

Smart Cookies booth scheduler opens at 9:00 p.m. on a Tuesday and closes on Thursday for each round.

2023 Lubbock Area Troop Timetable

Sale Deadlines	Date Due
Fall through December 1	<ul style="list-style-type: none"> ➤ Make plans with troop leader for all aspects of the cookie program. Talk to girls and parents about Cookie University December 10th. (Daisy-Juniors) Have them get registered as spots are limited! \$10 per girl ➤ 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 troop sales materials from your Service Unit Cookie Chair. ➤ If troop wants to take credit cards at booths, they need to set up a Clover acct. To receive the link to start the onboarding process with Clover, contact Tori Mulvaney tmulvaney@gs-top.org ➤ New troops set up troop bank accounts.
December 5	<ul style="list-style-type: none"> ➤ Troop Initial Cookie order due to Service Unit Cookie Chair and input in Smart Cookies. Enter in CASES. You will also be prompted to choose a time to pick up your Initial Order. NEW: Troops that order 150 cases or more will have their order delivered to them by A&W Warehouse.
December/Early January	<ul style="list-style-type: none"> ➤ Conduct training/parent meeting for girls and parents/guardians on the cookie program. Explain they will need to fill out a Parent Permission & Financial Responsibility Form online and the link will be emailed to them. You can also print out paper ones from the council website and have them sign them for your benefit. ➤ Do NOT give out order cards until the week of January 9th.
December 10	<ul style="list-style-type: none"> ➤ Cookie University: 10am-1pm @ Oakwood United Methodist Church Gym (2215 58th St in the gym.) for Daisies thru Juniors. Girls must pre-register for the event. \$10.00 per girl. We need Cadettes and above to work the different stations! Email cbaker@gs-top.org names of older girls willing to help
December 13-15	<ul style="list-style-type: none"> ➤ Round 1 to schedule booths in Smart Cookies for council sponsored locations; troops can select up to four locations, not more than one selection at the same locations. No back-to-back booths at same location.
January 3-5	<ul style="list-style-type: none"> ➤ 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. No back-to-back booths at same location.
January 10-March 5	<ul style="list-style-type: none"> ➤ Booth scheduler opens in Smart Cookies for council sponsored locations and remains open. Unlimited quantity based on availability of locations. Remember, if your troop isn't going to keep a booth, it is your responsibility to cancel your booth in Smart Cookies!
January 13	<ul style="list-style-type: none"> ➤ COOKIE SALE BEGINS! Girls can use order cards to take orders until they get cookies.
January 13-March 5	<ul style="list-style-type: none"> ➤ Girls sell cookies to customers and collect money. Remind parents how to get additional cookies. They <u>must turn in money</u> to get more cookies. ➤ Insist that money be turned in frequently. Troop Cookie Chair needs to make frequent daytime bank deposits. ➤ During the first 4 weeks of the Cookie Program there are no returns. Exchanges can be made for different flavors. ➤ Remember to follow the Troop Exchange/Return Procedures with the cupboard.
January 14	<ul style="list-style-type: none"> ➤ Cookies Now! event held at Indiana Avenue Baptist Church in Lubbock 10am to 1pm. Totally Drive Thru process again this year. Girls that sold 900+ pkgs last year will have the option to pick up 2 sets of cookies.

January 17	➤ Lubbock area troops: Initial Orders under 150 cases pick up at YWCA parking lot (6501 University Ave) at pre-scheduled time between 12pm-6pm. You choose the time when you input your Initial Order.
January 18 &19	➤ Delivery of troop Initial Orders over 150 cases and Service Unit Cupboard cookies to Levelland & Hale County Cupboards. Christi Baker will call to find out exact locations for delivery to tell Delivery Agent. Delivery agent will notify you of date and time of delivery.
January 22	➤ First Planned Orders for troops can be placed in Smart Cookies. Orders must be placed in Smart Cookies by 8pm. Please enter in PACKAGE quantites divisible by 12, as cookies must be picked up in full cases. You will be prompted to choose a pick up time. Council/Service Units will give specific location details as soon they are confirmed each week. Please be flexible this year!!
Additional Cookie Pick Up	➤ The Troop Cookie Chair is responsible for exchanging cookies to the Service Unit Cookie Cupboard within 3 days of product check out date.
January 23-March 5	➤ Additional cookies can be ordered/picked up through your Service Unit Cookie Cupboard if deposit percentages are met within deposit dates. ➤ If product is out of stock at the cupboard it may take a minimum of 7 business days for product to be available. ➤ No additional product can be picked up until product deposit percentages are met. Must email deposit slips or bank statements prior to picking up. (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 cookie pick ups!
January 24	➤ 100% of Cookie Now! Cookies must be paid for or exchanged to the troop. Troop Cookie Chair can exchange flavors at the council cupboard by this date.
February 1	➤ ACH debit for 50% of all money owed based on Troop Balance Summary Report as of January 26, 2023. If Council is unable to draft successfully from troop account, the troop will not be allowed to pick up additional cookies.
March 1	➤ ACH debit for 50% of all money owed based on Troop Balance Summary Report as of February 23, 2023. If Council is unable to draft successfully from troop account, the troop will not be allowed to pick up additional cookies.
March 5	➤ Cookie Sale Ends!!!
March 6	➤ 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. ➤ <u>Every Girl Balance Summary Report should balance to ZERO if she has turned all her money in.</u> ➤ Create and save the Troop Recognition Order. Print Recognition Report by Girl for when you receive the recognitions, so you know who gets what! ➤ Troops will be locked out of Smart Cookies transfer at 11:59pm
March 7-9	➤ 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. (This means girls will not receive their recognitions or Cookie Bucks until the troop debt is paid.) ➤ Paperwork to take with you: <ul style="list-style-type: none"> • Troop Balance Summary Report (2 copies-troop keeps one for Annual Financial Report) • If needed, Outstanding Balance paperwork and supporting documentation. • Number of actual packages of cookies your troop has on hand to donate and where they are being donated to.

March 10-12, 17-19, 24-26	➤ Clean Up Sales- troops can sell any remaining cookies they have on hand these weekends OR they can pick up cookies from the council cupboard to sell. Any they sell from council, they will get to keep \$1.00 per package and they can return any they picked up that don't sell (within 3 days of check out)
March 22	➤ ACH debit for 100% of all money owed based on Troop Balance Summary Report as of March 16 . If council is unable to draft successfully from troop account, the troop will be turned in as Outstanding until the troop pays the outstanding balance and girl recognitions and Cookie Bucks will be held.
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!