COOKIE PROGRAM CHECKLIST

READY TO EXPLORE

- [ ] Confirm that your troop is active, with **two fully screened volunteers**, and all participating girls are registered with GSUSA.
- [ ] Submit Troop Product Program Manager Agreement and Policies form, ACH Authorization and Bank Info form, and Financial Report and Bank Statements.
- [ ] Download the eBudde App.
- [ ] Log into eBudde ASAP and update your contact information, add troop cookie pickup-only users and familiarize yourself with the database.
- [ ] Verify in eBudde ASAP that all of your troop's registered, participating girls are listed.
- [ ] Hold a cookie meeting to collect Caregiver Permission and Responsibility forms, hand out girl order cards, and explain deadlines and set expectations.
- [ ] Set up your troop's Digital Cookie website once you receive your registration link and ask your girls to do the same.
- [ ] Promote Troop-to-Troops, Gift of Caring, and use of Digital Cookie to maximize your orders.
- [ ] Sign up for booths or enter troop booths through the eBudde Booth Scheduler.
- [ ] Enter your troop's initial cookie and reward orders into eBudde by January 18 at midnight. Select your delivery site.
- [ ] Accept delivery of your initial order cookies. Be sure to print out your delivery confirmation and match it to your delivery ticket.
- [ ] Sort all product and prepare receipts for each girl before anyone picks up their cookies. This will help you identify any issues. Complete a receipt for each cookie pickup, sign and date it. Give one copy to the Girl Scout and keep one copy. **Be sure to collect signatures from those picking up cookies.**
- [ ] Place additional cookie orders into eBudde and pick them up at your local cookie cupboards. Add trusted individuals as a Troop Cookie Pickup-only user in eBudde so they can pick up their additional cupboard orders and save you time. Make sure they have downloaded the eBudde App to sign electronically for cookies at the cupboard.
- [ ] Prepare for your cookie booths! Get your bling together and a schedule for girls and their families. Review booth rules and etiquette.
- [ ] Make sure you have money deposited to meet all ACH sweep dates: ACH #1 - February 18 (30% of inital order), ACH #2 - March 4 (50% of total), ACH #3 - March 30 (final balance). If you don't have the money deposited, submit any Outstanding Balance forms, if applicable, through the ACH Shortage link to inform the council of any shortage information.
- [ ] Allocate all boxes to girls in eBudde for additional pickups, booths, extras, etc. for girl rewards to calculate properly. Don't forget to reassign any cookies from the Troop Digital Cookie account.
- [ ] Submit your Final Girl Rewards in eBudde by March 18 at midnight.

Need additional eBudde training?

Check out the Microburst Training videos in the eBudde Help Center or the Just-In-Time eBudde Trainings on the Cookie Resources for Volunteers webpage for more helpful tips on how to get the most from your cookie season.

