

Cookie Program Family Meeting Guide

With support and encouragement from her family, there's no stopping a Girl Scout! Holding a Cookie Program Family Meeting is essential to ensuring each girl has the support she needs at home as she learns to think like an entrepreneur.

Use this **Family Meeting Guide** and the [Cookie Family Manual](#) to hold an informative family meeting to explain the benefits of the Girl Scout Cookie Program and help parents understand the ways their girl can participate in the program safely.

Prepare for the Meeting

Make Troop Cookie Program Plans

Discuss the following topics with the Troop Co-Leaders and the Troop Cookie Coordinator prior to the meeting.

- Troop Cookie Inventory Management
 - Determine who will be able to pick up cookies from the Cookie Cupboard for the troop.
 - Determine who will be responsible for transferring cookies to girls in eBudde.
 - Consider whether your troop will allow cookies already checked out to a girl to be returned to the troop inventory or not.
- Troop Finance Management
 - Set dates to collect funds from parents weekly throughout the program.
 - Refer to the Cookie Calendar in your [Volunteer Manual](#) and collect funds prior to the ACH payment dates.
 - Determine who will collect funds and deposit into the troop account. Keep in mind only council approved volunteers are authorized to handle troop funds.
- Troop Booth Plans
 - Watch for the Cookie Booth Toolkit to be released late January for more information about this year's in-person and virtual booth options.
 - Determine how many in-person and/or virtual cookie booths the troop may want to do.
 - Determine who will sign up for the council secured booths in eBudde.
 - Discuss troop secured booths. Are there businesses or locations (not council secured locations) the troop could contact about setting up a booth? Ask at the family meeting! Then determine who will contact the business and once you have approval from the business, add the booth into eBudde for council approval.
- Troop Cookie Helpers
 - Brainstorm specific needs families could assist with throughout the Cookie Program. Do you need help with picking up and transporting cookies, helping at cookie booths, leading a troop meeting activity, getting supplies, etc.?
 - Encourage parents to become approved volunteers by registering as adult members and submitting the background check.
 - Create a list of tasks and prepare a sign-up sheet for the family meeting.

Decide when and where to hold the family meeting.

- Ideal time frame is **January 6-16**. The Troop Pre-Cookie Program Family Meeting should take place after you attend troop cookie training with your service unit or council, and prior to the troop initial order due date of January 21.
- Whether you hold this meeting in person or virtually is up to you and your troop. Refer to the [GSDH Health Updates](#) page of our website and the [GSDH Return to In-Person Decision Guide for Volunteers](#) to aid in making the right decision for your group.
- Zoom Licenses are available for Girl Scout volunteers at a discounted rate to use for Girl Scout related activities. Visit gsdakotahorizons.org for details and to request a license for your troop.

Reserve a meeting space or set up the virtual meeting link and invite all troop parents.

- Include meeting details as well as whether or not their girl should attend.
- You can find your current troop roster and families' contact information in MyGS under My Troops. You can also email your families directly from the Volunteer Toolkit's My Troop tab.

Prepare meeting materials.

- Gather Family Cookie Manuals, Initial Order Worksheets, and girls' order packets for each girl.
- If meeting virtually arrange for materials to be distributed to families prior to the meeting. If this is not possible direct parents to the [Cookie Resources](#) section of the website for a copy of the Family Manual so they can reference it during the meeting.
- Plan and prepare girl activities if the girls will be present. One volunteer can lead girl activities while the other volunteer runs the parent meeting. You could also enlist the help of some local older girls to lead the girl activities.
- Visit girlscouts.org for detailed Cookie Program Family Meeting Guides with girl activity ideas for each grade level. [Daisies](#), [Brownies](#), [Juniors](#), [Cadettes](#), [Seniors](#), and [Ambassadors](#) (PDF)



Cookie Program Family Meeting Agenda

Welcome & Introductions

Cookie Program Benefits to girls and troops Family Manual page 2-3

Cookie Program Standards Family Manual page 3

Parent Responsibilities Family Manual page 3

Safety Guidelines Family Manual page 4

Ways Families Can Support Girls Family Manual page 4

Ways to Participate & Creative Cookie Selling Family Manual page 6 & Cookie Participation Options Flyer

Cookie Booths: Etiquette, Safety & Troop Plans Family Manual page 6-7

Girl Rewards and Dakota Dough [Girl Order Card](#)

Goal Setting and Initial Order Worksheets [Initial Order Worksheet](#)

Important Dates Family Manual page 4

Parent and Troop Helper Opportunities

Questions and Closing