



# 2025 Cookie Program Getting Started Checklist

## Dates & Deadlines:

|                                 |   |
|---------------------------------|---|
| Attend a Cookie Conference:     | January 14 <sup>th</sup> - 18 <sup>th</sup> |
| Troop Smart Cookies Access:     | January 14 <sup>th</sup>                    |
| Troop Digital Cookie Access:    | January 27 <sup>th</sup>                    |
| Cookie Technology Webinar:      | January 28 <sup>th</sup>                    |
| Girl Digital Cookie Access:     | January 29 <sup>th</sup>                    |
| Caregiver Cookie Webinar:       | January 29 <sup>th</sup> at 6:30 PM         |
| Distribute Cookie Paperwork:    | (No later than) January 31 <sup>st</sup>    |
| Booth Signups Begin:            | February 10 <sup>th</sup>                   |
| Collect Paper Order Info/Cards: | February 16 <sup>th</sup> by 11:59 PM       |
| Troop Initial Order Due:        | February 18 <sup>th</sup> by 11:59 PM       |
| New Troops- Bank Account Open:  | March 6 <sup>th</sup>                       |
| ACH Authorization Form Due:     | March 6 <sup>th</sup>                       |
| Troop Cookie Pickups:           | March 11 <sup>th</sup> - 19 <sup>th</sup>   |
| Cookie Booths Begin:            | March 21 <sup>st</sup>                      |



## Troop Due Dates to Share with Caregivers:

- ◆ All pre-orders must be submitted to the Troop by **February 16<sup>th</sup> at 11:59 PM.**
- ◆ Additional Girl Delivery boxes (Orders from Feb 12<sup>th</sup> – Apr 13<sup>th</sup>) requested from Troop, as needed, or by (but no later than) \_\_\_\_\_.

## Troop Due Dates:

- ◆ Enter pre-orders by girl and order extra packages (booth, additional sales, and Girl Delivery orders after Feb 12<sup>th</sup>) in Smart Cookies no later than **February 18<sup>th</sup> at 11:59 PM.**
- ◆ Create Initial Reward order in Smart Cookies through the Rewards tab no later than **February 18<sup>th</sup> at 11:59 PM.**
- ◆ Sign up for booths starting February 10<sup>th</sup> and enter individually Troop Secured Booth Requests in Smart Cookies 48 hours in advance for Council approval.
- ◆ **February 18<sup>th</sup>**, check the Girl Cookie Order Details Report in Smart Cookies for any additional packages needed for Girl Delivery for orders placed after February 12<sup>th</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.



# 2025 Cookie Program

## End of Season Checklist

### **Troop Due Dates**

|  |                                    |
|--|------------------------------------|
| Last Day of Cookie Program:                    | April 13 <sup>th</sup>             |
| Troop Final Rewards Orders Due :               | April 16 <sup>th</sup> by 11:59 PM |
| Deposit Money in Troop Account:                | April 19 <sup>th</sup>             |
| 1 <sup>st</sup> ACH Sweep (70%):               | April 22 <sup>nd</sup>             |
| Gift of Caring Request Due:                    | April 30 <sup>th</sup>             |
| Outstanding Balance Forms Due:                 | May 5 <sup>th</sup>                |
| Deposit Remaining Money:                       | May 10 <sup>th</sup>               |
| 2 <sup>nd</sup> ACH Sweep (Remaining Balance): | May 13 <sup>th</sup>               |



` **Initial Orders rewards (except the Panda Blanket) will arrive in March to be distributed with cookie deliveries.**

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

### **Troop Due Dates to Share with Caregivers:**

- ♣ All money due to the Troop by \_\_\_\_\_ or fill out the Outstanding Balance Form online with all necessary documentation (signed receipts, collection attempts) by May 5<sup>th</sup>.
- ♣ Final Rewards choices/sizes submitted to Troop by \_\_\_\_\_ or the Leader will make the selection for the girl.

### **Troop Due Dates for Leader:**

- ♣ Assign all extra packages (booth, additional sales, Girl Delivery orders after Feb 12th) to girls in Smart Cookies no later than April 16th.
- ♣ Record all girl payments (cash, check and payments made through Clover Go) 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 or by May 5<sup>th</sup>.
- ♣ Deposit all money into the Troop bank account no later than \_\_\_\_\_ for the 1<sup>st</sup> ACH sweep.
- ♣ My Troop's 1<sup>st</sup> ACH Sweep is \$ \_\_\_\_\_ (70% of what is due to Council).
- ♣ My Troop's final ACH Sweep is \$ \_\_\_\_\_ (remaining balance due to Council).