

TCM Checklist

Pre-Sale:

- Complete volunteer onboarding requirements
- Reach out to Community cookie manager to let them know your troop will be participating in the sale. This is especially important for Special Interest Groups
- Discuss with troop leadership team: date to hold a family cookie meeting and whether troop should accept checks
- Inform families about 2023 Cookie Program to discuss how the cookie season works and any new information like the new Raspberry Rally cookie
- Share the Parent/Guardian Permission and Responsibility Form link for electronic submissions. <https://gssjc.me/productprogrampermissionslip>
- Retrieve materials from CCM or SIG CCM and distribute materials to girls
- Set troop goal and assist girls in setting individual goals
- Set up ABC Smart Cookies account. Troops emails to register and gain access in early December

Starting Inventory Order / Delivery:

- Obtain optional starting inventory requests from parents/guardians
- Submit starting inventory order in Smart Cookies by **January 13, 11:59 P.M. CST**
- [Volunteer](#) at cookie delivery and pick up troop's cookie and starting inventory reward order
- Distribute cookies to girls with receipts and transfer cookies to girls in Smart Cookies

Goal Getter:

- Encourage girls to ask for donations if customers do not want to purchase cookies; promote Cookie Share and Cookies4Heroes
- Restock girls when they sell out of inventory using cupboards or transfers from troops
- When distributing cookies, transfer cookies to girls in Smart Cookies. This contributes to girls earning rewards, patches and achievement bars at the end of the sale. To help with tracking inventory, give receipts to girls for each transfer and mark the receipt with the Smart Cookies transaction number.
- Transfer excess inventory to other troops if needed
- Collect money from parents and give receipts
- Enter payments from families in Smart Cookies as girl payments and record transaction number on receipt
- Make timely deposits of money received into the troop's bank account. Make copies of deposit receipts: save one for records and give other to troop leader/treasurer
- Complete and submit any Debit Adjustment Forms if funds aren't available for the ACH withdrawals

Wrap-Up:

- Transfer cookies sold through online troop link to girls in Smart Cookies. Note: direct-shipped orders are the only cookies auto-transferred to girls
- Enter any remaining girl payments in Smart Cookies
- Make final deposit into troop's bank account
- Create and submit Main Recognition Order in Smart Cookies by **March 31, 11:59 P.M. CST**
- Complete and submit any Discrepancy Reports by **April 6, 11:59 P.M. CST**

Post-Sale:

- Print and/or save final reports after final ACH. Give one copy to troop treasurer and keep a copy for at least a year
- Retrieve rewards from CCM (early June) and distribute rewards to girls
- Celebrate a successful cookie season with your girls!

