



Troop Checklist

LATE DECEMBER/EARLY JANUARY

- Be registered for 2025 and background checked. Attend cookie training.
- 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 the [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.

JANUARY

- The program begins January 10.** Digital cookie opens and girls may begin taking in-person orders. Encourage all girls to set up their Digital Cookie accounts when their parents receive the welcome email.
- Set up troop digital link. It will activate in the National Cookie Finder on **February 21**.
- Arrange troop secured booths with merchants and submit in Smart Cookies for council's approval. Troop booths can be scheduled between **February 28** and **April 13**.
- Contact product program [HERE](#) by January 22, 2025, if you want girl delivery turned off for the entire troop.
- All troops should enter banking information in Smart Cookies **by January 28**.
- Troop should set their reward & proceeds plans and create their main and troop recognition orders in Smart Cookies.
- Communicate regularly with girls and parents.
- Caregivers should submit their initial paper order card totals to troop (in writing) by **January 26**. **DEADLINE** to enter Troop's initial orders is 11:59 pm on **January 28**.
- Create schedules for approved booths to schedule girls and parents in time slots.

FEBRUARY

- Council cookie booth selection tentatively begins early February. Watch for emails and posts in FB and Rallyhood with specific information and dates.
- Community pick up/delivery of troops initial orders begins **February 15 through February 28**. Your coordinator will notify you of date and location. Be sure to select a pick-up time through Smart Cookies. Recruit adults to help you pick up troop order.
- Distribute initial orders to girls/families.
- Council cupboards open, dates to be announced.
- Booth sales begin on **February 28**. Place cupboard orders (planned orders) for booth cookies as needed.
- Begin to collect money from parents for their initial order paper card sales and **issue receipts for payments made and cookies distributed**.



Troop Checklist

MARCH

- Reorder additional cookies as needed.
- All girl money for initial paper card orders should be received by **March 7**. **Issue parents receipt for money.** Unpaid funds report is due if applicable.
- Make bank deposit to prepare for ACH sweep #1 on **March 14**. Troop contact should watch for an email from GSJS with amount of the first withdrawal.
- Make sure ALL troop deposits are reflected in your troop bank account.
- Transfer inventory to girls for additional sales and collect/apply girl cash payments on a regular basis. **Be sure to have parents sign for all cookies and issue receipt for monies collected.**
- 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.
- Periodically review and reconcile donation cookies, updating Smart Cookies as needed. Use the help sheets available.

APRIL

- Girl deliver option ends in Digital Cookie on **April 7** council wide.
- Make final run to Council cupboards before they close, if needed.
- Girl Scout Cookie Program** ends on **April 13**. Digital cookie closes; last day of booth sales.
- Collect remaining balances due from girls and make final deposits into troop bank account.
- DEADLINE** to submit girls' rewards orders is **April 18** by 11:59 pm. Finish all transfers to girls before submitting the rewards.
- Unpaid funds report due by **April 18**, if necessary.
- Be ready for FINAL ACH sweep on April 25.**

LATE-MAY TO JUNE

- Download a copy of your sales summary for your year-end financials, a copy of your girls' rewards orders and check your bank statement to be sure all deposits, and withdrawals were correctly processed.
- Rewards are shipped to your coordinator. Pick them 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!!

