

Distribution to Girl Scouts

Soon after your troop has picked up cookies, you will want to distribute them to all the Girl Scouts in your troop.

Best Practices

- Start families with up to 84 packages of cookies. In the case of money due from a family at the end of the sale, troops will be responsible for any unpaid funds exceeding 84 packages.
- Girls/families turn in money for cookies sold weekly or before more cookies are signed out.
- Girls/families with a proven track record of high sales can sign out more cookies at a time, but must turn in a corresponding amount of money before receiving more cookies.
- Make sure girls/families know who to contact if they need additional cookies, or if they are having trouble selling the cookies in their possession.
- Some troops allow girls/families to return cookies to the troop within a reasonable timeframe. Each troop can make this decision, but it should be clear before the sale begins. If your troop will accept returns, explain the deadline and the amount they are allowed to return. It is recommended to set your return deadline as March 1 or earlier.

Plan Ahead

- Be sure you have a completed and signed form #260, Girl Membership Info Sheet for each Girl Scout.
- Adults signing for cookies must have submitted their information on form #260. If there are multiple caregivers supporting the Girl Scout you will need information for all of them.
- Count out/separate the cookies the girl/family is picking up.
- Prepare the receipt

Upon Arrival

- The adult signing for the cookies (who has completed form #260) should verify that the quantities are correct and match the receipt.
- The troop keeps the original and the caregiver gets the copy.
 - A receipt must be used each time you distribute cookies or collect money.
 - Anyone who signs for cookies becomes financially responsible for them.
 - Retain all receipts and forms until December.
- Be sure to add the transaction in eBudde™.