

Annual Troop & Caregiver Meeting

Meeting Two
Cookie Program
Estimated length: 60 min

Purpose: The Girl Scout Cookie Program is a team effort, and family/ caregiver support plays a major part! This is a great opportunity for troop leadership to share important dates, ask for additional volunteers, and to answer any questions families might have!



Meeting Preparations

Materials Needed:

- Troop Cookie Guide
- Girl Order Cards
- Cookies 101 (1 per girl)
- Money Envelopes (1 per girl)
- Annual Permission Forms (1 per girl)
- Financial Responsibility Form (optional- for any girl selling when in care of someone other than primary caregiver)
- Print/make copies of Caregiver Meeting Agenda located at the end of this document

What skills do girls learn by participating?

1. Goal Setting
 - Girls learn how to set goals and create a plan to reach them
2. Decision Making
 - Girls learn to make decisions on their own and as a team
3. Money Management
 - Girls learn to create a budget and how to handle money
4. People Skills
 - Girls find their voice and build confidence through customer interactions
5. Business Ethics
 - Girls learn to act ethically, both in business and in life

Troop Leader Meeting Agenda and Script

Introduction

Troop Leader(s) welcome families and introduce who the Troops Cookie Manager will be for the current Cookie Program.

- If the Troop Cookie Manager is a new volunteer (not a leader/volunteer that routinely interacts with families/caregivers) take a few moments to introduce yourself, what made you decide to take on this new role, and get to know the caregivers/families in attendance.

Why Participate in the Cookie Program?

Discuss the following aspects of the Cookie Program

- Purpose
- How it benefits individual girls, troops, and the community
- Review the 5 skills girls learn

How can families help?

Family support is vital to the troops success! Caregivers and families can help support the girls in our troop by:

- Helping set up Digital Cookie Accounts
- Helping at Cookie Booths
- Watching girls as they practice their selling techniques to help build confidence
 - Please note: Caregivers who wish to help in any way that involves interacting with girls other than their own or help requiring the handling of troop funds- must register as a Girl Scout member and complete a background check.

Keeping Girl Safe-Safe Selling

Cookie Booths and In-Person Sales

- Wear Girl Scout clothing, pins, etc.- anything that shows you are a Girl Scout!
- Use the Buddy System at all time
- Know the area you are selling in!
- Adults must be present at all time during door-to-door sales and cookie booths
- Have a plan ready for emergencies while selling, including safeguarding money
- NEVER enter or allow girls to enter anyone's home or vehicle while selling
- Stick to selling during daytime/daylight hours
- Never give out or allow girls to give out personal information- this includes the girl's names

Virtual Sales

- Girls must have caregiver permission to sell online and must read and agree to the Digital Cookie Pledge, and guardians must read and abide by the Digital Cookie Terms and Conditions for Parents/Caregivers.
- Always use your Girl Scout online sales link for customers
- Never direct message people you do not know online or on social media
- Parents or guardians must approve all girl delivered online orders and supervise all communications and product delivery logistics with any customer girls don't personally know.
- If your Girl Scout sales link is posted on a public facing site, be aware the link is now searchable by anyone and could potentially appear anywhere on the internet.
- Never share your personal information (e.g., last name, phone number, email, or street address).

Girl Rewards

Explain to caregivers each of the following:

- Troop Proceeds
- Initial Orders
- Troop Rewards
- Girl Rewards
- Pathway Passes
 - How to register
 - What they can use them for

Additional Procedures

- Annual Permission Forms. The Troop must have a copy of each girls form, signed by their primary caregiver, for the entire GS year.
- Financial Responsibility Form
 - Additional form that can be completed if girl will be selling while in the care of someone other than the primary caregiver
- Review Order Card & Gift of Caring
- Review Cookie Program Dates
 - REMINDER: No early selling!

Questions & Closing

- Allow those in attendance to ask any unanswered questions
 - Don't be afraid to say "I'm not sure, but I can find out!"
- Set the date for Wrapping Up the Girl Scout Year- Troop & Caregiver Annual Meeting Number 3
- Thank everyone for their time and conclude the meeting



Caregiver Meeting Agenda: Cookie Program

Caregiver Meeting Information:

Date:

Time:

Location:

Troop Leader & Volunteer Contact Information

Troop Leader Name:

Phone:

Co Leader Name:

Phone:

Troop Product Sales Manager

Name:

Phone:

Additional Troop Volunteers

Troop Role:

Name:

Phone:

Troop Role:

Name:

Phone:

Notes:

Why We Participate in the Cookie Program

1. Troop/Individual Benefit
2. Skills Girls Learn
 - Goal Setting
 - Decision Making
 - Money Management
 - People Skills
 - Business Ethics
3. How Families Can Help
 - Digital Cookie
 - Cookie Booths
4. Keeping Girls Safe-Safe Selling
 - Cookie Booths and In-Person Sales
 - Virtual Sales
5. Rewards
 - Troop Proceeds
 - Initial Orders
 - Troop Rewards
 - Girl Rewards
 - Pathway Passes
6. Additional Procedures
 - Annual Permission Form
 - Financial Responsibility Form
 - Order Card & Gift of Caring
 - Important Cookie Program Dates (NO EARLY SELLING)
 - Digital Cookie Set Up:
 - Sale Begins:
 - Girl Cookie Order Cards due to Troop:
 - Cookie Booths Begin:
 - Cookie Program Ends:
 - Money due to Troop:

Next Troop & Caregiver Meeting:

Wrap up the Year:

Date:

Time:

Location:

Notes: