Troop Cookie Manager Checklists

Before Cookie Program Starts

___Conduct a caregiver meeting.

Caregiver Meeting Checklist - *Host a Cookie Program training night for girls and their families. Use this meeting to explain the purpose of the program as a troop opportunity to generate funds for your troop.*

- ___Email the Caregiver Guide to families prior to the meeting and hand out program materials during the meeting.
- ___Instruct each caregiver to complete the online Caregiver Permission and Responsibility form.
- ___Inspire! Encourage! Motivate! You are the face of the program. How you present the program will have a big effect on the girls' enthusiasm and caregiver support.
- ___Review the five skills girls will learn: goal setting, decision making, money management, people skills, and business ethics. These valuable skills are the heart of every product program and will last a lifetime.
- ___Troops and girls should set individual and troop goals for both in-person and online sales, as well as Gift of Caring goals. Reinforce how individual sales goals help the troop reach its overall goal and fund troop program activities.
- ___Review all important dates and deadlines. Meeting due dates is critical to the success of the program; stress the importance of timeliness with families.
- ___Review safety guidelines for girls.
- ___Review money-handling procedures. Set clear expectations for conduct and the collection of monies due to troops.

Caregiver Related

- ___Remind caregivers to verify their email and mailing address in their MyGS account. GSWCF notifies the primary caregiver about earned girl rewards, and all communications are sent to the address listed in MyGS.
- ___Verify all caregivers have completed the online Caregiver Permission & Responsibility form.

Troop and Volunteer Related

- ___Check the troop roster to make sure all girls are registered; update troop rosters Dec. Contact the Customer Care Team at 800-881-4475 or info@gswcf.org with any roster questions.
- ___Remind adult volunteers and caregivers who are interested in helping that they must be registered and background screened.
- ___Complete the troop cookie manager (TCM) training session through gsLearn and then submit the online Cookie Manager Access Request form.
- ___Reach out to your service unit cookie manager (SUCM) to pick up your troop materials.

- ___Work with girls to set troop and individual goals.
- ___For Junior, Cadette, Senior, and Ambassador troops: have a troop discussion about opting out of rewards. If the troop chooses to opt out, complete an opt-out form and update the status in eBudde.
- ___Review safety guidelines with your troop.
- ___Review *Volunteer Essentials* guidelines at gswcf.org.

eBudde Related

- ___Sign in to eBudde once you receive your email link.
- ___Review the 'Girl' tab in eBudde to view your roster.
- ___Submit the 'Missing Girl' form for any girls not listed in the eBudde cookie troop roster.
- ___Enter or verify the last four digits of your troop's bank account information in the eBudde 'Settings' tab.
- ___Review all information in eBudde and ensure any necessary corrections are made before the season begins.

During Cookie Program Checklist

___Continually communicate with the girls and their caregivers.

eBudde/Digital Cookie Related

___Log in to eBudde and Digital Cookie to ensure all girls are showing in the systems. (Fill out 'Add a Girl' form if a Girl Scout is missing from the system.)

___Assist girls and caregivers with logging in to Digital Cookie, as needed.

___Remind caregivers to check girl delivery orders in Digital Cookie (they should check every couple of days).

___Check that all the girls' delivery orders have been distributed to girls and caregivers for delivery and have been assigned to the girls in eBudde.

___Verify that all transactions for the girls are completed—**all cookies either given to the girls or sold at the cookie booths have been assigned to the girls in eBudde**.

___Update the 'Girl Transactions' tab in eBudde regularly. Transactions should match receipts.

___Verify with caregivers that all girl delivery orders have been approved in Digital Cookie and delivered to customers.

___Use the 'Cookie Exchange' on eBudde if the troop has excess cookies or is searching for a specific variety of cookie.

___Verify with all girls that their reward choices have been entered and submit the final reward order.

Inventory Related

___Pick a delivery location and time to pick up troop starting inventory order (SIO) cookies.

___Print a copy of the troop cookie delivery ticket from eBudde to pick up your SIO.

___Pre-stage the girls' orders after picking up the SIO and prepare itemized receipts for caregivers to sign.

___Ensure caregivers sign and/or are provided receipts for all cookies picked up, and that funds are submitted.

Booth Related

___Review booth etiquette guidelines with the girls and their caregivers.

___Release the booths in eBudde if the troop is unable to fulfill a reserved booth slot.

Finance Related

___Deposit the cookie funds (collected weekly) into the troop's bank account.

___Review the ACH invoice when emailed. Ensure the troop has funds for the scheduled ACH.

___Juliettes (Independently Registered Girls) must deposit all cookie funds into the council account using the account information provided.

Post-Cookie Season Checklist

Finance Related

___Deposit all cookie funds into the troop's bank account before the final ACH sweep.

___Juliettes (Independently Registered Girls) must deposit all cookie funds into the council account using the provided account information.

___Submit outstanding caregiver information by the deadline.

eBudde/Digital Cookie Related

___Give girls credit for all booth sales in eBudde.

___Enter girls' reward choices in eBudde and submit them by the deadline.

___Print the troop's reward report from eBudde.

Reward Related

___Pick up rewards from the service unit cookie manager (April/May 2027).

___Contact girls' caregivers to distribute rewards in a timely manner.

___Ask caregivers to sign receipt for rewards when picking them up.

___Remind caregivers that Council Dough, Camp Bucks, and event rewards are emailed directly to the girl's caregivers. Non-bakery provided reward items are shipped directly to the Girl Scout.