

Smart Cookies booth scheduling opens at 9:00 p.m. for each round. Watch for emails from SUCC with possible changes of dates and number of booths.

2021 Amarillo Area Troop Timetable

Sale Deadlines

Date Due

Fall through December 1

- Make plans with troop leader for all aspects of the cookie program.
- Get roster of troop members. Make sure all girls are registered.
- Complete in person or online training, attend Service Unit Cookie Presentation, and pick up sales materials.
- Watch for **Smart Cookies** booth reservation information and availability.
- New troops set up Troop Bank Accounts.
- Set up your **Clover credit card swipers** with current banking information. This **needs to be done by December 1**. See website for directions.

December 7

- Troop initial cookie order due to Service Unit Cookie Chair and input in **Smart Cookies**.

December/Early January

- Conduct **training/parent meeting** for girls and parents/guardians on the cookie program.
- Collect signed Parent Permission & Financial Responsibility Forms.

December 15-17

- **Round 1** to schedule booths in **Smart Cookies** for council sponsored locations; troops can select four locations, not more than one selection at the same location.

January 5-7

- **Round 2** to schedule booths in **Smart Cookies** for council sponsored locations; troops can select two locations, not more than one selection at the same location.

January 12-14

- Troops pick up initial order from Service Unit locations

January 12-March 7

- **First Come First Serve** to schedule booths in **Smart Cookies** for council sponsored locations opens and remains open. Unlimited quantity based on availability of locations. If a troop isn't going to keep a booth, it is their responsibility to cancel their booth in **Smart Cookies**.

January 15

- Cookie Sale begins

January 15-March 7

- Girls sell cookies to customers and collects money. Remind parents how to get additional cookies. They **must turn in money** to get more cookies.
- Insist that money be turned in frequently. Troop Cookie Chair needs to make frequent daytime bank deposits.
- Continue to exchange cookies checked out from cupboard within 3 days of check out.

Additional Cookie Pick Up

January 25-March 7

- The Troop Cookie Chair is responsible for exchanging cookies to the Service Unit Cookie Cupboard within 3 days of product check out date.
- Additional cookies can be ordered/picked up through your Service Unit Cookie Cupboard as long as deposit percentages are met within deposit dates.
- If product is out of stock at the cupboard it may take a minimum of 5 business days for product to be available.
- No additional product can be picked up until product deposit percentages are met. Must show deposit slips or bank statements. **(including initial and cupboard orders)**.
- Continue to exchange unsold cupboard cookies (booth sale) within 3 days of check out.
- **Failure to pick up planned orders will result in no additional pick ups.**

February 3

- ACH debit for **50%** of all cookies received (includes initial order and cupboard pick-ups) according to reports in **Smart Cookies as of January 28, 2021**. If

Council is unable to draft successfully from troop account, the troop will not be allowed to pick up additional cookies.

February 24

- ACH debit for **75%** of all cookies received, initial order and cupboard pick-ups) according to reports in **Smart Cookies as of February 18, 2021**. If Council is unable to draft successfully from troop account, the troop will not be allowed to pick up additional cookies.

March 7

- **Cookie Sale Ends!!!**

March 8

- Complete each girl's final paperwork and ensure all money has been deposited and everything entered in **Smart Cookies**.
- **Troop cookie inventory in Smart Cookies should balance to ZERO.**
- **Every Girl Balance Summary Report should balance to ZERO if she has turned all her money in.**
- **Create and save the Troop Recognition Order.**

March 9-11

- Meet with Service Unit Cookie Chair to turn in paperwork. Failure to do so will cause your troop to be written up as an Outstanding Balance.
- Paperwork to take with you:
 - Troop Balance Summary Report (2 copies)
 - Recognition Report by Girl
 - If needed, Outstanding Balance paperwork and supporting documentation
 - Number of virtual PT2T Cookies and number of actual PT2T donation of cookies and where they were donated to.
 - List of girls who made Diva (1550 pkgs.)
 - List of 2200 level girls

March 17

- **ACH debit for 100% of all cookies received initial order and cupboard pick-ups according to reports in Smart Cookies as of March 7.** If council is unable to draft successfully from troop account, the troop will be turned in as Outstanding. Council will ACH debit the troop account again on March 31, 2021 to take the remaining amount due to council.

May

- Pick up girls' recognitions at May SU meeting or from SUCC
- Distribute Cookie Recognitions to girls.
- Withhold any individual recognitions with outstanding balances.
- Celebrate your troop's success in the cookie program!