

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.**
- ☐ Obtain local approval to sell. **Request to Sell Cookies Letter** from the USAGSO Executive Director
- ☐ **Place your cookie order** (in-person cookie sales only). **Due October 20.**
- ☐ Submit **Community Cookie Selling Model Request Form** to manage cookie sales on a community level. **Due November 30.**
- ☐ **Place your cookie order** (USVI only). **Due November 30.**
- ☐ Log into **eBudde** & verify information. **Starting December 1.**
- ☐ 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 19-21.**
- ☐ Move inventory and assign sales to girls in eBudde. **By March 15.**

After Sales- Wrap-up (March-April)

- ☐ Submit **Girl Rewards in eBudde**. **Due March 19.**
- ☐ Submit the OCMT **Cookie Closeout Form** to officially close out your cookie season. **Due March 19 (or 2 weeks after your cookie sales end date)**
- ☐ Check Final Invoice and remit/receive payment. **Due 10 days after the invoice date.**
- ☐ Submit **Cookie Program Evaluation Form** to USAGSO. **Due April 16.**

Before Sales- Get Set! (January)

- ☐ Log into **Digital Cookie** to verify information & setup troop links. **Starting January 5 (12:00 AM CST).**
- ☐ Submit **Digital Cookie Girl Delivery Activation Form**. **Due January 7.**
- ☐ Begin taking Digital Cookie Direct ship and Girl Delivery Pre-Orders! **Starting January 12 (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 28.**
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 28.**
- ☐ **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 29**

USAGSO's 2027 Girl Scout Cookie Program Sale Dates:

January 12: Digital Cookie Direct Ship Girl Delivery Preorders Begin (12:00 AM CST)
January 29 to March 14: In-person Cookie Sales

