

Troop Checklist

BEFORE THE SALE

October – December

- ✓ Be registered for 2024 and have current background check.
- ✓ Cookie initial orders placed. If you missed initial order, cookies will be available from Council cupboards in early February.

Late December/early January

- Log into Smart Cookies, verify troop contact information; review troop roster. Notify productsales@gsfun.org of any errors or omissions.
- Attend trainings as offered. Attend Community Leader's meetings for information & updates to the Cookie Program.
- Pick up sales materials from Community Product Sales Coordinator
- Host a troop cookie meeting:
 - How you present the program will have a big effect on the girl's enthusiasm and parent support.
 - Work with girls to set troop and individual goals. Juniors and older – have troop discussion on rewards and/or opting out. If they choose to opt-out, update in Smart Cookies.
 - Review the 5 skills, troop and girl goals, online and in-person safety guidelines, important dates and money handling procedures with parents.
 - All parents must complete online or paper permission form to participate, which troop must keep until the following year.
- Recruit help! Encourage parents to assist throughout the season. The Troop will need help with Initial Order pick-up, coordinating and promoting cookie booths, making reminder phone calls for deadlines, and planning the Troop's celebration activities.

DURING THE SALE

January

- Encourage ALL girls to register for their Digital Cookie accounts when their parents receive the welcome email. Digital Cookie welcome emails will be sent on **January 10**. **The program begins January 12**. Digital cookie opens and girls may begin taking in-person orders.
- Set up troop digital link.
- Arrange troop secured booths with merchants and submit in Smart Cookies for council's approval. Troop booths can be scheduled between **February 23** and **April 14**.
- All troops should enter banking information in Smart Cookies **by January 31**.
- Troop should create their main recognition order.
- Prepare for pick up of initial cookie order. Pick up will be scheduled from January 27 – February 8. Your coordinator will notify you of date and location. Be sure to select a pick-up time through your coordinator. Recruit adults to help you pick up troop order.
- Communicate regularly with girls and parents.
- Create schedules for approved booths to schedule girls and parents.

Troop Checklist

February

- Council cupboards open.
- If your troop did not place an initial order, you may now order from the cupboard. Create a planned order in Smart Cookies. Troops may order as often as needed.
- Distribute cookies to girls, providing them with cookies to fill any girl-delivered orders received through digital cookies; any in person/order cards sales they've taken and/or cookies for their wagon sales to sell cookies in hand. **Be sure parents sign receipt for all cookies signed out from troop inventory.**
- Enter troop-to-girl transfers in Smart Cookies as girls sign out inventory.** This keeps troop inventory up-to-date and shows families their unsold inventory in Digital Cookies.
- Council cookie booth selection begins early February. Watch for emails and post in FB and Rallyhood with specific information and dates.
- Collect money from parents before signing out more cookies; **issue receipts for payments received and enter payments to girls in Smart Cookies regularly.**
- Booth sales begin on February 23. Place cupboard orders (planned orders) for booth cookies as needed.
- Make periodic bank deposits as girl payments and booth sales monies come in.

March

- Reorder additional cookies as needed.
- Continue making regular bank deposits to prepare for ACH sweep #1 on **March 8**. Check Smart Cookie and watch for email from Smart Cookies with amount of first withdrawal. Submit unpaid funds report by **March 1**, if necessary.
- Make sure ALL troop deposits are reflected in your troop bank account.
- Transfer inventory to girls and apply girl payments on a regular basis. Use Smart Booth Divider for each sale to transfer booth cookies to girls quickly and evenly.
- Compare troop inventory on hand to Smart Cookie regularly. They should be the same.
- Repeat above steps as often as necessary, until your booths are completed, and all girls' balances are paid.
- Check bank balance to prepare for ACH sweep #2 on **March 29**. Submit Unpaid Funds Report by **March 22**, if necessary.

AFTER THE SALE

April

- Girl Scout Cookie Program ends on April 14** and digital cookie closes.
- Make final run to Council cupboards before they close, if needed.
- Collect remaining balances due from girls and make final deposits into troop bank account.
- Finish all transfers to girls before submitting the rewards order on **April 16**.
- Be ready for FINAL ACH sweep on April 19.**

Mid-May to June

- Download a copy of your sales summary for your year-end financials and check your bank statement to be sure all deposits, and withdrawals were correctly processed.
- Rewards shipped to your coordinator. Pick up in a timely fashion, count immediately and contact your coordinator if there are any missing items.
- Distribute rewards to girls promptly and celebrate your troop's hard work!!