



**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      |
| ○ 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 2022 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 cre 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 22<sup>nd</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)