

Troop Cookie Manager Checklist

- Review all sections of Cookie Central at www.gsksmo.org/cookiecentral
- Pick up Cookie Program materials from your Service Unit Cookie Manager.
 - Girl Materials (one per girl)
 - Order cards
 - Recognition flyers
 - Money envelopes
 - **Troop Materials**
 - Receipt books (three or four per troop)
 - One package of Adventurefuls to sample
- Complete cookie training via gslearn.
- After November 29:** Look for an email from Smart Cookies and set up your profile. All users, both previous and new, must set up a new account. Do not add girls until December 6.
- Distribute cookie materials to girls and discuss:
 - What cookie badge you'll be working on.
 - Do we have a goal in mind? If so, what is it and how many packages of cookies will that goal require?
 - Do we want to host cookie booths? If so, review watch the Cookie Booth Training in gslearn.
 - Safety guidelines for door to door and online sales.
- Host a virtual or in-person Family Cookie Meeting using [this meeting outline and editable Power Point presentation](#)
- Verify all families have completed the annual [Health History & Annual Permission Form](#)
- Establish a cookie schedule. Let families know when orders are due and when cookies will be ready for pickup each week.
- Inform families that online orders and pre-sales begin **December 17th**.

DURING THE PROGRAM

- DECEMBER 17th: COOKIE PROGRAM STARTS!
- Read every edition of our Cookiegrams, for important updates for your role.
- Use Smart Cookies to manage troop inventory and distribute cookies to girls. Monitor families' cookie inventory and be ready to arrange cookie transfers between girls, if needed.
- Starting January 3rd at (12a):** Enter selections for the **booth lottery**, if applicable
- Watch for a Cookiegram on First Come, First Serve booths (FCFS Booths:** Sign up for additional cookie booths in a first-come,

- first-served round process (if your troop is participating in booths).
- ☐ **January 14th:** Submit the troop initial cookie order in Smart Cookies.
- ☐ **Beginning February 2nd:** Your SU PPM will let you know when and where to pick up your initial order.
- ☐ **February 11th:** Council Cookie Cupboards Open, Fridays 10a – 6 p
- ☐ **February 28th:** First ACH withdrawal made from troop bank account.
- ☐ **March 6th:** Cookie Program ends.

AFTER THE PROGRAM

- ☐ **March 11:** Ensure final deposits are made in the troop bank account.
- ☐ **March 11 – 14:** If needed, meet with your SU PPM to discuss any caregiver with outstanding debt
- ☐ **March 13th:** Troop recognition order entry due in Smart Cookies.
- ☐ **March 14th:** Final ACH withdrawal from troop bank account.
- ☐ **By Memorial Day weekend:** Pick up rewards from your Service Unit Product Program Manager and distribute them to girls.
- ☐ Complete the 2022 Cookie Program survey.
- ☐ **Celebrate a job well done!**

*ALL Dates are subject to change. Watch our [Facebook page](#) and [Cookiegrams](#) for updates.