How To Participate in the Cookie Program: Troop Checklist

_____ **Be Product Program Ready**
- Be a **registered** Girl Scout **Volunteer**, with an approved **background check**, for the current Girl Scout Membership year. You **must** have the **Troop Cookie Program Manager** role assigned to you in myGS to have access to your Troop eBudde Dashboard.
- You **must** have two, non-related and background checked, volunteers assigned to the Troop Leadership role in myGS.
- Troops with less than 5 registered girls in grades K-5 and/or less than 3 registered girls in grades 6-12 may participate in upcoming Product Programs **IF** you are open in the Troop Catalog. Call Customer Care at 1-888-689-1912 for verification.

_____ **Create your team!** Not even a Superhero can run a Cookie Program alone. Find individuals to schedule cookie booth sales, help with finances, even wrangle cookie inventory.

_____ **Check myGS.** Ensure your Girl Scouts are accounted for in your troop's myGS account. Council automatically uploads the myGS roster to eBudde and Digital Cookie by the end of November. Verify that your parents have **opted in** to receive emails via their myGS site.

_____ **Submit the Product Program Manager Agreement.** Visit the link or use the QR code below. Troop Cookie Program Managers and Service Unit Cookie Program Managers will complete the same form. You can complete **one** form for both the 2024 Fall Product Program and the 2025 Cookie Program! This form must be submitted via JotForm by **January 2, 2025.**

[2024-2025 Product Program Manager Agreement form](#)

_____ **Submit the Troop/SU ACH form.** Visit the link or use the QR code below. This form must be submitted by Troop/SU account holder. The form is to be completed each year for the current Girl Scout Membership Year, and when your banking information has changed. The deadline for new submissions is **January 2, 2025**.

[2024-2025 Product Program Banking Authorization form (Troop/SU ACH)](#)

_____ **Submit the Troop Debt Procedure form.** Visit the link or use the QR code below. The Troop Debt Procedure form, now available through DocuSign, must be signed by Troop Leaders/Troop Cookie Program Managers **and** the Troop Treasurers and submitted by **January 2, 2025.**

[2025 Troop Debt Procedure form](#)

_____ **Complete the gsLearn 2025 Cookie Training.** Training begins December 2, 2024, and must be completed to gain admin access to eBudde and Digital Cookie. Go to your myGS account to access the training.

_____ **Ask your Service Unit Product Program Manager about our weekly reports!** Your Service Unit Cookie Program Manager receives updates on all submissions. If you need information about a parent's status or have questions regarding eBudde/Digital Cookie access, please contact your SUCPM. Additional information, including print materials, is available through our website: [Girl Scouts of Historic Georgia - Cookie Essentials.](#)