

Calendar & Checklist



NOVEMBER–JANUARY: GETTING READY

- Attend the in-person or virtual training provided by your SUCM and get your troop materials.
- After Dec. 1, log in to eBudde and update your contact information.
- Schedule and hold an in-person or virtual family cookie meeting for your troop. Collect the 2024 Girl Scout Cookie Program Permission Form from each caregiver before distributing girl materials.
- Distribute girl materials.
- Review safety and selling tips with the girls.
- Attend your service unit's Cookie Rally (if scheduled), the council-led virtual Cookie Rally, and/or host a rally for your troop.

JANUARY–MARCH: GOING BRIGHT AHEAD!

- Jan. 4: Booth scheduler opens in eBudde for service unit and troop entries.
- Jan. 8: Girl Scouts Western Pennsylvania Virtual Cookie Rally on Facebook Live.
- Jan. 9: Girl order taking and Operation: Sweet Appreciation online promotion begin.
- Jan. 11: Council-arranged booth scheduler sign-up opens at 7 p.m.
- Jan. 30: Troop initial order is due in eBudde by 11:59 p.m.
- Beginning of February: For warehouse and Count-n-Go deliveries only, select your delivery time (check with your SUCM).
- Feb. 16-18: National Girl Scout Cookie Weekend
- Feb. 17-25: Cookie delivery. Print your delivery confirmation from eBudde and take to your scheduled pickup.
- At delivery: Initial reward distribution (Check with your SUCM for more information.)
- March 1: Booth sales begin and cookie cupboards open.
- March (weekly): Collect cookie money from girls and deposit into the troop's bank account.
- March 14: ACH Adjustment Request is due for initial sweep, if applicable.
- March 21: First ACH sweep.
- March 24: Final day of the cookie program. Booth sales end. Cupboards close.

APRIL–MAY: WRAPPING IT UP

- April 1: Troop lockout of eBudde. Make final updates in eBudde—allocate cookies to girls, record girl payments, and select girl final rewards—before the lockout at 11:59 p.m.
- April 4: ACH Adjustment Request due for final sweep, if applicable.
- April 4: Deadline for Caregiver Outstanding Balance Form and supporting documentation, if applicable.
- April 11: Final ACH sweep.
- May: Final rewards are shipped to service units. Make arrangements to pick up rewards from your SUCM.
- May: Distribute final rewards to girls. If there are issues, contact your SUCM immediately.
- May 27 (Memorial Day): Operation: Sweet Appreciation online promotion ends.
- May 31: Deadline to report any issues with girl rewards to your SUCM.

