

Girl Scout & Parent Checklist

Pre-Sale:

- ☐ Register as a Girl Scout for the 2023 membership year.
- ☐ Pick up materials from your troop cookie manager.
- ☐ Complete and sign a Parent Permission and Responsibility Form (<https://gssjc.me/productprogrampermissionslip>).
- ☐ Learn about the 5 Skills, cookie-related badges and the Family Activity Pin.
- ☐ Review the girl rewards brochure with your Girl Scout.
- ☐ Help your troop set a troop goal and assist your Girl Scout with setting her goal.

Starting Inventory/Delivery:

- ☐ Work with your troop cookie manager/troop leader to estimate the number of packages of cookies your Girl Scout will sell for her troop's starting inventory order. Don't worry, your troop can always get more from a cookie cupboard if you sell faster than anticipated.
- ☐ Girls earn Starting Inventory Rewards when their troop has a starting inventory order 75% or more of last year's sales placed by January 13.
- ☐ Send ecards to friends and family members through ABC Smart Cookies beginning February 11.

Goal Getter:

- ☐ Start selling door-to-door with cookies in hand on February 11.
- ☐ Contact your troop cookie manager to pick up more cookies for any girl-delivered orders taken after the starting inventory is sold.
- ☐ Sign a receipt for any additional cookies picked up from the troop cookie manager.
- ☐ Collect payments from customers. Money is only collected when cookies are delivered.
- ☐ Turn money in frequently to the troop cookie manager or troop leader. Get a receipt each time money is turned in.
- ☐ Volunteer to work a cookie booth. (Two adults are required and at least one adult must be background checked).
- ☐ Help your Girl Scout reach her goals by supporting her during cookie delivery and booth sales.

Wrap Up:

- ☐ Monitor ABC Smart Cookies to ensure your Girl Scout has received credit for the appropriate number of cookies sold.
- ☐ Monitor ABC Smart Cookies for record of payments made to the troop cookie manager.
- ☐ Let the troop cookie manager know whether your Girl Scout is choosing the Rewards Package or Cookie Dough (excludes troops choosing the Older Girl Option).

After the Sale:

- ☐ Download the contacts from ABC Smart Cookies and save for next year.
- ☐ Pick up girl rewards from the troop cookie manager.
- ☐ Celebrate with your Girl Scout and the troop.