

2011 COOKIE INFORMATION FROM THE IOWA GIRL SCOUT COUNCIL

The 2011 Troop Cookie Manager and Snap Guide is on the Iowa Girl Scouts website. Go to www.girlscoutsowa.org to Cookies&More / Cookie Program/ Forms to find the guide.

Below are highlights of information you will find in the guide and ways we implemented changes some of you requested at the wrap up meetings held earlier this year.

1. Training & Materials:

- a. **Council conducted training is open to Troop Cookie Managers, Troop Leaders, Service Unit Managers, and Cookie Program Chairs.**
 - i. During the trainings last year it occurred to me that we were training you to train Troops rather than training you for your position. When this was discussed at the Wrap Up meetings, those who attended were open to the Council training Troop Cookie Managers, etc.
- b. **Online training.** A full online training will be offered this year for the Troop and Service Unit level. The Troop training will be on our website and is open to anyone to view. The one for Service Units, I am working on a way for it to be secure and not open to anyone. I will keep you posted on this and if I don't see you at a training, you know you will hear from me on how you can receive training.

5 Good Reasons why volunteers should attend an in-person training rather than do it online:

- i. Marylee will be giving out door prizes every ½ hour.
 - ii. Marylee always brings snacks (cookies) for meetings/trainings.
 - iii. Questions about new procedures will be answered and sometimes questions you didn't think about will be asked by someone else.
 - iv. You might find a mentor in the group.
 - v. The Recognitions will be on display.
- c. Materials will be distributed differently this year.
 - i. Troop materials that in the past have been mailed to you for you to use to train Troops will now be available at the Council trainings and Leadership Centers.
 1. How will you know who hasn't attended training?
 - a. You all have been set up in Snap with a log in and password. **Your email address is your log in and cookies2011 is your password.** Note, you can get in now but know that I am still making changes since I had the system "wiped" clean.
 - b. The day after a training, the Council will set up troops in Snap and assign their log in's and passwords. Their log in will be their email address and their password will be gsgicookies. After the December 4th training, whoever you don't see listed in Snap are those who didn't attend training.
 2. How do I get materials for those who didn't attend a training or do online training?
 - a. Send an email to cookies@gsiowa.org letting us know the number of Troops you need materials for and we will send them to you.
 - ii. Materials that are needed for the girls will be sent to you in mid-November for you to distribute to Troops for their parent meetings.

2. Rounding Cupboards (aka Dummy Troops):

- a. Because Troops will be ordering in cases, there will no longer be extra packages of cookies delivered that the Service Unit/Community has to keep in a Rounding Cupboard to distribute to Troops as needed.

- b. When Troops need additional cookies they can communicate cookie needs in their Service Unit/Community until all cookies that Troops have extra of from ordering in full cases are gone.
- c. When those cookies are gone, Troops can place a order in Snap to a Cupboard and pick up those cookies themselves.
- d. Cookie Program Chairs no longer need to be the only person who can pick up cookies.

3. Cookie Booths:

- a. **Cookie Booths will be scheduled on Snap in the Booth Scheduler. Troops will no longer need to inform their Cookie Program Chair of when/where they will be holding a booth.**

4. Recognitions

- a. It's been requested that Recognitions and Cookie Dough be distributed early on. In order for that to happen, Recognition and Cookie Dough earning time is during order taking only.
- b. Recognitions are set to be received by Cookie Program Chairs in late February and distributed to Troop Cookie Managers within 10 days of receipt.
- c. **Cookie Dough Swipe Cards** will be received by Cookie Program Chairs before Cookie Delivery Week and are to be distributed to Troop Cookie Managers when they pick up their Troop cookies at the Delivery Station.
 - i. Note – Troop Cookie Managers will be trained to attach the Cookie Dough Swipe Card to the girls order card when she picks up the cookies she will distribute to customers. The expectation for this to happen is written on the Order Card and The Family Guide.

5. Troop Final Paperwork including Banking:

- a. **This year Troops will deposit all money collected in their Troop Bank Account and will write a check to the Council for the amount due shown on the Troop Balance Summary.**
 - i. Troops will mail into Council Headquarters/Des Moines Leadership Center their signed Troop Balance Summary and payment.
 - 1. What about NSF checks that Troops receive. In the *Troop Cookie Manager and Snap Guide* there is a form/procedure for Troops to follow to recover the check amount and bank fees.
 - ii. What does this mean for you as the Cookie Program Chair?
 - 1. You don't have to gather/balance your Service Unit/Community. Reconciliation at the Council level is done by Troop so we thought we'd "lessen your burden" by having Troops send the final paperwork directly to the Council.
 - 2. The Council will deal with any and all outstanding balances from Troops or Parents (girls).

Sincerely,

Marylee Rehm, Product Program Director

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Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.