

2024 Girl Scout Cookie Program • Jan. 5–March 17

Troop Cookie Guide



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Kick Off Contest

Fri., Jan. 5-Sun., Jan. 7

Girl Scouts earn a chance to win awesome rewards by publishing their Digital Cookie sites and sending 10+ emails.

Follow GSOH Product Program on Facebook to join the fun!



Cookie Lingo

ACH: Automated Clearing House

Caregiver: Parent or Guardian

eBudde: System volunteers use to track orders and payments.

Digital Cookie: Website and app girls use to engage more customers.

OpSal: Operation Salute

PGA: Per Girl Average

SUCPC: Service Unit Cookie Program Coordinator

SUCBC: Service Unit Cookie Booth Coordinator

TCPC: Troop Cookie Program Coordinator

VRF: Volunteer Responsibility Form

Cookie Program Background

The Girl Scout Cookie Program is an iconic Girl Scout tradition dating back more than 100 years — all the way to 1917—just five years after Juliette Gordon Low formed the first Girl Scout troop. Today, more than 680,000 girls across the United States participate in the cookie program — having fun, developing valuable life skills, and making their communities a better place every step of the way.



Welcome to the 2024 Girl Scout Cookie Program!

The four sections of this Troop Cookie Guide cover everything you need to manage your troop's cookie program!



Getting Started.....pages 2-7



Girl Engagement....pages 8-13



Program Details.....pages 14-21



eBudde Manual.....pages 22-27

You'll also find QR codes linking directly to additional information throughout the guide.

If you need any help, your service unit cookie program and booth coordinators, Customer Care team, and Product Program team are here to support you! Best wishes to you and your troop and have fun!

— The GSOH Product Program Team

The Five Skills

While participating in the 2024 Girl Scout Cookie Program, Girl Scouts will challenge themselves to practice the 5 Skills while earning rewards and funds for their troops.



Goal Setting: They'll make plans to reach their goals, building a skillset they'll need to succeed in school, on the job, and in life.



Decision Making: They'll decide how to market their business and what to do with earnings, practicing how to make smart decisions in a fast-paced world.



Money Management: They'll develop a budget, take orders, and handle money, building the toolkits they need to manage their allowance, paycheck, or budgets.



People Skills: They'll learn how to talk (and listen!) to customers and work as a team, which will help them succeed in school and, later, at work.



Business Ethics: They'll act honestly and responsibly during every step of the Cookie Program. This matters because employers want to hire ethical employees and leaders in all fields.

Program Overview

First Steps

Now that your cookie adventure is underway, here's what to do next:

1. Review this guide and reach out to your SUCPC with questions.
2. Follow GSOH Product Program on Facebook and YouTube.
3. Register for webinars and add important dates to your calendar.
4. Schedule a family meeting and discuss logistics with your troop leadership team.
5. Log in to eBudde and Digital Cookie for the first time.



Visit gsoh.org/cookieresources for resources such as tip sheets, social media tools, contest information, and much more.

Program Phases

The cookie program is divided into two main phases:

- **Initial Order Phase – Fri., Jan 5–Sun., Jan. 21**
Girl Scouts can earn exclusive rewards by taking pre-orders for cookies they'll deliver in February.
- **Booth Phase – Fri., Feb. 9–Sun., March 17**
Girl Scouts bring cookies into the community through cookie booths, walkabouts, and additional orders.

Ways to Participate

Help your troop choose which combination is best for them!

- **Order Taking:** Record orders on order cards and collect payment when cookies are delivered.
- **Digital Cookie:** Reach more customers and learn new skills through prepaid online orders.
- **Cookie Booths:** Set up shop at pre-approved locations around the community.
- **Operation Salute:** Customers donate cookies to military personnel, veterans, and their families.
- **Walkabouts:** Take cookies door-to-door in their neighborhoods.
- **Cookie badges:** Earn Cookie Business and Financial Literacy badges and Cookie Entrepreneur Family pins for every year they participate.
- **Program Add-Ons:** Practice their skills and earn patches through rallies and events. New troops can also do the Cookie Rookie program!



Cookie Materials

You've received the following from your SUCPC:

- This Troop Cookie Guide
- Cookie Receipt Books
- Instant rewards and tracking sheet
- Program flyers
- Girl Scout materials: Family Guides, order cards, money envelopes, and family envelopes to pack their materials in.

Girl Scout Shop

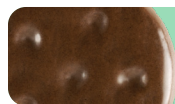
Visit a Girl Scout Shop in Columbus, Chillicothe, Mansfield, or Zanesville to discover promotional items to enhance or celebrate your troop's cookie program! Items and fun patches will be available beginning in December, while supplies last.

If you spend more than \$30 on cookie merchandise, you will receive 10% off your order! Visit girlscoutshop.com/GSOH for locations and hours.



Meet the Cookies

All Cookies are \$5



Thin Mints



Adventurefuls



Trefoils



Lemon-Ups



Samoas



Girl Scout S'mores



Tagalongs



Toffee-tastic



Do-Si-Dos



Where Do the Funds Go?

- 23%** Proceeds & Rewards
- 23%** Cost of Product
- 54%** Girl Programs & Volunteer Training

Troop Proceeds

Proceeds for each package of cookies sold are based on the troop's Per Girl Average and if they earned any bonuses.

TROOP PGA	RATE	WHO EARNS IT
1-224	70¢	$\frac{\text{TOTAL PACKAGES SOLD}}{\text{NUMBER OF GIRLS SELLING}} = \text{TROOP PGA}$
225-284	80¢	
285 and up	90¢	
POSSIBLE BONUSES	RATE	WHO EARNS IT
Early Bird	+5¢	Troops that registered the same number of girls and volunteers as the 2022-23 membership year by June 30, 2023.
Early Bird/On-Time Fall Participation	+2¢	Troops that earned the Early Bird Bonus/On-Time Bonus and participated in the 2023 fall product program.
Fall Success	+3¢	Troops that reached \$1,750 in combined sales during the 2023 fall product program.
Council Cookie Goal	+5¢	All participating troops if the council reaches the Council Cookie Goal of 2,150,000 packages during the 2024 Girl Scout Cookie Program.
Reward Opt-Out	+5¢	Troops that opt out of final Girl Rewards.

Managing Your Troop's Cookie Program

As a Troop Cookie Program Coordinator (TCPC), you will:

- **Manage** the troop's orders, inventory, payments, and plans.
- **Meet** deadlines set by council and service unit volunteers.
- **Communicate** due dates and program deadlines with families.
- **Encourage** girls and caregivers to think creatively and challenge themselves.
- **Respond** promptly to questions from the troop, service unit cookie program coordinator (SUCPC), or GSOH Product Program team.
- **Remind** families of rules and safety guidelines.



TCPCs are personally and financially responsible for:

- **All cookies ordered through eBudde.**
 - ▶ Counting and signing for all cookies received and distributed to Girl Scouts.
 - ▶ Understanding that a signed bubble sheet or cupboard receipt is final and that there will be no exchanges, returns, or adjustments.
 - ▶ Providing receipts to caregivers for all cookies that are distributed.
- **All money received.**
 - ▶ Providing receipts to caregivers when they turn in money and depositing all money in the troop account promptly.
 - ▶ Taking personal financial responsibility for any funds lost or stolen while in your custody.
- **All girl rewards earned by the troop.**
 - ▶ Picking up girl rewards from SUCPC promptly.
 - ▶ Distributing all girl rewards to Girl Scouts without outstanding debt once earned and upon receipt.

Additional Training & Support

- Read the Friday Cookie Update emails for reminders, timely tips, and links to important information.
- Rewatch any part of the troop cookie program coordinator training whenever necessary on gsLearn or here bit.ly/2023trainingvideos.
- Reach out to your service unit cookie program coordinator (SUCPC) for support.
- Contact your service unit cookie booth coordinator (SUCBC) for information about cookie booth locations and tips for cookie booths.
- Visit gsoh.org/cookieresources for resources such as tip sheets, social media tools, contest information, and much more.
- Check out our YouTube channel for tutorials that teach you what you need to know in just a few minutes at bit.ly/GSOHPP_YouTube.
- Can't find the answer you're looking for? Contact Customer Care at customercare@gsoh.org.

Webinars



Whether it's your first time participating, or you just need a refresher, you'll discover something in these live webinars to help your Girl Scouts run successful businesses, learn the five skills, earn rewards, and fund future adventures. All webinars are 8-9pm unless otherwise indicated. Visit gsoh.org/cookieresources to register!



Coordinating with Girl Scout Families

Troop Cookie Family Meetings

Family meetings in early to mid-December are a perfect opportunity for Girl Scouts to practice goal setting while the troop's volunteers and caregivers discuss how to support the troop.

Planning the Meeting

- Work with the other troop volunteers to choose a meeting time and format.
- Review cookie season materials, so you're ready to answer questions.
- Decide key deadlines for your troop based on council deadlines.
- Involve the Girl Scouts in planning.
 - ▶ Get input from younger Girl Scouts and let them present their ideas during the family meeting.
 - ▶ Help older Girl Scouts plan who will do what and to set troop proceed goals.



Family Meeting Guides with step-by-step instructions for each program level can be found online at girlscoutcookies.org/troopleaders.



Caregiver Role

Caregivers are key to every Girl Scout's success. There's no stopping a girl when she has support, assistance, and encouragement from her family! Throughout the program, caregivers will:

- **Help** their Girl Scouts set up their Digital Cookie sites.
- **Know** the rules and safety guidelines.
- **Model** business ethics, decision making, people skills, and safety.
- **Support** their girl's plan to connect with people in her network.
- **Have fun** together and engage the whole family in supporting their Girl Scouts!

Each caregiver is financially responsible for:

- **All cookies ordered and received by their Girl Scout.**
 - ▶ Caregivers will notify TCPCs when they need additional cookies.
 - ▶ Caregivers will sign receipts each time they receive cookies from the troop.
- **Approving or Declining Digital Cookie Orders and delivering orders promptly.**
- **Following the GSOH check policy.**
 - ▶ **DO NOT** accept checks at cookie booths.
 - ▶ Girl Scouts can only accept checks for in person sales from customers they know and trust.
- **All money collected from customers.**
 - ▶ Caregivers turn in all payments to the TCPC by the given deadlines and **receive a receipt**.
 - ▶ Any lost or stolen money is the responsibility of the caregiver who signed the Girl Scout's permission slip.

Sample Family Meeting Agenda

- Discuss the benefits of the Girl Scout Cookie Program and caregiver roles and expectations.
- Review resources and paperwork. For each participating Girl Scout, provide a Family Envelope containing
 - ▶ Family Guide
 - ▶ Girl Scout Order Card
 - ▶ Money envelope
- Discuss ways to participate and promote safety during each phase.
- Review deadlines and outline how families can help the troop during the program.
- Have adults sign up to support cookie booths and other troop activities from the start of the cookie program through the end of the school year.
- Provide your contact information and share how and when to contact you with questions and orders.
- **NEW** Instruct caregivers to complete the online Girl Scout Permission Slip.

Additional Learning Opportunities

Girl Scouts think like entrepreneurs while practicing goal setting, decision making, money management, people skills, and business ethics as they run their own cookie businesses. Talk to your troop's leadership team and families about enhancing their Girl Scouts' experiences with these activities.



5-Skills-A-Thon

\$8 per Girl Scout
Sat., Jan. 13, in Franklin County.
Register on gsEvents by Fri., Jan. 5.

Daisies and Brownies will polish their People Skills, Money Management savvy, and Goal Setting prowess while earning special experience patches! All Girl Scouts will earn an experience bar patch for each of the 5 Skills they'll practice.

Cookie Rally Kits

\$5 per kit, each kit serves one Girl Scout.
Available while supplies last in GSOH shops for Girl Scouts of all ages starting Dec. 4.

Each kit has supplies for one Girl Scout: a cookie rally patch, materials, and instructions for six activities.



Entrepreneurship Badges & Pins

Available in GSOH shops. Girl Scouts can earn badges and pins each year they run their Girl Scout Cookie businesses and explore their own business ideas.

	Cookie Business		Financial Literacy		Cookie Entrepreneur Family	Entrepreneur		
Daisy	 My First Cookie Business	 Cookie Goal Setter	 Money Explorer	 My Money Choices	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Toy Business Designer		
Brownie	 My Cookie Customers	 Cookie Decision Maker	 Budget Builder	 My Own Budget	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Budding Entrepreneur		
Junior	 My Cookie Team	 Cookie Collaborator	 Budget Maker	 My Money Plan	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Business Jumpstart		
Cadette	 My Cookie Venture	 Cookie Market Researcher	 Cookie Innovator	 Budget Manager	 My Money Habits	 My Dream Budget	 Year 1, 2, and 3 Cookie Entrepreneur Family Pins	 Business Creator
Senior	 My Cookie Network	 Cookie Boss	 Savvy Saver	 My Financial Power	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Business Startup		
Ambassador	 My Cookie Business Resume	 Cookie Influencer	 Financial Planner	 My Financial Independence	 Year 1 and 2 Cookie Entrepreneur Family Pins	 Entrepreneur Accelerator		

Promoting Your Program

Girl Contests

Booth Decorating Contest

Nothing will generate more excitement and attract more customers than a decorated and organized cookie booth! The theme this year is “Own Your Magic”! Show us what magic means to you!

Submit photos and photo releases for all Girl Scouts pictured by Fri., March 22, for a chance to win one of five \$50 reward cards and the \$250 reward card grand prize!

Enter Contest Here: bit.ly/booth-decorating-contest

Cookie Pitch Challenge

Girl Scouts will stretch their techie skills, creativity, and people skills by creating videos for their Digital Cookie site. Girl Scouts will be entered in a weekly drawing for a \$25 program card. All troop entries will be included in a monthly drawing for the troop to receive a \$75 reward card on the last Friday of each month.

Enter Contest Here: bit.ly/cookie-pitch-challenge

Great Job, Girl Scout

Our cookie detectives will be roaming the council looking for exceptional cookie booths so they can reward Girl Scouts on the spot with a special patch!

5 for 5

Encourage customers to help your troop meet its goals for a chance for them to win five cases of cookies for every five packages they buy! Each customer will receive a ticket with a unique code they'll use to enter the contest. We'll draw five randomly selected winners on **March 4** and **March 18**. Troops will receive 5 for 5 tickets at cookie delivery to give to qualifying customers and can pick up more at cookie cupboards.

NEW Don't forget to have your Girl Scouts write their first name, last initial, and troop number on their 5 for 5 tickets! Five Girl Scouts whose customers are drawn as winners will receive credit for an additional **12 packages** in eBudde.

Tips:

- Offer suggestions by grouping together five packages of related items, such as a “Peanut Butter Lover’s 5-Pack” with Do-si-dos and Tagalongs.
- Generate excitement by displaying five cases of cookies near the 5 for 5 promotional flyer in the Cookie Promotional Kit.



Cookie Promotional Kit

Get ready and start promoting Girl Scout Cookies this year! Troop volunteers, girls, and families can find great resources in the Cookie Promotional Kit:

- Social media graphics
- Operation Salute resources
- Door hangers, recipe cards, and more

You can find these and more at gsoh.org/cookie-resources.



Patches & Charms



A.



D.



B.



E.



C.



F.

Patches

These are fun patches that Girl Scouts display on the back of their sashes or vests to show their cookie business successes!

A. Cookie Crossover

Girl Scouts who created a Me2 avatar and sent 18 e-mails in the 2023 Fall Product Program plus reach 275+ packages in the 2024 Cookie Program earn this patch. Patches will be mailed directly to Girl Scouts in Spring 2024.

B. Bar patches

Girl Scouts earn Bar Patches at the highest level they achieve beginning at 200+ packages.

C. Operation Salute

Make a difference by donating 10+ Operation Salute packages to active and veteran members of the military and their families.

D. Shoe That Grows

Participate in The Shoe That Grows philanthropic reward option.

E. Stellar Seller

Reach 1,200+ packages of cookies! Patches will be distributed to Girl Scouts at the Stellar Seller celebration.

F. Double Stellar Seller

Reach Stellar Seller level during both the 2023 Fall Nuts and Candy Product Program AND the 2024 Cookie Program!

Charms

Girl Scouts will receive the Go Bright Ahead charm patch when they achieve 30+ packages and use it to display charms they'll earn!

A. 2024 Charm

Troop Choice Instant Reward. See the Instant Reward tracker for details.

B. Techie Charm

25 emails sent through Digital Cookie.

C. Axolotl Samoas Charm

Achieve five Digital Cookie orders during National Girl Scout Cookie Weekend Feb. 16-18.

D. Stand Charm

Reach 50+ packages in the Booth phase.

E. Cookie Hearts Charm

Reach 100+ packages during the 100 Club Promotion. More details to come!



A.



B.



C.



D.



E.

Rewards

Instant Rewards

As girls reach each instant reward level, the TCPC will give them the reward items, no waiting necessary!



25+ Packages
Charm Patch



75+ Packages
Axolotl Bandana



125+ Packages
Samoas Scrunchie Set



400+ Packages
Crossbody bag & fashion patches OR
\$10 Reward Card OR
The Shoe That Grows – 1 shoe



500+ Packages
Weekender tote & axolotl pillow OR
Girl Scout Uniform OR
The Shoe That Grows – 1 pair



650+ Packages
Puffy camp blanket & axolotl eye mask OR
\$20 Reward Card OR
The Shoe That Grows – 1 pair

Reward Options

Beginning at the 245+ level, Girl Scouts can choose to receive a physical reward item, donate to The Shoe That Grows, or receive a GSOH reward card.

- Help us reach our council goal of donating 250 pairs of shoes that expand five sizes for children to wear for school, chores, or play in the harsh conditions in refugee camps.
- Reward Cards can be used towards GSOH programs, shops, camp, site usage, Girl Scout Destinations, or GSOH approved travel. Girl Scouts receive one card with the total amount they earned after the cookie program ends.

Reward Opt-Out

Junior through Ambassador troops may opt-out of girl rewards to receive an additional \$0.05 per package if all participating Girl Scouts indicate on their permission slips that they agree to Opt Out. Girls will still receive:

- All program and theme patches earned.
- Initial order girl rewards and troop rewards, if earned.



Rewards

Final Rewards

Girl Scouts earn these rewards based on their total packages achieved by the end of the cookie program.



200+ Packages
Axolotl Socks OR
\$5 Reward Card



245+ Packages
Axolotl Plush OR
\$5 Reward Card OR
The Shoe That Grows –
1/2 shoe



300+ Packages
Color Changing Water Bottle OR
\$5 Reward Card OR
The Shoe That Grows – 1 shoe



900+ Packages
Hammock Tent & LED Lights OR
Skullcandy Bluetooth
Headphones OR
\$20 Reward Card OR
The Shoe That Grows – 1 pair



1,200+ Packages
Stellar Seller Celebration at
Magic Mountain in 2024



1,600+ Packages
Choice of American Girl
Historical Character Doll or
2024 Doll of the Year OR
Custom Converse OR
\$120 Cookie Reward Card OR
The Shoe That Grows –
4 pairs



2,024+ Packages
One session of 2024 or 2025 GSOH
resident camp OR
Cheetah Experience at the
Columbus Zoo & Aquarium OR
The Shoe That Grows – 20 pairs

Due to availability, a comparable item may be substituted for any reward item.

Rewards

Stellar Seller and Double Stellar Seller

Girl Scouts who reach the 1,200+ package level get to attend the exclusive Stellar Seller Celebration at Magic Mountain in Columbus with a caregiver on **Sat., May 11**.

In addition, Girl Scouts who achieve the \$1,200 level during the 2023 Fall Product Program AND reach 1,200+ packages during the 2024 cookie program will also get an exclusive Double Stellar Seller custom DIY experience for them and a caregiver on **Sat., June 8**.

Caregivers of Girl Scouts earning these events will be contacted directly, and patches will be distributed to girls at each event.



2023 Stellar Seller Event



2023 Double Stellar Seller Event

Initial Order Rewards

TCPCs receive the following items at cookie delivery in February and distribute them to Girl Scouts along with the cookies.



180+ Packages
Mini Plush Axolotl



225+ Packages
Collapsible Silicone
Travel Cup



170+ Packages Troop PGA
Matching GSOH Beanies for
each participating Girl Scout

Digital Cookie Rewards

Digital Cookie rewards will be included with the final rewards that arrive in May.



25+ Emails through Digital Cookie
Techie Charm



175+ Packages sold through Digital Cookie
Axolotl Zipper Pouch

Troop Rewards

Troop Rewards

220+ PGA – Girl Scout T-Shirts

Troops that achieve a final average of 220+ packages per girl will receive a t-shirt for each participating Girl Scout, one for the TCPC, and a second troop volunteer.

Order information for other troop volunteers interested in purchasing t-shirts will be sent out in March.

If a T-shirt size is not indicated in eBudde, Daisies and Brownies will receive a youth large. All other levels will receive an adult large.

250+ PGA – Troop Outing

Troops that achieve a final average of 250+ packages per girl will receive tickets to a troop outing for each participating girl, plus volunteer tickets based on safety ratios by Girl Scout level.

***NEW* Troops can choose their own dates to go on one outing to:**

- Franklin Park Conservatory
- Columbus Zoo and Aquarium
- Ohio State Fair (July 24-Aug.4)

300+ PGA – Axolotl Wallet Pouch

Troops that achieve 300+ PGA at the end of the cookie program will earn an Axolotl Wallet Pouch for each participating Girl Scout, one for the TCPC, and a second troop volunteer.



Troop PGA

A troop's Per Girl Average (PGA) is the total number of packages sold by the troop divided by the number of Girl Scouts participating in the cookie program.

- All Girl Scouts with one or more packages allocated to them in eBudde are counted in the troop's PGA.
- Girl Scouts with no cookies allocated to them in eBudde are not counted.

When setting goals, PGA can be considered on its own or factored in with rewards girls want to earn. For example:

- Troop A realizes they each need 10 more packages to individually earn the 240+ level to earn axolotl plushes! Each Girl Scout agrees to do a walkabout in their neighborhood and send some more emails through Digital Cookie.

- Troop B needs to average 50 more packages per Girl Scout to reach the 250+ level so they can go on a troop outing to the Franklin Park Conservatory, so the troop plans to do five more cookie booths and reach out to their initial order customers to see if they want to place another order.
- Troop C wants to achieve a 300+ PGA, so they earn matching axolotl wallets to use on their summer adventures. The troop works together to make a plan for each Girl Scout to sell 75 more packages, and the troop checks in regularly to support each other.

Calculate Your Troop PGA!

$$\frac{\text{TOTAL PACKAGES SOLD}}{\text{NUMBER OF GIRLS SELLING}} = \text{TROOP PGA}$$

Digital Cookie

What is Digital Cookie?

Digital Cookie is the online portion of the Girl Scout Cookie Program: helping prepare Girl Scouts to be leaders in a fast-paced e-commerce world. Girl Scouts can customize how they earn and learn, using technology in a whole new way and earning badges while doing it!

All Digital Cookie orders count toward Instant, Initial Order, Operation Salute, final girl rewards, and special Digital Cookie rewards.

Using Digital Cookie, Girl Scouts can:

- Promote their cookie business and inspire more support from customers!
- **NEW** Enter their Initial Order paper order card totals.
- Use the app to accept credit card payments when delivering orders from their paper order cards, at cookie booths, or while taking in person orders.
- Offer customers the option of having their cookies shipped directly to them, delivered by the Girl Scout, or donated through Operation Salute.

As a TCPC, you will:

- Provide Girl Scouts and their families with the information they need to set up their Digital Cookie sites.
- Track girl delivered orders, ensuring they're correctly logged in eBudde and that Girl Scouts have the cookies they need to fill orders.
- Regularly remind troop members to approve and deliver orders promptly.
- Help Girl Scouts think creatively about how to use Digital Cookie's features to meet their goals.

Digital Cookie Access

Before Wed., Jan. 3, make sure your My GS preferences allow you and your troop to receive Girl Scout emails.

1. Login in at mygs.girlscouts.org.
2. Click "**My Troops**," then the troop number.
3. Scroll to "**Member Details**" section and click "**Edit Details**."
4. Scroll to the bottom, select Email "**Opt-In**," and click "**Save**."
5. Repeat for each Girl Scout.

Volunteers and caregivers will receive registration emails from "Girl Scout Cookies" (email@email.girlscouts.org) with subject "Register for the Digital Cookie Platform Today" on the following dates.

- **Volunteers** – **Fri., Dec. 15**
- **Caregivers** – **Wed., Jan. 3**



If you don't receive a Digital Cookie registration email, search your Spam folders, then visit https://gsoh.formstack.com/forms/digital_cookie if you still need assistance.

Introduction to eBudde and Digital Cookie Webinars

We'll walk you through eBudde and Digital Cookie to help you prepare for the start of the cookie program. This is ideal for first-time troop cookie program coordinators and is a great refresher for returning volunteers.



Thurs., Dec. 14 or Thurs., Jan. 4, 8:00-9:00 p.m.

- <https://bit.ly/24cookies-Dec14>
- <https://bit.ly/24cookies-Jan4>

My Digital Cookie Information

Go to digitalcookie.girlscouts.org

Username: _____

Password: _____

Need help? Contact us at customer-care@gsoh.org

TCPC Dashboard

Your dashboard shows a summary of your troop's Digital Cookie activity.

- If a Girl Scout's name doesn't appear on your dashboard, the parent has not yet registered her, and you may want to reach out to see if they are having difficulties.
- If the Girl Scout's site isn't live yet, you can check with the family to see if they need help.
- If they haven't sent emails, you can help them brainstorm who they could send emails to.
- If there are in person delivery orders awaiting parental approval, you can reach out to remind them to approve or decline their orders.



Digital Cookie

Ways to Participate

NEW Paper Order Card Entry

Fri., Jan 5–Sun., Jan. 21

Girl Scouts can now use Digital Cookie to enter the totals from their paper order cards instead of giving their order cards to their TCPCs to enter. TCPCs will review and submit the troop's orders and pick up cookies in mid-February.

1. Caregivers will use the My Cookies tab in Digital Cookie to enter the total number of packages of each variety of cookies that their Girl Scout needs to fulfill her paper order card orders.
2. TCPCs will follow the instructions on page 25 of this Troop Cookie Guide to review and submit the order.
3. Those cookies, along with any cookies ordered online for girl delivery by customers prior to the initial order date will be ordered by your troop for each Girl Scout.

Girl Delivered

Fri., Jan. 5–Fri., Mar. 1

Customers can prepay for cookies for the Girl Scout to deliver after cookies arrive in mid-February:

1. Customer selects girl delivery, enters payment information, and selects what they want to do if the caregiver declines the order or does not approve it within five days.
2. Caregiver approves or declines the order, based on:
 - Customer location and if they know and are comfortable delivering to the customer
 - Girl Scout and troop cookie inventory
 - Troop deadlines for additional orders
3. Customer's payment is processed.
4. Girl Delivered order is fulfilled.

Orders placed BEFORE the troop submits their initial order:

- Girl Scout receives the cookies with the rest of her initial order in mid-February.
- Caregiver contacts customer to arrange delivery by March 1.

Orders placed AFTER the troop submits their initial order:

- Caregiver notifies TCPC of girl delivered order.
- TCPC checks the troop inventory, places a cupboard order if necessary, and arranges pick up with the caregiver.
- TCPC records the order on the Girl Orders tab in eBudde.
- Caregiver contacts the customer to arrange delivery within one week of the order being approved.

Credit Card Processing

Begins Fri., Feb. 9

Girl Scouts can take credit card payments while delivering paper order card orders or taking additional in person sales using the Digital Cookie app (if they have registered for Digital Cookie and set up their accounts).

Shipped and Operation Salute Orders

Customers can pay for cookies shipped directly to them or donated through Operation Salute at any time during the program. These orders and payments automatically sync to eBudde.

Troop Link

Troops can set up their own Digital Cookie storefronts, which allows them to take orders as a troop and then distribute packages and payments to individual Girl Scouts. This generates two Digital Cookie links – one for shipped and donated orders only and one that allows all ordering options. Setting up the troop link also allows the troop to easily take and record credit card payments at cookie booths. **Find instructions for setting up the troop link and distributing orders on Page 26 of this guide.**

Caregiver Order Approval

Caregivers should check for new orders awaiting approval daily by:

1. Clicking on the **View Orders Awaiting Approval** button in their email notification or clicking on the **Cookie Orders** tab at the top of the dashboard. All orders awaiting approval will be listed.
2. Checking the boxes in front of the orders they want to approve or decline and then click either **Approve Order** or **Decline Order**.

Caregivers then receive an email with order details.

Social Media Safety and Guidance



Online activities should always be led by a Girl Scout while being supervised by a trusted adult. Digital Cookie links should never be posted to resale sites such as Facebook Marketplace, selling groups or eBay.

Check out the Cookie Promotional Kit at gsoh.org/cookie-resources for more tips, guidance, and resources. You can also find Digital Cookie tip sheets including step-by-step instructions and screenshots there.

Initial Order Phase

Fri., Jan. 6–Sun., Jan. 22

Girls participate online and in person.

In Person

Girl Scouts use order cards to take pre-orders for cookies that they deliver to customers in February by:

- Reaching out to family, friends, neighbors, and previous customers.
- Going door-to-door and taking their order cards to other activities.
- Asking a caregiver to take order cards to their workplaces, if allowed.

Online

Girl Scouts personalize their Digital Cookie sites with pictures, videos, and stories to share with family and friends.

- Customers can select to have cookies shipped to them, to donate cookies to Operation Salute, or for the girl to deliver their cookies in February.
- Digital Cookie orders are automatically synced with eBudde during this phase.

NEW

Girl Scouts can now use Digital Cookie to enter the totals from their paper order cards instead of giving their order cards to their TCPCs to enter. TCPCs will then review and submit the troop's orders.

At the end of the Initial Order phase, TCPCs:

- Review and approve totals submitted through Digital Cookie or collect Girl Scouts' order cards and enter totals in eBudde.
- Review and submit any Initial Order rewards earned.
- Select a Delivery location to receive:
 - ▶ Order card and Girl Delivered packages.
 - ▶ Initial Order girl and troop rewards, if earned.

A note on the Goal Getter Phase:

While there is no longer a separate set of deadlines and rewards for what we called the Goal Getter Phase – the time between when troops submit their Initial Order and when cookies arrive locally in February – Girl Scouts and troops can keep up their momentum and keep working toward their final reward and PGA goals by:

- Contacting customers they missed during the Initial Order Phase.
- Sharing their Digital Cookie links online with videos updating customers on their progress toward their goals.
- Using tools from the Cookie Promotional Kit.



Skills Learned



Goal setting

Setting personal and troop goals, deciding what levels they want to reach and how to get there.



Decision making

Deciding where and when to sell cookies, how to promote their program, and what to do with their earnings.



People skills

Contacting family and friends to share their goals and take orders.

Cookie Delivery

Thurs., Feb. 8- Wed., Feb. 14

Volunteers pick up Initial Order Phase cookies and rewards at the Cookie Delivery they selected in eBudde when submitting their troops' Initial Orders.

- **NEW Large Order pick up:** Thurs., Feb. 8. Troops with the largest orders will schedule a time slot to pick up their cookie. *Details coming soon!*
- **Mega Deliveries:** Thurs., Feb. 8-Sat., Feb. 10. Available in Southeast Columbus and West Columbus.
- **Regional:** Mon., Feb. 12-Wed., Feb. 14. Available in Zanesville, Chillicothe, Mansfield, Wooster, Lucasville, Marion, Hillsboro, Newark and Lancaster.

What to Bring

- A photo ID.
- Sign displayed on your dashboard with your troop number written large and bold.
- No more than three vehicles with enough combined space to fit your entire cookie order. Additional vehicles will be asked to wait offsite in case they are needed.

How It Works

Plan to get out of your vehicle – dress for the weather and wear appropriate shoes.

1. Arrive at your scheduled time, remain in your vehicle, and show your ID when greeted.
2. Receive your bubble sheet indicating the number of cases of each variety of cookies you will receive.
3. Receive and count your Initial Order Girl Rewards.
4. Count each case of cookies as it is placed into your vehicle and ask for a recount if you are unsure.
5. Sign the bubble sheet indicating that you received the correct number of girl rewards and cookies and return it to a volunteer at check out.

Distributing Cookies to Girl Scout Families

Distribute cookies to Girl Scouts within five days to encourage prompt delivery to customers.

- Share pre-schedule pick uptimes in advance.
- Fill out a receipt with the date and name each time a caregiver picks up cookies from the troop and delivers money to the troop to create a record of who is financially responsible.
 - ▶ Caregiver receives the yellow copy, and TCPC keeps the white copy.
 - ▶ Without receipts, TCPCs are responsible for the troop's entire balance due to council at the end of the program.

Vehicle Suggestions

Estimate how many cases of cookies will fit in your empty vehicle using all space except the driver's seat. Avoid carrying cookie cases and children in the passenger area of a vehicle simultaneously.



Cargo Van (seats in)
200 cases



Mini Van (seats out)
150 cases
Mini Van (seats in)
75 cases



Pick-Up Truck (full bed)
100 cases



Station Wagon
75 cases



Sport Utility Vehicle
60 cases



Mid-size sedan
35 cases



Hatchback Car
30 cases



Compact Car
23 cases



COUNT COOKIES!

No shortages will be replaced after the signed bubble sheet is turned in.

Delivering Cookies to Customers

Girl Scouts should deliver Initial Order cookies by **Fri., March 1** and turn in all money collected to the TCPC frequently.



Customer receipts, thank you cards, and other marketing materials that can be used when delivering cookies are available in the Cookie Promotional Kit at gsoh.org/cookiepromo.

Cookie Cupboards

Thurs., Feb. 8–Sun., Mar. 17

Cookie cupboards are locations where troops can pick up cookies for orders and booth inventory. You will receive a flyer listing cupboard locations and schedules during Cookie Delivery and through email in February.

- **Delivery Cupboards:** Opportunity to pick up a second order at the largest delivery locations – both Mega locations, Chillicothe, Zanesville, and Mansfield. Pending orders must be placed in eBudde by Mon., Feb. 5 at 9:00 a.m.
- **Franklin County cupboards:** East, West, and Lewis Center locations are open **Tues., Feb. 13 through last weekend of the program.**
- **Regional cupboards:** Locations throughout council with varying schedules beginning Fri., Feb. 16.

Pending Orders

All cookie cupboards require a pending order in eBudde indicating how many packages of each variety are needed. Pending orders submitted less than 24 hours in advance risk adjustments on the spot. All orders remain “pending” until they are signed for at a cookie cupboard.

Council staff and cupboard managers make every effort to ensure that all pending orders can be fulfilled in full. However, orders may be adjusted at the time of pick up based on current inventory. Join the GSOH Cupboard Updates Facebook group for real-time updates on cupboard conditions and inventory.

Pending orders at all cupboards must be placed in full cases through Mon., Feb. 19.

- Orders for less than a full case will be rounded up to a full case of 12 packages of cookies.
- Example: an order for eight packages of Thin Mints will be rounded up to 12 packages.

Customer Satisfaction

Council does not accept returns on cookies unless the package is crushed, sealed but empty, unsealed, or otherwise damaged. Damaged packages can be exchanged at a cookie cupboard for a non-damaged package of the same variety.

Picking Up

Only authorized adults who have signed a VRF may pick up cookies from a cupboard.

- We recommend all troop volunteers complete the Product Pick up Authorization Only form in advance in case they need to pick up cookies on the troop’s behalf.
- Volunteers must present a driver’s license or state-issued ID at every cupboard pickup.

Cupboards are at warehouses, council offices, volunteer’s homes, and businesses. Each location is unique, but all follow the same basic process:

1. Check in with the cupboard manager and show your VRF and ID.
2. Count the cookies to ensure they match the cases and packages of each variety listed on your receipt.
3. Load the cookies into your vehicle.
4. Sign the receipt. The cupboard and the pick up volunteer each keep a copy.
5. Cupboard managers will “unpend” transactions after they are picked up and signed.

Cookies should be distributed to girls or used at cookie booths or walkabouts as soon as possible. Troops must keep all copies of cupboard receipts with their cookie paperwork.



Booth Phase

Fri., Feb. 9–Sun., Mar. 17

The Booth Phase provides Girl Scouts the opportunity to work individually or as a troop to increase their sales, learn the five skills, and continue their cookie program while bringing sweet cookie treats to the public.

Types of Cookie Booths

Cookie booths are an eagerly anticipated aspect of the Girl Scout Cookie Program as Girl Scouts and troops set up eye-catching tables at approved public locations.

1. Council Hot Spots

These locations are managed at the council or national level, and volunteers may not contact them to set up booths. Signups in eBudde begin **Saturday, January 20, at 8:00 a.m.**

- Colony Square Mall
- Easton Town Center
- Indian Mound Mall
- Polaris Fashion Place
- Richland Mall
- River Valley Mall
- The Mall at Tuttle Crossing
- Sam's Club
- Walmart
- JOANN
- Lowe's

2. Service Unit Gems

Service Unit Gems are popular locations within each service unit, such as chain stores and local businesses not set up at the council level. Service unit cookie booth coordinators secure these booths and hold signups for troops within the service unit before making them available to all troops in eBudde. Your SUCBC will share the process for your service unit.

Did You Know?

When a troop signs up for a booth or adds a troop treasure in eBudde, it's added to the Cookie Locator so that customers can find it when they search for booths in their area!

Find instructions for signing up or releasing a booth in eBudde on page 26.

3. Troop Treasures

Troops are encouraged to secure their own cookie booth locations, which is a great opportunity for Girl Scouts to practice their communication skills by reaching out to local businesses, community locations and events, or locations they have a personal relationship with, such as places of worship. TCPCs must ask their SUCBC if a location has already been contacted before arranging a booth there. Troop booths must be submitted in eBudde at least five days in advance for SUCBC to approve or deny based on the following:

- Proximity to other booth locations.
- Whether the location is reserved as a Council Hot Spot or SU Gem.
- If it is an establishment that minors can enter.

4. Walkabouts

Walkabouts, also known as mobile booths, allow girls to practice people skills and map-reading.

1. Chart a course through a neighborhood.
 - Bonus! Girls can leave door hangers in the neighborhood in advance to take preorders and let people know when they are coming.
2. Decorate a wagon or vehicle, so cookie customers see them coming.
3. Only do walkabouts when there's daylight, stay on sidewalks, and obey all traffic rules.
4. Use the Digital Cookie app to take credit card payments.
5. Leave behind door hangers with the girl or troop's QR code if no one answers the door.



Booth Phase

Preparing for Cookie Booths

Determine how many packages of cookies you'll need and plan cupboard pickups accordingly. Take the dates, times, and locations of your booths into consideration and talk to your SUCBC and other volunteers in your service unit when planning what to bring.

	Packages per 2-Hour Booth <i>Based on 2022 Booth Recorder averages</i>
Thin Mints	24
Samoas	18
Tagalogs	16
Do-si-Dos	11
Adventurefuls	10
Trefoils	7
S'mores	6
Lemon-Ups	5
Toffeetastic	3
Total	100

Make a checklist of everything you need to bring.

- A table and cash box.
- Cash for change.
- Pens, clipboards, and booth tracking forms.
- Tablecloth or other decorations.
- Signs for marketing your cookies.
- 5 for 5 and credit card signage.
- Trash bags.
- Phone charger.

Check eBudde a few hours in advance to confirm your booth assignment and check for any specific rules for that location, including door locations.

Release booths in eBudde if the troop is unable to attend – this makes the booth available to other troops and removes it from the Cookie Locator until another troop signs up.

Booth Rules

To prepare, have your troop discuss what it means to model the Girl Scout Law and be a sister to every Girl Scout. Girl Scouts should:

1. Arrive on time with all their supplies and decorations.
2. Wear Girl Scout uniforms or other clothing that identifies them as Girl Scouts.
3. Participate in setting up/cleaning up, engaging customers, filling orders, and taking payments.
4. Be present at a booth at all times and plan for shorter or overlapping shifts if breaks are needed.
5. Avoid chewing gum or eating while at a booth.
6. Keep booths pet-free and smoke-free.
7. Be courteous of booth hosts, neighboring businesses, and other troops.
8. Take all trash and supplies with them when they leave.



Bright Ideas for Booths

Hold a “lemonade stand” booth in your driveway or neighborhood.

Practice telling customers about your troop’s plans and goals.

Post videos updating customers on your progress

Follow GSOH Product Program on Facebook for more bright ideas!

Closing Your Program

Mark Your Calendar!

Troops may choose to set their own deadlines to fit schedules or to achieve their goals within the following final deadlines:

- **Sun., March 17:** 2024 Girl Scout Cookie Program ends.
- **Mon., March 18:** All money is due to the TCPC.
- **Wed., March 20:** All Outstanding Debt Reports are due to the council.

Managing Remaining Cookie Inventory

Evaluate your troop's remaining inventory to plan how to use it and if any additional cookies are needed for outstanding orders:

- Check cupboard closing dates and schedules and plan pickups accordingly.
- Talk as a troop about how to sell the remaining inventory.
- Use the Cookie Exchange to post unneeded cookies and then do a troop to troop transfer.

If a troop ends the cookie program with unsold inventory, they can use troop funds to pay for packages equaling up to 1% of their total troop sales (in packages).

- These packages can be donated to a charity of their choice, given out as thank you gifts or used as troop meeting snacks.
- **Any unsold cookies remaining above 1% after March 17 are the personal financial responsibility of TCPC.**
- Troop funds may not be used to pay for excess cookies over 1% of the troop's total sales.

Collecting Payments from Girl Scouts

Set clear deadlines and send reminders for girls' caregivers to submit final orders and payments. All girl payments should be received by **Mon., March 18:**

- Both the TCPC and caregiver should each sign and keep a copy of the receipt every time a payment is made.
- Log payments in eBudde and use the remaining balance owed to determine what a Girl Scout still needs to pay.
- Keep all receipts organized by Girl Scouts.

Reporting Girl Debt

Do not use troop funds to pay a girl's debt if she has a balance due to the troop at the end of the cookie program.

- Submit an Outstanding Debt Report for each Girl Scout who has an unpaid balance.
<https://bit.ly/24Cookies-ODR> by **Wed., March 23.**
- Debt reported after **Wed., March 23**, will not be accepted and will become the responsibility of the troop to collect.
- Council will attempt to collect this debt before it is referred to collections. Referral to collections could impact credit rating and/or result in legal action.

Returned Checks

Make frequent deposits to avoid checks being returned because they were not deposited promptly.

- If a customer's check is returned, attempt to collect the amount owed before reporting to council.
- The GSOH Finance Department will forward all returned checks to collections, which may result in a state-approved fee and impact the customer's credit rating.

Otherwise, call the GSOH Finance Department at 800-621-7042 immediately upon notification from the bank or by **Fri., March 29**, with the following information:

- Troop bank account number
- Check number and amount
- Girl information
- Customer's driver's license number

Preparing for ACH Withdrawals

Banks usually have a processing time before money becomes available for withdrawal. Plan accordingly to ensure money is available in your account before each ACH date:

- **Mon., March 4:** \$1 per package from Initial Order minus any payments the council receives through the Initial Order Phase. If the ACH amount would be less than \$50, your troop won't have money withdrawn.
- **Mon., March 18:** \$2 per package from Initial Order minus all payments received by March 11 (including the March 4 ACH, if applicable). If the calculated ACH amount is less than \$50, your troop won't have money withdrawn.
- **Wed., April 3:** Amount you owe council, as shown on Troop Sales Report in eBudde.



Digital Cookie Manual

Tip Sheets

For more detailed instructions on tracking and reconciling Digital Cookie orders in eBudde, check out our tip sheets at gsok.org/cookieresources.

Troop Link Set Up

Begins Sat., Jan. 20

In preparation for the Booth Phase beginning Fri., Feb. 9, TCPCs should set up their Troop Links in Digital Cookie. This will help the troop accept and record credit card payments at cookie booths and give them a generic link they can share with customers to support the troop as a whole.

Troop Link cannot be set up before Sat., Jan. 20.

IMPORTANT NOTE: As a troop cookie program coordinator, you will set up and manage the Troop Link from the Parent role in Digital Cookie. Digital Cookie was originally intended solely for individual Girl Scouts and their caregivers, so for troops to have their own storefronts, the system creates new profiles under each troop that the TCPC can manage as if it was a Girl Scout in the troop and they were the caregiver.

- If you are also a caregiver of a Girl Scout participating in the Cookie Program, you will see both the Troop Link and your Girl Scout listed when you are in the Parent Role and selecting a Girl Scout to manage.
- Be careful not to set up your Girl Scout's account under the Troop Link. This is fixable, but can make tracking orders more challenging.
- Contact customer care@gsok.org if you accidentally set up your Girl Scout's account under the Troop Link or do not see the Troop Link and your Girl Scout(s) listed in the Parent Role.

Getting started:

1. Log in as a Volunteer. You may need to use the dropdown menu at the top right of the page to the left of the pink arrow to switch roles.
2. Under **Troop Cookie Site**, click start.
3. Enter a zip code when prompted and select which volunteer will be managing the troop link.
4. Using the Select Role dropdown to the right of the pink arrow at the top of the page, select the Parent role, and then select the Troop from the list of Girl Scouts in your household.
5. Follow the prompts to complete the registration process. This will look very similar to setting up an individual Girl Scout's account.
6. Do not edit the Preferred First name. This needs to be your troop number for the URL to work correctly.

This link will function the same as any Girl Scout's link. You can copy and share the URL or QR code and can turn Girl Delivery on or off as you wish.

Should you need a link that only allows shipped or donated orders, you will find this beneath the Troop Virtual Booth link on the troop's dashboard. This link will also be sent to the National Girl Scout Cookie Finder in February, which allows customers on GSUSA's cookie program website to search by zip code for troops to support through shipped and donated orders.



Digital Cookie Manual

Viewing Digital Cookie Orders in eBudde

Troop Link Orders

TCPCs who set up their Troop Link in Digital Cookie will see a “Girl Scout” listed on the Girl Orders tab in eBudde called “Troop Site.” Clicking on the “Troop Site” line will show a list of all packages and payments received through Digital Cookie that need to be distributed to Girl Scouts in your troop. This may include:

- Payments for credit card payments at cookie booths or walkabouts.
- Packages and payments for shipped or donated orders.
- Payments for girl delivered orders (if the troop approves them).

To distribute packages and payments to Girl Scouts:

- Use +DOC Payment to move payments to a specific girl that are from girl-delivered orders or in-hand transactions. Refer to page 24 for cookie booth allocating cookie booth payments.
- Use +Distribution to allocate packages and payments for shipped or donated orders from the troop site to one or more girls (this will look similar to the Booth Sale Recorder, page 24).

Shipped and Donated Orders

The Girl Orders tab shows how many packages each girl has sold. You will also see a credit for the full amount paid for those orders and you will notice the amount as a deposit in your Deposits tab as well as on the Sales Report tab.

Girl Delivered Orders

On the Girl Orders tab in eBudde, Digital Cookie girl delivered orders placed during the Initial Order phase will be included in the locked Initial Order line under each Girl Scout. Afterwards, the payment information for girl-delivered orders will display on the Girl Orders tab, but the packages associated with each order must be manually added using the +Order button.

To see the total number of girl-delivered packages ordered during different parts of the program:

1. Click on the Girl Orders tab.
2. Click on the name you wish to view orders for.
3. Click the All Orders dropdown box to select how you want to filter orders:
 - Each row will display a girl-delivered order number and number of packages.
 - The total girl-delivered packages based on your selection will display at the bottom.
4. Use the Switch to Girl dropdown to switch to another girl or click Cancel to return to the Girl Orders troop summary screen.

Note

Use this information to help determine what cookies Girl Scouts need to fill orders — make sure to check with Girl Scout caregivers to ensure they have not already reported these orders to you before placing pending cupboard orders for the cookies or arranging to receive them from another troop.



eBudde Manual

eBudde is the system used to track girls' individual sales, payments, and rewards and manage your troop's orders. Access eBudde online (desktop or mobile) at <https://ebudde.littlebrownie.com> or through the eBudde app <https://www.littlebrowniebakers.com/volunteers/ebudde-app>.

Training

The following pages contain step-by-step instructions for using eBudde. You can also view or participate in eBudde demonstrations by checking out our webinars and tutorials:

Introduction to eBudde and Digital Cookie Webinars

We'll walk you through eBudde and Digital Cookie to help you prepare for the start of the cookie program. This is ideal for first-time troop cookie program coordinators and is a great refresher for returning volunteers.

- Thurs., Dec. 14: <https://bit.ly/24cookies-Dec14>
- Thurs., Jan. 4: <https://bit.ly/24cookies-Jan4>

YouTube Tutorials

Check the GSOH Product Program YouTube channel for detailed tutorial videos on using eBudde throughout the cookie program.

- <http://bit.ly/GSOHVideos>

Troop Setup

1. Click the **Settings** tab.
2. Click **Edit Settings**.
3. Enter your **Troop Goal** (in packages).
4. Click **Update**.
5. Click the **Girls** tab.
6. Click **Edit** next to a Girl Scout's name, add a sales goal, t-shirt size (if known), add caregiver email (if missing), and click **Save**.
7. Repeat for each Girl Scout.

Contact your SUCPC if you are missing any registered Girl Scouts in your eBudde troop roster. All registered Girl Scouts will be added to eBudde weekly.

My eBudde Information

Go to ebudde.littlebrownie.com

Username: _____

Password: _____

Need help? Contact us at customer@gsgh.org



Submitting Initial Order

Initial Orders include cookies for which Girl Scouts have received committed orders during the Initial Order Phase, including all Digital Cookie girl delivered orders to date.

NEW Caregivers can enter their Girl Scout's paper order card totals on the My Cookies tab in Digital Cookie for TCPCs to review, approve, and include in the troop's initial order.

Submitting Cookie Order

1. Click the **Initial Order** tab.
2. Locate the Girl Scout's name and check whether her order is flagged as **No Order**, **Review Parent IO**, or **Saved**.
 - **No Order** – the Girl Scout's caregiver has not entered her order in Digital Cookie and the TCPC has not manually entered her order.
 - Remind the caregiver to enter her Girl Scout's paper order card totals in Digital Cookie by **Sun., Jan. 21 at 11:59 p.m.**
 - If the caregiver does not enter her Girl Scout's totals by the deadline, the TCPC will manually enter her order card totals by clicking on her name and entering the total packages by variety from her order card.
 - Enter Operation Salute cookies in the OpSal box. The troop does not receive these physical packages – they will be delivered by council.
 - Do not enter Digital Cookie girl delivered orders – they are automatically added to your order for this phase of the program.
 - Click **Save**.
 - **Review Parent IO** – the Girl Scout's caregiver has entered her paper order card totals in Digital Cookie.
 - Click on the Girl Scout's name to view her order.
 - Make any necessary changes by entering new totals in the box next to each cookie variety.
 - The **PIO=** note next to each variety will show the totals her caregiver originally entered in Digital Cookie, for your reference.
 - Click **Save**.
 - **Saved** – the Girl Scout's order has been approved or manually added and no action is needed.
3. Review or enter each Girl Scout's initial order until each participating Girl Scout shows as Saved.
4. Review extras and add additional packages.
 - Initial Orders are placed in full cases of 12 packages each. The **Extras** line will display the number of extra packages that your troop will receive as orders are rounded up to full cases.
 - *Optional* Click **Booth** or **Other** to add additional packages your troop will use for booth sales or other additional orders.

- Packages added to these lines will contribute to the troop's Initial Order PGA and will be received with all other Initial Order cookies at Delivery but do not count toward any individual Girl Scout's initial rewards

5. Click **Submit Troop IO**.

- You can save and edit as many times as needed, but you can only submit your order once. After you submit, you will not have access to change any order information.
- This order now appears on the **Girl Orders** tab under each Girl Scouts' individual totals.

Choosing Delivery Site

1. Click the **Delivery** tab.
2. Select if someone from your troop is picking up or if someone from another troop will be picking up your troop's cookie order. If another troop is picking up this troop's orders, then steps 3-6 don't apply.
3. Select if you will be picking up for more than one troop.
4. Choose delivery station.
5. Choose a pick uptime and lane (if applicable).
6. Click **Submit**.

If you do not choose a delivery location, one will be selected for you. You must pick up at the assigned location and time.

Submitting Initial Reward Order

eBudde will calculate the Initial Order girl rewards based on each girl's totals.

1. Click the **Reward** tab.
2. Click **Fill Out** next to **Initial Order Girl Reward Order**.
3. Click **Submit**.

Confirming Delivery Signup

1. Click the **Delivery** tab.
2. Click **View Confirmation**.
3. Review your cookie order and pick up details, including the estimated number of vehicles needed to transport your order.



eBudde Manual

Recording Orders and Payments

After the Initial Order phase, the Girl Orders tab is used to allocate cookie packages from the troop's inventory to each Girl Scout to give them credit for booth sales, Digital Cookie orders, and any other additional orders.

Each order added for an individual Girl Scout on the Girl Orders tab in eBudde deducts from the number of unallocated packages. This is reflected in a negative number at the bottom of the Girl Orders tab and is what eBudde thinks the troop's current inventory is. If the troop does not have enough unallocated inventory for the order being added, a cookie cupboard order or troop to troop transfer may be needed.

Cookie Booth Sales

1. Click the **Booth Sales** tab.
2. Click **Record Sale**.
3. Enter the total packages of each variety sold at the booth.
4. Enter the total number of **Operation Salute** donations made at the booth in the Operation Salute box.
5. Enter the total dollar amount of credit card payments received through Digital Cookie at the booth in the **Digital Cookie Payment** box .
 - This will deduct the payments from the Troop Link's totals and credit it to each Girl Scout who participated in the booth.
 - eBudde will assume the rest of the payments were taken as cash and credit each Girl Scout appropriately.
6. Click **Go to Distribute**.
7. Check the box next to the name of each Girl Scout who participated in the booth.
 - Click **Distribute** to divide the packages and payments evenly amongst them.
 - Use the drop-down arrows next to each Girl Scout's name to manually distribute packages , if needed.
8. Click **Save**.

Additional Orders

After the Initial Order phase, use this process to record any cookies distributed to Girl Scouts to fill orders that didn't occur at cookie booths.

1. Click the Girl Orders tab.
2. Click on the Girl Scout's name.
3. Click +Order.
4. Record the date, type of order, and your initials in the Comment box. For example:
 - Feb 10 - Additional Orders - MP
 - 3/12/2024 - Digital Cookie - JM
5. Record the total number of packages.
 - OpSal – Packages ordered for Operation Salute.
 - Booth – Packages sold from walkabouts or individual girl cookie booths
 - Other – Packages from additional orders, Digital Cookie girl delivered orders, etc.

6. Record any cash or check payments submitted with the Girl Scout's order in the Paid box.
7. Click Save.
8. Use the Switch to Girl drop down to view a different Girl Scout's record or click Cancel to return to the troop summary screen.

Payments

Recording Girl Scout's payments in eBudde will adjust their balance owed to reflect what remains to be paid.

1. Click the Girl Order tab.
2. Click the Girl Scout's name.
3. Click +Payment.
4. Record the date, method of payment, and your initials in the Comment box. For example:
 - Feb. 10 - \$250 check – MP
 - 3/12/2024 - \$150 cash - JM
5. Record the total amount paid in the Paid box.
6. Click Save.

Cookie Booths

Signing Up for Cookie Booths

1. Click on the **Booth Sales** tab.
2. Click **Sign up for a Council Booth**.
3. Select the area you would like to hold a booth sale.
4. Select the store and location.
5. Select the date and time range.
6. Click on your preferred time and then click **Submit**.

Submitting a Troop Treasure

1. On the **Booth Sales** tab, click **Add/Edit a Troop Booth**.
2. Click **+Add**.
3. Fill in the business information with address and contact information for the business.
4. Click **Save**. Your booth is submitted and is pending approval.
 - Blue = pending approval
 - Orange = denied
 - Green = approved

Checking Your Booth Sign Ups

1. Click on the **Booth Sales** tab.
2. Select your booth sign up to view additional details or click **Email Signups** to have a report of your troop's signups emailed to you.

Releasing a Booth

1. On your **eBudde Dashboard**, locate the **Calendar** box on the right side of the screen.
2. Click the red **Release** button under the booth you want to release.
3. Click **OK** to confirm.

Finding a Specific Booth

1. Click the **Find Free Slots** button from the **Booth Sales** tab.
2. Fill in the business name and address and the desired booth date and time.
3. Click **Email xlsx**.

eBudde Manual

Cookie Inventory Management

Placing Cupboard Orders

Cupboard managers will attempt to fulfill transactions in the order in which they are received. Please submit orders at least 24 hours in advance and join the GSOH Cupboard Updates Facebook group for more information <https://www.facebook.com/groups/gsohcupboards>.

1. Click the **Transaction** tab.
2. Click **+Add**.
3. Select a cupboard and enter a pick uptime and date.
4. Enter the number of packages needed by variety.
5. Click **Save**.
6. Verify that your troop shows a pending transaction on the **Transactions** tab.

Transferring Cookies to Another Troop

The receiving party is responsible for entering the transaction in eBudde.

1. Click the **Transaction** tab.
2. Click **+Add**.
3. Click **Troop**.
4. Enter the troop number providing the cookies and the date and time.
5. Enter the number of packages received by variety.
6. Click **Save**.
7. Verify that your troop shows a pending transaction on the **Transactions** tab.



Closing Your Program

Finalizing Troop Orders and Payments

Verify that all troop transfers, booth sales, orders and payments have been recorded correctly. Be sure to check:

1. That girls have received credit for all Digital Cookie girl delivered orders.
2. That all cookies in the troop's inventory have been allocated.
 - The **Difference** line on the **Girl Orders** tab should be 0.
 - A negative number indicates the number of unallocated cookies.
3. That all packages and payments have been allocated away from the troop link (if used).

Selecting Final Rewards

Use girls' permission slips to submit each girl's reward choices by noon Wed, March 20.

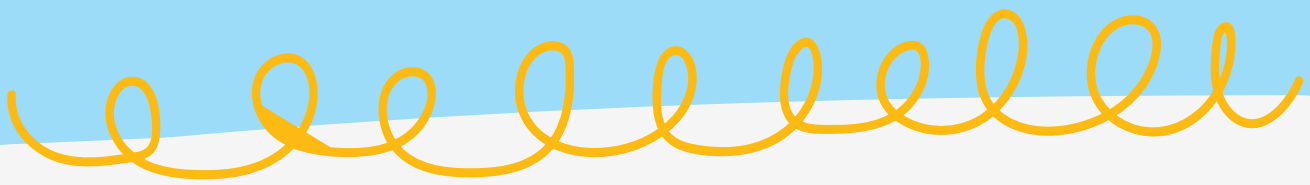
1. Click the **Rewards** tab.
2. Click **Fill Out** on the **Final Rewards Order** line.
3. Each girl participating in the cookie program will be listed with the total number of rewards earned.
 - Red "size/catalog selection needed" = girls with action needed.
 - Green "size/catalog selection needed" = girls whose reward choices are complete.
4. Click on each girl's name, enter her reward choices and sizes as indicated, and click **Submit Girl Order**.
5. Review your **TROOP ORDER**, listing all girl rewards to be received by your troop.
6. Enter your volunteer T-shirt sizes and select your preferred troop outing date, if earned.
7. Click **Submit Reward Order**.

**Note: Girls in troops opting out of final rewards still receive patches and troop rewards.*

Troop Sales Report

Click the **Sales Report** tab to view a summary of the troop's cookie program including the proceeds level and any additional proceeds earned, all payments received by the troop through Digital Cookie, total proceeds earned, and the "Amount due to council" that will determine the final ACH amount on April 3.

The sales report is also a required component of the Troop Finance Report. At the end of the cookie program, download the sales report for your records or to give to the troop bank account signers if you are not one.



JANUARY

Wed., Jan. 3

- Caregiver access to Digital Cookie begins.

Fri., Jan. 5

- 2024 Girl Scout Cookie Program begins.
- Kickoff Contest Begins

Sat., Jan. 13

- 5 Skills-A-Thon Cookie program

Sat., Jan. 20

- Cookie booth location signup in eBudde available at 8:00 a.m.

Sun., Jan. 21

- Initial Order phase ends

Tues., Jan. 23

- TCPC enters troop Initial Order and Initial Order girl rewards into eBudde by noon.
- TCPC selects delivery location and time in eBudde by noon.

FEBRUARY

Mon., Feb. 5

- Delivery Cupboard orders must be submitted in full cases and due in eBudde by 9:00 a.m.

Thurs., Feb. 8–Sat., Feb. 10

- Mega Delivery

Fri., Feb. 9

- Booth Phase begins.

Tues., Feb. 13

- Franklin County Cookie Cupboards open.

Mon., Feb. 12–Wed., Feb. 14

- Regional Cookie Deliveries.

Fri., Feb. 16

- Regional Cookie Cupboards begin to open.

Fri., Feb 16–Sun., Feb. 18

- National Girl Scout Cookie Weekend

MARCH

Fri., Mar. 1

- Final day for Girl Delivered orders in Digital Cookie.

Mon., Mar. 4

- \$1 per package from the Initial Order minus payments received through the Initial Order deducted from troop account by ACH.

Sun., Mar. 17

- 2024 Girl Scout Cookie Program ends.

Mon., Mar. 18

- \$2 per package from Initial Order minus payments received by March 12 deducted from troop account by ACH.

Weds., Mar. 20

- TCPC allocates cookie orders, girl payments, and final Girl Rewards order into eBudde by noon.
- TCPC submits Outstanding Debt Report paperwork to the GSOH Finance department by noon.

AFTER THE PROGRAM

Wed., Apr. 3

- Amount due to council deducted from troop bank account by ACH.

April–May

- TCPCs receive final rewards from SUCPC, distribute to Girl Scouts, and report any missing or damaged rewards

PLACE SUCPC CONTACT
INFORMATION LABEL HERE