

Training Checklist for Family Meeting

It is very important that the Girl Scouts and their parents/caregivers are clear on their responsibilities and what will be expected of them during the cookie program. Trained Girl Scouts and adults 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 *Cookie Family Guide* and/or the parent/caregiver training presentation as a guideline. Below is a list of topics that should be covered in the training meeting:

- Every participating Girl Scout must have a signed *Parent/Guardian Permission & Responsibility Agreement* on file with the troop leader before selling. Go through this document with the families since some parents/caregivers may sign them without realizing that they are more than just permission slips. Be sure to review expected behavior guidelines and potential consequences.
- Explain:
 - The purpose of the program (i.e., the 5 Skills for Girls) and hand out program materials only to Girl Scouts who have submitted signed agreements.
 - Have the Girl Scouts decide on their individual goals based on the reward levels they want to reach and troop goals—how many packages they need to sell to support their program activities.
 - The best method for parents/caregivers to communicate with you.
 - The Starting Initial Order (SIO) that the troop will be submitting and how it will be determined.
 - The process for cookie distribution day, including that every cookie and money transaction will be recorded on a signed receipt.
 - That no cookies may be delivered until Go Day.
 - Where Girl Scouts can and cannot sell cookies.
 - How often and when Girl Scouts can get more cookies and the process to get them.
 - Under what circumstances/timeframes the families can return and/or exchange cookies within the troop.
 - The money handling policy. This should include:
 - How often cookie money must be turned in;
 - How much inventory each family will be allowed before they must turn in money;
 - The troop's policy regarding accepting checks and large bills;
 - That individual Girl Scouts may not collect payment from customers using payment apps not linked to the troop bank account;
 - When money will be collected and when the final payment is due; and
 - The steps the troop is required to take when money is not turned in.
 - Parents/caregivers need to understand the boothing policies and procedures to ensure they know what is expected of them. Violations could result in the loss of boothing sites for the service unit and/or consequences for the troop or

individual Girl Scouts. We are guests at booth locations and must abide by any site-specific requirements made by the management.

- How rewards are earned by the Girl Scouts and get the girls' sizes and other reward choices.
- Go over all the cookie due dates, including those imposed by GSGLA and those within the troop.
- Review the online [Safety Activity Checkpoints](#).
- Have parents/caregivers sign the [Parent/Guardian Permission](#) form for boothing.
- Distribute materials: order cards, money envelopes, *Rewards Selections* and *Quick Start Guide*.