

# GIRL SCOUTS OF HAWAI'I TROOP COOKIE MANAGER CHECKLIST

**Register as a Member of Girl Scouts!**

Every adult volunteer is required to register as a member of the Girl Scouts of Hawai'i. This is a \$25 fee due every year, which includes insurance coverage for the Girl Scouts events and access to resources.



**Complete a Background Check, if required during the registration process.**

**Complete the [Troop Cookie Manager Agreement Form](#) by October 25, 2019.**

If a Troop Cookie Manager (TCM) has not been assigned by the deadline, the Troop Leader/Co-leader will automatically be assigned as the TCM until the position is filled.

**Register for [VIPeTraining](#) (online training) and complete Modules 1 – 4.**

**Register and attend the “[Cookie Training 2020](#)” in October**

This training is mandatory for all TCMs if your troop wishes to participate in the Cookie Program. If a TCM has not yet been designated, your troop can send any registered adult member with a clean CBC and who is in good standing with Council to the training of your choice. Deadline to register is October 9, 2019.

**Complete “[Cookie 101 Webinar](#)” on November 1.**

**Set up your Troop eBudde Account**

eBudde will go “LIVE” for TCMs, TLs and SUCMs on November 1. Please check to make sure all Girl Scouts are listed.



**Complete “[Digital Cookie 101 Webinar](#)” on November 13.**

This webinar is only required if your troop decides to participate in the Digital Cookie Program.



**Complete “[eBudde #1 Webinar](#)” on December 4.**

This webinar covers the following eBudde tabs: “Dashboard,” “Contacts,” “Settings,” “Girls,” and “Initial Orders.”

**Complete “[eBudde #2 Webinar](#)” on January 9.**

This webinar covers the following eBudde tabs: “Delivery,” “Girl Order,” “Transactions,” “Rewards,” and “Booth Sites.”

**Complete “[eBudde #3 Webinar](#)” on January 29.**

This webinar covers the following eBudde tabs: “Deposits,” “Sales Report,” and how to close out eBudde.



**Connect with your Service Unit Cookie Manager (SUCM)**

The Service Unit Cookie Manager is a volunteer of a particular geographic area. This person is a great resource throughout the Cookie Season. Please contact the Product Department if you would like the name of your SUCM.



Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

---

**Stay Informed.**

- You will receive emails and updates on your eBudde dashboard with up-to-date important information.
- Visit [Girl Scouts of Hawai'i website](#) - [Cookie+ Tab](#).
- Contact the Product staff with any questions:

**Woo Ri Kim**

Director of Product Sales

**Molly Schmidt**

Product Marketing Manager

[cookies@gshawaii.org](mailto:cookies@gshawaii.org) or 808-675-5536