

# TROOP VOLUNTEER COOKIE SALES CHECKLIST

## (SEPTEMBER-APRIL)

### **Before Sales- Get Ready! (September-December)**

- ☐ Learn about the cookie program. Read Section I of the Troop Volunteer Cookie Guide.
- ☐ Complete your Cookie Trainings in gsLearn.
- ☐ Connect with your OCMT Cookie Manager and attend any local cookie meetings to learn about the OCMT Cookie Program Plan.
- ☐ Attend your OCMT Cookie Rally or host your own Cookie Rally if your OCMT is not already planning one.
- ☐ Hold a meeting with your troop parents and volunteers to share important information about your troop's participation in the cookie program.

### **Before Sales- Get Set! (January)**

- ☐ Connect with your OCMT about cookie pickup and report any missing or damaged cookies to your OCMT Cookie Manager (in-person cookie sales only).
- ☐ Log into [eBudde](#) & [Digital Cookie](#) to verify information.
- ☐ Setup [Digital Cookie troop site](#).
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 31.**
- ☐ 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)**

- ☐ Notify your OCMT Cookie Manager of any remaining inventory as soon as sales end (in-person cookie sales only).
- ☐ Submit [Troop Girl Rewards in eBudde](#). **Due March 31.**
- ☐ Submit [Cookie Program Evaluation Form](#) to USAGSO. **Due April 18.**