

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 2023-2024 membership year (MY24).
- 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.
- Login 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, Rallyhood, www.littlebrowniebakers.com for resources to use at the troop planning meeting.
- At a troop meeting, discuss the following with Girl Scouts and parents.
 - Benefits of Participation. Set Goals. Cookie varieties and Gift of Caring all sold for \$5/box. Girl Scout/Parent procedures including Initial Order, Digital Cookie, submitting orders, delivery of cookies and collecting payment, submitting of payment, participation in Cookie Booths, and choosing rewards.
 - Distribute materials to each registered Girl Scout in the troop.
 - Product Program Permission/Financial Responsibility Form (Have parent(s) sign and return at meeting, if possible.) Keep on file through the end of the season, until all payments are received.
 - Explain rules, including social and general media posting policies, requirements, and potential penalties.
 - Participate as a troop in activities related to the Cookie Program emphasizing the 5 Skills and entrepreneurship mindset, including Virtual Cookie Kick-off (VCKO), SU Cookie Rally, badges, pins, activities, etc.

Following Initial Order Taking

- Girl Scouts/Parents enters paper order card orders into Digital Cookie on My Cookies tab. OR turns paper order card into Troop Cookie Chair to be entered into eBudde™.
- Log in to eBudde™.
 - Enter/review all order information in eBudde™. Save as entering; submit when all are completed.
 - 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.
 - **SUBMIT Initial Order 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 order.
- 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.
- Sort packages by Girl Scouts' total orders.
- Arrange a time when the Girl Scouts and parents can pick up their orders from troop. Complete the following before their departure:
 - Count the order with the Girl Scout and parent to verify it is correct.
 - Have the parent sign two copies of the order and give them one copy.
 - Advise Girl Scouts to deliver cookies and collect payment as soon as possible.

Payment Collection from Girl Scouts

- ❑ Girl Scouts collect payment for initial orders (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 formula or Sales Report tab in eBudde™.
- ❑ Using the Girl Orders tab, record payments received from each Girl Scout.
- ❑ Recommended to deposit all payments into the troop account by Saturday, February 17.
- ❑ Submit Parent Delinquency Form with required documentation by the deadline of March 13, to GSNI's Finance Department for assistance with payment collection.

Cookie Booths

- ❑ 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 Troop Booth sites and enter into eBudde™ for approval.
- ❑ Order additional cookies through eBudde™, as needed, from a Cookie Cupboard.
- ❑ See pages 10-13 of the Troop Cookie Manual for types of Cookie Booths and how to plan and set-up a Cookie Booth.

Cookie Package Allocation and Final Rewards Submission

- ❑ Confirm all cookies are entered on the Girl Orders tab for cookies distributed to Girl Scouts for Digital Cookie Girl Delivery orders AFTER initial order and any other additional sales.
- ❑ 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.
- ❑ **Submit Final Rewards by the deadline.**
- ❑ 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 with any comments, suggestions, or ideas for next year.

