

Troop Cookie Manager Information

The Troop Cookie Manager organizes and coordinates the Girl Scout Cookie Sale Program for the troop. The Troop Cookie Manger MUST work closely with the Troop Leader and girls to insure a successful sale. Information, procedures, and reporting are done though the Service Unit Cookie Chair.

BEFORE THE SALE

- Attend a training held by the Service Unit Cookie Manger to learn about the Cookie Sale Program procedures. Read and Sign Troop Cookie Manager Position Description; turn into the Service Unit Cookie Chair.
- Arrange a special training for your troop. Invite the parents to attend. Don't give out order cards out too early.
- Talk with the girls about their **goals** for troop activities and how the troop proceeds can be used to meet these goals.
- Distribute sales materials to the girls. Practice selling techniques. Have parent/guardian sign the permission slip before the start of the sale.

DURING THE SALE

- Be available to girls and parents to answer any questions they may have.
- Collect order cards from girls on or before October 13. Double-check all math on order card. Don't forget pocket cards.
- Complete and submit the Troop Worksheets (T-1 & T-2). Remember you MUST order in FULL CASES. Double-check all math!
- By Oct 16 turn in white and yellow copies of T-1, **ALL** copies of T-2 and white copy of parent permission slip to Service Unit Cookie Manager.

DELIVERY INFO

- Pick up your troop cookie order from delivery site at specified time (you will be contacted with time). Count and verify your order and sign for cookies.
- Separate each girl's order. Distribute girls' order to parent/guardian with girl order card and money envelope. Parent/guardian MUST COUNT and sign for cookies receipt (M-3). Troop retains **WHITE** copy; parent retains **YELLOW** copy.
- REMIND GIRLS AND PARENTS MONEY MUST BE TURNED IN TO YOU **BEFORE** NOVEMBER 8.
- Give a receipt each time you receive a payment. Use M-3 to record payments. Retain **WHITE** copy.

BANKING

- Deposits to Council Account will be made by Troop Cookie Chair. If troop checking account includes a council representative, the troop can retain their proceeds. If not, all monies must be deposited and troops will have to wait for a Council check (2 - 3 weeks).
- Make sure troop number and Service Unit is legible. The bank must stamp ALL 3 sheets of the deposit slips. You will receive 2 back.
- Girl Scouts of the Calumet Council will not accept individual checks over \$100.00 and personal checks are limited to a total of \$100.00 per family.
- Checks MUST be made payable to Girl Scouts of the Calumet Council or GSCC.

AFTER THE SALE

By November 10

- Submit T-2 Final Report (White & Yellow Copies), deposit slips (yellow copy) and reconciliation form(s) (T-11) to the Service Unit Cookie Chair.
- Submit T-3 (Incentive Form) to Service Unit Chair. Incentives will arrive in approximately 4 weeks.



General Information



The Cookie Sale Program is

- ◆ Open to any **registered** Brownie, Junior, Girl Scout 11-17 without an outstanding debt to Girl Scouts of the Calumet Council.
- ◆ Participation in the sale is voluntary. Each girl participating **MUST** have a signed Parent/Responsibility Form (G-1).

Price

- ◆ Girl Scouts of the Calumet Council sells Girl Scout Cookies for \$3.00 per box.
- ◆ Each council's Board of Directors sets the selling price. The price will vary from council to council.

Variety

- ◆ Little Brownie Bakers is our cookie supplier.
- ◆ We have a new cookie this year ~ Little Brownies - Sugar Free & Diabetic-friendly Cookie.
- ◆ There are eight delicious varieties of cookies - everyone has a favorite!



Troop Proceeds

- ◆ Troops earn 45¢ per box sold.
- ◆ We are offering 3rd year Junior and Girl Scouts 11-17 troops the opportunity to earn an additional .03¢ per box in lieu of incentives. The troop **MUST** vote to take this option. Girls will receive a participation patch and bar patch (for # of boxes sold) and will qualify for special recognitions if they reach the 400+ (Ice Cream Social), 600+ (Top Seller Trip), or 1000+ (Diva for the Day) boxes sold.

Troop Bonuses

Troops that average 150 or more boxes sold per girl, will receive a bonus of an additional 05¢ per box.

Is your troop planning a trip? Need extra funds? Try a booth sale! Booth Sale Information is included in the envelope. Cookies **MUST** be ordered on the T-2 order form. Troops must still submit a Site Application by October 16. Troops earn 48¢ per box sold. Girl Scouts of the Calumet Council reserves the right to adjust the Booth Sale Cookie Order.


The science of cookies by the carload

Use this guide to approximate how many cases of cookies will fit in your vehicle. The amounts assume the car will be empty except for the driver and uses all space except the driver's seat.

Car Type	# of Cases
Compact car	23
Hatchback car	30
Mid-size sedan	35
Sport utility vehicle	60
Station wagon	75
Mini van (seats in)	75
Pick-up truck (full bed)	100
Cargo van (seats in)	200


Calendar Information

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Questions? Call the
219-838-3171 or email
product@gscalumet.org

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September					1	2
3	4	5	6	7	8	9
ATTEND SERVICE UNIT TRAINING!						
10	11	12	13	14	15	16
ATTEND SERVICE UNIT TRAINING!						
17	18	19	20	21	22	23
TRAIN YOUR GIRLS AND PARENTS						
24	25	26	27	28	29 ORDER TAKING BEGINS	30 KICK OFF
TRAIN YOUR GIRLS AND PARENTS						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Initial Cookie Sale - September 29th - October 12th!						
8	9	10	11	12  INITIAL ORDER TAKING ENDS	13 ORDERS DUE TO TROOP COOKIE MANAGER	14
15	16 ORDER DUE TO SU CHAIR	17	18	19	20	21
22	23	24	25	26 COOKIE DELIVERY	27 GIRLS/PARENTS PICK UP ORDERS!	28
29	30	31	October			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November			1 TURN MONEY IN OFTEN TO TROOP COOKIE MANAGER!	2	3 LAST DAY FOR HI-STEPPER CARD!	4
			5	6 TURN MONEY IN OFTEN TO TROOP COOKIE MANAGER!	7	8 LAST DAY TO TURN MONEY IN!
12	13 HI-STEPPER MONEY DUE TO COUNCIL	14	15	16	17	18
19 LAST DAY FOR BOOTH SALES!	20	21	22	23	24	25
26	27	28	29	30		

Reminders!

- Money is DUE to Troop Cookie Chair!
- Deposits Slips due to Service Unit Cookie Chair.
- Give a receipt to EVERYTIME!