

This checklist is meant to be used as a quick reference tool. Full checklist on pages 7-10 of the troop manual.

## Pre-Initial Order Sales

- Confirm all participants are registered Girl Scout members for the 2022-2023 membership year (MY23).
- Register as member of Girl Scouts of the USA with volunteer role of Troop Cookie Chair and have a GSNI background check on file.
- Complete the Mandatory Troop Online Training available on gsLearn.
- Log in to eBudde™ at <https://ebudde.littlebrownie.com>.
  - Keep “Gets Email” green in order to receive important program updates and reminders sent from GSNI or your SU Cookie Coordinators through the eBudde™ system.
  - Confirm all troop members are listed using Girl Tab.
  - New troops enter checking account and bank routing numbers by deadline.
  - Download updated eBudde™ App to be able to view and complete eBudde™ tasks on your phone.
- Prepare materials for distribution to Girl Scouts and parents.
- Review troop manual, [www.girlscoutsni.org/cookieresources](http://www.girlscoutsni.org/cookieresources) and [www.littlebrowniebakery.com](http://www.littlebrowniebakery.com) for resources to use at the troop planning meeting.
- Meet with Girl Scouts and parents/guardians at a troop meeting.
  - Discuss Benefits of Participation. Set Goals. Discuss cookie varieties and Gift of Caring all sold for \$5/box. Discuss Girl Scout/Parent Procedures including Initial Order, Digital Cookie 9.0, submitting orders, delivery of cookies and collecting payment, submitting of payment, participation in Troop Booth sales, and choosing rewards.
  - Distribute materials to each registered Girl Scout in the troop.
    - Product Program Permission/Financial Responsibility Form (Have parents/guardians sign and return at meeting, if possible.) This form is critical to have on file, so GSNI can assist with pursuing parent debt, if necessary.
  - Explain rules, including social and general media posting policies, requirements, and potential penalties of Cookie Program.
  - Participate as a troop in activities related to the Cookie Program emphasizing the 5 Skills and entrepreneurship mindset. Encourage families to complete the Cookie Entrepreneur Family pin with their Girl Scout.
  - Discuss participation in any of the Cookie Program activities including Cookie Craver, Cookie Business Challenge, and Gift of Caring Opportunity.

## Following Initial Order Taking

- From participants, collect traditional paper order cards. Parents may enter paper order card order totals into Digital Cookie, but these do not flow into eBudde™. Volunteers must still enter paper order card orders into eBudde™ manually.
- Log in to eBudde™.
  - Enter/review all order information in eBudde™. Save as entering, but do not submit until all are completed.
    - Enter items ordered from traditional paper order card.
    - The total and types of packages for parent approved Girl Delivery orders received by January 28, will be listed on a separate sub-line for each participant on the Initial Order Tab! This line, labeled DOC Girl Del., will be gray and cannot be edited.
    - Review Girl Initial Rewards and verify populated correctly.
  - **SUBMIT Initial Order and Initial Rewards by deadline.**
  - On the Settings Tab, new troops enter banking information and returning troops verify banking information is correct.
  - On the Settings Tab, if an older troop (Cadette, Senior, Ambassador) is opting out of rewards, this must be selected prior to submitting initial rewards.
- Initial Order will be delivered in full cases, so the troop will receive more cookies than the exact order. Girl Scouts should continue to sell these cookies as the troop will be financially responsible for payment of all cookies received.

## Initial Order Delivery of Product

- Pick up all cookies ordered through Initial Order from designated delivery station on the assigned date.
  - Count the order as it is being loaded into the vehicle, agree with the site counter, and sign off on receipt of product.
- Sort packages by girls' total orders.
- Arrange a time when the Girl Scouts and parents/guardians can pick up their orders from troop. Complete the following before their departure:
  - Count the order with the Girl Scout and parent/guardian to verify it is correct.
  - Have the parent/guardian sign two copies of the order and give them one copy.
  - Return the original, traditional paper cookie order card to the Girl Scout.
  - Advise Girl Scouts to deliver cookies and collect payment as soon as possible.

## Delivery of Initial Rewards

- Initial Rewards, if earned by a Girl Scout, will be received at the end of the Cookie Program with final rewards.



## **Payment Collection from Girls**

- Girl Scouts collect payment for initial orders (ordered from paper order card) at time of delivery to the customer.
- Give Girl Scouts/parents a deadline to turn in payments. The troop account will be swept of 50% due from Initial Order on the First Sweep date. See troop manual for calculation formula or Sales Report tab in eBudde™.
- Using the Girl Orders tab, record payments received from each Girl Scout to keep accurate records of all money received.
- Deposit all payments into the troop account as soon as possible and recommended no later than Thursday, February 23.
- Submit Parent Delinquency Form with required documentation by the deadline of March 20, to GSNI's Finance Department for assistance with payment collection.

## **Booth Sales**

- Decide as a troop if participating and/or what type of cookie booth, how many sites/dates, and what locations.
- Sign up through eBudde™ for Council Booth sites.
- Arrange for booth sites on your own and enter as Troop Booth site into eBudde™.
- Order additional cookies through eBudde™, as needed, from a Cookie Cupboard. See Cookie Cupboard information on page 11 of troop manual for more details.
- Plan your cookie booth at a troop meeting.
- Schedule Girl Scouts and parents for booth sale dates/times. If multiple Girl Scouts, two adults must be present and whenever possible one should be a registered Troop Volunteer. No more than three Girl Scouts are recommended at a booth at one time.
- Practice how to approach and talk to customers, respond to customers with promotions and alternate buying opportunities, thank customers whether or not they buy, and count money received and return change.
- Day of Booth
  - Record the inventory of cookies being taken to booth sale and the amount of money brought for a startup bank.
  - Upon arrival at location, check-in with the store manager or appropriate person for any final instructions.
  - Set up the booth. Be considerate of other troops finishing their shifts while you are setting up.
  - Be considerate of all customers (booth and retail location) and follow all instructions of the retail location. We want Girl Scouts to have a positive impact and be welcomed back in the future.
  - Girl Scouts should wear sash/vest to identify as Girl Scouts and dress for the weather. Most retail locations do not allow the booth to be set up inside.
- Immediately after the booth sale is completed.
  - Take inventory of remaining cookies and count money.
  - Deposit money into troop bank account as soon as possible!
  - Give package credit to Girl Scouts for participating at the Cookie Booth in eBudde™ using Booth Recorder from the Girl Orders tab. Sales can also be credited manually on Girl Orders tab in eBudde™ or using eBudde™ App. See eBudde™ Manual or ask SU Cookie Coordinator for additional instructions.
- Repeat steps as needed for additional booth sale dates/locations.

## **Final Rewards**

- **Submission of Final Rewards should be completed when all troop cookie sales are completed and by the deadline.**
  - Allocate sales of all cookies in eBudde™ using the Girl Orders tab or Booth Recorder. If all cookies were sold, the Total should be 0 (zero) in the Difference row at the bottom of the Girl Orders tab.
  - Review all Girl Final Rewards to verify it populated correctly. Select choices of rewards where applicable.
  - Order Booth patches for Girl Scouts who participated in a cookie booth. Order Volunteer patches for leaders/adults who assisted with the program, if desired. Maximum 5 volunteer patches per troop may be ordered. There is no additional cost for these patches, but they must be added to on the Rewards tab.
- Final Rewards will be delivered to the SU Cookie Coordinator the end of April. Troops will be contacted with troop pick-up information after rewards are received and sorted by the SU Cookie Coordinator. Troops will not be given rewards if payment is still due to council.
- DO NOT distribute rewards to a Girl Scout, if you have not received all payments due.

## **Finalize Program**

- Collect all payments from Girl Scouts/parents prior to the Final Sweep date.
- Submit NSF Check Notifications to GSNI Finance Department if any NSF checks are received from the bank of your troop account. All NSF checks must be reported no later than the deadline of Friday, April 7.
- Keep a copy of the Product Program Permission/Financial Responsibility Form through the end of the program until all payments have been received from Girl Scouts and all bank sweeps completed.
- If you are not the troop leader, share all financial records gathered (deposits and council electronic withdrawals) with the troop administrator/leader(s).
- Contact your SU Cookie Coordinator or email [cookies4you@girlscoutsni.org](mailto:cookies4you@girlscoutsni.org) with any comments, suggestions, or ideas for next year.

