

# Training Checklist for Family Meeting

It is very important that the girls and their parents/caregivers are clear on their responsibilities and what will be expected of them during cookie sales. Trained girls and parents are much less likely to make mistakes and miss important due dates. Providing the families with clear dates and information before the cookie program begins will prevent situations which may cause hard feelings or may result in consequences being applied (like reduced proceeds). You can use the online *Greater Cookie Family Guide* or the parent training presentation as a guideline. Below is a list of topics that should be covered in the training meeting:

- Every participating girl must have a signed Parent/Guardian Permission & Responsibility Agreement and Parent Cookie Conduct Agreement on file with the Troop Leader before selling. Go through these documents with the families since some parents/caregivers may sign them without realizing that they are more than just permission slips.
- Explain the purpose of the program (i.e., the 5 Skills for Girls) and hand out program materials only to girls who have submitted a signed Parent/Guardian Permission & Responsibility Agreement.
- Explain the best method for parents/caregivers to communicate with you.
- Explain that no cookies may be sold until Go Day.
- Go over all the cookie due dates, including those imposed by GSGLA and those within the troop.
- Explain the Starting Initial Order (SIO) that the troop will be submitting and discuss how it will be calculated.
- Explain the process for cookie distribution day, including that every cookie and money transaction will be recorded on a signed receipt.
- Explain how often and when girls can get more cookies and the process to get them.
- Explain under what circumstances/timeframes the girls can return and/or exchange cookies within the troop.
- Explain the money handling policy. This should include:
  - How often cookie money must be turned in;
  - How much inventory each girl will be allowed to have before she must turn in money;
  - When money for orders from the SIO is due;
  - The troop's policy regarding accepting checks and large bills;
  - When money will be collected and the final payment is due; and
  - The steps the troop is required to take when money is not turned in.
- Review the online Safety Activity Checkpoints.
- Explain the boothing policies. This is very important. Parents/caregivers need to understand the boothing policies and procedures to ensure they know what is expected of them and that violations could result in the loss of boothing sites for the service unit and/or consequences for the troop or individual girl. Parents do not inherently know how to booth, so train them by modeling a perfect booth at the training.
- Have parents sign the Parent Permission form for boothing.
- Explain how rewards are earned by the girls and get the girls' sizes and other reward choices.
- Discuss how the troop should celebrate its successful cookie season!

