

2020

Cookie Troop Checklist

All paperwork below, including this checklist, must be turned in with Troops Final Paperwork

- ☐ Troop Balance Summary*
- ☐ Troop/Group Cookie Chair Position Description Agreement signed (if not already turned in)
- ☐ Parent Permission Forms
- ☐ Statement of Responsibility
- ☐ Troop to Troop Transfers
 - MUST have a copy for every transfer made and signed by both parties with troop final paperwork
 - White copy: Giving Troop turns this in with their final paperwork
 - Yellow copy: Receiving Troop turns this in with their final paperwork
 - Pink copy: Community Cookie Chair turns in and files with Giving Troop.
- ☐ M3 Receipts taken out of booklet and put in an extra girl money envelope
- ☐ Military Troop to Troop Order Form
 - How many total Online Military cookies? _____
 - How many total Door to Door, Booth, & Individual Military cookies? _____
 - How many total Military cookies did your troop sell? _____
 - These totals must match your Troop Balance Summary Report
- ☐ T-5 Recognition Form (must be completed even if you are an older troop opting out)
- ☐ Buy 5 Forms (seperated and put into an extra girl money envelope)

Signature:

* REMINDER - Your Troop Balance Summary may change when Council settles your troop's paperwork

2020 Troop Instructions

Did your Troop participate in the Cookie Program? If yes, follow these steps:

- ☐ Have parents sign the Parent Permission form BEFORE girl sells (use the front and back of the form for multiple girls to cut back on paper)
- ☐ Sign and turn in the Troop/Group Cookie Chair Position Description/Agreement

Did you have an Initial Order? If yes, follow these steps:

- ☐ Council will keep the white copy
- ☐ Troop will keep yellow copy and turn in with final paperwork

Did you transfer product to another Troop or Community? If yes, follow these steps:

- ☐ You must have a Troop to Troop Transfer form signed by you and the person giving you the product at the time of the transfer. The Giving Troop must email the the Community Cookie Chair to inform them of the transfer and give them the pink copy of the transfer form.
- ☐ If neither party has a Troop to Troop Transfer form to use, please contact your Community Cookie Chair to provide you with one.

Did you distribute cookies to the girls in your Troop? If yes, follow these steps:

- ☐ EACH INDIVIDUAL TRANSACTION (PRODUCT OR MONEY) FOR THE ENTIRE PROGRAM DURATION SHOULD BE RECORDED/TRACKED ON SEPARATE M3 RECEIPTS. *Note - If you have sisters in the troop, you must use separate receipts for each girl.
- ☐ A complete (girl names, troop number, totals, etc.) M3 Receipt needs to be completed for every cookie transfer to a girl and signed by both parties, your's and the parent/guardian signature, at the time of transfer. You keep the white receipt and the parent keeps the yellow copy. Remind parents to keep these in a safe place till the end of the program since they are proof of transfer of ownership.
- ☐ A separate complete M3 Receipt needs to be used when you receive any money (or returned cookies) from a girl/guardian and signed by both parties, your's and the parent/guardian signature, at the time of transfer. You keep the white receipt and the parent keeps the yellow copy. Again, remind parents to keep these in a safe place till the end of the program since they are proof of payment to the troop.
- ☐ At the end of the program, all M3 receipts should be put together in an extra girl money envelope. Do not tape the receipts to sheets of paper or staple.

Did your Troop sell Military Cookies? If yes, follow these steps:

- ☐ Enter them in the Virtual Cookie Share under the Cookie tab in Smart Cookies. Enter each girls total in the C-Share column.
- ☐ A Military Troop to Troop order form must be completed and turned in with the final totals/amounts filled in.

Do you have any Buy 5 Forms? If yes, follow these steps:

- ☐ Put completed, separated forms in to an extra girl money envelope and turn in with final paperwork.

Did you complete your list of patches/recognitions for the girls ? If yes, follow these steps:

- ☐ The T-5 Troop Recognition Worksheet must be completed and turned in for every troop - even if they are opting out of recognitions and only receiving earned patches. Entering recognition selections only in Smart Cookies DOES NOT guarantee recognitions will be correct. The T-5 form is the only way that Council can verify and ensure your Troop gets the correct recognitions.