

WRAPPING UP THE PROGRAM CHECKLIST

Final payments and paperwork are due by service units to council by **Wednesday April 3, 2024**.



Before Troop Turn-In

- Make sure you have no cookies remaining in your service unit's cupboard/inventory. To check your cupboard inventory, pull a *Cupboard Inventory Report* from ABC smart Cookies. All cookies should be sold or donated by the end of the sale. Please note: your service unit is responsible for paying for any donated cookies. If you are having trouble selling cookies in your cupboard at the end of the sale, please contact council.
- Check that your troops have transferred all their cookies to the Girl Scouts in their troops by pulling a *Troop on Hand Inventory* report. Recognition orders cannot be created until all cookies have been transferred.

Troop Turn-In

- Collect final payments from all troops in your service unit. Troops should use the *Troop Balance Summary* to help them determine what they owe council. Troops should be encouraged to NOT use the information they find on the smart cookies dashboard instead of this report.
 1. The bottom of the report will say *Balance* and list the remainder that each troop owes to council. This amount will already have the troop's proceeds (including proceeds from online sales or older troop reward opt-out) and any previous payments, payments from online sales, or fees subtracted from it.
 2. There are multiple ways that a troop can pay their balance to council. Please see page 12 of the Troop Cookie Manager Guide to see the different ways troops can make payments.
- Confirm that each troop in your service unit has created the recognition order for their troop and that sizes have been selected for each item that requires a size.
- **Troops opting out of recognitions:** if there are troops in your service unit selecting to opt out of recognitions to receive older girl proceeds, they will still need to transfer cookies to the Girl Scouts who sold in the troop and complete a recognition order so they will receive their earned patches. To receive older girl proceeds, the troop will need to select the older girl proceeds option in ABC Smart Cookies. Instructions can be found on page 22 of the Troop Cookie Manager guide. These extra proceeds will be included in the proceeds listed on the *Troop Balance Summary* report.

Service Unit Turn-In

Please bring the following items to the council office for the service unit turn-in.

- Troop payments if not paid online.
- Troop Collection Report (if applicable)

Reward Distribution

- Recognition items and patches will be shipped to you in May or June. You are responsible for distributing all recognition items upon arrival, and reporting to council any shortages or obvious damages within 2 weeks of receipt. To find out which troop earned which recognition items and patches, visit ABC Smart Cookies, go to *Reports*, then *Rewards*, and pull a *Recognition Order Summary by Troop* report. Troops should distribute recognitions and patches to girls as soon as they are received.