

2019 Cookie Troop Check List

All paperwork below including this check list 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 troops final paperwork**
 - **White – Giving Troop turns in with troops final paperwork**
 - **Yellow – Receiving Troop turns in with troops final paperwork**
 - **Pink – Community Cookie Chair turns in with final paperwork**
- ☐ M3 Receipts (In a money Envelope) removed from the booklets
- ☐ Military Troop to Troop Order Form
 - How many Military cookies including online did your troop sell? _____
 - **Totals must match Troop Balance Summary Report**
- ☐ T-5 Recognition Form (Completed even if your Troop Opts Out)
- ☐ Buy 5 Forms (in Girl Money envelope)

Signature: _____

Troop Instructions

Did your Troop participate in the Cookie Sale?

- If yes, follow the steps below:
 - Have parents sign the Parent Permission form(s) before a girl can sell. (Use the front and back of the form to cut down on paper.)
 - Troop/Group Cookie Chair / Position Description/Agreement

Did you have an Initial Order?

- If yes, sign the Statement of Responsibility Form at delivery.
 - Community Cookie Chair keeps white copy and turns in at end of sale
 - Troop keeps yellow copy

Did you do transfer product to another troop/Community?

- If yes, you need to have a Troop to Troop Transfer form signed by you and the person giving you the product. Giving troop must email Community Cookie Chair to inform them of the transfer and give the Pink transfer slip to them.
- If you do not have a transfer form contact the Community Cookie Chair and they will be able to get one for you.

Did you distribute out Cookies to the girls in your Troop?

- If yes, a M3 Receipt needs to be completed for every transfer to the girl(s) and signed by both parties, yours and the parent signature.
- If you receive any money from the girl(s) then document the payment on a separate M3 receipt and give the parent the yellow copy.
- Each individual transaction (product or money) should be on a separate M3 receipt with the troop number and girls/parents name on it. (One girl per M3 receipt)

Did your Troop sell Military Cookies?

- If yes, you need to enter them in the Virtual Cookie Share under the Cookie tab in Smart Cookies. Enter each girls military sold in the C-Share column.
- A Military Troop to Troop order form needs to be completed and turned in with the amount of military product sold.

Do you have any Buy 5 Forms?

- If yes, put completed forms into a Girl Money Envelope and turn in with final paperwork.

Patches or Recognitions?

- A T-5 Troop Recognition Worksheet needs to be completed and turned in for every troop even if they only earned patches. This is the only way Council can verify and ensure your Troop(s) gets the correct recognitions.