CAREGIVER CHECKLIST:

You and your Girl Scout can prepare for the best experience possible by gathering a few tools for a successful cookie program:

- □ Ensure you and your Girl Scout are registered for the 2026-2027 membership year.
- □ Complete an eligible background screening, if you want to volunteer to help at the troop's cookie booths.
- □ Review your email in MyGS and ensure it is set as the primary email for your caregiver profile. This is required to set up the Digital Cookie account, and all correspondence from the council about rewards is sent to this address.
- □ Attend the caregiver meeting provided by your troop to get all the information you'll need for the cookie program.
- □ Complete and submit the online Caregiver Responsibility and Permission form for each Girl Scout in the family who is participating in the cookie program.
- □ Turn in the Girl Scout's cookie order form (if applicable) to the troop on time.
- □ Request and sign a receipt from your troop leader when picking up cookies and/or providing funds for sold cookies.
- □ Check your Girl Scout's Digital Cookie site every two to three days to view all "Girl Delivery" orders. Confirm the girl-delivery orders within five days. If you don't have enough cookies to fulfill the orders, contact the troop cookie chair to get the cookies you need.
- □ Deliver all cookies that have been ordered and picked up for your Girl Scout (including any Digital Cookie girl-delivered orders) to the customers as soon as possible after receipt.

Important Information to Remember

- Adhere to all cookie program dates.
- Check with your troop for the dates weekly orders are due.
- Provide your troop cookie manager with cookie orders, including her girl delivery orders.
- Verify the date that cookie funds are due to your troop.
- Accept financial responsibility for all products and money received.
- Count your inventory to confirm you received all cookies you ordered when picking up your Girl Scout's cookies.
- Sign and get a copy of your receipt for the cookies you pick up.
- Collect payment when your Girl Scout delivers the items to customers, but not before.
- Turn in the troop cookie money when requested.
- The troop cookie chair is responsible for reporting all caregivers with outstanding funds to the council after the program ends.
- Any caregivers with outstanding funds on March 10, 2027, will be reported to the Product Program Department for collection.