2024 Cookie Program
Getting Started Checklist

Dates & Deadlines:

New Leaders: 1st Yr. Training :	January 9th
Attend a Cookie Conference:	January 16th - 23rd
Troop Smart Cookies Access:	January 22nd
Cookie Technology Webinar:	January 30th
Girl Digital Cookie Access:	January 30th
Distribute Cookie Paperwork:	(No later than) February 2nd
Booth Signups Begin:	February 12th
Collect Paper Order Info/Cards:	February 18th by 11:59 PM
Troop Initial Order Due:	February 20th by 11:59 PM
New Troops- Bank Account Open:	March 8th
ACH Authorization Form Due:	March 8th
Troop Cookie Pickups:	March 11th - 20th
Cookie Booths Begin:	March 22nd
Cookie Program Ends:	April 14th

Troop Due Dates to Share with Caregivers:

- All pre-orders must be entered in Digital Cookie by February 17th at 11:59PM or be turned into the Troop Leader by February 18th.

- Additional Girl Delivery boxes (Orders from Feb 18th – Apr 14th) requested from Troop, as needed, or by (but no later than) _____.

Troop Due Dates:

- Enter/edit pre-orders by girl and order extra packages (booth, additional sales, and Girl Delivery orders after Feb 17th) in Smart Cookies no later than **February 20th at 11:59 PM**.

- Create Initial Reward order in Smart Cookies through the Rewards tab no later than **February 20th at 11:59 PM**.

- Sign up for booths starting February 12th and enter individually Troop Secured Booth Requests in Smart Cookies 48 hours in advance for Council approval.

- **February 20th,** check the All Orders report at the bottom of your Troop dashboard in Digital Cookie for any additional packages needed for Girl Delivery for any orders placed after February 17th. If you have not received requests for additional packages from Caregivers, you will want to verify they have all they need to fulfill Girl Delivery orders.

2024 Cookie Program
End of Season Checklist

Troop Due Dates

ACH Authorization Form Due:	March 8th
Last Day of Cookie Program	April 14th
Troop Final Rewards Orders Due	April 17th by 11:59 PM
Deposit Money in Troop Account	April 20th
1st ACH Sweep (70%):	April 23rd
Gift of Caring Request Due:	April 30th
Outstanding Balance Forms Due:	May 6th
Deposit Remaining Money:	May 11th
2nd ACH Sweep (Remaining Balance):	May 14th

Final Rewards tentatively scheduled to arrive end of May/June.

Troop Due Dates to Share with Caregivers:

◆ All money due to Troop by _____ or Outstanding Balance Form filled out and submitted online with all necessary documentation (permission slip, receipts) by May 6th.

◆ Final Rewards decisions submitted to Troop by _____ or Leader will make the decision for the girl.

Troop Due Dates for Leader:

◆ Assign all extra packages (booth, additional sales, Girl Delivery orders after Feb 17th) to girls in Smart Cookies no later than _____.

◆ Record all payments made by families to girls in Smart Cookies in the Girl Orders tab no later than _____.

◆ If a Caregiver has not turned in all money due, fill out and submit an Outstanding Balance Form online before the Troop is paid in full by May 6th.

◆ Deposit all money into Troop bank account no later than _____ for 1st ACH sweep.

◆ My Troop's 1st ACH Sweep is $_____ (70% of what is due to Council).

◆ My Troop's final ACH Sweep is $_____ (remaining balance due to Council).