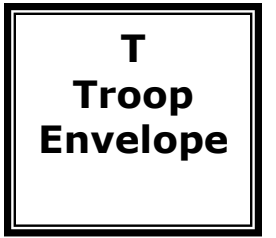


# 2022 Cookie Program



**Enclosed you will find everything you need to have a successful Cookie Program. 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 program. Please read over the COOKIE BASICS SECTION prior to the start of the program.**

**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 completed the Troop Manager Agreement form online and have agreed to take financial responsibility of the annual Girl Scout Cookie Program for my troop.
- I have taken the 2022 Troop Cookie training either online or in person.
- Hold a parent meeting. Explain deadline, rewards, Smart Cookies, expectations, goal setting with our proceeds, and have parents/guardian complete the online permission responsibility forms. Distribute girl order forms only to those girls that have the parent permission submitted.
- Log into Smart Cookies and update my contact information and become familiar with the system.
- Remind girls they may begin selling January 1, 2022.
- Enter the troop initial order in Smart Cookies by January 10<sup>th</sup> by midnight.
- Sign up for our first round of booth sale selections starting January 26<sup>th</sup> (Fayette County and Northern Kentucky troops) or check with Service Unit Cookie Managers for booth sale opportunities in your county.
- Sign up for first come / first serve (FCFS) booths in your county (if applicable) by January 28<sup>th</sup> at 8:00pm.
- 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 27<sup>th</sup> - February 4<sup>th</sup>.
- 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 materials together, and a schedule for your parents and girls.
- Attend your cookie booths promoting Operation Sweet Treats and the "Buy 5 Program" to maximize sales. Be sure to make deposits after booths into your Troop Bank Account.
- Collect money from girls/parents often and deposit immediately into Troop Bank Account.
- Submit any UDF (uncollectible debt forms) 5 business days prior to each sweep date.
- Communicate with the Service Unit Cookie Manager regarding any excess supply of cookies by March 1, 2022 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/April (dates are in your Troop Plan Book).
- Complete all girl transfers in Smart Cookies (troop to girl transfers) by March 31<sup>st</sup> at midnight.
- Reconcile the sale with each girl, collecting all her money due and gathering her final reward selections in Smart Cookies by March 31<sup>st</sup> at midnight.
- Complete email cookie evaluation with your girls.
- Receive girl rewards from Service Unit Cookie Manager in May and immediately distribute to each girl.

[www.gskentucky.org](http://www.gskentucky.org)  
[www.abcsmartcookies.com](http://www.abcsmartcookies.com)

**GOAL SETTING**

**DECISION MAKING**

**MONEY MANAGEMENT**

**PEOPLE SKILLS**

**BUSINESS ETHICS**