



GIRL GUIDE COOKIES

It's amazing what a cookie can do!

Cookie Campaign Checklist

Important Things to Remember

When you're a busy Guider juggling many tasks, lists can be your best friend! This handy checklist is here to help you make sure the important details of a cookie campaign aren't missed.

- We have read the [10 Important Cookie Facts Tip Sheet](#).
- We have reviewed the [Cookie Key Dates Calendar](#) and plan to read the Guide ON eNews sent out each week on Tuesdays.
- We have discussed the cookie order and [Cookie All Stars](#) with the girls and families in our unit to determine our cookie order amount.
- Our Cookie Orderer has reviewed the [Cookie Ordering tip sheet](#) and has placed the unit's order into the [Cookie Ordering Website](#) during the specified ordering window.
- We have determined who will be picking up cookies from our delivery location.
- Our Cookie Orderer has received the cookie delivery notice and we have contacted our Cookie Receiver to discuss a pickup time.
- We have counted our case amount twice at our unit's cookie delivery location and have provided a signature for the cases taken.
- The cookies have been taken to a clean, cool environment to be stored. We have not left these in a freezer, the trunk of a vehicle or in front of a window.
- We have downloaded the [Unit Distribution Form](#) to prepare for the distribution of cookies.
- We have ensured that cookies are ONLY signed out to registered girls (on the roster).
- If we have cookies left unsold from the previous campaign, we have [determined their freshness guarantee date](#) to ensure that these can still be sold. If they can no longer be sold, we have removed the sleeves of the cookies from their boxes so that they can be donated to a local food bank or similar organization.
- We have downloaded [cookie selling resources](#) and have also ordered [promotional material](#) for group sales we may have planned.
- We have made the girls and their families aware of selling [resources for girls and parents](#) available on the website.
- We have entered our planned group sales into the [Cookie Finder Map](#).



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- We have looked at the [online list of Receivers with surplus at their location](#) and know [how to request more surplus cookies](#), just in case our unit needs more during the campaign. We have also recorded our proper unit name and unit iMIS number so that we have these available if we are picking up surplus cookies.
- Our Cookie Orderer and Treasurer have received the unit cookie invoice.
- We have set our unit payment date at least 2 weeks before payment is withdrawn from our unit's account. We have also made sure to inform our girls and their families of this date.
- We have collected payment and have started the [Parent Not Paid process](#) with those families and Guiders who did not submit payment in time.
- We have deposited the cookie money in our account at least 3 days before the payment date to ensure that our cookie invoice is paid in full.
- We have submitted the [Parent Not Paid](#) documentation to the Cookie Administrative Assistant at cookie.admin@guidesontario.org before the specified timeline shared on the campaign invoice.
- We have placed our unit's [Cookie All Stars](#) order during the specified deadline.
- We are celebrating our cookie campaign successes and are now starting to plan for the next campaign.