

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.

2023 Wichita Falls 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. ➤ 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 5	<ul style="list-style-type: none"> ➤ Troop initial cookie order due to Service Unit Cookie Chair and input in Smart Cookies.
December/Early January	<ul style="list-style-type: none"> ➤ Conduct training/parent meeting for girls and parents/guardians on the cookie program. ➤ Verify/Print signed Parent Permission & Financial Responsibility Forms.
December 13-15	<ul style="list-style-type: none"> ➤ Round 1 to schedule booths in Smart Cookies for council sponsored locations; troops can select two locations.
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.
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. If your troop isn't going to keep a booth, it is your responsibility to cancel your booth in Smart Cookies.
January 11-13	<ul style="list-style-type: none"> ➤ Troops pick up initial order from Service Unit Cupboards.
January 13	<ul style="list-style-type: none"> ➤ Cookie Sale begins
January 13-March 5	<ul style="list-style-type: none"> ➤ Girls sell cookies to customers and collects 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. ➤ Continue to exchange cookies checked out from cupboard within 3 days of check out.
Additional Cookie Pick Up	
January 23-March 5	<ul style="list-style-type: none"> ➤ 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. ➤ 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).

	<ul style="list-style-type: none"> ➤ 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 1	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ ACH debit for 50% of all cookies received (including initial order and cupboard pick-ups) according to reports in Smart Cookies 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	<ul style="list-style-type: none"> ➤ Cookie Sale Ends!!!
March 6	<ul style="list-style-type: none"> ➤ 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!
March 7-9	<ul style="list-style-type: none"> ➤ 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: <ul style="list-style-type: none"> • Troop Balance Summary Report (2 copies-troop keeps one copy for EOY 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	<ul style="list-style-type: none"> ➤ 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
March 22	<ul style="list-style-type: none"> ➤ 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.
May	<ul style="list-style-type: none"> ➤ 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!