



Girl Guides  
of Canada  
Guides  
du Canada  
Ontario Council

# GIRL GUIDE COOKIES

*It's amazing what a cookie can do!*

## Cookie Campaign Checklist

### Important Things to Remember

***When you're a busy Guider juggling many tasks, lists can be your best friend! We've created this handy checklist to help you make sure you don't miss any of the important details of a cookie campaign.***

- We have viewed the [Cookie Key Dates Calendar](#) and plan to read the **Guide ON eNewsletter** sent out each week on Tuesdays.
- We have discussed the cookie order and [Cookie All Stars](#) with the girls and their families in our unit have confirmed our cookie order amount.
- Our Cookie Orderer has reviewed the [Cookie Ordering tip sheet](#) and has placed the unit's order into the [Cookie Ordering Website](#) during the specified ordering window.
- We have determined who will be picking up cookies from our determined delivery location.
- Our Cookie Orderer has received the cookie delivery notice and we have contacted our Cookie Receiver to discuss a pickup time.
- We are at our unit's cookie delivery location and have counted our case amount twice and have provided signature for the cases taken.
- The cookies have been taken to a clean, cool environment for them to be stored. We have not left these in the trunk of a vehicle or in front of a window.
- We have downloaded the [Unit Distribution Form](#) or have prepared for the distribution of cookies using the [National Cookie Tracker](#) (page 12 of the cookie ordering manual).
- If we have cookies left unsold from the previous campaign, we have [determined their freshness guarantee date](#) to ensure that these can still be sold. If they can no longer be sold, we have removed the sleeves of the cookies from their boxes so that they can be donated to a local food bank or similar organization.
- We are ready to get all parent signatures when cookies are distributed at our unit meeting.
- We have downloaded cookie selling resources and have also ordered [promotional material](#) for group sales we may have planned. We have also made the girls and their families aware of the new selling resources for girls and parents available on the website.
- We have entered our planned group sales into the [Cookie Finder Map](#).
- We have looked at the [online list of Receivers with surplus at their location](#) and know [how to request more surplus cookies](#), just in case our unit ends up needing more during the campaign. We have also recorded our proper unit name and unit iMIS number so that we have these available if we are picking up surplus cookies.
- Our Cookie Orderer and Treasurer have received the unit cookie invoice.





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- We have set our unit payment date at least 2 weeks before payment is withdrawn from our unit's account. We have also made sure to inform our girls and their families of this date.
- We have collected payment and have started the [Parent Not Paid process](#) with those families who did not submit payment in time.
- We have deposited the cookie money in our account at least 3 days before the payment date to ensure that our cookie invoice is paid in full.
- We have submitted the [Parent Not Paid](#) documentation to the Cookie Administrative Assistant at [cookie.admin@guidesontario.org](mailto:cookie.admin@guidesontario.org) before the specified timeline shared on the campaign invoice.
- We have placed our unit's [Cookie All Stars](#) order during the specified deadline.
- We are celebrating our cookie campaign successes and are now starting to plan for the next campaign.

