

Training Checklist for Family Meeting

To ensure a smooth and successful cookie season, it's important that Girl Scouts and their families understand their roles and responsibilities. Use the **Cookie Family Guide** and **training presentation** to guide your meeting. Here's what to cover:

Before Selling

- Every Girl Scout must have a **signed Parent/Guardian Permission & Responsibility Agreement** on file with the troop leader. Review this agreement with families.
- Review behavior expectations and possible consequences.

Program Overview

- Explain the **purpose of the program** (5 Skills for Girls).
- Hand out materials **only to those with signed agreements**.
- Help Girl Scouts set **personal and troop goals** based on reward levels and what the troop wants to do.

Communication

- Share the **best way for families to contact you**.

Cookie Logistics

- Explain the **Starting Initial Order (SIO)** and how it's decided.
- Review **cookie distribution day** procedures—every package must be recorded with a **signed receipt**.
- No cookies may be delivered by Girl Scouts **before Go Day**.
- Clarify **where and when** Girl Scouts can sell.
- Explain how to **request more cookies** and the process for returns/exchanges.

Money Handling

- Outline how often money must be turned in.
- Set limits on inventory where money must be submitted before adding more.
- Share your policy on **checks and large bills**.
- Clarify that **payment apps must be linked to the troop account**.
- Explain steps taken if money isn't turned in.

Booth Sales & Rewards

- Review **boothing policies** so families know what's expected. We are guests at the host businesses.
- Go over **how rewards are earned**, and collect **sizes and choices** from the girls using the Rewards Selection form.

Final Training Reminders

Make sure families are clear on these last important points:

- **Review all cookie deadlines**—both GSGLA's and your troop's.
- Go over the **online *Safety Activity Checkpoints***.

- **Distribute materials:** Order cards, money envelopes, *Rewards Selection* form, & *Quick Start Guide*.