



girl scouts
of southeastern
michigan



November, 2021

Dear Troop Leader:

Welcome to the 2022 Girl Scout Cookie Program! Enclosed in this envelope is everything you need to get started.

Step 1: Make sure all of your girls are registered. Girls must be registered to participate in the cookie program.

Step 2: Appoint a troop product program manager. This is the adult who will coordinate the sale for your troop. They must be a registered adult, and have a current background check with GSSEM. The troop product sales manager must complete the **Agreement to Assume Debt for Product Programs Form** online at www.gssem.org/responsibility.

Step 3: Complete your **Troop ACH Debit Authorization Form** online. To do this, you will need a copy of a troop check, or a letter from the bank with the troop account & routing number. For 2022, all troops must provide this form. Complete this form online and attach a picture your check at www.gssem.org/banking before placing your order.

If you completed this form for the 2021 Fall Program, you don't need to do it again.

Step 4: Complete training and review the **Cookie Program Troop Handbook** and all other enclosed materials. You can complete an on-demand online training at any time. This training will be available on December 2, and can be viewed by visiting www.gssem.org/cookieprogram, Volunteers new to the cookie program are encouraged to attend a training geared toward “cookie rookies.” Virtual & In-person sessions are:

Detroit Service Center (In-person)	10:00 AM-11:00 AM	Saturday, December 4, 2021
Southgate Service Center (In-person)	6:00 PM-7:00PM	Tuesday, December 7, 2021
Port Huron Service Center (In-person)	7:00 PM-8:00PM	Wednesday, December 8, 2021
White Lake Service Center (In-person)	6:00 PM 7:00PM	Thursday, December 9, 2021
Flint Service Center(In-person)	10:00 AM-11:00AM	Saturday, December 11, 2021
(Virtual)	10:00 AM-11:00AM	Tuesday, December 14, 2021
Clinton Service Center (In-person)	6:00 PM-7:00PM	Thursday, December 16, 2021

To RSVP to your in-person or virtual training, please visit gsEvents, or the event Calendar on our website, www.gssem.org/calendar.

**Girl Scouts of
Southeastern Michigan**

Clinton Twp.
Service Center
42800 Garfield
Clinton Twp., MI 48038

Detroit Service Center
1333 Brewery Park Blvd.
Suite 500
Detroit, MI 48207

Flint Service Center
Plaza One Building
111 E. Court St., Suite D
Flint, MI 48502

Port Huron Service Center
2186 Water St.
Port Huron, MI 48060

Southgate Service Center
1 Heritage Place, Suite 130,
Southgate, MI 48195

White Lake Service Center
8545 Highland Rd.
White Lake, MI 48386

800 482 6734
gssem.org

Step 5: Join the **GSSEM Product Program Facebook** group for support and guidance during the sale. Login to Facebook, and search: GSSEM Product Program Support.

Step 6: Discuss the cookie program with your girls and parents. Inform them of important deadlines, and pass out the **Cookie Order Cards** and the **Digital Cookie Family Information** sheet. This is also a good time to ask each parent to complete the **Product Program Parent Permission Form**. If the parent already did this for the 2021 Fall Sale program, they don't need to do it again.

Step 7: Review the Cookie Booth information in the troop cookie handbook. Make note of the important dates. At your parent meeting, discuss cookie booths and expectations with the girls and their caregivers.

Step 8: Start selling! The sale begins on **December 16, 2021**. On this day, girls can begin taking orders on their order card from family and friends!

Forms have been included based on the number of girls provided when you requested your packet. Troops may pick them up at any GSSEM service Center during regular hours, or you can download printable order cards by going to www.gssem.org/forms and searching for "order card". Shop hours and locations can be found at www.gssem.org/locations.

Please feel free to contact us at productsales@gssem.org should you have any questions.

Happy Cookie Season!

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