

## The 2017 GSAK

### **Volunteer Cookie Program Quick Start Guide**

Welcome to the 2017 GSAK Cookie Program! This year's theme is "Built by Girls", but we all know it takes dedicated volunteers to facilitate a successful Cookie Program. This guide will help walk you through the necessary steps to get you and your girl(s) started.



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**Select your volunteer role and follow the arrows to the next step:**

**Troop Leader**

**Troop Cookie Manager (TCM)**

**Parent/Guardian of IND\* Girl**

\*IND Girl is a GSAK Girl Scout who is not participating in the Cookie Program with a troop, but is participating on her own with her parent/guardian as her point person.

**Recruit a TCM: make sure they are registered and background checked. Update/open a troop bank account.**

**Update your registration and background check.**



**Make sure your girl is currently registered and contact your Service Unit Cookie Lead or Council for training and materials.**

**BUILT  
by GIRLS!**

**Ensure that all of your troop girls are registered.**

**Complete the Troop Leader Cookie Manager Agreement and ACH form. Submit these forms \* to your Service Unit Cookie Lead or to Council directly.**

**Complete the Parent/Guardian Financial Responsibility and Permission form\* and submit to your Service Unit Cookie Lead or to Council directly.**

\*Required forms can be found on the GSAK Cookie Portal at [girlscoutsalaska.org](http://girlscoutsalaska.org)

**I can't wait to**

**Plan your Cookie Program and troop activities: see GSAK Cookie Portal for materials and resources.**

**Complete in person and/or TCM webinar training. Procure Cookie Program materials (forms, order cards, envelopes, manuals, etc.).**

**Complete trainings and receive Cookie Program Materials. Review all Cookie Program materials and resources.**



**Set your TCM for success by assisting with communications and the Troop Cookie Training. Get your troop involved in local Cookie Kick-Off activities.**

**Coordinate with troop leader to train troop girls and parents. Hand out required forms. Include information on benefits, policies, procedures, dates, and financials.**

**Begin the Cookie Program with your girl by setting up and exploring Digital Cookie, and utilizing Cookie Program resources and games (see GSAK Volunteer Cookie Portal at [girlscoutsalaska.org](http://girlscoutsalaska.org)).**



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The GSAK Cookie Program is an integral part of the Girl Scout Leadership Experience and our business and economic literacy initiative for girls. Through this program, girls develop important skills they will use throughout their lives. All net revenue raised through the Girl Scout Product Sales Programs – every penny after paying the vendors – stays in Alaska to support our Girl Scouts, girl programs, and camps.

**Support your TCM by familiarizing yourself with eBudde and the Troop Cookie Manual. Ensure adult troop volunteers are currently registered and background checked so they are ready to help out throughout the program.**

**Collect and store Cookie Permission forms and submit Digital Cookie information to Council. Assist girls and parents throughout the sale with regular communications and reminders.\* Update eBudde.**



**Familiarize yourself with eBudde and lead your girl in Cookie Program activities and goal tracking weekly.**

\*See Cookie Manual and Agreement forms for specific duties throughout the Cookie Program.

