



Quick Bites

Troop Cookie Chair Season Checklist

Pre-Season Setup

- ☐ Complete Smart Cookies registration
- ☐ Log in to Smart Cookies and verify troop access.
- ☐ Review troop dashboard, messages, important dates, and tasks.
- ☐ Verify troop roster is accurate. Request additions/deletions if needed.
- ☐ Update girl information, including:
 - Grade levels
 - Recognition plan selections (if applicable)
 - Apparel sizes
 - Sock sizes
- ☐ Review and update troop information:
 - Proceed plan
 - Recognition plan
 - Banking information (if permitted)

Initial Order Preparation

- ☐ Collect order card sales from girls (order taking sales)
- ☐ Review Digital Cookie orders imported into Smart Cookies (order taking sales)
- ☐ Enter troop initial order
- ☐ Add additional inventory needed for booth sales.
- ☐ Save order and select delivery station.
- ☐ Select delivery appointment date/time if required.
- ☐ Mark order "Ready for Review" if applicable.
- ☐ Submit initial order by council deadline.

Cookie Pickup and Inventory Management

- ☐ Pick up initial cookie order.
- ☐ Verify inventory against receipt.
- ☐ Transfer cookies to girls (T2G transfers).
- ☐ Record all troop-to-girl, girl-to-girl, girl-to-troop, and troop-to-troop transfers as needed.
- ☐ Monitor "On Hand" inventory throughout the sale.
- ☐ Use Manage Orders to review all transactions.
- ☐ Place planned orders from cupboards when additional cookies are needed.

Digital Cookie & Cookie Share

- ☐ Monitor troop shipped orders imported from Digital Cookie.
- ☐ Distribute pending troop shipped orders to girls.
- ☐ Enter Virtual Cookie Share donations that require troop action.
- ☐ Verify all troop shipped orders are distributed before the end of sale.

Booth Sale Management

Secure Booths

- ☐ Participate in booth lottery (if applicable).
- ☐ Reserve First-Come-First-Serve booths.
- ☐ Enter troop-secured booth locations for approval.
- ☐ Track booth approvals and reservations.

Before Each Booth

- ☐ Assign girls and adults to booth shifts.
- ☐ Ensure sufficient cookie inventory is available.
- ☐ Verify booth reservation details.

After Each Booth

- ☐ Enter booth sales in Smart Booth Divider.
- ☐ Include Cookie Share sales.
- ☐ Allocate sales to participating girls.
- ☐ Confirm booth transfers were created successfully.
- ☐ Review booth credit card transactions as needed.

Financial Management

- ☐ Track money collected from girls.
- ☐ Post Girl Scout payments in Smart Cookies.
- ☐ Record cash and check payments received from girls.
- ☐ Monitor financial reports and balances due.
- ☐ Confirm council credits, deposits, ACH transactions, and online payments.

Reports & Monitoring

- ☐ Regularly review:
 - Inventory reports
 - Sales reports
 - Girl Balance Summary
 - Booth reports
 - Financial reports
- ☐ Save frequently used reports as Favorites.
- ☐ Monitor troop sales progress and goals from the dashboard.

Rewards & Recognition

- ☐ Create recognition order.
- ☐ Review each girl's earned recognitions.
- ☐ Complete all reward choices and apparel size selections.
- ☐ Verify no incomplete recognition items remain.
- ☐ Submit recognition order by deadline.
- ☐ Confirm recognition order status is complete/submitted.

End of Sale

- ☐ Complete all outstanding cookie transfers.
- ☐ Ensure all booth sales are distributed to girls.
- ☐ Verify all shipped orders have been allocated.
- ☐ Confirm inventory counts are accurate.
- ☐ Reconcile troop finances and girl balances.
- ☐ Run final reports for troop records.