

COOKIE SALES CHECKLIST (SEPTEMBER-APRIL)

Before Sales- Get Ready! (September-December)

- ☐ Learn about the Cookie Program. Read Section I of the OCMT Cookie Guide & Complete your Cookie Trainings in gsLearn.
- ☐ Submit [OCMT Cookie Materials Order Form](#) (Required to receive sample cookies and print materials.) **Due September 30.**
- ☐ Submit [Cookie Program Community Level Troop Request Form](#) to manage cookie sales on a community level. **Due October 10.**
- ☐ Obtain local approval to sell.
- ☐ [Place your cookie order](#) (in-person cookie sales only). **Due October 17.**
- ☐ Log into [eBudde](#) & verify information. **Starting December 1.**
- ☐ [Place your cookie order](#) (USVI only). **Due December 9.**
- ☐ Schedule and plan a parent meeting, volunteer meeting, and Cookie Rally!

During Sales- Go! (February-March)

- ☐ Manage your [Cookie Booths in eBudde](#) (in-person cookie sales only).
- ☐ Bling your booth for National Girl Scout Cookie Weekend. **February 20-22.**
- ☐ Credit girls with their cookie sales in eBudde. **Due March 15**

After Sales- Wrap-up (March-April)

- ☐ Submit [Girl Rewards in eBudde](#). **Due March 27.**
- ☐ Submit the OCMT [Cookie Closeout Form](#) to officially close out your cookie season. **Due March 31 (or 2 weeks after your cookie sales end date)**
- ☐ Check Final Invoice and remit/receive payment. **Due April 10.**
- ☐ Submit [Cookie Program Evaluation Form](#) to USAGSO. **Due April 17.**

Before Sales- Get Set! (January)

- ☐ Log into [Digital Cookie](#) to verify information & setup troop links. **Starting January 2.**
- ☐ Submit [Digital Cookie Girl Delivery Activation Form](#) by **January 5** (in-person cookie sales only)
- ☐ Begin taking Digital Cookie Direct ship and Girl Delivery Pre-Orders! **Starting January 6th** (12:00 AM CST)
- ☐ Pickup cookies and report lost/missing cookies (in-person cookie sales only)
- ☐ Submit the [Recipe for a Successful Cookie Program notification form](#) to earn additional proceeds. **Due January 23.**
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 23.**
- ☐ [Transfer cookies from the service unit to each troop in eBudde](#) (in-person cookie sales only).
- ☐ Begin Cookie Booth & In-Person Sales! (in-person cookie sales only). **Starting January 30**

USAGSO's 2026 Girl Scout Cookie Program Sale Dates:

January 6: Digital Cookie Direct Ship Girl Delivery Preorders Begin

January 30 to March 15: In-person Cookie Sales Begin

