



2017 Cookie Sale

Enclosed you will find everything you need to have a successful Cookie Sale. Please read over the Troop Plan Book. The Troop Plan Book is coded by months to make it easier to follow along with the steps of the cookie sale. Please read over the **COOKIE BASICS SECTION** prior to the start of the sale.

Service Unit Cookie Manager Contact Information:

Email: _____

Home Phone: _____ Cell Phone: _____

Best to call between: _____ Please don't call after: _____

Troop Cookie Manager's Checklist:

Check each item as completed to have a successful Cookie Program!

- My troop is registered for the current year.
- All of my girls that are selling are registered for the current year.
- Our troop has two adults registered.
- I have a current background check on file within the last 3 years.
- I have a current ACH form with updated troop bank account information on file at the Lexington Office.
- I have signed the Troop Manager Agreement form and have agreed to take responsibility of the annual Girl Scout Cookie Program for my troop.
- I have taken online training. If a new troop cookie manager, you must take in person training with your Service Unit Cookie Manager.
- Hold a parent meeting. Explain deadline, rewards, CoCo Direct, expectations, and collect signed parent permission responsibility forms. Distribute girl order forms.
- Log into SNAP and update my contact information and become familiar with the online ordered system CoCo.
- Remind girls they may begin ONLINE SELLING December 20, 2016 and IN PERSON SELLING January 1, 2017.
- Enter the troop initial order in SNAP by January 11th.
- Sign up for our first round of booth sale selections starting January 25th (Fayette County and Northern Kentucky troops) or check with Service Unit Cookie Managers for booth sale opportunities in your county.
- Find out when and where your Service Unit cookie delivery will be by contacting Service Unit Cookie Manager the third week of January.
- Pick up troop's initial cookie order – delivery January 26th --- February 3rd.
- Sort all initial order cookies and prepare receipts for each girl before anyone picks up cookies. Be sure to complete a receipt for each cookie pick up, sign and date by you and the parent. Keep one copy.
- Prepare for your cookie booths. Get your bling together, and a schedule for your parents and girls.
- Attend your cookie booths promoting Operation Cookie Share and 5 for Five to maximize sales. Be sure to make deposits after booths into your Troop Bank Account.
- Participate in National Cookie Weekend by reviewing 5 skills to girls to become Stellar Sellers.
- Collect money from girls/parents often and deposit immediately into Troop Bank Account.
- Submit any UDF (uncollectible debt forms) 5 days prior to each sweep date.
- Communicate with the Service Unit Cookie Manager regarding any excess supply of cookies by March 1, 2017 so possible transfer arrangements can be made. (Excessive supply = number of unsold cookie packages are greater than 20 % of total cookie packages ordered during entire sale.)
- Be sure you have enough money in troop bank accounts to cover your three sweeps in March.
- Reconcile the sale with each girl, collecting all her money due and gathering her final reward selections in SNAP by March 29th.
- Complete email cookie evaluation with your girls.
- Receive girl rewards from Service Unit Cookie Manager in May and immediately distribute to each girl.