

**2006 - 2007 COOKIE SALE**  
**IMPORTANT DATES and INSTRUCTIONS**

**January 2-18, 2007:**

- Invite parents to the meeting at which you plan to train your girls for the cookie sale program.
- Have girls choose an activity they would like to do using the troop proceeds from the cookie sale program. Have them figure out how much this activity will cost and how many cases of cookies the troop must sell to pay for it. Have each girl (**with the help of a parent**) set a personal goal.
- Give out Parent Permission and Financial Responsibility Forms; when **signed form** is returned to you give the girls the large girl order form.
- Emphasize that girls (and parents) are on their honor **not to take orders until Friday, January 19, 2007.**

**January 19, 2007: Cookie Sale Program begins!**

**February 9, 2007:**

- **Deadline** for girls to turn their initial cookie orders in to Troop Cookie Manager (TCM).
- Collect all large order forms from girls and give them mini-order cards to continue taking orders.
- Summarize all orders on Troop Worksheet.
- Add all orders for each variety and transfer totals to Troop Order Form.
- TCM gives Field Executive the **top two copies of Troop Order Form by February 13, 2007** and keeps third copy for their records.
- Troop orders **must be in full cases. ABSOLUTELY NO RETURNS WILL BE ACCEPTED**

**February 26 - March 2, 2007: Cookie Delivery and Pickup.**

- Your Field Executive will let you know in advance where and when to pick up your cookies.
- Field Executives schedules times for TCMs to pick up cookies. Please get there on time; do not arrive early as this can cause congestion and confusion.
- TCM count carefully and sign Delivery Station Order Form and **receipt book**.
- All quantities should be checked carefully against order. **Any shortages must be noted before cookies are signed for. If a shortage is found (either by the TCM picking up troop's cookies or parent picking up a girl's cookies) when reaching home it will be too late. You are responsible for every case of cookies you sign for! PLEASE PAY CLOSE ATTENTION!!!**
- Let parents and girls know in advance where and when they should pick up their cookies from you. Again, make sure cookies are counted carefully and signed for. Parents or guardians are **only responsible for cookies for which they have signed a receipt.**

**March 2 - 16, 2007: Booth Sales!**

- All cookie booth sales will be coordinated by the Troop Cookie Manager.
- If you inform your Field Executive of your confirmed booth sale it will be announced on our radio spots.

**March 5 - 9, 2007: Extra cookies can be picked up at the warehouses**

**March 18, 2007: Last Day of Cookie Sale Program!**

**March 21, 2007:**

- **Deadline** for TCMs to collect all money from girls.
- **Deposit all money into troop bank account.**

**March 23, 2007:**

- **Deadline** for TCMs to give final reports and all signed cookie receipts.
- **Write one check for amount due council; give check and final reports to your Field Executive.**
- **Reports and forms due are:**
  - \_\_\_ Troop Final Report and Incentives Order Form
  - \_\_\_ Two copies of Troop Order and Report Form
  - \_\_\_ TCM Evaluation Form

**Incentives will be ordered on April 2, 2007. They will be shipped directly to the council for distribution to the troops. Please turn your form in on time. Incentives can not be guaranteed for troops whose forms are turned in late. Please report any shortages in incentives immediately! The incentives are available for a short time only.**

**March 6-9, 2007: Extra Cookies Pickup: Field Executive, Troop Cookie Managers and Troop Leaders are the only people allowed to pick up cookies from the warehouses. You will be required to sign an inventory control sheet and **receipt for any cookies you pick up. Cookies needed after initial order is delivered will be picked up from a cookie warehouse as extras.** Please call the council office one day in advance for extra cookie pickups so the warehouse can have them ready for you the next day. We will have a "Cookie Hot Line" set up.**

**Financial Responsibility: Troop Cookie Managers accept financial responsibility for cookies they sign for at warehouse pickups. Responsibility is transferred to the troop when cookies are picked up from a Delivery Station and signed for. Responsibility is transferred to parents when cookies are picked up from TCM's and signed for. **If a parent does not pay for cookies, the council will help collect the amount due. The TCM must provide signed documentation proving that the parent actually picked up the cookies. This is why signed receipts are very important!** A troop must pay for all cookies before they keep their troop proceeds. If cookies are not paid for by the deadline date and proper documentation has not been provided to prove someone else owes the money, the person who signed for the troop's cookies will be held responsible.**

**LEGAL ACTION WILL BE TAKEN TO COLLECT UNPAID COOKIE FUNDS, IF NECESSARY!**