

# GIRL SCOUT COOKIE PROGRAM

2009-2010



## QUICK GUIDE

GIRL SCOUTS HEART OF CENTRAL CALIFORNIA



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## GS Cookie Manager's Quick Guide

The GS Cookie Manager's Quick Guide is a list of important dates, forms and reminders of the minimum that must be done to get you through your troop's 2010 cookie season. We strongly recommend you read the manual but the Cliffs Notes can act as a helpful reminder.

### January 1 - 26

1. You need to register as a Girl Scout, fill out an adult registration form. This form can be found on the website at [http://www.girlscoutshcc.org/gshccadmin/site1/adult/pdf/form/6641\\_RegForm\\_Adult.pdf](http://www.girlscoutshcc.org/gshccadmin/site1/adult/pdf/form/6641_RegForm_Adult.pdf)
2. Now that you are the troop cookie manager you will need some training. Visit the link below to find out when a troop cookie training will be happening in your in your area. [http://www.girlscoutshcc.org/gshccadmin/site1/adult/events/eventsTraining\\_1.asp](http://www.girlscoutshcc.org/gshccadmin/site1/adult/events/eventsTraining_1.asp)
3. Volunteer Position Agreement/E Council Waiver form can be found online at [http://www.girlscoutshcc.org/gshccadmin/site1/adult/pdf/form/cookies/GSCookieVolApp\\_ECouncilWaiver.pdf](http://www.girlscoutshcc.org/gshccadmin/site1/adult/pdf/form/cookies/GSCookieVolApp_ECouncilWaiver.pdf)
4. Read more about holding parents meetings on page 17 of the manual, and encourage parental and family attendance at Troop Girl Cookie training.
5. Verify all girls in troop are in E Council. <https://www1.e-council.net/code/index.cfm>
6. Set troop and girl goals. Explore the ABC Smart Cookie Web site to find out how. <http://www.abcsmartcookies.com/catchlogin.asp>

### January 26

1. Read pages 35 – 36 in the manual to learn how to input initial order into E Council... then go to E Council.

## **February 10 - 17**

1. Pick up cookies at service unit delivery site. Read page 20 in the manual for more information.

## **February 18 - March 14**

1. Need more cookies? Read page 21 in the manual to learn about cookie cupboard. Visit the link below for a cookie cupboard roster.
2. Click here to learn more about transferring cookies to another troop or a cookie cupboard.  
[http://www.girlscoutshcc.org/gshccadmin/site1/adult/product/productCookie10\\_cliffnotes.asp](http://www.girlscoutshcc.org/gshccadmin/site1/adult/product/productCookie10_cliffnotes.asp)
3. Deposit frequently into the council account and the troop account, read pages 28 – 29 in the manual for more information.

## **March 15**

1. Wrapping Up the Girl Scout Cookie Sale
  - a. Input to E Council
    - i. Read page 41 in the manual for help with Girl Sales
    - ii. Read pages 42 – 43 in the manual for help with Girl Payments
    - iii. Read pages 45 – 46 in the manual for help with Girl Awards
    - iv. Read page 47 in the manual for help with Girl Cookie Credits
    - v. Read page 44 in the manual for help with Deposits
  - b. Paperwork to Service Unit Cookie Manager

I. Girl Permission Slip

ii. Transfer receipts

iii. Validated bank deposit slips

iv. Read more about what to do with the on page 48 in the manual Service Unit Sales Report

**April 30**

1. Cookie Credit Cards mailed to individual girls - please make sure E Council address is correct

**May 17**

1. Incentives mailed to Service unit Cookie Managers