

Troop Training Checklist

Communicating with girls and their families is important and having a troop/family meeting is key. GSCO recommends having a family meeting before the start of the program and after the program ends, sharing important updates throughout the program. If extra support is needed for training, contact your SUCM.



- **Every participating Girl Scout must turn in a signed caregiver/parent Cookie Program permission form before they are given cookie inventory and start selling.** The printable form is in this TCM guide. Tear out and make copies to share. Or, share the link to the digital form with parents/caregivers.
- Go over the permission form with the families to ensure they understand their financial responsibility.
- **Explain the purpose of the program (i.e., the 5 Skills) and hand out program materials to girls.**
- Explain the best method for parents/caregivers to communicate with you.
- **Go over all the cookie due dates, including GSCO deadlines and troop deadlines.**
- Explain the Initial Order (IO) that the troop will be submitting and discuss how it will be calculated.
- Explain the process for cookie distribution day.
- Explain that a complete and signed receipt is needed for every cookie and money transaction.
- Explain how often and when girls can get more cookies and the process to get them.
- Explain under what circumstances/time frames the girls can return and/or exchange cookies *within the troop*. **No cookie returns are accepted by GSCO.**
- **Explain the troop's money handling policy. This should include:**
 - How often cookie money must be turned in;
 - How much inventory each girl will be allowed to have before she must turn in money;
 - The troop's policy about accepting checks and large bills, (GSCO recommends not accepting checks or \$50 or \$100 bills.)
 - When final payments for cookie inventory/sales are due – need before the ACH debit.
 - The steps the troop is required to take when money is not turned in.
- **Review safety guidelines.**
- **Explain booth policies and best practices, at storefront booths, drive-thru booths, or virtual "booths," and share the GSCO booth guide.**
- Parents/caregivers need to understand the booth policies and procedures to ensure they know what is expected of them.
- Parents/caregivers do not inherently know how to manage a booth, so train them by modeling a perfect booth during the troop training.
- Explain how rewards are earned by the girls and get the girls' sizes and other reward choices.
- **Discuss how the troop should celebrate its successful cookie season and talk about what the girls would like to do with the troop proceeds that they earn!**