



GIRL GUIDE COOKIES

It's amazing what a cookie can do!

Collecting Cookie Payments – Best Practices

Tracking & Collecting Cookie Funds

Cookie Pick Up

- ✓ Ensure parents and guiders [sign for all cases](#) taken from the unit
- ✓ Ensure cases are signed out ONLY to registered girl and adult members
- ✓ Encourage families to sign out a maximum of 1 – 3 cases at a time
- ✓ Request payment for outstanding cases before signing out more
- ✓ Ask new parents or families with large orders to complete the:
 - [Cookie Agreement – Large Cookie Orders \(to be completed by parent/ward\)](#)

Cookie Payments

- ✓ Advise parents that **Online Bill Payments are preferred** to cash or cheque
 - Parents should make deposits as soon as cookies are sold
- ✓ **Do not hold on to Cookie Money** while waiting for additional payments
- ✓ Guiders should deposit all cookie money within a week of receiving payment
- ✓ Provide cookie dough envelopes to parents to return Cookie Money in
- ✓ Ask parents to indicate the girl name & # of cases paid on the envelope
- ✓ Set a deadline for families to return payment or cases
- ✓ Ask new parents or families with large orders to complete the:
 - [Cookie Agreement – Large Cookie Orders \(to be completed by parent/ward\)](#)

Follow Up

- ✓ If full payment or cases have not been returned by the following dates; immediately start the [Parent Not Paid Process](#)
 - Spring – Last week of May
 - Fall – Last week of November
- ✓ Inform your Unit Banking Clerk of any outstanding cookie cases or cookie money at the end of each campaign