



2008 Important Dates

December – January 9:

- Attend a service unit cookie training.
- Host a cookie sale training for your troop girl and parents. Distribute cookie sale materials.
- List names of girls and their phone numbers on Troop Worksheet (Form T-1).
- Form due to request participation in Wal-Mart and Westfield Shoppingtown booth sales (January 7).

January 11 – January 28:

- Cookie sale begins! Girl Scouts take cookie orders! No money is collected at this time!
- By January 21, troops notified of Wal-Mart and Westfield Shoppingtown booth sales.

January 29 – 31:

- Collect order cards from girls. Check to be certain all order cards from all girls are turned in.
- Record sales on Troop Worksheet (T-1) and figure troop order.
- You must order by cases (12 boxes to a case). If your order comes out uneven, you must order extra boxes to make even cases. You can use these for additional sales while delivering or booth sales.
- Use Troop Order (T-4) to determine troop cookie order. Double check the number of cases ordered by variety. Troop is responsible for all cookies ordered.
- Record early order taking sales by individual girls on Cookie Club Award (T-80). Put total number sold at this time in the Order Taking Total Column and check the appropriate awards earned.
- Enter your troop cookie and incentive order into Cookie Works. This must occur before 12 midnight on Thursday, January 31. See Cookie Works Troop Guide for specific instructions.
- Send/Drop off first 3 copies of the Troop Order (T-4) and the white copy of your Cookie Club Award (T-80) to your Service Unit Cookie Manager.
- Keep the last 2 copies of the Troop Order (T-4) and the last 3 copies of the Cookie Club Award (T-80).

February 1:

- Cookie Cupboard Authorization/Booth Sale Confirmation due to Resource Center. Any booth sale dates scheduled after this date must be forwarded to the Resource Center at least 5 days in advance (see page 30).



February 1 – 3:

- Take a break. Service Unit Cookie Managers double check troop cookie and incentive order paperwork and Cookie Works entries.

February 18 – 22:

- Cookies and early order incentives delivered to service units.
- Pick up cookies. Service Unit Cookie Manager will advise of how and when.
- Count and separate cookies for each girl. Recount with parents/girl. Have each parent/guardian initial the Troop Form (T-1) to indicate they have received the correct number of cookies. Give girls their cookies, original order card, and money collection envelope.
- Be sure all information on the Money Collection Envelope is filled in correctly.
- Emphasize . . . due date for payment from girls (March 11).

February 22 & 23:

- Cookie Cupboards open for FULL CASES ONLY.

February 23 – March 10:

- Booth sales occur.
- Girls deliver to customers and collect money.
- Ask girls to turn money into you weekly. Count it together!
- Record girl's payment on their order cards.
- Complete bottom portion of Troop Order and Report (T-4).
- Remember to keep \$.50 for each box sold as the troop earnings, including cookies sold from cupboard.
- Cookie Cupboards officially open on February 25.
- Cookie Cupboards officially close on March 10.



March 12 – March 14:

- Complete final paperwork and make deposits.
- Enter final numbers and deposit information into Cookie Works. This must occur before 12 midnight on March 14. See Cookie Works Troop Guide for specific instructions.
- Send copy 3 of Form T-4, pink and yellow copies of the T-80, along with deposit slip (or payment) to your Service Unit Cookie Manager.

March 15 – 18:

- Take another break and applaud yourself! Service Unit Cookie Managers double check final troop paperwork, deposits and Cookie Works entries, then forward to Resource Center.

March 20:

- Performance Award application due to Resource Center. Late forms will not be accepted.

April 15:

- 2008 Cookie Sale Evaluation due to Resource Center.
- Notification of Performance Awards.

May 16:

- All cookie incentives should be distributed to your girls.

May 31:

- Approved Performance Awards distributed.
- After this date, there is no guarantee for exchanges or replacements of incentives from the Resource Center.