

2026 Cookie Program Getting Started Checklist

Dates & Deadlines:

Attend a Cookie Kickoff:	January 13 th - 17 th
Troop Smart Cookies Access:	January 20 th
Troop Digital Cookie Access:	January 20 th
Cookie Technology Webinar:	January 28 th
Girl Digital Cookie Access:	January 27 th
Caregiver Cookie Webinar:	January 28 th at 6:30 PM
Distribute Cookie Paperwork:	(No later than) January 30 th
Booth Signups Begin:	February 9 th
Collect Paper Order Info/Cards:	February 15 th by 11:59 PM
Troop Initial Order Due:	February 17 th by 11:59 PM
New Troops- Bank Account Open:	March 5 th
ACH Authorization Form Due:	March 5 th
Troop Cookie Pickups:	March 10 th - 18 th
Cookie Booths Begin:	March 20 th



Troop Due Dates to Share with Caregivers:

- All pre-orders must be submitted to the Troop by **February 15th at 11:59 PM**.
- Additional Girl Delivery boxes (Orders from Feb 12th – Apr 13th) requested from Troop, as needed, or by (but no later than) _____.

Troop Due Dates:

- Enter pre-orders by girl and order extra packages (additional sales, and Girl Delivery orders after Feb 12th) in Smart Cookies no later than **February 17th at 11:59 PM**.
- Create Initial Reward order in Smart Cookies through the Rewards tab no later than **February 17th at 11:59 PM**.
- Sign up for booths starting February 9th and enter individually Troop Secured Booth Requests in Smart Cookies 48 hours in advance for Council approval.
- **February 17th**, check the Girl Cookie Order Details Report in Smart Cookies for any additional packages needed for Girl Delivery for orders placed after February 11th. 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.

2026 Cookie Program

End of Season Checklist

Troop Due Dates

Last Day of Cookie Program:	April 12 th
Troop Final Rewards Orders Due :	April 15 th by 11:59 PM
Deposit Money in Troop Account:	April 17 th
1 st ACH Sweep (70%):	April 21 st
Cookie Share Request Due:	April 30 th
Outstanding Balance Forms Due:	May 4 th
Deposit Remaining Money:	May 8 th
2 nd ACH Sweep (Remaining Balance):	May 12 th



- **The Troop Initial Orders reward (Trucker Hat) will arrive in March to be distributed with cookie deliveries. Other Items (Ferret Blanket and Shoulder Pet) will arrive with Final rewards in May.**
- **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 4th.
- 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 15th.
- Record all girl payments (cash & check) 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 5th.
- Deposit all money into the Troop bank account no later than _____ for the 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).