

OCMT COOKIE SALES CHECKLIST (SEPTEMBER-APRIL)

Before Sales- Get Ready! (September-December)

- ☐ Learn about the Cookie Program. Read Section I (pages 4-25) of the OCMT Cookie Guide.
- ☐ Submit [OCMT Cookie Materials Order Form](#) (Required to receive sample cookies and printed materials.) **Due September 30.**
- ☐ [Place your cookie order](#) (in-person cookie sales only). **Due October 25.**
- ☐ Place your Cookie patch & cookie rally kit order in the [Cookie Patches and Cookie Rally Kit Online Store](#) (Optional). **Due October 31.**
- ☐ [Place our cookie order](#) USVI only). **Due December 9.**
- ☐ Obtain local approval to sell.
- ☐ Complete your Cookie Trainings in gsLearn.
- ☐ Schedule and hold Parent and Volunteer Cookie Meetings.
- ☐ Schedule and hold a Cookie Rally.

Before Sales- Get Set! (January)

- ☐ [Request a community troop site](#) (Optional). **Due January 15.**
- ☐ Pickup cookies and report lost/missing cookies (in-person cookie sales only).
- ☐ Log into [eBudde](#) & [Digital Cookie](#) to verify information.
- ☐ Setup [Digital Cookie troop site](#).
- ☐ Submit the [Recipe for a Successful Cookie Program notification form](#) to earn additional proceeds. **Due January 31.**
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 31.**
- ☐ [Transfer cookies from the service unit to each troop in eBudde](#) (in-person cookie sales only).
- ☐ Submit [Digital Cookie Girl Delivery Activation Form](#) by **February 3** (in-person cookie sales only).

During Sales- Go! (February-March)

- ☐ Manage your [Cookie Booths in eBudde](#) (in-person cookie sales only).
- ☐ Monitor in-hand and girl-delivery orders to ensure sales are completed.
- ☐ Transfer cookies and initiate cookie exchanges, if needed.
- ☐ Bling your booth for National Girl Scout Cookie Weekend. **February 21-23.**
- ☐ Credit girls with their cookie sales in eBudde. **Due March 31.**

After Sales- Wrap-up (March-April)

- ☐ Submit [Final Cookie Inventory Report Form](#) to report remaining inventory, Digital Cookie donations applied toward inventory. **Due March 31** (in-person cookie sales only).
- ☐ Submit [Troop Girl Rewards in eBudde](#). **Due March 31.**
- ☐ Submit [SU Girl Rewards and Girl Rewards](#) mailing address in eBudde. **Due March 31.**
- ☐ Check Final Invoice and remit/receive payment. **Due April 18.**
- ☐ Submit [Community Cookie Coupon Request Form](#) (if applicable) to USAGSO (for communities without an OCMT bank account). **Due April 18.**
- ☐ Submit [Cookie Program Evaluation Form](#) to USAGSO. **Due April 18.**