

# Caregiver Cookie Meeting: Troop Cookie Chairs/Leaders Session Checklist

Use this as your prep guide and day-of-cheat sheet.

## Before the Training

### 1. Prep Your Materials

- ☐ Troop calendar for the year
- ☐ Troop budget overview (current balance, planned expenses, girl-led goals)
- ☐ Payment schedule (clearly printed or displayed)
- ☐ Volunteer signup sheets (booth team, meetings, pickups, marketing, etc.)
- ☐ Copies of troop rules/expectations
- ☐ Access to Family Guide (physical or digital)
- ☐ Rewards chart (optional if guides haven't arrived)
- ☐ Sample Exploremore cookie (if available)
- ☐ Safety guidelines handout
- ☐ Participation requirements (registration + background check)

### 2. Prep Your Tech

- ☐ Training video queued and tested
- ☐ Devices charged + Wi-Fi tested
- ☐ Slides printed or accessible
- ☐ Link to Digital Cookie guide ready

### 3. Prep Your Messaging (*This is the heart of it—your troop's story.*)

- ☐ Troop's "WHY" and girl-led goals
- ☐ Your personal "why" as leader/cookie chair
- ☐ Talking points on safety
- ☐ Talking points on ethics and pricing
- ☐ Clear explanation of inventory/payment responsibilities
- ☐ Booth expectations (everyone works, this is a team effort)
- ☐ Plan for slow times (what you'll do when sales dip)

## During the Training (*These are the moments you speak!*)

### 1. Pause: Our Troop's Why

- ☐ Share girl-led goals
- ☐ Explain what they want to earn/do this year

### 2. Pause: Year in Motion

- ☐ Show troop calendar
- ☐ Review payment/meeting schedule

### 3. Pause: Caregiver Help

- ☐ Review specific volunteer roles

- ☐ Confirm booth leadership + shifts
- ☐ Emphasize shared responsibility
- 4. Pause: Why Your Involvement Matters**
- ☐ Reinforce teamwork
- ☐ Model perseverance and support
- 5. Pause: Troop Budget**
- ☐ Show real costs
- ☐ Explain transparency and troop decision-making
- 6. Pause: Preparing as a Troop**
- ☐ Cookie drop drivers
- ☐ Booth dates
- ☐ Safety reminders
- ☐ NO early sales
- 7. Pause: Proceeds**
- ☐ Discuss opting out (if applicable)
- ☐ Explain 12-month spending rule
- 8. Pause: Payment & Inventory**
- ☐ Review payment deadlines
- ☐ Receipts process
- ☐ Exchangeable vs. non-exchangeable product
- 9. Pause: Marking Magic**
- ☐ Assign poster creators
- ☐ Assign social media helpers
- ☐ Assign contest “theme captains”
- 10. Optional Pause: Slow Times Plan**
- ☐ Review strategies for mid-season slumps

## **After the Training (Follow-Up Checklist)**

- ☐ Email a copy of troop expectations
- ☐ Confirm all volunteers who said YES actually register
- ☐ Confirm all girls are registered/renewed
- ☐ Confirm background checks requested
- ☐ Send Digital Cookie reminder
- ☐ Send booth sign-up link
- ☐ Send payment schedule
- ☐ Collect any missing forms
- ☐ Check in with caregivers who seemed confused/disconnected
- ☐ Celebrate your caregivers — gratitude goes a long way

## **Leader Mindset Checklist (for YOU)**

- ☐ I am leading with clarity.
- ☐ I am using Council’s rules as my backbone, not my burden.

- ☐ I am modeling ethics, kindness, and professionalism.
- ☐ I am protecting girls' safety first, last, always.
- ☐ I am making space for caregivers to shine.
- ☐ I am keeping this girl-led, girl-focused, girl-centered.
- ☐ I am doing my BEST — and my best is MORE than enough.