Troop Cookie Program Checklist

To Participate in the Girl Scout Cookie Program, your Troop Must:

☐ Have two unrelated, registered, background-checked leaders listed with a "Leader" role in MyGS.

☐ Designate a Troop Cookie Manager in MyGS — this volunteer serves as the primary contact in Smart Cookies and receives all program communications.

☐ Have no outstanding debts from a previous Product Program.

☐ Maintain an active troop bank account.

Additional Responsibilities:

☐ Attend a troop cookie training hosted by your Service Unit Cookie Manager or the Product Program team.

☐ Train and mentor Girl Scouts and families participating in the Cookie Program.

☐ Distribute program paperwork to troop members.

Set Your Troop Up for Success:

☐ Log into MyGS to review your troop information.

☐ Confirm that all troop members have active 2026 memberships.
  - Uploads will begin December 4, 2025.
  - Bi-weekly uploads will occur December–January; weekly uploads February–March

☐ Verify that each Girl Scout's grade level is correct.

☐ Confirm that your troop level is correct.

☐ Double-check that adult, guardian, and volunteer email addresses are accurate.

☐ If updates are needed, email info@gshnj.org for assistance.

Note: Smart Cookie Access will be given to Adults with 2026 memberships, active background checks and a role that is either Troop Leader or Troop Cookie Manager. Each Troop is assigned 1 Troop Cookie Manager in Smart Cookies. This role receives emails from the system.

During the Sale

☐ Log into **<u>Smart Cookies</u>**.

☐ Add your troop's bank name, routing, and account information.
- Banking information must be entered accurately. The routing number should contain nine digits only — do not include dashes, spaces, or extra zeros.
- ACH information for troops with successful Fall 2025 transactions will be uploaded by council.

☐ Ensure accurate records in Smart Cookies throughout the sale.

☐ Review troop profit and recognition options with Girl Scouts and their families.

☐ Complete cookie transfers and assign all inventory to Girl Scouts. (This step is important for both Opt-In and Opt-Out troops to ensure an accurate final PGA number.)

☐ Document all cookie or money exchanges between caregivers and volunteers — each must be signed for.

After the Sale

☐ Make sure your troop inventory in **<u>Smart Cookies</u>** is zero.

☐ Complete all rewards selections by April 12. Make sure you deposit all cash from paper order forms and booth sales into Troop Bank Account

☐ Complete One Tough Cookie form by April 12 (if applicable).

☐ Submit an Unpaid Funds Form for parent payments by April 12 (if needed, with the required documentation).

☐ Look at your dashboard and reveiw the Troop Proceeds and amount due to council. Ensure the funds are deposited into your bank account prior to April 30.

☐ Pick up rewards from your Service Unit Cookie Manager and distribute your rewards to your Girl Scouts.