

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*. Share 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 the order card and Family Guide. Ask caregivers/parents to read the guide!
- 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 delivery (cookie pick-up) 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 that 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***—must have before the ACH debit on March 27, 2025, but best to have final payments by March 16, 2025!
 - 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 booth tips sheets too.
- Parents/caregivers need to understand the booth policies and procedures to ensure they know what is expected of them.
- **Train parents/caregivers/Girl Scouts by modeling what “best practices” at a booth are.** Make it a fun role-play game!
- 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!**