

USAGSO SUGGESTED TROOP COOKIE COORDINATOR TRAINING OUTLINE (2 HOURS)

TOPIC	METHOD	INFORMATION AND MATERIALS	TIME
Introductions Course Objectives Housekeeping	<ul style="list-style-type: none"> Participants introduce themselves: Name, Troop Number and if they have ever participated in a Girl Scout Cookie Program before Ice Breaker Exercise Identify the location of the nearest restroom Identify training objectives 	<ul style="list-style-type: none"> Course Objectives Ice Breaker (supplies if needed based on type of Ice Breaker used) 	15 minutes
Why a Cookie Program?	<ul style="list-style-type: none"> Brainstorm on Flip Chart Emphasize that Cookie Programs are a Program Activity for girls within the OC which provides 5 Skills for Girls (See USAGSO.org website under Cookie Program). <ul style="list-style-type: none"> Goal Setting Decision Making Money Management People Skills Business Ethics 	<ul style="list-style-type: none"> The 1st USAGSO Cookie Program was in 1981 Touch of America Overseas Develop Pride/Self-Esteem Learn new skills Achieve Goals Money to support troop activities and Overseas Committee activities 	10 minutes
Safety and Awards	<ul style="list-style-type: none"> Discuss Review the Safety Activity Checkpoints, section Cookie and Product Sales Awards, Badges Cookie Program Activity Pin Girl's Guide to Girl Scouting (Cookie Business badges, leaves for Daisies), awards and more. 	<ul style="list-style-type: none"> Safety Activity Checkpoints, section Cookie and Product Sales Copies available for sharing Girl's Guide to Girl Scouting Every year, a girl can earn the Girl Scout Cookie Program Activity Pin by completing four of the six activities listed Explain Incentives girls receive as a direct result of the OC Cookie Order! 	20 minutes
Bulk Cookie Materials	<ul style="list-style-type: none"> Materials by Little Brownie Baker USAGSO Collection Sheet USAGSO Permission Slip, required for each girl to participate 	<ul style="list-style-type: none"> Distribute materials from Little Brownie Baker to each troop according to number of girls they have. Encourage them to review the materials before training. USAGSO form (if required by OC Community) USAGSO Cookie Program Permission form 	15 minutes
OC Cookie Program Plan	<ul style="list-style-type: none"> Introduce the OC Cookie Program Plan and review Who Sells the Cookies? Respect of Overseas Committee boundaries Authorized selling locations, NOT ON THE ECONOMY OR AT INTERNATIONAL SCHOOLS FOR MILITARY COMMUNITIES AND AUTHORIZED US EBASSIES 	<ul style="list-style-type: none"> One copy of the OC Cookie Program Plan for each Cookie Coordinator Who Sells the Cookies? (Only Girls sell cookies) Booth Sales (how to sign up and when) 	15 minutes
Forms/Paper Trails	<ul style="list-style-type: none"> Explain the importance of a Paper Trail and the procedures involved. 	<ul style="list-style-type: none"> Explain in detail the use of the Troop Cookie Coordinator Worksheet (N/S 4 Troop Quick Pick up form) if you decide to use it. If you decide to use a pick up sheet or report produced by eBudde, explain in detail the use of such document to the Troop Cookie Coordinator. Collection Sheet, Money Envelope Money handling procedures based on OC Cookie Program Plan (if not specific in OC Cookie Program Plan, provide in writing) Receipt book usage, how to complete a receipt (sample receipt attached) 	15 minutes
Cookie Program Theme Goal Setting Activities Training of the Girls and Parent/Guardian/Adult Volunteers	<ul style="list-style-type: none"> Introduce Cookie Program Theme for the Cookie Program Get the girls, parents/guardians/adult volunteers excited about the sale using goal setting and cookie activities Review OC Cookie Program Plan Girl Scout recruitment 	<ul style="list-style-type: none"> Theme Activities (See Little Brownie Bakers website and Cookie VIP eTraining website) Troop Goal and Goal Setting Know the Cookies! Appropriate dress, manners and behavior at the booth during sale Girls sell cookies, adults chaperone! Booth Sales (and booth decorations) Recruiting new girls (membership forms on hand during all booth sales) 	25 minutes
Burning Questions	Wrap up with answers to questions		5 minutes