

2022 Girl Scout Cookie Program

Troop Guide



It's Time to Climb

Every Girl Scout has it in her to do amazing things. With your support, she'll rise to the challenge!

You've volunteered to serve as a Troop Cookie Coordinator, and this makes you an invaluable part of the Girl Scout Cookie Program®. Now that you've stepped up in support of girls, it's time to help them rise to the challenge of becoming Girl Scout Cookie™ entrepreneurs.

This guide offers you resources, tools and tips to help girls reach their goals. From social graphics for promoting a virtual cookie booth to in-person booth signs, we have everything you need to inspire girls to climb with courage this season.

The largest girl-led entrepreneurial program in the world also offers an incredible opportunity for you as a volunteer. You get to see firsthand how girls grow, learn and come into their own. We give you the resources you need to guide girls in discovering hidden talents, uncovering new strengths and developing the entrepreneurial mindset that will serve them far beyond cookie season.

Thank you for being an integral part of the Girl Scout Cookie Program.

Heartfelt
THANKS
TO OUR VOLUNTEERS!

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Service Unit Cookie Coordinator (SUCC):

Girl Scout Cookie Calendar

Program Begins

January 8

Girl Initial Order Due

January 23

Troop Initial Order Due

January 25

National Girl Scout Cookie Weekend

February 18 - 20

Cookie Count-n-Go Day

February 19

Cookie Booth Sales Starts

February 20

Cookie Program Ends

March 27

Final Girl Paperwork and Payment Due to Troop

March 28

Final Troop Paperwork Due to SUCC

March 31

Top Seller Events and Super Seller Reward Selection

April—May

Rewards Distributed by SUCC

May



Understand Your Role

As a Troop Cookie Coordinator, you have the privilege of instilling passion and drive in girls so they can achieve their goals. You will help them develop an entrepreneurial mindset by giving them the materials and support they need to succeed.

Your primary responsibilities:

- Complete volunteer training.
- Review the Troop and Family Guides.
- Schedule a family meeting* to get girls and adults excited about program.
- Adhere to policies and deadlines.
- Respond to council, service unit and caregiver questions within 24 hours.
- Enter orders from girl order cards and keep eBudde up to date.
- Sign up for booth sales with your service unit.
- Create a sign up
- Pick up cookies and re-order as needed.
- Distribute cookies to girls/caregivers.
- Collect money from cookie pickups and issue receipts.
- Deposit troop and council proceeds.
- Enter and distribute girl rewards.



***FAMILY MEETING GUIDES**

You'll find everything you need to plan a fun and informative family meeting in these guides, which include resources tailored to each Girl Scout grade level.

Action steps to host successful meetings:

- Hold a family meeting 2–3 weeks before the start of the cookie season and be sure to highlight the Cookie Entrepreneur Family pin.
- Choose a meeting format that works best for everyone — Girl Scouts offers an agenda and tips for hosting virtual meetings.

Scan the QR code to find resources.



Learning, Earning & Family Time

BADGES, PATCHES AND CERTIFICATES

How can you inspire girls to think courageously? Let girls know how they can earn a **badge or patch** — and wear it on their vest or sash — as a symbol of their important Girl Scout Cookie Program achievements.

Girls can earn one of the new Cookie Business badges this year when they complete requirements that help them develop new skills as they learn and grow their business. Badges are official Girl Scouts of the USA recognitions that can be placed on the front of their Girl Scout uniform.

Girls collect patches as they achieve specific cookie program milestones, including things like sending emails, selling at booths and using Digital Cookie. These are fun patches that can be worn on the back of the uniform to show her cookie business success.

Certificates and patches can be used for recognition at any point in the Girl Scout Cookie Season, from the earliest planning meetings through the booth phase.

Where you'll learn more:

- Scan the QR code to visit girlscouts.org/cookiebadges
- gsLearn



Getting Families Involved

COOKIE ENTREPRENEUR FAMILY PIN

The year-by-year Cookie Entrepreneur Family pin enables families to support their girls in learning the five skills and encourages girls to think like entrepreneurs.

Action steps to engage families:

- Host a family meeting using the Cookie Family Meeting Guide. This can be in person or virtual!
- Explain how the cookie program gives girls an entrepreneurial edge.
- Encourage families to think about how they can support their girls as they climb toward their goals and earn the pin.

Where you'll learn more:

- Girl Scouts' Cookie Family Connection Guide available at girlscoutcookies.org/entrepreneurfamily and girlscoutcookies.org/troopleaders



COOKIE 
ENTREPRENEUR
 *Family*

Meet The Cookies



Core Cookies—\$4 a Box

- Lemon-Ups
- Adventurefuls
- Do-Si-Dos
- Tagalongs
- Samoas
- Trefoils
- Thin Mints

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification



adventurefuls™

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt. Approximately 15 cookies per 6.3 oz. pkg.



- Real Cocoa

NEW!



Specialty Cookies—\$5 a Box

- Toffee-tastic
- Girl Scout S'mores



Digital Resources

Social media offers a great opportunity for girls to keep climbing toward their goals, while building digital skills. They can begin by using Digital Cookie®. Once they have their footing, girls can go to LittleBrownie.com to find cookie graphics and announcements for promoting their Girl Scout Cookie™ businesses.

DIGITAL COOKIE®

Girls can customize their online site using Digital Cookie. Once their website is set up, they can tell their network of family and friends on social media that they are taking cookie orders online.

Girls younger than 12 should ask caregivers for help. Encourage girls to personalize their website with their goals and cookie pitch; then caregivers can post or email links to friends and family.

Action steps you can take to support girls on the platform:

- Encourage girls to get creative with tools like video and livestreaming.
- Teach girls about e-commerce and online marketing techniques as they work toward earning Cookie Business badges.
- Remember to always follow Girl Scouts' Safety Rules for selling Girl Scout Cookies®.

Where you'll learn more and find resources:

- Girl Scouts' Digital Marketing Tips for Cookie Entrepreneurs and Families available at girlscoutcookies.org/digitalmarketing
- Girl Scouts' Supplemental Safety Tips for Online Marketing available at girlscoutcookies.org/digitalmarketing
- Safety resources are available with your local council and at girlscoutcookies.org/troopleaders.
- girlscouts.org/cookiebadges
- girlscouts.org/digitalcookie



READY-TO-SHARE SOCIAL RESOURCES

Little Brownie offers Volunteer Social Resources to help you find the right words (and pictures) to raise awareness about the Girl Scout Cookie Program®. It's social planning made simple!

Action steps to help you get started and get sharing:

- Create a social calendar that covers different phases of the cookie season, from rallies to booth events.
- Invite girls to join you in brainstorming ideas for social posts that get the attention of cookie fans.
- Take the opportunity to celebrate your troop's achievements on social media.

Where you'll learn more and find resources:

- LittleBrownie.com/social-resources

Each step girls take in their cookie program experience sets them up for a lifetime of success!



Girls can take their Girl Scout Cookie™ businesses to new heights online by using these digital tools.

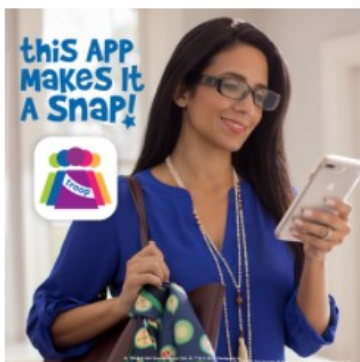
Technology Resources

Here are some quick action steps to get you started on eBudde:

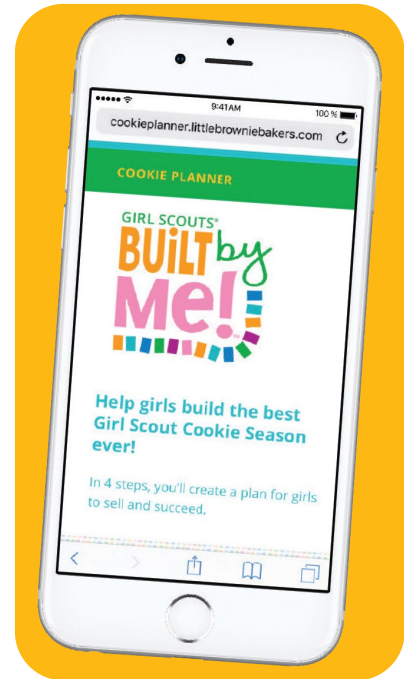
- Download the eBudde App wherever you typically download apps.
- After your Service Unit Coordinator grants you access, look for a welcome email with a link and login information.
- Set up your troop — in this step, you'll enter your troop's package goal and edit your troop's rewards settings.
- Explore the dashboard on both the desktop and app versions, where you'll find messages and links to tools and resources you'll need throughout the season.

New for the 2022 season:

- Updated for enhanced integration with Digital Cookie®, eBudde now offers volunteers and families even better visibility into important information about cookie orders.
- Sales and payment data will transmit from eBudde to Digital Cookie so that caregivers and girls can track their progress. **Timely data entry will be very important.**
- Caregiver emails on the girl tab; allows for communication direct to families from eBudde. **DOES NOT** update the caregiver email in Digital Cookie.
- Users with Troop Pick Up access only have more visibility into the cupboard order.
- Look for quick video trainings in the eBudde Help Center or on the Little Brownie Bakers® YouTube channel.



Scan the QR code to access the Little Brownie Cookie Tech Portal.



GIRL SCOUTS® BUILT BY ME COOKIE PLANNER

Create a custom plan for the cookie season — online, in just minutes! Choose from a menu of options that fit your group's interests and schedules. It's as simple as taking a short survey.

Where you'll find it:

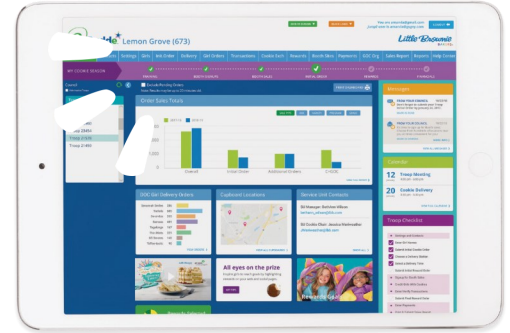
- LittleBrownie.com/volunteers
- Little Brownie Bakers on YouTube at youtube.com/user/LittleBrownieBakers



Little Brownie
BAKERS®

Ferrara
CANDY COMPANY

The Power of eBudde



NAVIGATING FEATURES

Look for welcome email with link and log in information to eBudde.LittleBrownie.com

- After your Service Unit Manager grants you access, you'll receive a welcome email with a login link.
- Click the link and set up a new password, then click CONFIRM.
- At the profile screen, enter your new password.

Set up your troop

- Click the **SETTINGS** tab, then **EDIT SETTINGS**.
- Enter your troop's package goal
- Update the level of your troop if needed.
- Check **OPT OUT OF REWARDS** only if your troop is Cadette or above and wants to receive additional proceeds in lieu of girl rewards.
- Click **UPDATE** to save.

Adding users (Cookie Pick-Ups & Booth Recorders)

- Click the **SETTINGS** tab, then **EDIT SETTINGS**
- Enter email addresses of additional users at the bottom of the page
- Click **UPDATE** to save
- eBudde will email the new user a link to sign in.

Dashboard

On your troop's default screen, you'll find important messages from your council/service unit and links to tools and resources you'll need throughout the season .

Contacts

Review contact info and click **EDIT** to make changes.

Settings

- Edit troop goal.
- Opt out of rewards for additional profits (if applicable).

Girls

Review list of girls, complete an **ADD A GIRL** form for any missing. Enter goals and t-shirt sizes.

Initial Order

Enter your troop's initial order by girl, and order additional Girl Scout Cookies® for booth sales.

*NOTE: Once orders are submitted, they cannot be changed. Carefully review the totals before hitting **SUBMIT ORDER** .*



Reports

Run three different reports from this tab:

- **CUPBOARD REPORT** shows a list of all open cupboards and location/ hours of operation
- **BOOTH REPORT** shows a list of troop booths and available booths.
- **DIGITAL COOKIE REPORT** shows details of the girls sales.
- **REWARD REPORTS** view rewards earned by the individual girl or troop for both the initial order and final rewards.
- **COOKIE EXCHANGES REPORT** shows current offers of cookies available for exchange within the council

Sales Report

Review all sales totals for the troop, including:

- Final package numbers
- Receipts
- Girl Scouts® Gift of Caring donations

Help Center

Find additional information, including:

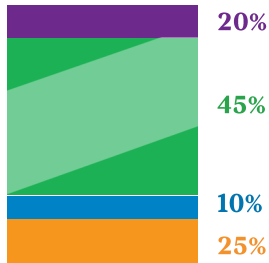
- Council information
- eBudde help
- Links to eBudde Microburst Training Videos with step-by-step instructions

Proceeds & Bonuses

HOW THE COOKIE CRUMBLES

Girl Scout Cookie™ fans are especially eager to support Girl Scouts when they have a clear picture of where the money goes. Help them see how proceeds stay local, powering amazing year-round experiences for local members and preparing them for a lifetime of success.

Subject to change based on sale outcomes.



20% Troop earnings

45% Council sponsored financial aid, programs, events, properties, trainings and other support .

10% Girl rewards

25% Cost of Girl Scout Cookies

TROOP PROCEEDS

Opting out of rewards is a girl/troop led decision and is **only** available for Girl Scout Cadettes, Seniors and Ambassadors.

PGA Selling	With Rewards	Without Rewards
0-275	\$0.66	\$0.71
276-325	\$0.71	\$0.76
326+	\$0.76	\$0.81

All of the funds raised through the Girl Scout Cookie Program stay with the local council and troops.

TROOP BONUSSES

1. Troops who are paid in full with no uncollected accounts will receive a bonus of \$0.01 per box.
2. Troops with 80% participation will receive a bonus of \$0.01 per box. This bonus will **not** be calculated in eBudde and will be paid **after** the program ends. **To qualify:**
 - The troop must have 4 or more girls selling.
 - Each girl selling must have sold a minimum of 36 boxes.
 - The troop final paperwork is completed and submitted on time.

Proceed and Reward Guidance

- Proceeds may only be allocated to Girl Scout troops/groups for Girl Scout program activities. Cash based accounts may not be kept for or distributed to individual girls. All rewards earned by girls through product activities must support Girl Scout program experiences (such as camp, travel, and program events; but not scholarships or financial credits toward outside organizations).
- Opting out of rewards is a girl/troop led decision and is **only** available for Girl Scout Cadettes, Seniors and Ambassadors.
- Troops may not be split for the purpose of rewards.
- Girls in troops that opt out of rewards are still eligible for all initial order rewards, cookie program patches, top seller events, camp week and super seller reward levels.
- Council reserves the right to substitute a reward for equal or lesser value.
- The girl rewards structure can be found on the back of the order card. Rewards are cumulative except for patches.
- All rewards and events are non-refundable and non-transferrable.





Ways to Participate in the Girl Scout Cookie Program

Get ready for your Girl Scout to make (cookie) boss moves this year! No matter how she takes part in the Girl Scout Cookie Program, she'll grow her people skills, learn to set goals, make smart decisions, and so much more. Talk with her about which options she's excited to explore this year!



Phone or Text Friends and Family

Is this your Girl Scout's first time running her own cookie business? Texting or phoning friends and family is a great way to help her feel comfortable connecting with cookie customers. And if your seasoned cookie boss's free time is limited—hello, school, sports, and extracurriculars!—this option has maximum flexibility.

Digital Cookie

Is your Girl Scout ready to take her digital marketing skills to the next level? With the Digital Cookie® platform, Girl Scouts can ship cookies straight to customers, accept orders for cookie donations, or have local customers schedule an in-person delivery. And she can reach her sales goals no matter what her schedule is like.

Door-to-door

They're the perfect way to hone her sales pitch! With door-to-door sales, Girl Scouts can stay local and sell in their neighborhoods—and use door hangers and business cards for customers who aren't home. They'll also grow their people skills by meeting new neighbors (with the necessary adult supervision, of course)

Cookie Stands

Would your Girl Scout feel more comfortable on her own turf? Cookie stands, similar to lemonade stands, are set up in front of a residence on private property, where she'll market her cookies to customers in her neighborhood. They're a great way to ease more introverted girls into connecting with their communities. This can be fun for the whole family!

Cookie Booths

This option has maximum customer interaction, teamwork, and all the fun! Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, bank, mall, or even a drive-through booth in a parking lot) where they can practice their business skills with new customers.

Note: cookie booths must be coordinated by troop cookie managers; may only happen at council-approved locations; and must be legally open to, accessible, and safe for all girls and potential customers.)

Connecting with Her Community

The possibilities are endless! Girl Scouts team up with their parents/caregivers to sell cookies to their employees and coworkers, at places of worship, and at community groups. They could prepare a corporate pitch to sell cookies in bulk to car dealerships, real estate agents, or financial institutions. When these budding entrepreneurs secure a large sale, they get a taste of sweet success!

Participating in the cookie program powers Girl Scouts' adventures throughout the year as they learn key business skills to excel in future careers and in life. By participating in different sales methods, girls gain more skills, including: goal setting, decision making, money management, people skills, and business ethics. **Don't forget:** adult supervision is required at all times.

Giving Back Locally and Globally

GIFT OF CARING

For various reasons, some customers do not want to buy cookies for themselves. With Gift of Caring, they have a chance to give to others while supporting Girl Scouting at the same time.

Our Council is proud to announce that for the 2022 Girl Scout Cookie Program, the USO of Hampton Roads and Central Virginia is our Gift of Caring agency. Cookies will be delivered to the USO who will then distribute the cookies to active duty or veterans of our armed services.



PARTICIPATION OPTIONS:

- When using the Council option, Virtual Gift of Caring (VGOC); collect money only; do not distribute cookies.
- When using the troop option, Troop Gift of Caring (TGOC); collect money and deliver cookies to the organization the girls are supporting no later than March 31, 2022. **A signed receipt is due with final paperwork.**
- VGOC cookies will be donated to the USO of Hampton Roads and Central Virginia.
- Girls get credit for every Gift of Caring box they sell toward their girl rewards and earn special rewards for selling 36, 120, and 216 Gift of Caring boxes.

HOW TO PROMOTE THE PROGRAM:

- Decorate a box of cookies with the Gift of Caring box wrap and display at your booth. Download a copy from the council cookie site.
- Create a donation box or can to use at your booths.
- Create a goal poster to use at your cookie booth.



In 2021, our Girl Scouts donated more than 51,000 boxes to the USO through the virtual program and over 14,400 boxes to more than 100 organizations throughout our council!



The Shoe That Grows A Philanthropic Reward Program

Over 1.5 billion people suffer from soil transmitted diseases worldwide. Without shoes, children are especially vulnerable to soil-transmitted diseases and parasites that can cause illness and even death. Children who get sick miss school, can't help their families, and suffer needlessly. And since children's feet grow so quickly, they often outgrow donated shoes within a year, leaving them once again exposed to illness and disease. **Girl Scouts and The Shoe That Grows can change that.**

Girls can choose to make the world a better place in lieu of a reward item meaning she can mix and match donating shoes and picking a reward at a different levels in the reward structure.



Scan the QR code to learn more.



A shoe that expands 5 sizes and last for years!

Safety & Social Media

An essential part of your action plan for a successful Girl Scout Cookie™ Season is reviewing safety guidelines with your Girl Scout. Girl Scouts® offers resources on girlscoutcookies.org/troopleaders.

BASIC SAFETY GUIDELINES

- **Show you're a Girl Scout**—Wear the Girl Scout uniform or other clothing to identify yourself as a Girl Scout.
- **Buddy up**—Always use the buddy system. It's not just safe, it's more fun.
- **Be streetwise**—Become familiar with the areas and neighborhoods where you will be selling Girl Scout Cookies®.
- **Partner with adults**—If you are a Girl Scout Daisy, Brownie or Junior you must be accompanied by an adult when taking orders or selling/delivering product. If you are a Girl Scout Cadette, Senior or Ambassador, you must “buddy up” when selling door-to-door. Adults must be present at all times during booth sales.
- **Plan ahead**—Always have a plan for safeguarding money. Avoid walking around with large amounts or keeping it at home or school. Deposit troop and council proceeds often.
- **Do not enter**—Never enter the home or vehicle of a person when you are selling or making deliveries.
- **Sell in the daytime**—Sell only during daylight hours, unless accompanied by an adult.
- **Protect privacy**—Girls' names, addresses and email addresses should never be given out to customers. Use a group contact number or address overseen by an adult for customers to request information, reorder or give comments. Protect customer privacy by not sharing their information. Girls should never take credit card numbers.
- **Be safe on the road**—Always follow safe pedestrian practices. Be aware of traffic when unloading product and passengers from vehicles.



SOCIAL MEDIA AND ONLINE MARKETING

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a girl while also being supervised by her caregivers.
- Those engaging in online sales and marketing must review and apply the *Digital Marketing Tips for Cookie Entrepreneurs and Their Families* (girlscoutcookies.org/digitalmarketingtips).
- Sales links should **never** be posted to online resale sites (eBay, Facebook Marketplace, Facebook Swap, Virtual Yard Sales, Amazon, etc.).
- Social media ads are not be purchased or donated to promote sales links.
- Girls/Caregivers should consider truncating or removing their last name when using social media sites to protect their identity.
- GSUSA and GSCCC reserve the right to remove or disable the link for any reason including violation of guidance, inventory fulfillment issues, safety issues, or if sales and marketing activity goes viral and otherwise creates unanticipated disruption.
- Girls may use private Facebook, Twitter, Instagram, text messages, IMs, and emails as online marketing tools to let family, friends, and former customers know about the sale.
- Group sites (military, neighborhood, etc.) **are** allowed—provided the post is not on listed on the resale portion of the site.

SOCIAL MEDIA SHAREABLES

How can you help tomorrow's female entrepreneurs promote their Girl Scout Cookie™ businesses? We've got all the social resources you need on [LittleBrownie.com](https://www.littlebrownie.com).

GET THE ESSENTIALS!

Refer to your Volunteer Essentials and Safety Activity Checkpoints available on gsccl.org.



Top Seller Rewards

Top Seller Rewards are in ADDITION to all of the fun rewards listed on the order card! Girls are eligible for all top seller rewards even if the troop opts out of order card rewards.

900+ Boxes

Super Seller Club

Girls earn points based on the number of boxes sold. These points are redeemable for AWESOME rewards that GIRLS get to choose! For reward and point details see the Family Guide.



1,250+ Boxes

Cookie Entrepreneur Officer

All girls who sell 1,250+ boxes of cookies will enjoy a day out at Latitude Climbing and Fitness located at Pembroke Mall in Virginia Beach.



1,750+ Boxes

Free* Week of Girl Scout Camp or Lifetime Membership

Girls who sell 1,750+ boxes will be able to choose to spend one week at either a GSCCC resident or day camp during the summer of 2022. Graduating high school seniors **only** will receive a lifetime membership.

**Does not include the camp deposit.*



LIFETIME
MEMBERSHIP

216+ Gift of Caring Boxes

Night with Norfolk Tides

Girls who sell 216+ gift of caring boxes will get together for a fun-filled night at Harbor Park.



Top 10 Council Sellers

National Zoo Day Trip

Our top Girl Scout entrepreneurs will spend the day with our CEO, Tracy Keller at the National Zoo in Washington DC.



Top 10 Digital Cookie Sellers & Top Seller at Each Girl Scout Level

Cookie Hoodie

Celebrate your success with a unique hoodie!



Digital Cookie

With the Digital Cookie™ platform, the Girl Scout Cookie Program you know and love is better than ever. Fun, easy-to-use tools help girls superpower their sale and go beyond the booth with online and mobile channels that make it easy for cookie fans near and far to support the sale.



That's more ways to participate, more ways to sell, more ways to buy and more ways to learn—nice! And guess what? Girls who used the platform in addition to traditional sales, sold more cookies and reached their goals faster—so amazing.

To access Digital Cookie visit: digitalcookie.girlscouts.org/login

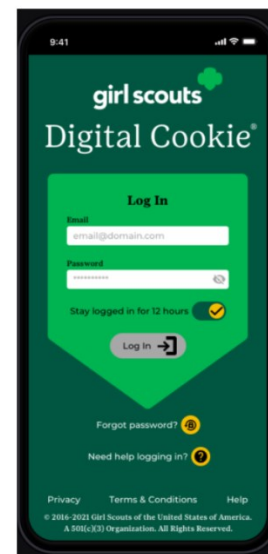
Where you'll learn more:

Visit digitalcookie.girlscouts.org/help-overview for FAQ's, tip sheets, instructional videos and to request additional support.



Why Digital Cookie?

- Larger order sizes.
- Mobile app available.
- Contactless girl delivery.*
- Credit card sales without the fees.
- OCR scanning of credit cards.
- Troop Links: will let your troop reach new customers in your local community and beyond.
- Gift boxes - customers choose their cookies!
- Reports at the troop and girl level.
- And more!



4 Easy Steps to Get Movin' with the Digital Cookie™ Platform!

This cookie season superpower your sale by expanding your efforts from the booth to the web. Why? Because adding online and mobile channels to your sale can help you reach more cookie fans than you ever imagined. That's right! With the Digital Cookie™ platform you can market everyone's favorite cookies—with-a-purpose to customers down the block or across the country from the comfort of your couch. AWESOME.

Here are 4 easy steps to jump into the fun, and slay those cookie sale goals like a true cookie boss!

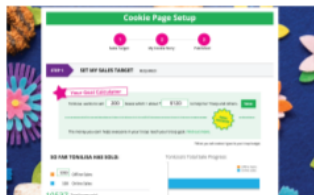
1 Register

To sign up to use the Digital Cookie™ platform, just keep an eye out for a registration email coming to you a few weeks before cookie season starts.



2 Set Up Your Site

In just a few minutes, you can set up your sale goal, share your cookie story, and upload a fun picture or video. Then you're ready to save, review, publish, and...done!



3 Invite Customers

Manage your cookie customer list and easily send ready-to-use emails inviting people to support your sale. You can also promote your personalized cookie site link on Facebook with friends and family.

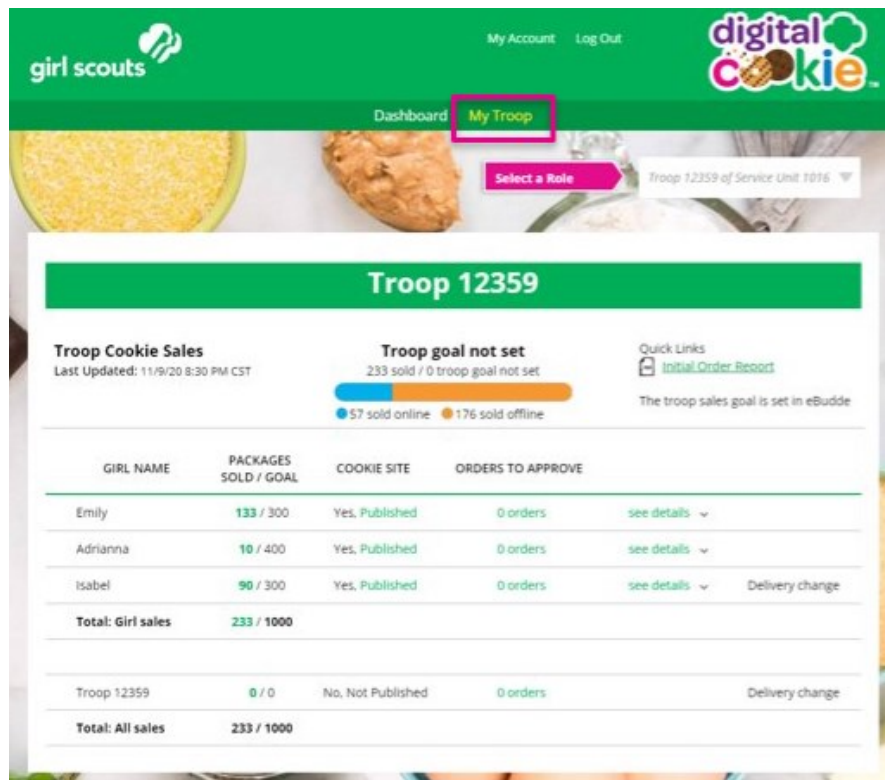


4 Track Your Goal

See how close you are to reaching your goal by tracking the number of boxes sold and orders placed, as well as sales by delivery type and cookie variety. You can even include offline sales to see your total progress—yum!



Digital Cookie



As a troop cookie coordinator your Digital Cookie Dashboard has information that helps you support your girls and their caregivers in their digital cookie sales.

Troop Details – by Girl

- Packages Sold
- Site Published
- Orders to Approve
- “Delivery Change” – on/off details
- Emails Sent

Report Section

- All Info
- Initial Order (IO) Report
- Badge Components Completed

Reports: Troop 12359

	All Order Data	For each girl see full order details including varieties, delivery type, etc.	Get Report
	Initial Order	1/31/21 Parent's due date 1/31/21 Troop due date	Get Report
	Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report

IN-PERSON GIRL DELIVERY—SPECIAL NOTES:

- Each customer has the choice when using Digital Cookie to have their favorite Girl Scout deliver to their door without having to pay shipping costs!
- Caregivers have the responsibility of accepting or declining girl delivery orders within 5 days. All customers have to select a second delivery method; their choices are to donate or to cancel their order.
- Girl deliver orders will **AUTOMATICALLY** be included in the girl's **initial order** in eBudde.



TROOP LINKS—THERE ARE TWO OPTIONS IN 2022!

1— The Troop Cookie Link

This link does it all! Customers can order cookies for local delivery by girls in your troop or have cookies shipped. For local sales within your troop's delivery area, customers place their order, and the troop delivers the cookies to the customer's address with support from an adult.

The troop can also use this link to take preorders that allow customers to pre-pay and pick up at a troop designated location. This designated location could be an existing cookie booth, a drive through location or another public location designated by the troop.

2— The Troop Shipped Only Link

Use this link when selling outside of your troop's delivery area in the community. Customers can purchase cookies that are shipped directly to a recipient or donated to your council's cookie donation program and credited to your troop.

Once your troop sets up this link, it will be connected to the GSUSA Cookie Finder and customers from any where could end up using your direct ship link to buy cookies that support your troop. The great news, cookies are shipped directly to the customer and the troop shares the sales with all the girls in the troop at the end of the season.



The Initial Order Process

Submitting the Troop Cookie Initial Order (Init Order Tab)

Submit the troop initial order in eBudde no later than January 25, 2022 at midnight.

Include **A MINIMUM of TWO** weekend's booth cookies in your initial order. Ordering now will save you an immediate trip to a cupboard. Plus, ordering booth cookies may help earn the troop the initial order t-shirt reward.

Online Girl deliver orders will **AUTOMATICALLY** be included in the girl's initial order in eBudde.

1. Go to the Initial Order Tab.
2. Click each girl's name; go to bottom of screen, click squares to begin entry.
3. TAB to enter your girls' total cookies order in packages by variety.
4. Press ENTER or OK button.
5. Repeat for each girl.
6. Add Booth Cookies – Click BOOTH, bottom of screen, click squares to begin entry. TAB to enter in boxes and variety number of cookies for booth sales. ENTER.
7. SAVE the page.
8. Review the totals at the bottom, if correct click SUBMIT order. You cannot change order after it has been submitted. Contact your SUCC to make changes.
9. Print copy for your records.
10. Go to the delivery tab to select your time slot (if applicable).



Scan the QR code to be directed to the eBudde™ Microburst Training: Troop Initial Order

Selecting a Time Slot for the Initial Order (Delivery Tab)

All troops from all service units **EXCEPT** service units in North Carolina, Gloucester/Mathews and Southampton will pick up their troop's initial orders from one of three delivery sites.

1. Go to the Delivery Tab.
2. Select who is picking up cookies for the troop.
3. Indicate if you are picking up for another troop at the same time. If applicable, provide the troop numbers.
4. The delivery location will be chosen for you based on your service unit number.
5. Select your pick-up time by clicking in the box to the right of the time.
6. Click the Submit My Info button. Print your confirmation.

Submit My Info Print

SvSm	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Troop Total	Pickup Total
Cases	2	4	2	9	6	10	4	2	39
									39

Who is picking up your cookies? ☒ Someone from my Troop ☐ Some other troop (or my SU)

Will you be picking up for more than one troop? ☐ yes ☒ no # #

Please choose your Delivery Station:

Ocean Breeze (1) : 02/18/2017 : 6:00am - 3:30pm ▼

1:10pm	T231	T819		T154
1:15pm	T174	T157		T183
1:20pm	T568	T1583 + T1582	T259	T626

Submitting Initial Order Rewards (Rewards Tab)

Be sure to have shirt sizes for all girls submitting and initial order plus two adults if the troop has earned the troop initial order reward.

1. Go to the Reward Tab.
2. Beside Initial Order Rewards click Fill Out.
3. Enter t-shirt sizes (if applicable)
4. Click Save.
5. Click Submit.



Troop Initial Order Reward
228+ box PGA Selling

Cookie Pick Up Day



Saturday, February 19, 2022

- Ocean Breeze; 849 General Booth Blvd, Virginia Beach, VA 23451
- Harrison's Moving & Storage; 1010 Cavalier Blvd, Chesapeake, VA 23323
- Peninsula; Location To Be Determined

PICK UP PREP, PROCESS AND GUIDELINES:

- Have all vehicles ready to load; remove car seats and lay down rear seats.
- Do not bring additional passengers or pets. A driver and counter is all that is needed, volunteers will be onsite to load your vehicle. Children must remain in the vehicle at all times.
- Make sure to have enough vehicles to load your order (*see graphic below for help*).
- If more than one vehicle is needed for pickup, **do not** join the pickup line until all vehicles are present and together.
- Arrive at your scheduled pickup time. Early arrivals will be asked to return at their scheduled time.
- Upon arrival you will be given a bubble sheet that lists case counts by variety.
- Follow all directions of staff and volunteers.
- Cookies will be loaded assembly line style. Counters can request volunteers slow down or stop if the process is moving too quickly.
- Recount stations are available for you to double check your counts before you leave the site.
- If you go home and realize there was a count discrepancy, please return to the delivery site.
- **Report any unresolved discrepancies by February 22, 2022, to chriss@gsccc.org.**



HOW MANY CASES CAN YOUR VEHICLE CARRY?

- | | |
|------------------|-----|
| • Compact | 23 |
| • Hatchback | 30 |
| • Sedan/Standard | 35 |
| • Crossover | 60 |
| • SUV | 75 |
| • Minivan | 75 |
| • Pickup | 100 |
| • Cargo Van | 200 |



TAKE STOCK AND RESTOCK!

Deciding how many packages to order for booth sales isn't an exact science. The average number of boxes sold per booth will vary by location, time of day, day of the week, girl excitement and booth creativity.

Here is an average number of **cases** to take to **each** booth:

- | | |
|----------------------|---|
| • Thin Mints | 4 |
| • Samoas | 4 |
| • Adventurefuls | 3 |
| • Tagalongs | 3 |
| • Trefoils | 3 |
| • Do-si-dos | 2 |
| • Lemon-Ups | 2 |
| • Girl Scout S'mores | 2 |
| • Toffee-tastic | 1 |

Additional Orders, Payments and Receipts

Distributing Cookies to Families

- As soon as you pick-up initial order cookies, promptly distribute cookies to the girls.
- Always use receipts- Completely fill out a money/cookie receipt for every box of cookies and money received.
- Both parties should count the cookies together and sign the receipt.
- Use these receipts for girl orders as well as troop to troop transfers.
- When receiving money, count all money before the adult leaves the premises. You will sign in the "Received By" area. Have the caregiver sign in the "Received From" area.
- Give the adult the yellow copy of the receipt. You retain the white copy for your records.
- Keep copies of all receipts.
- Keep track of cookie inventory and money in eBudde.
- Update your records in eBudde often.

Receipt Tips

- Cookies cannot be returned to the troop or Council.
- Adults must sign receipts, not girls.
- Receipts are required to be submitted for any adult with an uncollected account at the end of the program.
- You can require an adult turn in money collected prior to distributing additional cookies to them.

MONEY AND/OR PRODUCT RECEIPT				CLIPBOARD#	RECEIPT NO.
TROOP NO.	1569	REPORT CODE	ML 2	DATE	2-15-15
NO. OF CASES	NO. OF PKGS	VARIETIES	AMOUNT DUE		
	5	LEMON	\$ 228		
	6	TREFOILS®			
	7	DO-SI-DOS®			
	8	SAMOAS®			
	9	RAH-RAH RAISINS™			
	10	TAGALONGS®	AMOUNT PAID		
	1	THIN MINTS®	AMOUNT STILL DUE		
	45	← TOTAL			
RECEIVED BY (SIGNATURE) <i>Betty Boop</i> RECEIVED FROM (SIGNATURE) <i>Shayla Leader</i>			GIRL'S NAME <i>Wilma</i> <small>©, TM, ® 2014-2015 KELLOGG NA CO.</small>		
<small>girl scouts</small> <small>Little Biscuits</small>			<small>(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)</small> M-3		

MONEY AND/OR PRODUCT RECEIPT				CLIPBOARD#	RECEIPT NO.
TROOP NO.	1569	REPORT CODE	ML 2	DATE	2/22
NO. OF CASES	NO. OF PKGS	VARIETIES	AMOUNT DUE		
		LEMON	\$ 228		
		TREFOILS®			
		DO-SI-DOS®			
		SAMOAS®			
		RAH-RAH RAISINS™			
		TAGALONGS®	AMOUNT PAID		
		THIN MINTS®	AMOUNT STILL DUE		
		← TOTAL	\$ 128		
RECEIVED BY (SIGNATURE) <i>Betty Boop</i> RECEIVED FROM (SIGNATURE) <i>Shayla Leader</i>			GIRL'S NAME <i>Wilma</i> <small>©, TM, ® 2014-2015 KELLOGG NA CO.</small>		
<small>girl scouts</small> <small>Little Biscuits</small>			<small>(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)</small> M-3		

Girl Orders Tab (eBudde)

Use the Girl Orders tab to distribute cookies to girls and log girl payments received.

To enter a girl order:

- Click on a girl's name and click Add Trans.
- Enter a comment as needed (example: Addl. Pick-up Feb 20).
- Enter the number of cookies picked up by variety.
- Click OK.
- Click Save.

To log a payment:

- Click on the girl's name.
- Click Add Payment.
- Enter a comment as needed (ex: Payment on Feb 20)
- Enter amount received.
- Click OK.
- Click Save.

Settings	Girls	Init. Order	Delivery	Girl Orders
----------	-------	-------------	----------	-------------

Printable	Save
Add Trans.	Add Payment

Below are transactions for Emma B..



Cupboards & Pending Orders

Cookie Cupboards

Cookie Cupboards are locations throughout Council where cookies are warehoused for troops to visit and pickup cookies by the case when needed for additional orders and booth sales.

- Cupboards have unique hours; review your cupboard roster for details.
- Cupboard rosters are distributed via an email from eBudde.
- Paperless! Cupboards will utilize the eBudde app for cupboard transactions. Be sure to have your eBudde login details with you.
- **Troops should place pending orders before 10am Monday for cookies that will be needed for upcoming booths.**
- Our cupboards are run by volunteers. Thank them for their time and for making cookies accessible for your troop.
- The Council has 20+ cookie cupboards. As the program nears the final weeks, cupboards will be closed to consolidate inventory.

Pending Orders ... what, why and when!

- Pending orders are transactions entered into eBudde to request additional cookie cases throughout the program.
- Pending orders allow Council to reorder from our bakery and properly stock cookie cupboards based on troop needs.
- Pending orders also ensure that your cookies will be available at your preferred cupboard.
- Pending orders should be entered into eBudde each **Monday by 10 a.m.**

Product	Cases	Packages
Adventurefuls	1	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
Totals	1	0

Order for: Troop 19816
You may edit the quantities before Releasing.

Date: 07/07/2021 Receipt: 000000

Product Movement
Remove Product

Contact Info
Rebecca Harrigan
greateratlantabeta@lbb.com
4422 Jocelyn St.
San Diego

Buttons: Cancel, UnPend Order, Release Order

Entering a Pending Order (Transaction Tab)

1. Select the Transactions tab.
2. Click Add a Transaction. A box will pop up for you to enter the pending order. You will be unable to select dates or times outside of the cupboard's operating hours.
3. Enter the pick-up date and time. Allow 24 hours for processing.
4. Select Normal for the Type.
5. Select Cupboard for the Second Party. Then choose your cupboard.
6. Enter the quantity of cases you want to pick-up. You must pick-up full cases; all cases have 12 boxes of cookies.
7. Click OK and Save.

Pending Order FAQs

- Allow 24 hours after placing your order for pick-up.
- If you don't want to place your order through eBudde, you can call, text or email based on the cookie cupboard roster you have been provided.

Damaged or Cases Missing Boxes

- Damaged boxes are to be exchanged at a cupboard. Only like-for-like exchanges will be made.
- If your case is missing a box visit a cupboard for a replacement.
- Customers should contact Little Brownie Bakers directly for product quality issues at 800-962.1718.



Cookie Booths

**All cookie booths are established by Council or a Service Unit Cookie Coordinator.
A troop may not have a pop-up location or trunk sale.**

Cookie Booth Adult/Girl Ratios

- Girl Scout Daisy, Brownie, Junior and Cadette booths must have at least two girls and two adults; at least one of the adults must be a registered Girl Scout.
- Girl Scout Senior and Ambassador booths must have at least one girl and one adult; who must be a registered Girl Scout. Girl and adult must be **related**.



Cookie Booths Tips

- Allow girls to participate in as many booths necessary to reach their goals.
- Don't miss your service unit cookie booth selection meeting!
- Troops will be notified as soon as all booths have been added to eBudde. Select booths in any area when notified by Council.
- Can't make a booth? Remember to cancel your sign-up in eBudde; customers using the cookie locator are disappointed when they arrive and a troop is not present.
- Booth reservations are on a first come, first served basis.
- Print off your "current sign-up" page and take with you to your location in case there are questions.
- Review all booth location setup and business rules with adults and girls.
- Don't forget to check back throughout the sale, as new booths become available!
- Make sure there is adequate space at the booth for table, product and girls and to allow safe passage by pedestrians, bikes and cars.

"Keep The Change"

- All monetary donations received during the cookie program are to support the Gift of Caring program.
- If a customer would like to support your troop, please contact customer care@gscgcc.org for details on accepting troop donations.



Cookie Booth Policies and Etiquette

- Arrive and leave on time and come prepared.
- Wear your Girl Scout uniform or Girl Scout attire.
- Remember The Girl Scout Promise and Law. Be kind and considerate, friendly and helpful, respectful and a sister to every Girl Scout.
- Playing games, running around, "barking" or any similar forms of soliciting or badgering of customers is not appropriate booth behavior.
- Sell only Little Brownie Bakers products at your booth.
- Keep your money protected—don't forget a counterfeit testing pen.
- Wear warm clothing. Most booth locations are outside.
- Siblings and friends (non-Girl Scouts) are not to participate in booth sales.
- Leave the area clean. Take empty boxes home with you.

Selecting Additional Cookie Booths (Booth Site Tab)

1. Select the Booth Sites tab.
2. Click the blue + next to the town where you would like to have a cookie booth (towns that appear in green have booth location openings).
3. Click on the date that you would like to have a cookie booth (dates in green have time slots available).
4. In the grid on the right, select the time that you would like to reserve. This time is the beginning time for your booth. Your booth time ends at the beginning time of the following time slot.
5. Click Submit.
6. Repeat until you have reserved the number of booths that you want.



Cookie Booths & Exchange

Booth Sale Recorder

- Use this feature to enter the number of cookie boxes sold at each booth. Select which girls will receive credit and the information will go directly to each girl's sales.
- The sales data you record will allow your Booth Sale Coordinators to know which booths are best to maximize the troop efforts by concentrating development on high yield locations.
- **Booth sales should be updated daily.**

1. Select Booth Sites tab.
2. Select Record Sales from the drop down.
3. Click on the booth sale location/date/time for which you wish to record sales.
4. Enter the cookies sold by variety.
5. Select the girls who worked the booth (or select all if you are distributing all booth sales evenly).
6. Click Distribute.
7. Click Submit Sale.



[<< Back to Site List](#)

260 - 7-Eleven Sun, Feb 21 @ 2:00pm 2444 Nimmo Pkwy Virginia Beach, VA 23456 [Distribute](#) [Submit Sale](#)

\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00	\$ 5.00	\$ 5.00		\$ 4.00	\$ 4.00		
LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Tot Pkgs	VGOC	TGOC	Sold	Rec.
0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00

LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	VGOC	TGOC	Girl	<input checked="" type="checkbox"/> (De)select all
0	0	0	0	0	0	0	0	0	0	<input checked="" type="checkbox"/> Carlee P.	
0	0	0	0	0	0	0	0	0	0	<input checked="" type="checkbox"/> Hailey W.	
0	0	0	0	0	0	0	0	0	0	<input checked="" type="checkbox"/> Kenna M.	

Transferring Cookies

Sometimes, troops will transfer cookies to help each other wrap up their cookie program. This is a great way to be a Sister to Every Girl Scout! Be sure that both parties count the cookies, and sign a receipt for the transaction.

Recording Troop To Troop Transfers in eBuddle

Troops are responsible for managing all transfers between troops. The troop giving cookies should be the one to enter transaction in eBuddle.

1. Select the Transaction tab.
2. Click Add a Transaction.
3. Select Normal for the Type.
4. Select Troop for the Second Party.
5. Enter the receiving troop's troop number.
6. Select "Remove Product" on the Product Movement drop down.
7. Enter the number of boxes or cases that your troop is giving to the other troop.
8. Click OK.

You can print the transaction in eBuddle and have both parties sign the receipt, or you can use the receipt books provided to each troop.

Need Cookies? Have Too Many? Use the Cookie Exchange

The cookie exchange allows troops to find cookies they need or post cookies excess they are willing to transfer.

Settings Girls Init. Order Delivery Girl Orders Transactions **Cookie Exch** Rewards Booth Sales Payments

COOKIE EXCHANGE
Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange. The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!
Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering](#)

Savannah Smiles	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	
0	0	0	0	0	0	0	0	Update Pkgs to Exchange

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

SAVANNAH SMILES		Total:	21
10/03/18	Troop: 00015	Savannah Smiles: 10	Lemon Grove
07/23/19	Troop: 6330	Savannah Smiles: 8	chprimary@libb.com Rancho San Diego

Money Matters

Troop Cookie Coordinator Tips

- Collect payments from caregivers frequently.
- **ALWAYS** provide a signed receipt.
- Enter girl payments into eBudde.
- Make frequent deposits. **The safest place for money is in the bank!**
- Enter deposits made to a Council bank into eBudde.
- Donations received **MUST** be used to purchase gift of caring cookies. The troop may **NOT** keep donations as income.



Checks

- Checks are to be made payable to GSCCC or Girl Scout Council of Colonial Coast.
- Deposit all checks into a Council bank account.
- Do not accept post-dated, two-party checks or starter checks.
- Verify the written amount of the check matches the dollar box.
- Checks must have a complete address and phone number listed.
- Returned checks will be handled by Global Check Recovery (GCR) and will be assessed a return fee. Questions must be directed to GCR directly, they can be reached by phone at 1-866-524-3339.

Accepting Credit Cards

- It is a troop decision to accept credit card payments during the Girl Scout Cookie Program.
- All credit card readers or apps (Venmo, PayPal, CashApp) must deposit funds to the troop bank account only.
- When you set up your account, use the name Girl Scout Troop # XXX or GS Troop # XXX to identify your troop.
- All fees associated with accepting credit card payments are the responsibility of the troop. Upcharges, service fees and tax cannot be charged to the customer.
- Troops can choose to have multiple swiping devices.
- Adults ONLY may process credit/debit card transactions.
- PCI Compliance requires that credit card numbers are not written down and processed at a later date.
- Troops will submit credit card summary reports with their final sale paperwork.

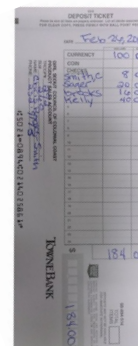


Uncollected

- **Always pay the troop in full (unless you have unsold product). Short pay council if necessary!**
- Make at least three attempts to collect any past due amounts from caregivers.
- Document collection attempts on the *Product Programs Uncollected Form* found on the Council's website under forms or can be requested by email.
- Submit the uncollected form along with the *Caregiver Permission & Financial Responsibility Form* and any signed receipts for money and cookies with your final paperwork to the service unit.

Deposit Slips

- Complete all fields on the *deposit slip* (date, troop, name, phone number, total).
- **List the last name of the person or troop number on the deposit slip, NOT the check number.**
- One deposit slip equals one deposit. Start a new the deposit slip when you run out of lines.
- Enter **council** deposits individually in eBudde.
- Do not include non-cookie payments (dues, event fees) to the troop with cookie deposits.
- Validation stamps are **REQUIRED** on all deposit slips. Be sure to check before leaving the bank.
- Request two validated deposit slips—one for final paperwork, the other is for your records.
- Council may receive bank corrections from the banks. The troop and SUCC will be notified immediately by the product program team of any correction.
- **Prior to making your final deposit contact your SUCC so they can mark your troop paid in full.** Don't miss out on extra proceeds!



Wrapping Up

Placing your Final Reward Order in eBudde

- Verify all cookies **SOLD** during the program have been distributed to girls on the Girl Order tab in eBudde.
- Be sure that all choices have been made for each girl, if applicable. Reward choices should be a girl decision; be sure to ask as the cookie program comes to an end.
- Submit the troop final reward order by **March 31, 2022 in eBudde.**

Rewards Tab

1. Go to the Rewards tab.
2. Click Fill Out.
3. Click the girl's name to complete. Enter the girl selection or size (if applicable) for any level with a reward choice.
4. Once selections have been completed, click Submit Girl Order.
5. Repeat these steps for each girl in your troop.
6. Review your rewards order and click "Submit Reward Order" to submit your order.



Contact your service unit cookie coordinator and ask him/her to un-submit your order if you need to make changes. The deadline for submission is March 31, 2022.

Before Generating eBudde Final Reports

1. Verify the paid in full bonus is marked "yes", if applicable.
2. Confirm all deposits have been entered.
3. Confirm all reward selections have been made.

Printing a Troop Sales Report

1. Click on the Sales Report menu option.
2. Click Show as a PDF.
3. Save and print two copies of this report; one for your records and one to submit with your final paperwork.

Printing the Girl Final Reward Report

1. Select the Reward tab.
2. Click on the Girl Rpt button beside final reward order.
3. Review the Excel spreadsheet for accuracy of reward order.
4. Save the spreadsheet for reward distribution.

Final Paperwork due to the SUCC—The deadline for submission is March 31, 2022.

- Troop Sales Report from eBudde.
- Troop Gift of Caring Receipt—**signed by organization receiving cookies.**
- Council proceed deposit slips for payments that are clearly validated for the correct amount.
- Troop proceed deposit slips for payments that are clearly validated for the correct amount.
- Credit card summary report from all sources (PayPal, Venmo, Cash App, Square, etc.) or detailed bank statements that show all transactions.
- A list of unsold cookies (if applicable).
- Uncollected forms for each uncollected girl/troop with all required documents listed below.
 - *Cookie Program Caregiver Permission & Financial Responsibility Form and TCC Agreement.*
 - Receipts for product received.
 - Receipts for payments received.



VOLUNTEER ACTION PLAN & NOTES

The first step to a successful Girl Scout Cookie Season is to plan for it. Use the space below to map out the information you need to support girls as they climb with courage, while having lots of fun!

CLIMB  **WITH**  **COURAGE**

Key Dates:

Contacts:

Key Actions:

Notes:
