



# Troop Cookie Program Manager Checklist:



- Review training material.
- Review contact info on large troop envelope.
- Familiarize yourself with the Product Program Team.
- Review Troop Cookie Program Toolkit.
- Pull the following from the troop envelope and prepare for each girl:
  - Girl order card (1 per registered girl)
  - Money envelope (1 per registered girl)
  - ABC Flyer
- Log into Smart Cookies [www.abcsmartcookies.com](http://www.abcsmartcookies.com) to verify your address and contact info.
- Verify all of your girls have been loaded into Smart Cookies. Reach out to parents of any girls not yet registered to encourage reregistration. Contact your service unit supervisor if a registered girl is not listed.
- Set a troop goal
- Meet with parents and girls in your troop to train and distribute materials, and/or attend a Cookie Rally.
- Remind families to log into Smart Cookies and reach out to those who have not.
- Be a coach, check in and help out! Have the girls set goals? Provide support.
- Encourage girls to personalize their online store with a picture, video and message, and to send emails to family and friends.
- Collect all girl order cards.
- Review Troop info in Smart Cookies. Enter the troop's order in Smart Cookies. If a girl does not have any orders, reach out and check in, don't assume she did not sell!
- Receive cookies from the service unit program supervisor. Verify all inventory before you sign for them! Sort girl orders using the *Girl Initial Order* report in Smart Cookies. This report also serves as a receipt. Schedule girl pickups and have a parent sign the form at the bottom.
- Check with your service unit supervisor to find out when and where to pick up patches.

## Secrets to a Successful Sale

Did you know that girls who attend a Cookie Rally or Cookie Kick Off event sell more cookies? If your service unit is hosting one this year, make a point to attend. Not only will girls have lots of fun, they will get some great tips and learn all the details our cookie program! Check with your service unit supervisor for the date, location, and time.