

# Girl Scout & Parent Checklist

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## Before the Cookie Program:

- ☐ Register as a Girl Scout for the 2024 membership year.
- ☐ Pick up materials from your troop cookie manager.
- ☐ Complete and sign a [Parent Permission and Responsibility Form](#).
- ☐ 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.
- ☐ 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 12.
- ☐ Send ecards to friends and family members through Digital Cookie beginning February 10.

## During the Cookie Program:

- ☐ Start selling door-to-door with cookies in hand on February 10.
- ☐ Contact your troop cookie manager to pick up more cookies for any girl-delivered orders taken after the starting inventory is sold.
- ☐ Collect payments from customers. Money is only collected when cookies are delivered.
- ☐ Turn money in weekly to the troop cookie manager or troop leader. Get a receipt each time money is turned in.
- ☐ Sign a receipt for any additional cookies picked up from the troop cookie manager. Keep a copy of the receipt and record how many packages of cookies are received throughout the program.
- ☐ 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.
- ☐ Monitor Digital Cookie to ensure your Girl Scout has received credit for the appropriate number of cookies sold.
- ☐ Monitor Digital Cookie 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 Cookie Program:

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

