

# Volunteer Checklist



Are you ready to crush this year's cookie season like a pro?  
We've "unboxed" some insider tips to make sure you have the sweetest success!

## Pre-Season

- ☐ **Submit the BIA Form. This needs to be submitted before the troop can pickup cookies.**
- ☐ Fill out the Volunteer Product Responsibility Agreement.
- ☐ Watch or attend trainings. Available on gsLearn and Zoom.
- ☐ Check out all the resources in [Cookie Foundations: Resources](#) on our website.
- ☐ Submit the first Planned Order **at least 2 days** before you would like to pick up.
- ☐ Set troop goals and talk with Girl Scouts about what they want to accomplish with their cookie proceeds (Community Service projects, trips, activities, and more!)
- ☐ Empower Girl Scouts through sales practice. This will also fulfill some badge requirements for your troop!
- ☐ Complete a caregiver meeting to explain expectations of the cookie program, including cookie pickups from troop volunteers and payment deadlines. A caregiver meeting is required to earn an extra \$.05 bonus proceeds!
- ☐ Have a caregiver sign the Girl Scout Responsibility Agreement.
- ☐ FCFS opens **January 15!** You can also reach out to local businesses to set up your own Cookie Booth. Check out the Cookie Foundations: Booth Planning for further info.
- ☐ Set up and activate the troop link in Digital Cookie – this step is essential for your troop to accept credit card payments. Volunteer access to Digital Cookie begins on **January 23.**



BIA Form



Volunteer  
Product  
Responsibility  
Agreement

## During the Sale

- ☐ Take a break from cookie season! Have a regular meeting, go someplace fun, take some time as a troop to relax. Breathe.
- ☐ New booth opportunities are being added all the time, have you looked at the FCFS lately?
- ☐ Plan a troop neighborhood walkabout and other fun participation techniques.
- ☐ Check Girl Scout balances! Use the Girl Balance Summary in the Reports tab on Smart Cookies to avoid surprises later.
- ☐ Be prepared for ACH on **February 19**. Emails with withdrawal amounts drop **February 16**.
- ☐ Older girl troops opt-out deadline is **March 10**; J/C/S/A Troops Only.

## End of Sale

- ☐ Care to Share: log cookie shares in Smart Cookies.
- ☐ **Two weeks before** the program ends, update caregivers on troop inventory and encourage a final sales push.
- ☐ Final ACH happens **March 26** with email notification **March 24**.
- ☐ Be sure to clearly communicate end of program dates to caregivers.
- ☐ Consignment time is **March 1 – March 15**. Check out Cookie Foundations: Ending Successfully.
- ☐ Cupboards close soon—check for latest pickup dates.
- ☐ **March 10:** One week to go! Have you distributed all cookies to your Girl Scouts?
- ☐ Recognition orders are due in Smart Cookies by **March 23**.

