

# 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!

# Volunteer Onboarding Process

- Register for 2023 membership year
- Add role as troop cookie manager in your myGS account
- Current, clear background check (automated when role is added in your myGS account).
- Select Primary/Secondary manager role on [gssjc.me/cookies](https://gssjc.me/cookies). This ensures each troop cookie manager is properly uploaded into the cookie site.
- Sign and submit electronic Troop Cookie Manager Position Description. Link found on [gssjc.me/cookies](https://gssjc.me/cookies). Simply click “View Form” beside TCM Position Description.
- Verify F-36 Registration of Bank Account and ACH Authorization form has been submitted. To complete electronically, visit the [Online Community](#) under Cookie – Troop and click the BankInfo tab.
- Complete training on gsLearn, no registration required. Login [here](#) to access gsLearn link.
- Complete Youth Protection Level 1 Training.

Access the Product Sales Volunteer Onboarding Process site ([gssjc.me/cookies](https://gssjc.me/cookies)) using your MyGS credentials to verify which requirements are outstanding/completed to permit onboarding into the ABC Smart Cookies site.

**Product Sales Volunteer Onboarding Process**

To start product sales volunteer onboarding process, you will be asked to log in using your MyGS credentials. Once you logged in you can:

- Monitor your manager approval status
- View your troop product sales permission and responsibility forms
- View your currently registered training classes or find and register for additional training class offerings.

**Need help logging in?** Use these [step-by-step instructions](#).

**Forgot a password or need further assistance?** Contact us or call 713-292-0300.

**Not a registered member but want to volunteer?** [Join now](#).

[Log In](#)

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Welcome, Yonnie Davis

Troop41234

**Troop Cookie Manager Requirements:**

- ✓ Declared Role/Active Membership: **Complete**
- ✗ Background Check: **Incomplete**
- ✗ Manager Role: **Incomplete**

Select Your Manager Role: [Please Select](#)

- ✗ Manager Position Description Form: **Incomplete** [View Form](#)
- ✓ ACHF36 on file: **Complete**
- ✓ Council Debt Verification: **Complete**
- ✗ Training Complete: **Incomplete**
- ✗ Record Processed: **Incomplete**

mygs.girlscouts.org/my-account

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Donate   Find A Council   En Español   My Account   Logout   Join   Volunteer

Welcome,

**My Account**

- My Household
- My Troop(s)
- My Profile
- My Events
- Volunteer Toolkit
- gsLearn
- Contact Council
- Log Out

**household**

Name	Troop(s)	Participation	Status
Tristan Duharte	Troop591591 Troop591591 Staff	Council Staff	• <b>ACTIVE</b>
	Troop41234	Troop Cookie Manager, Troop Cookie Manager, Troop Fall Product Manager	
	Your volunteer role(s)	PSOT, Community Cookie Manager	

Manage my household members >

**My Events Dashboard**

View all Upcoming Events >