

# Cookie Family Business Meeting Tip Sheet



## Prepare for the Meeting:

- Decide with your troop leader if the meeting will be virtual or in-person; invite all parents/guardians.
- Set and share the Family Return Date (recommended two weeks before the sale ends) for cookie returns families can't sell.
- Provide family materials (or direct them to Cookie Central) before the meeting:
  - Cookie Program Family Guide
  - Order Card
  - Money Envelope
  - Rewards Flyer
- Review these resources beforehand:
  - Troop Cookie Manager Guidebook
  - Online Family Cookie Responsibility Form
  - Cookie Business Meeting Presentation (editable for troop details)
  - Digital Cookie Help Center



## Topics to Cover

- Cookie Program Overview: Explain the program and importance of family participation.
- Ways to Sell: Review selling methods and decide what works best for your troop.
- Digital Cookie: Show how to use the platform for online sales and payment options (credit card, Venmo, PayPal).
- Goals: Discuss troop and individual goals, including proceeds use and cookie donations.
- Key Info: Share contact details, cookie schedule, and key dates (e.g., Family Return Date).
- Finances: Clarify money collection and inventory responsibilities.
- Online Family Cookie Responsibility Form: Ensure families complete this before receiving cookie inventory.

**Close the Meeting: Thank families for attending & answer any questions.**