial Order and submit Initial Order rewards in eBudde before deadline of February 25, 2024, at 11:59 p.m. **NOTE:** Girl delivery orders will continue to flow into eBudde from the Digital Cookie platform until the troop submits its Initial Order OR February 25 at 11:59 p.m., whichever occurs first.

## Goal Getter and Booth Period | February 25 – April 21

- Encourage girls to continue marketing their cookie business in February, March, and April. Troops can use inventory from their initial order to fill any additional orders. Or they can pick up cookies from a cookie cupboard beginning in mid-March.
- 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 finalize the troop's booth sale(s).

# Troop Cookie Volunteer Checklist

- Select your troop's cookie delivery time in eBudde – available starting March 1, 2024. Your service unit's pickup window and location will be in eBudde on the Delivery tab.
- Get ready for Cookie Delivery Day! Secure your drivers and counters and make a plan for when and where troop families will pick up their cookie orders.
- Pick up your troop's cookie order on March 16, 2024.
- Distribute cookies to Girl Scouts/families. Be sure to obtain a parent/caregiver/adult signature when cookies are picked up. Remind Girl Scouts to deliver cookie orders to customers as soon as possible.
- Check-in with troop members and encourage Girl Scouts to continue to work toward their goals, offering assistance and ideas as needed.
- 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 for cookie cupboard information).
- Hold your troop's booth sale(s). Booths can be held from March 16- April 21. Promptly deposit booth sale money into the troop's bank account.
- Remind Girl Scouts that the girl delivery option on Digital Cookie is available through April 7. 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.
- Collect money due for cookies sold in person. Fill out a receipt for any payments received. 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.
- Ensure that funds are available in the troop account for the first ACH payment on April 5, 2024.
- Remind Girl Scouts and families that April 21 is the last day for customers to place shipped orders via Digital Cookie.
- Assign packages sold after the Initial Order to Girl Scouts in eBudde! The troop cookie volunteer will need to do this for ALL packages, including booth sale cookies, that are sold after the Initial Order Taking period. Deadline April 26, 2024.
- Submit final rewards via eBudde by 11:59 p.m. on April 26.
- Submit TOP Troop Reward form if troop is eligible. Deadline May 3.
- Check eBudde for final amount due council on May 3, 2024. Ensure funds are available in troop account.
- Celebrate the successful cookie season with Girl Scouts and their families!
- Week of May 16: Cookie Credits and TOP Troop Reward certificates mailed to co-leader/troop cookie volunteer.
- Late June/early July: Rewards will be shipped to the service unit cookie manager. Look for communication from them regarding picking up the troop's rewards.

The Initial Order Taking period is the initial selling period. But remember: the cookie program continues through April 21. There is still a lot of time left to participate!

