

Troop Cookie Chair Checklist

- Submit *Troop Cookie Chair* (TCC) and *ACH Agreement* form.
 - www.gsglavolunteerapps.org/trpcookiechairagreement/
 - www.gsglavolunteerapps.org/cookieeachdebitautho/
- Take training from your Service Unit Cookie Program Chair (SUCPC).
 - Receive troop training materials and cookie samples.
- Log in to eBudde, the cookie program inventory management system.
 - ebudde.littlebrownie.com
- Train Girl Scouts and parents/caregivers.
 - Use council provided presentation and/or *Cookie Family Guide*, or have families watch the recorded training at www.girlscoutsla.org
 - Distribute materials and sample cookies with the Girl Scouts.
 - See Training Checklist.
- Submit troop Starting Inventory Order (SIO) in eBudde.
 - The troop leader should work with the girls to decide their individual and troop goals.
 - Use the SIO worksheet to determine your troop's order based on the targeted per girl average (PGA) using troop and individual girl goals.
 - Order SIO rewards, if eligible.
- Delivery Day
 - Schedule your troop's cookie pick-up time in eBudde.
 - Take enough empty vehicles to pick up the troop's cookies.
 - Count the cookies and receive a receipt.
 - Distribute cookies to Girl Scouts and parents/caregivers; TCC and parent/caregivers sign receipt.
- Cookie Cupboards
 - Pick up additional cookies from cookie cupboards or assign a parent/caregiver to pick up cookies for the troop (add them as a Pick-up Only user in eBudde).
 - Place a cupboard order in eBudde at least 48 hours ahead of pick-up.
- Boothing
 - Sign up for booths in the eBudde Booth Scheduler.
 - Make sure girls and parents/caregivers understand boothing rules and etiquette.
- Rewards
 - Submit final rewards.
 - Receive rewards and distribute to Girl Scouts.
- Throughout the Cookie Program
 - Answer parent/caregiver questions throughout the cookie program.

- Receive and forward relevant communications from your SUCPC and GSGLA to parents/ caregivers.
- Follow up with Girl Scouts to make sure they are fulfilling Digital Cookie girl delivered orders.
- Check in with Girl Scouts and parents/caregivers to see if they have any unsold inventory or need more. Collect funds due from parents/caregivers before giving them additional cookies.
- Frequently reconcile the troop's inventory.