



## COOKIE PROGRAM 2023 GETTING STARTED CHECKLIST

### Dates & Deadlines:

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|---|--|
| ○ NEW LEADERS: 1 <sup>st</sup> Yr. Training | January 10 <sup>th</sup>                   |
| ○ Attend a Cookie Conference:               | January 17 <sup>th</sup> -26 <sup>th</sup> |
| ○ Troop Smart Cookies Access:               | January 23 <sup>rd</sup>                   |
| ○ Smart Cookie Tech Webinar:                | January 31 <sup>st</sup>                   |
| ○ Girl Smart Cookies Access:                | February 1 <sup>st</sup>                   |
| ○ Clover Go App Request Submitted:          | February 2 <sup>nd</sup>                   |
| ○ Distribute Cookie Paperwork:              | February 3 <sup>rd</sup> at the latest     |
| ○ Booth Signups Begin:                      | February 13 <sup>th</sup>                  |
| ○ Collect Paper Order Info/Cards            | February 19 <sup>th</sup>                  |
| ○ Troop Initial Order Due:                  | February 21 <sup>st</sup> at 11:59 PM      |
| ○ New Troops: Bank Account Open             | March 10 <sup>th</sup>                     |
| ○ Troop Cookie Pickups:                     | March 14 <sup>th</sup> – 22 <sup>nd</sup>  |
| ○ Cookie Booths Begin:                      | March 24 <sup>th</sup>                     |
| ○ ACH Authorization Form:                   | March 25 <sup>th</sup>                     |
| ○ Cookie Program Ends:                      | April 16 <sup>th</sup>                     |

### Troop Due Dates to Share with Caregivers:

All pre-orders are due to troop by \_\_\_\_\_.

Additional Girl Delivery boxes (Orders from Feb 22<sup>nd</sup> – Apr 16<sup>th</sup>) requested from troop  
by \_\_\_\_\_.

### Troop Due Dates for Leader:

- Enter pre-orders by girl and order extra packages (booth, additional sales, girl deliveries) in Smart Cookies no later than **February 21<sup>st</sup> at 11:59 PM.**
- Enter all Early Recognition Order information in Smart Cookies through the Rewards Orders tab no later than **February 21<sup>st</sup> at 11:59 PM.**
- Sign up for booths and enter individually Troop Secured Booth Requests in Smart Cookies by no later than **March 14<sup>th</sup>.**
- **April 17<sup>th</sup>,** Check the *Mobile and eCard Summary* report under the Reports menu for any additional packages needed for Girl Delivery for any orders placed after February 21<sup>st</sup>. 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.

# COOKIE PROGRAM 2023 END OF SEASON CHECKLIST



## Dates & Deadlines:

ACH Authorization Form Due:	March 25 <sup>th</sup>
Last Day of Cookie Sales:	April 16 <sup>th</sup>
Troop Final Rewards Due in eBudde:	April 19 <sup>th</sup>
Deposit Money in Troop Account for ACH:	April 21 <sup>st</sup>
1 <sup>st</sup> ACH Sweep (70%):	April 25 <sup>th</sup>
Cookie Share Request Deadline:	April 30 <sup>th</sup>
Outstanding Balance Forms Due:	May 8 <sup>th</sup>
Deposit Remaining Money in Troop Account:	May 12 <sup>th</sup>
2 <sup>nd</sup> ACH Sweep (remaining balance):	May 16 <sup>th</sup>

\*\*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)
- Main Recognitions Order 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 21<sup>st</sup>) 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 girl Bal. Due is not \$0, fill out and submit Outstanding Balance Form online)
- Deposit all money into troop bank account no later than \_\_\_\_\_ for 1<sup>st</sup> ACH sweep
- My Troop's 1<sup>st</sup> ACH sweep is \$ \_\_\_\_\_ (70% of what is owed to council)
- My Troop's final ACH sweep is \$ \_\_\_\_\_ (remaining balance owed to council)