

GSSNE Troop Cookie Manager Checklist

Before the Cookie Season:

- ☐ Attend GSSNE Cookie Program training or review online materials.
- ☐ Confirm your access to Smart Cookies, Digital Cookie, and update troop info as needed.
- ☐ Review key dates: order deadlines, delivery, booth sign-ups, and payment due dates.
- ☐ Communicate with your troop families—share calendar and expectations.
- ☐ Make sure Girl Scouts are registered and have signed guardian permission to participate.

Initial Orders & Delivery:

- ☐ Help Girl Scouts set cookie goals and enter initial orders into Smart Cookies.
- ☐ Submit your troop's initial order by the deadline.
- ☐ Schedule your pickup time from the cookie warehouse or delivery site with your PPC.
- ☐ Count and verify cases at pickup—sign delivery ticket before leaving.
- ☐ Distribute cookies to families—get signed receipts for each transaction.

During the Sale:

- ☐ Track all cookie inventory and money received using Smart Cookies.
- ☐ Be sure to record payments and transfers in Smart Cookies.
- ☐ Support booth sales: reserve locations with the help of your PPC, set up shifts, and ensure safety.
- ☐ Encourage Girl Scouts to promote online/direct ship orders through Smart Cookies.
- ☐ Keep troop and family communication clear and positive!

Wrap-Up & Payment:

- ☐ Double-check all Girl Scout transactions and payments in Smart Cookies.
- ☐ Deposit all cookie money promptly per GSSNE banking guidelines.
- ☐ Submit troop payments by the council deadlines.
- ☐ Return any unsold cookies only if allowed by service unit guidelines.
- ☐ Celebrate your troop's success—Girl Scouts earned skills and rewards!

Tips for Success:

- ☐ Keep a binder or folder for all receipts and troop cookie info.
- ☐ Use Smart Cookies frequently for transfers—don't wait until the end!
- ☐ Reach out to your Service Unit Cookie Coordinator or GSSNE Product Program Team if you need help.

