

Troop Checklist

EARLY JANUARY

- ☐ Be registered for 2026 and background checked. Attend cookie training.
- ☐ Log into [eBudde](#), verify troop contact information; review troop roster. Notify customercare@gsfun.org of any errors or omissions.
- ☐ **Attend** trainings as offered and Community Leader's meetings for information & updates to the Cookie Program.
- ☐ Pick up sales materials from Community Product Sales Coordinator.
- ☐ **Host a troop kick-off meeting or mini-rally!**
 - Kick Off with Your Girls:**
 - **Dream Big!** Ask how they want to use their proceeds—start a fun bucket list. ~ **Do the Math:** How many boxes per girl will make those dreams happen? ~ **Set Goals Together:** Create troop and individual goals. ~ **Plan the Path:** Will they sell through individual orders, booths, or creative ideas like lemonade stands? ~ **Make It Fun:** Try age-appropriate rally activities and taste the new cookie!
 - **Older Girl Decision Time:** Juniors and up—discuss rewards vs. opting out. Best practice: take a blind vote for a unanimous decision. If opting out, update eBudde.
 - Connect with Parents:**
 - Share **the 5 Skills**, troop and girl goals, safety guidelines, key dates, and money-handling tips ~ Parents must complete the [online permission form](#) so girls can participate ~ Distribute order forms so everyone is ready to start.
 - Keep email confirmation until the sale concludes and all cookies are paid for.
- ☐ **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 9.** Digital cookie opens and girls may begin taking in-person orders. Encourage all girls to set up their Digital Cookie accounts when parents receive the welcome email.
- ☐ **Set up troop digital link.** It will activate in the National Cookie Finder on **January 9** for shipped orders.
- ☐ **Arrange troop secured booths** with merchants and submit booth information in [eBudde](#) for council approval. Troop booths can be scheduled between **February 27** and **April 12**.
- ☐ **Contact Council [HERE](#) by January 20, 2026**, if you want girl delivery turned off for the entire troop.
- ☐ **Communicate regularly** with girls and parents.
- ☐ **Caregivers submit initial order totals (from paper order cards)** to the troop directly or through Digital Cookie's Parent Initial Order (PIO) by **January 25**. **Troop Deadline:** enter initial order by 11:59PM on **January 26**.
- ☐ **Enter troop banking information** in [eBudde](#) by **January 26**.
- ☐ **Create booth schedules** for approved locations, allowing girls and caregivers to select time slots.

FEBRUARY

- ☐ **Council cookie booth selection** is tentatively scheduled to begin in early February. Watch for announcements via [eBudde](#) email, Facebook, and Rallyhood with specific dates and details.
- ☐ **Community pick up/delivery of troop initial orders** begins **February 14 through February 27**. Your coordinator will notify you of the assigned date and location. Be sure to select a pick-up time through [eBudde](#). Recruit adults to help you pick up troop order.

Troop Checklist

FEbruary CONTINUED...

- ☐ **Distribute initial orders** to girls/families.
- ☐ **Council cupboards open February 25** for additional cookie orders.
- ☐ **Booth sales begin February 27.** Place cupboard orders (pending transaction) for booth cookies as needed.
- ☐ **Begin collecting payments from parents** for their initial paper card sales and **issue receipts for payments and cookies distributed.**

MARCH

- ☐ **Reorder additional cookies as needed.** Cookies may be exchanged for different flavors at both council cupboards, if desired.
- ☐ **Record cookies and apply payments regularly.** Enter cash/check payments on girls' accounts in **eBudde** to keep girl inventory and her balance due to troop accurate in both **eBudde** and her Digital Cookie app.
- ☐ **Collect all money for initial paper card orders by March 13.** Unpaid funds report is due if applicable.
- ☐ **Have caregivers sign a receipt for all cookies taken and issue receipts for all payments collected.**
- ☐ **Make bank deposits** to prepare for **ACH sweep #1 on March 20.**
 - First ACH withdrawal amount is shown in **eBudde** on the troop sales report.
 - Make sure ALL troop deposits are reflected in your troop bank account.
- ☐ **Use the eBudde booth divider** for each booth sale to record cookies sold to girls quickly and evenly.
- ☐ **Inventory Tip:** Compare troop inventory on hand to **eBudde** regularly
 - The difference shown at the bottom of the Girl Orders Summary page represents cookies not yet distributed to girls. These amounts should match the troops physical inventory.
- ☐ Repeat these steps as needed, until your booths are completed, and all girls' balances are paid.

APRIL

- ☐ **Girl deliver option ends in Digital Cookie on April 5** (council wide).
- ☐ **Make final trip to Council cupboards** before they close, if needed.
- ☐ **Submit Unpaid funds report due by April 10,** if applicable.
- ☐ **Girl Scout Cookie Program ends April 12.** Digital cookie closes; last day of booth sales.
- ☐ **Collect remaining balances** from girls and make final deposits into troop bank account.
- ☐ **Deadline to submit girls' rewards orders: April 15 by 11:59 PM.**
 - Finish assigning all cookies to girls before submitting the rewards.
 - **TIP:** There should be a **zero difference** on the Girl Orders summary page when complete.
- ☐ **Prepare for FINAL ACH withdrawal on April 17.** Check the **Sales Report** tab in eBudde for the amount owed to Council.
- ☐ **Refund deposits for overpayments** will be made in late April (about a week after final ACH withdrawal date.)
 - Contact the product sales team if not received by **May 1.**

LATE-MAY TO JUNE

- ☐ **Download copies** of your sales report for year-end financials, girls' rewards orders, and verify troop's bank statement to be sure all deposits and withdrawals were processed correctly.
- ☐ **Rewards are shipped to your coordinator**--pick them up promptly, count immediately and report any missing items to your coordinator.
- ☐ **Distribute rewards to girls quickly and celebrate your troop's hard work!!**