

girlscouts[®]
of eastern iowa
and western illinois

Cookie Connections

Girl Scout Cookie Program | 2024



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Welcome to the 2024 Cookie Season!

Without dedicated and generous volunteers like you, our girls wouldn't gain the valuable skills they need to be tomorrow's leaders.

To support you in this mission, we have provided you with a step-by-step guide for the 2024 Girl Scout Cookie Program.

Girl Scout Cookie Lineup



Thin Mints



Tagalongs



Samoas



Do-si-dos



Toffee Tastics



Trefoils



Lemon-Ups



Adventurefuls



S'mores

All cookies are
\$6/package

The Cookie Program makes Girl Scouts possible.

When customers buy delicious Girl Scout Cookies, they're helping power amazing experiences for girls. Experiences that broaden their worlds, help them learn essential life skills, and prepare them to practice a lifetime of leadership.

Cookie proceeds stay local, which means after the costs of baking the cookies and program logistics (like transporting them), 100% of the proceeds for each package is reinvested in Girl Scouts of Eastern Iowa and Western Illinois!

Essential Skills Girl Scouts Learn



Business Ethics

Girls learn the impact that business has on the world.



Decision Making

Girls choose how to sell and use their funds.



Goal Setting

Girls learn how to plan and aim for success.



Money Managing

Girls learn how to be fiscally responsible.

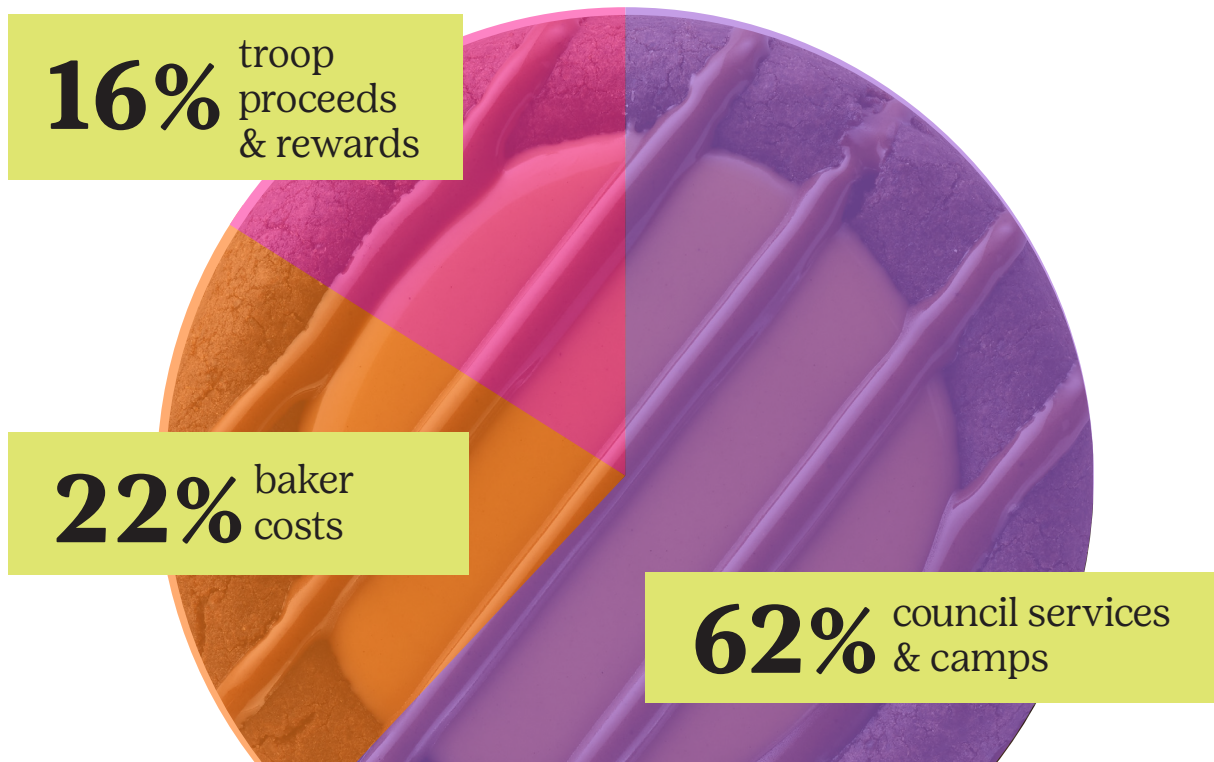


People Skills

Girls learn how to approach and sell to customers.

How the Cookie Crumbles

All proceeds stay in our local council!



62% is invested in girls through programs, properties, volunteer support & training, financial assistance, and council services.

So, what exactly does your Thin Mint do?

- * Supports troop activities and service projects that benefit their communities.
- * Keeps Girl Scout Camp and other programming available and affordable.
- * Provides financial assistance, so that Girl Scouts is accessible for all families.

Getting Ready

We hope you're excited!

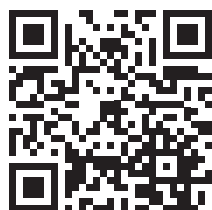


As troop product manager, you have a big role; but we truly believe the benefits of helping girls learn new skills and grow their confidence is just as big of a reward.

Your main responsibility is to oversee the Cookie Program for your troop. That means running what is known as a family cookie meeting, helping to set goals, assisting with inventory management, and distributing rewards.

We also recommend visiting GirlScoutsToday.org for additional resources, such as step-by-step tutorials. Feel free to reach out to your volunteer service unit product manager—they are here to help you along the way!

You'll receive the newsletter, *Cookie Bites*, via email on a weekly basis. This publication contains all the timely information you need, when you need it. We recommend that you read it in entirety when it lands in your inbox for reminders, alerts, and inspirational stories to keep you going.



Cookie Badges

The Cookie Business badges are the best way for girls to develop business skills and learn to think like entrepreneurs as they run their own business. Earning a Cookie Business badge gives girls a chance to reach new heights and unleash their potential as they work together with their troop to achieve team goals. For more information on all cookie badges and pins girls can earn, visit GirlScouts.org/CookieBadges or scan the QR Code.

Bring the whole family together for tons of fun and learning with our Girl Scout Cookie Program pin collection!

Online Training Resources

This year, Girl Scouts of Eastern Iowa and Western Illinois will offer convenient training options that can be completed from the comfort of your own home! All training resources can be found in gsLearn. Simply log in to MyGS and you will find everything in one place.

1. Complete all sections of the 2024 Cookie Program Training in gsLearn. Training will be available on gsLearn starting December 1, 2023.
2. Fill out the troop product manager agreement form in gsLearn.
3. Log in to eBudde to set up your account.

Who couldn't use a little eBudde refresher a few weeks after you complete online cookie training? In 2024, we will be providing brief online training videos weekly on both Cookie Bites and on social media, covering topics relevant to the timeline of the program.

Cookie Program Materials

Cookie Program materials (order cards, envelopes, etc.) will be shipped directly to the troop product manager! Materials begin shipping the week of December 1, 2023. If you are short on items, please contact your service unit product manager.

Cookie Service Unit Meeting

Your service unit will hold a cookie meeting in December or January. It is very important to attend this meeting in order to hear about service unit specific information, such as delivery, cookie rally, and to pick up a sample box of the Girl Scout S'mores cookies to share with your troop!

Cookie Bites Weekly Email

Starting January 10, 2024, we will be sending out Cookie Bites, a weekly email with tips, reminders, trainings, and other tidbits to help you along the way!

Complete Training Online (Available December 1)

You will complete the online training in gsLearn. Cookie training will consist of:

1. A required section on the Cookie Program and troop finances for all troop leaders to complete in December.
2. An optional training section for new troop leaders to be completed in December or January.

How Much Will My Troop Earn?

Troops earn a minimum 70¢ per package sold. Cadette, Senior, and Ambassador Troops who opt out of rewards for higher troop proceeds earn 80¢ per package sold. Troops that opt out of rewards will still qualify for all patches, Troop PGA T-shirt reward, Troop Adventures, Program Credits, and the Super Seller Club rewards.

Proceeds Bonus

Troops have the opportunity to earn an additional proceeds bonus per package sold if they reach a certain per girl average (PGA) during the Cookie Program. Take the total number of packages sold by your troop, divide that number of girls selling, and plug that into the chart to determine how much your troop will earn per package sold. You can also find your troop PGA in eBudde on the total sales report or the final rewards page – already calculated. Girls not selling do not count toward your troop PGA.



Per Girl Average	Rate Per (PGA) Package	
	With Rewards	Opt Out of Rewards
1-249	\$0.70	\$0.80
250-299	\$0.75	\$0.85
300+	\$0.80	\$0.90

Calling all Cookie Captains!

Cadette, Senior, and Ambassador Girl Scouts can complete online training to become a 2024 Cookie Captain! Cookie Captains are experienced cookie sellers who can use their expertise to assist at rallies, troop meetings, and cookie booths. They can even earn extra program credit by participating!

Find out more at [GirlScoutsToday.org](https://www.girlscouts.org).

Host a Family Cookie Meeting

Family Cookie Meetings are critical to the success of the program! They help provide a foundation of understanding and agreement for both volunteers and families.

We recommend hosting a meeting 1-2 weeks before the Cookie Program start date. At the meeting, Girl Scouts and their families come together with their troop leader(s) to talk about the upcoming Cookie Program to discuss their goals, share best methods for staying in contact (i.e. text, phone, email), and agree on roles and responsibilities.

The Cookie Program differs for troops based on level and experience. Because of this, you can find Cookie Program family meeting guides for each Girl Scout level.

Each Cookie Guide Contains:

- A meeting agenda
- Tips for holding virtual meetings
- Safety tips
- Ways to sell cookies

You can find a link to your level-specific family meeting guide at GirlScoutsToday.org



Family Cookie Meeting Checklist

- Review the Cookie Program permission form and the family guide (received in the mail) and open the meeting up to questions and clarifications.
- Discuss all methods of selling and which methods work best for the troop and families.
- Share the rewards on the flyer with the Girl Scouts - you know they're excited!
- Set troop and individual goals. How much money would the Girl Scouts like to earn? Is there a special trip or service project the troop is interested in? How will the troop track their goals?
- Discuss volunteer opportunities with caregivers such as initial order pick up, cookie sorting, and cookie booth supervision.
- Share important dates, review the program calendar and rally info.
- Establish a calendar of when orders will be due and when cookies will be available for pickup.
- Log in and discuss Digital Cookie.
- Discuss the initial inventory order - how will the troop's initial inventory order be placed?

Calculating Your Initial Inventory Order

How do I get my cookies?

With the eBudde online platform, it's easy to manage cookie inventory, find your delivery location, and transfer cookies to/from other troops.

Does the initial order matter?

Placing an initial order helps your troop(s) have the inventory they need on hand for Cookie Go Day. The initial inventory order is your troop's starting inventory. Planning can help reduce the chances of running to a cookie cupboard for large-quantity pickups!

How much should I order?

Our recommendation for the initial inventory order is 75% of your troop's expected sales for the 2024 Cookie Program. Since new troops do not have any average sales from last year, they will use the New Troop tab on the Cookie Calculator which calculates the average sales that your troop level had during the previous year. For example, if you have a new Brownie troop, the New Troop tab would give you 75% of the average sales for all Brownie troops in our council the previous year. These cookies are not returnable to council - so order wisely. All cookies are paid for by the troop bank account.

What is the Per Girl Average?

During the 2023 Cookie Program, Girl Scouts in our council sold an average of 232 packages per girl; we encourage Girl Scouts to start there with their 2024 goal. Those who reach the 232 package goal will experience every benefit of the program, from trying different methods of selling to achieving some amazing prizes!

Existing Troops:

Your expected sales will be based on last year's total sales and the number of girls you will have selling. The cookie calculator will help you estimate your order.

We recommend that you order 75% of your expected sales; however you can order any amount you are comfortable with selling.

New Troops:

Use the Cookie Calculator to help you to estimate your order.

Don't be afraid to ask an experienced volunteer or the product program team at Girl Scouts if you have any further questions about what to order.

Cookie Variety Recommendations:

We have 9 varieties of cookies in the lineup. The percentages you should use when calculating your initial order on the nine cookie varieties are listed on the bottom of page 26.

Logging into eBudde

You will use eBudde to place the troop's initial order, track girl orders, order initial and final rewards, order additional cookies, and schedule cookie booths. We highly recommend you download the eBudde Troop App Plus – you can now do anything on the app that you can do on eBudde!

Step 1: Log in

Each user will get a welcome email from eBudde that has a separate link for logging into the system for the first time. This link is unique to you, and cannot be used by others. User receives “welcome email” with login link. Remember to check your junk folder. Click on the link. This link expires in 48 hours.

At the password screen, enter and confirm personal password. Make sure to review/enter all additional information. **Write your new password on page 39 of this book. If you have forgotten your password, please follow the instructions on page 39.**

Step 2: Set up your troop

- Click the Settings tab and Edit button
- Enter your troop's goal in packages
- Make sure the age level is correct
- C/S/A Option Only: Check no rewards/additional proceeds if your troop is opting out of rewards for higher proceeds
- Click Save
- NOTE: The number of girls selling and registered is automated

Step 3: Confirm Registered Girls

On the Girls tab, which is locked, you can view all of the girls registered with your troop. This will continue to be updated throughout the sale.

Only girls with cookies assigned to their name in eBudde will count as selling and used to calculate your per girl average (PGA).

If there are girls missing, first check your roster via your My GS account to ensure they are registered. Only your council can verify registration status and update eBudde.

Placing the Initial Inventory Order in eBudde

Step 1: Entering the Initial Inventory Order

eBudde allows you to place your initial inventory order by individual girl*, booth sales, or the entire troop. You can place your order one way – or all three!

To order cookies by individual girls, follow the instructions below.

- Click on each Girl Scout's name
- At the bottom of the screen, squares appear where you enter the order
- Tab through the columns, entering package order by variety
- Click the OK button on the far bottom right
- Repeat this process for each Girl Scout
- Click Save at top of the screen

You can save and edit the order as many times as necessary.

✿ **IMPORTANT:** If you do not have cookie orders by individual girls, that's OK! Many troops will place an initial order for the entire troop and will distribute the cookies to the girls at a later time. If you are planning on ordering enough cookies to reach a PGA of 200 packages, you will need to order at least one package of cookies for each girl that will be selling cookies, then enter the rest of the troop initial order under Other or Booth. This will ensure that eBudde will order a Lottie the Mini Axolotl for each girl selling. Digital Cookie Orders DO count.

Ordering Cookies in the Other or Booth column:

- Go to the initial order tab
- Click the Others or Booth line
- Enter the number of cookies by package - NOT case
There are 12 packages per case
- Your initial order will be rounded up to the nearest case
- Remember: Cookies ordered for booths on the Initial Order tab are not eligible for return

Step 2: Confirm Reward Order

If your troop ordered a PGA of 200 or more (check the Sales Report Tab in eBudde), you will submit an initial rewards order.

- Open the Rewards Tab
- Click Fill Out next to Initial Reward Order
- Click on each girl's name to verify she earned the reward
- Click Submit Girl Order
- Repeat for each girl as needed
- Submit troop order
- Click OK in the pop-up box to confirm your submission
- Once the girl rewards are submitted, no changes can be made

Step 3: Confirm Delivery Station

You must confirm your delivery station in eBudde. If you skip this step, you will not receive cookies on the scheduled delivery day for your area. Your service unit product manager will confirm your delivery location.

Here is how to confirm your delivery location in eBudde.

- Delivery Tab
- Click drop down arrow and select applicable delivery station
- Click the Submit My Info button
- Click OK
- Click View Confirmation button
- Click PRINT button

The system will confirm that your delivery information was updated. You can print the delivery confirmation for your records.

Reminder!

Cookie Delivery:
February 10, 12-15

Each delivery site is different. Here are the basics:

Arrive at your assigned or chosen time - no earlier than 15 minutes prior, and make sure your entire party is available. Please notify the station worker if you have multiple vehicles.

Use vehicles large enough to hold all of your cookies at once.

When you choose your delivery site in eBudde, you will see guidelines for the size of vehicle you will need to pick up all of the cookies in your initial order.

Cookies will be counted and loaded into your vehicle by volunteers on site. If you need to exit your vehicle, please be considerate of others.

You should be given a receipt for the cookies you pick up.

Make sure you sign it and retain a copy for your records. If you are not given one, ask for one.

Contact your service unit product manager right away if:

- Your troop misses cookie pickup due to an emergency.
- If you get home and find there is an error with your count.

Working with Girl Scouts and Families

The best part of being a troop product manager is that you work with Girl Scouts directly on achieving their goals and developing business skills. The Girl Scout Cookie Program trains Girl Scouts with the essentials, but sometimes tough decisions go along with running a business. Managing their inventory, knowing when to pass that inventory along to another Girl Scout or troop, and seeing if a Girl Scout is capable of taking on additional inventory is a large part. See some tips below for coaching girls and families along the way.

Tip #1

Share the experience you had when you were a Girl Scout selling cookies or something similar you had to do at your job. Girl Scouts will see the connection between the Cookie Program & their future careers.

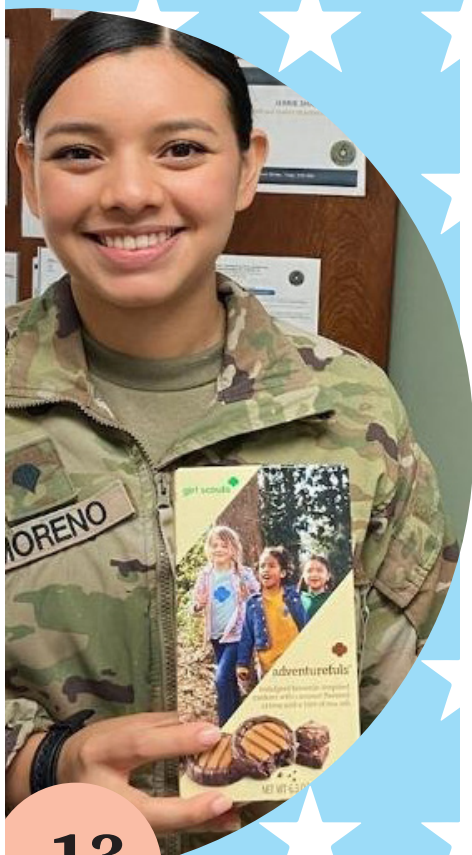
Tip #2

Hold a Cookie Round-Up on the weekends with families so that families are in the loop. Host a Google Hangout, or ask caregivers to text you during the week.

Tip #3

Assist in moving inventory between Girl Scouts. With your point of view, you'll know what the best connection to make between families to get every Girl Scout to her selling goal.

Care to Share Program



Girl Scouts have a long tradition of making the world a better place, knowing the importance of community service, and the value of giving back! During the Cookie Program, this can be achieved through our Care to Share program.

Care to Share encourages Girl Scouts to ask customers/businesses to donate as little as \$6 so that cookies can find their way to those serving in the military, through a council-sponsored program. Cookies purchased go directly to Iowa's Bravest and Soldiers Angels - military support organizations that send care packages to our troops. Cookies may also find their way to local community organizations, like first responders. In 2023, Girl Scouts of Eastern Iowa and Western Illinois collected donations of 24,340 packages for the Care to Share program!

Distributing Cookies to Girl Scouts

Follow the list below to ensure successful deliveries to girls and families.

- * Notify caregivers of the date, time, and location they can pick up their order. Give yourself enough time to get home, unload the cookies, and prepare the orders.
- * Sort all cookies and orders before you let any caregiver pick up cookies. This will help you identify a problem with your order before anyone picks up cookies.
- * Prepare cookie receipts for each Girl Scout. When caregivers pick up, have them count and verify their order. Complete a receipt for every cookie transaction. Caregivers **must** sign the receipt.
- * Provide each Girl Scout with a money envelope with their balance and money due dates. Remember, caregivers are responsible for all cookies for which they sign. Write a receipt each time cookies or money exchanges hands.
- * Keep receipts in a safe place with the permission forms! If you have a Girl Scout who lives in multiple households, be sure that she picks up her separate orders. A permission form should be collected from each household.
- * You should start collecting money from the girls for their initial order within two weeks of delivery.
- * Collect any additional cookie cupboard orders from your girls so you can pick up their orders. Cupboards open the week of cookie delivery. You can check eBudde for dates and times available to schedule a pickup.

Ways to Sell Cookies

Door to Door Sales

Hand out door hangers to the Girl Scouts that came with the cookie materials. Girl Scouts can leave them for customers who are not home to contact them later!

If you run out, check with your local office, service unit product manager, can print more at GirlScoutsToday.org.

Remember that Girl Scouts should respect areas and businesses that have “no solicitation” signs.

Daisy, Brownie, and Junior Girl Scouts must be accompanied by an adult when selling.

Online Sales

Girl Scouts can advertise their online cookie sales on social media sites to friends and family (such as Facebook and Digital Cookie). Girl Scouts may also advertise their cookie sales on social media through SAFE community sites (such as schools, churches, neighborhoods, etc). Posts on behalf of a Girl Scout should be girl-led and encourage girls to be the ones to complete the sale.

Virtual Booth Sales

Create an event on Facebook and invite customers to purchase cookies through

the troop’s Digital Cookie Link so they can pay with their credit card! Set up a contactless site for customers to pick up the cookies OR offer contactless delivery.

Order Taking Sales

Girl Scouts can take orders from customers before the cookies arrive. Get their order right away and deliver them when the cookies arrive. Order taking sales can take place during the entire sale.

Workplace Sales

Girl Scouts may leave an order card at a parent workplace, with employer permission.

Girl Scouts should play an active role in the sale by creating a display or marketing piece with the order card as well as help with distribution of orders and collection of payment.

Some companies may also be interested in purchasing cookies as gifts, making charitable contributions to the Care to Share Program, or matching collected donations during troop sponsored cookie booths. These are booth locations set up by the troop product manager or troop leader.

Ways to Sell Cookies

Cookie Booths

Commercial booth locations have specific dates and times secured by Girl Scouts of Eastern Iowa and Western Illinois.

Troops can also secure their own booth location in their local community. Contact your local businesses, churches, schools, or events. Think outside the box!

Enter your cookie booth in eBudde to be included in the Cookie Finder.

Mobile Sales

Mobile sales involve selling Girl Scout Cookies in a public space while moving about (i.e., selling from a cart, wagon, or sled). They can happen any time during the Cookie Program, and do not need council approval.

To make things even easier for customers, girls can download the Digital Cookie mobile app and process customer payments using credit cards!

Cookie Partner Program

Troops that join the Cookie Partner Program will have the opportunity to partner with local businesses that are interested in purchasing Girl Scout Cookies! Girl Scouts of Eastern Iowa and Western Illinois will have a list of area businesses that are interested in participating in this program.

For more information, visit www.GirlScoutsToday.org.

Drive-Thru Booth Sales

Contact local businesses about setting up a drive-thru Cookie Booth sale in a parking lot.

This could include churches, schools, gas stations, etc. Make sure you find a safe location away from heavy traffic.



Digital Cookie for Girls

Did you know that, on average, Girl Scouts who use the Digital Cookie platform sell 3 packages more per order than they do with in-person sales? In fact, Girl Scouts who paired Digital Cookie with traditional sales on average sold 76% more cookies than Girl Scouts who did not sell cookies online at all. Needless to say, Digital Cookie is the perfect tool to help your girls run their 21st century cookie business!

Through the Digital Cookie platform, Girl Scouts can conduct credit card and online transactions, reach out to potential customers, and track their progress digitally. Best of all, you can customize the way Girl Scouts learn and earn, using technology in new and engaging ways, all while earning cool cookie business badges along the way!

Here are some tips for your girls to be successful with Digital Cookie and use the platform to its full potential. Round up your Girl Scouts, put your #cookieboss hats on, and let's dive in!

Setting Up your Digital Cookie Account

Step 1: Register

To set up and to use the Digital Cookie platform, caregivers should keep an eye out for the registration email, coming on January 10, 2024. Emails will be sent to all registered members.

Step 2: Set up your site

Girls can set goals, share cookie stories, and upload a fun picture or video.

Step 3: Invite your customers

Manage your cookie customer list and easily send ready-to-use emails. Girl Scouts can also promote through a personalized cookie site link on Facebook with friends and family.

Step 4: Track your goals

See how close you are to reaching goals by tracking the numbers of packages sold online and orders placed, as well as sales by delivery type and cookie variety. Girls can even add their offline sales to track their total progress.

Digital Cookie Rewards



100+ Packages
Cookie Techie Patch

200+ Packages
Cookie Techie Charm



Digital Cookie Notes

Girl Scouts can use the Digital Cookie app to take in-person credit card payments for cookies in hand or for shipped orders! Troops will need to order and fulfill any girl delivery orders – this includes the initial order and orders after the initial order. Girls can add offline sales to Digital Cookie to track their total sales. Note that offline sales entered by the girls are not entered by variety.

The Digital Cookie system sends notification emails to caregivers to approve orders for the girl deliveries as they come in. This can cause confusion for customers since once the order is approved, the customer starts getting automated emails regarding their order. Here are some recommendations for caregivers to follow regarding girl delivery orders.

Caregivers and Girl Scouts should...

- Check cookie inventory before they approve an order. If they don't have enough inventory on hand, they should check with their troop product manager.
- Communicate with customers right after approval about the timeline for cookie delivery.
- Double check that customer orders are correct as they are prepared for delivery.
- Contact customers before delivery to make sure they can plan to be home when the cookies are delivered.
- Include a thank you note signed with Girl Scout's first name and email address in case the customer needs to reach out.

Setting up Digital Cookie for Troop Product Managers

Watch your email:

Watch for your registration email on January 8, 2024, from the Girl Scout Cookie Program (email@email.girlscouts.org)

Register:

In the email is a “Register Now” button to take you to the Digital Order Card registration site.

Create password:

Once you click the link, you’ll be on the Digital Order Card site. You’ll need to create your password.

Log in:

Use your new password to log in. Remember to use the same email address where you received your registration email.

Watch safety video:

If you are also the caregiver of a Girl Scout under 13 and caregiver registration is open, watch the quick “Safe Selling for Smart Cookies” safety video. Note: You can’t proceed any further until the video has been watched.

Terms and Conditions:

Read and accept the Terms and Conditions-Volunteer. If you are also a caregiver, you will need to read and accept the Terms and Conditions for parents when parent access opens.

Caregiver Access:

If caregiver registration has opened in your council and you are also a caregiver of a Girl Scout under 13, you will see the girl pledge appear. If parent access has not opened, you will see it appear on your next login once parent access begins. See the “Site Registration” tip sheet for more information on the pledge.

Role Selection:

If you have roles in addition to troop leader, you will be taken to a “role selector” screen once parent access opens. Once parent access has begun, if you have additional roles and aren’t taken to this screen OR all of your roles do not show up on the drop down, please contact Info@GirlScoutsToday.org.



Digital Cookie for Troops

Digital Cookie isn't just an important sales tool for Girl Scouts in your troop, it can be used to enhance cookie booth experiences and boost overall troop sales! The first step is to set up your troop account in Digital Cookie. Troop leaders will receive their registration email by January 8, 2024.

Troops will be able to set up a Digital Cookie link for customers to purchase cookies directly from the troop! This troop link will be connected to GSUSA's Cookie Finder app, and troops will be able to accept direct shipped and donation orders. Troops can also use the Digital Cookie app to accept online payments from customers at booth sales at no extra cost to the troop.

Cookie Booth Pick-ups

Troops will be able to schedule cookie pickups for customers through Digital Cookie for cookie booths they have scheduled in eBudde.

Your Digital Cookie Dashboard has information that helps you support your Girl Scouts and their parents in their Digital Cookie sales. All appointed troop leaders and cookie volunteers for the troop should have access to this Dashboard when they log on to Digital Cookie. There are six tabs on your troop dashboard:

- * Dashboard
- * Orders
- * My Troop
- * My Troop Orders
- * Troop Cheers
- * Virtual Booths

Note: You can find tip sheets for each of these tabs on www.GirlScoutsToday.org. A very important section on the Dashboard tab is Troop Virtual Booth Info.

Troop Virtual Booth Links

Troop links allow you to use the Digital Cookie app to process payments at booth sales with NO FEES and to take orders from customers at the troop level instead of the girl level. See page 21 for instructions on how to set up your Troop Virtual Booth Link.

Digital Cookie Girl-Delivery Cookies

If a Girl Scout sells cookies through Digital Cookie for girl delivery and they were not already added to her eBudde account, you must add them when she picks up the cookies, just as you would any other transaction. Once a caregiver tells you they need additional cookies to fulfill a girl-delivery order from Digital Cookie you will need to allocate them to the girl under the appropriate cookie variety. Enter the details of the transaction i.e. "DC girl delivery 3/10." When finished, click Save.

Do not mark a payment for these packages. A financial transaction will already be listed under the girl's name from Digital Cookie as being paid.

Setting Up your Digital Cookie Troop Virtual Booth Links

Your Troop Virtual Booth links will help your troop make sales online instead of, or in addition to, your regular cookie booths. When you set up your Troop Virtual Booth site, there will be two links that you can use.

Setting up your Troop Virtual Booth Site

Step 1: The first time a troop product manager logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a troop virtual booth link. To begin, click the Start button.

Step 2: You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of Girl Scouts in your troop. You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of troop site lead. The troop site lead will be responsible for working with the Girl Scouts in the troop to set up the troop site and approve orders. Once the first volunteer for the troop has made those selections, everyone will see the selections that have been made and can change them if needed.

Step 3: If you assigned yourself to be the troop site lead, your dashboard will be updated with a set up your site button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log in to Digital Cookie they will see the new role in their selector drop down. The site lead will then need to complete the registration process as if the troop were a new Girl Scout by watching the safety video and accepting the terms and conditions of the Girl Scout pledge, plus activating the account. The troop site lead will use the site setup to work with the Girl Scouts in the troop to create their message and photo/video. It functions the same way as the Girl Scouts site setup.

Once the site is published and the council's sale is live, the troop will have two links to use if they wish for the cookie season.

Link One: 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. 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.

Link Two: The Troop Shipped Only Link

Use this link when selling outside of your troop's delivery area. Customers can purchase cookies that are shipped directly to a recipient or donated to the Care to Share Program and credited to your troop. Once your troop sets up this link, it will be connected to the Girl Scouts of the USA Cookie Finder, and customers from anywhere can use your direct ship link to buy cookies that support your troop. The 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.

Frequently Asked Questions

About Troop Virtual Booth Links

What about Girl Digital Cookie links?

- * Girls should still use their individual links to promote to their customers. Troop Virtual Booth links are just another way the troop can work together towards their goal, reach new customers, and track their progress.

Can we decide to use the links later?

- * The links are available for your troop to use at any point once your troop sets up their troop site and your council is selling cookies.

Do we need these links?

- * That is up to the troop! You don't have to use troop links; they are just an option to give troops and girls more choices on how they run their business and safely connect with customers as a team. If your troop wants to broaden their reach beyond individual girl's sales, you can leverage the troop virtual booth link.

When will my troop begin receiving sales generated from the Girl Scouts of the GSUSA Cookie Finder?

- * The troop ship only link will appear on the Girl Scouts of the USA Cookie Finder starting February 16, 2024. However, your troop can begin to use both links as soon as you set up your troop link site.

Here are some ways to get started:

- * Share this information with your entire troop of Girl Scouts and volunteers! Find a troop volunteer who can serve as the troop site lead and manage the troop links site with leadership from the girls. Ask the troop for ideas on how to use these links in ways they wouldn't use their personal link.
- * Don't forget to say thanks! Have Girl Scouts design thank you notes that can be included with their troop delivered/picked up orders. This is a great way to get repeat customers.

Cookie Booth Basics

There are now **THREE** different types of booth sales you can schedule: council sponsored, troop sponsored, and virtual!

Finding Council Sponsored Booths

Girl Scouts of Eastern Iowa and Western Illinois has booth sale agreements with area businesses. These booth sales are set up by the council staff and locations are listed in eBudde for your troop to sign up.

Starting January 22, you can find a list of participating sites in eBudde

- Click the “Booth Sales” tab
- Click “Find Free Slots”

Setting up a non-council sponsored cookie booth in eBudde

Confirm set up and date with your business. You must request permission for this booth at least 48 hours in advance in eBudde.

- Click on Booth Sales tab
- Click on Add/Edit a Troop Booth
- Click Add to enter all information
- Click Save
- Booth will show pending until it is approved or denied by council product program department or your service unit product manager
- Green is approved, orange is denied

Sign Up Dates

for Council Sponsored Booths

January 24, 2024 - 7:00 a.m.

Early sign up date for troops that participated in the Fall Product Program. Troops can sign up for one council sponsored booth time slot.

January 26, 2024 - 7:00 a.m.

First round: Sign up for one time slot.

January 27, 2024 - 7:00 a.m.

Second round: Sign up for two additional time slots.

January 28, 2024 - 7:00 a.m.

Unlimited reservations and all remaining time slots are open.

Troop Sponsored Cookie Booths

Your troop can set up its own booth sale, as long as it's at a location that is not listed in eBudde. Think of places of worship, stores, schools, etc. You may also contact schools, churches, or other businesses to use their parking lots for “Drive-Thru” booth sales!

Cancel a Reserved Booth

All booth information in eBudde feeds directly to the Cookie Finder on the GSEIWI and GSUSA's websites. Keeping it up to date is critical. **If you cannot fulfill a booth, you MUST release the booth in eBudde** so that another troop can take the spot, and so that customers do not go to a booth and not have a troop there.

- Go to calendar on dashboard
- Click on booth date to be released
- Hit release button

Booth Waitlist

You can be put on a waitlist for a booth location for a specific date. Click the Notify Me if Slots Open button. eBudde will then send you an email if any one or more of the slots become available.

It is a first come, first served for signing up for the slot. There may be several troops that get the email. You will need to go into eBudde or the Troop App to claim that slot. There is a possibility that someone else got there first to claim it.

Booth Return Policy

Per GSUSA food safety protocol for Girl Scout Cookies, cookie cupboards may accept returns of UNOPENED cases of cookies only – **NO EXCEPTIONS!** – **within 48 hours of the booth sale.** This only applies to cookies checked out from a cupboard, NOT booth cookies ordered from the initial order. **Those cannot be returned at all.**

Booth Return Policy Tips and FAQ's

- * You may still check out individual packages of cookies from cookie cupboards.
- * You will not be allowed to exchange individual packages of cookies with cookie cupboards. You may exchange full, unopened cases of cookies.
- * Don't over-order the less popular varieties – such as Do-si-Dos, S'mores, Toffee-tastics, and Trefolis.
- * Contact your cupboard manager or service unit product manager for help placing your order.
- * If you have leftover packages that you are not able to return, hold another booth sale, give them out to the girls in the troop to sell door- to-door, or hold a text-a-thon at your next troop meeting where girls will text as many friends and family members as they can in one hour.
- * Use eBudde's Cookie Exchange to trade cookies with other troops.

Virtual Booth Sales

Make it personal and fun!

Use Little Brownie's virtual cookie booth graphics, available on LittleBrownieBakers.com. You can also find information about virtual booth sales on GirlScouts.org.

Troops will be able to set up their own link to Digital Cookie! Remember to distribute the cookies to the girls.

Consider the logistics and include the details:

- How will cookies be delivered?
- Will you have a pick up site for customers to pick up orders- such as a school or church parking lot?
- Will you deliver the cookies?
- How will you handle payments?

Invite friends and family

Send event invitations to potential customers through social media, email, and text, and promote on social media and in your community.

Be sure to use #VirtualCookieBooth in all of your posts, and encourage your buyers to share a photo with their Girl Scout Cookies using the same hashtag.

Share your success!

Remember to follow the Girl Scouts Internet Safety Pledge found on the "For Cookie Sellers" page on GirlScoutsToday.org.

Do's and Don'ts of Virtual Cookie Booths

Do:

- * Use Facebook Live to stream your virtual cookie booth.
- * Accept online payments via Digital Cookie, CheddarUp, or other digital payment options.
- * Share your virtual booth and troop Digital Cookie link via social media, text, and email.
- * Use Digital Cookie to collect donations and shipped orders.
- * Use marketing resources provided by Little Brownie Bakers, GSEIWI, and GSUSA.

Don't:

- * Sell cookies at a higher/lower cost.
- * Post to public selling sites such as: eBay, Craigslist, Amazon, Marketplace, etc.

General Guidelines for Holding an In-Person Cookie Booth Sale:

Having your troop sell at a cookie booth can be very rewarding! You can decorate your booth with a theme, have Girl Scouts work on their sales pitch, and spend time out in the community. However, to keep things running smoothly, here are some general rules:

- * Remember to abide by the Girl Scout Promise and Law, and be a sister to every Girl Scout.
- * Have two or more adults supervising (one who is a registered Girl Scout adult member that can handle the money on-site).
- * One adult will need to be female, according to Girl Scouts of the USA's policies.
- * Arrive a few minutes early and leave on time. There may be other troops that are scheduled at that location before or after you.
- * Make sure you leave your booth space clean. Girl Scouts leave a place better than they found it.
- * You can find a more detailed guide to booth sales at [GirlScoutsToday.org](https://www.girlscoutstoday.org).

Troops that schedule 10 or more booths by January 29 will earn a cookie sign to use for display throughout the Cookie Program!

How many cookies does it take to run a booth?

GSEIWI uses reports from the Booth Recorder to determine the success of our cookie booths and locations! This information can help us to determine if a booth is successful, the best times to schedule a booth, number of cookies needed at a booth, etc.

GSEIWI highly encourages troops to use the Booth Sale Recorder in the Troop App!

In 2023, the average number of cookies sold at a cookie booth for a 2 hour time slot was 65 packages. This number is based on COUNCIL-WIDE averages. Please take into consideration your booth location, time slot, weather and other factors when planning the number of cookies for your booth. Check out our Cookie Booth Order Calculator on [GirlScoutsToday.org](https://www.girlscoutstoday.org).

Stats by Cookie

Thin Mint	28%
Samoas	19%
Tagalongs	15%
Adventurefuls	11%
Do-Si-Dos	7%
S'mores	7%
Lemon Ups	6%
Trefoils	5%
Toffee Tastic	2%



Cookie Cupboard Basics

Please be considerate of cookie cupboard volunteers and arrive at your scheduled pick up time. You can pick up cookies from any cookie cupboard listed in eBudde.

There are no returns on cookies unless they are checked out on consignment for a booth sale – see the guidelines on the next page. Keep your cupboard receipts and verify in eBudde. If there is an error, contact the cupboard manager. If available, cookie cupboards can provide exchanges for damaged packages.

Cookie cupboards have limited inventory on hand. If you do not place a pending order, you may not get the cookies you need.

Who Can Pick Up From a Cookie Cupboard?

Volunteers with permission can pick up cookies from a cookie cupboard. Any cookies that are picked up are the responsibility of the troop until they are given to a girl and the receipt is signed.

How To Place a Cookie Cupboard Pending Order

- Click on the Transactions Tab
- Click Add and a new Cookie Transaction Window will appear
- Click Normal or Booth. This will indicate whether the cookies are to fill inventory orders or are being checked out for a booth sale
- Click the circle next to the cupboard, then select the location of the cookie cupboard you want to pick up from
- Under Pick Up, choose an appointment to pick up from cupboard
The system will only allow pickups to be scheduled on days and times during which the cupboard is open
- Enter your cookie order in cases and/or packages, as applicable
- Click Save
- Click the Transactions Tab and choose pending to view your order



Allocating Cookies in eBudde

Every package that a Girl Scout sells counts toward their rewards. Girls will need to be given credit for any cookies sold and picked up after the initial order. Pending orders that you pick up at cupboards or receive as a transfer from another troop appear in eBudde under your troop. It is your role as troop product manager to allocate those cookies down to the girls that sell them so their rewards calculate correctly, as well as your per girl average (PGA). You need to do this even if your troop is opting out of rewards. Follow these easy instructions on how to allocate cookies to the girls for cookies sold post-initial order. You can allocate cookies each time they are picked up, once a week, or at the end of the sale.

- Click the Girl Orders tab
- Click the girl's name you want to allocate cookies to
- Click +Order
- Enter the total packages for each cookie variety or Care to Share order
- Enter payment received (if one is received)
- You can enter comments about the transaction and mark if the cookies are for a Digital Cookie (DOC) order, inventory, or booth

Note: if you are not using the booth recorder to allocate cookies to the girls, you must mark booth in order for the girl to earn the booth patch

- Click Save
- If you do not have cookies to allocate, but you have a payment to enter, you can click on +Pay after you click on the girl's name

Allocating Cookies to Girls from the Troop Virtual Booth Link

- Click the Girls Order Tab
- Click on Troop Site
- Click on the transaction that needs to be distributed
- Click next to each girl you want to give cookies to
- Click distribute

Troop to Troop Transfer

You may work with other troops in your area to help with inventory management. If a troop has cookies that you need, swap or transfer with them!

Entering Cookie Transfers

The troop receiving the cookies is responsible for logging the transaction in eBudde.

- Open the Transactions tab
- Click Add
- Choose Normal
- Enter the Troop Number of the Troop you are receiving cookies from
- Click Save
- You can view the transfer by going to the Transaction Tab
- Click All

Note: Troop will show a decrease in cookies and money dues. Both troops sign receipts when cookies/money exchange hands.

Booth Sale Reorder

eBudde allows you to allocate cookies and payments to girls participating in booth sales in one simple step.

Note: You must have already added your troop booth sale to eBudde or chosen a council sponsored site to use this feature.

- Click on the Booth Sales Tab
- Under My Booth Sales select the booth location
- Click Record Sale
- Enter the varieties and packages of cookies sold at the booth
- Click Distribute
- You will see a list of girls in your troop
- Check mark the girls who were present at the booth sale
- Click Distribute
- The cookies and payments will appear in the Girl Orders Tab
- Click Save

Cookie Exchange

The Cookie Exchange in eBudde allows you to see what cookies other troops have to exchange. It also allows you to post what extra cookies you have to exchange.

Enter the extra cookie packages that you have that you would like to exchange. Enter the quantities in packages in the variety boxes. Click Submit.

If you no longer have all the extras originally posted, change the quantities appropriately and click Submit. The submission will **OVERWRITE** the previous submission. There is only one record per troop in the Cookie Exchange.

To see what cookies are available by other troops, click the blue down arrow to the left of the variety. eBudde will display the troops that have extra cookie packages. It will list for you the date posted, the troop number, quantity available, the first name of the contact, email address and phone number. You can then contact that person via email/phone to make the exchange. The troop that is **RECEIVING** the cookies will still need to complete the Troop to Troop transfer in eBudde—you should also exchange written receipts.

Troop Rewards

“Lottie” the Mini Axolotl

If your troop achieves a PGA* (Per Girl Average) of 200 packages or more on the initial order, all the girls that placed an initial order will earn “Lottie” the mini axolotl! The clips will arrive with the rest of the rewards upon completion of the program.



Troop T-Shirt

If your troop achieves a PGA* of 300 packages or more by the end of the Cookie Program, all girls selling PLUS two volunteers will receive a troop t-shirt!

*Troops that qualify will need to place a reward order in eBudde.

Troop Adventures

If your troop achieves a PGA* of 500 packages or more by the end of the Cookie Program, your troop earns a ticket for each girl selling plus two chaperones for a troop adventure of your choice! Troops will determine the dates and times of travel and will be responsible for transportation to and from the activity as well as food. The troop adventure location must be chosen by May 31, 2024. If your troop qualifies, a member of the council product program staff will reach out to you with details. See the reward flyer for adventure choices.

* The number of packages on your initial order divided by the number of girls selling on the initial order gives you the PGA – you can also check if you qualify on the Sales Report Tab in eBudde. You will find your initial order PGA on the report. If it is 200 or higher, your troop qualifies!

* Troops that qualify will need to place a reward order in eBudde.

Girl Rewards



Instant Rewards!

For every 250 packages sold, Girl Scouts are invited to pick out an instant prize at their local office! Last day to pick up instant rewards is March 18.

40 Packages

Own Your Magic Patch



Instant Reward

80 Packages

Council Decal

Instant Reward

120 Packages

Axolotl Charm



170 Packages

Adjustable Lanyard & Frog Charm



220 Packages

Wallet Pouch



250 Packages

Lucy the Axolotl



300 Packages

Axolotl Pillow



350 Packages

Axolotl in my Pocket shirt



450 Packages

Cross Body and Fashion Patches



500 Packages

Puffy Camp Blanket, Collapsible Cup and Weekender Tote OR \$100 Program Credit



700 Packages

Two tickets for Adventureland 700 Club Celebration on June 1, 2024 and GSEIWI tote OR Pair of Crocs Classic Clogs and Axolotl Croc Charm Set OR \$100 Program Credit



1000 Packages

Afternoon with GSEIWI Horses on May 19, 2024 OR Girl Scout Build a Bear Experience OR \$100 Program Credit



OR



1500 Packages

Mini Snack Crate OR Budsies OR Capri Spa Day Certificate OR \$100 Program Credit



OR



OR

hair skin massage nails

2000 Packages

3D Printer OR Tablet OR \$100 Program Credit





NEW THIS YEAR

Cheddar Up Card Reader

Has your troop set up a Girl Scout Troop account with Cheddar Up? From Girl Scout outings, to payments from caregivers, to Cookie Program sales, Cheddar Up makes collecting money for your troop simple! Money paid through this app goes straight into the troop account.

Troops that have an initial order Per Girl Average (PGA) of 200 and that are signed up with the Cheddar Up GSEIWI program before January 29, 2024, will earn a FREE Cheddar Up credit card reader! You can easily use it to slide, swipe, or tap at booth sales!*

*Troops are responsible for all fees associated with using the Cheddar Up card reader program. Fees include 2.6% plus a 10 cent per transaction fee.

*Troops must have an active GSEIWI Girl Scout troop account with Cheddar Up by January 29, 2024, in order to qualify. Troops can order a reader and fill out a form on www.GirlScoutsToday.org for reimbursement from council, or they can pick one up from their local Girl Scout Office.

Submit forms by March 1, 2024, in order to receive reimbursement for your reader.



Have a question?

Our Cookie Crew is a group of experienced Cookie Program volunteers who are ready to help!

Email Info@GirlScoutsToday.org if you would like to be connected with a member.

Rewards & Program Credit

Rewards

Rewards in the line-up are cumulative. Girl Scouts will earn all rewards up to the highest level that they sell. You can see pictures of the reward line-up on the order card, rewards flyer, or online.

Super Seller's Club

Girl Scouts selling 500+ packages will become a member of the elite Super Seller's Club! Girl Scouts earn a special bar segment and certificate in celebration of their success!

Instant Rewards

Rewards for the 80+ and 120+ levels are included with the cookie materials mailed to the troop product managers. These rewards can be distributed to the girls as soon as they reach that level. Troops are not given one reward per girl because not all girls in the troop will reach these levels. If you have extra or need more, you can swap with another troop or contact your service unit product manager for assistance.

80+ Packages: Axolotl Decals
120+ Packages: Axolotl Charm
250+ Packages: Girls can stop by a local office & pick up a special 250 Instant Mystery Reward for every 250 packages they sell.

Program Credit

Program Credit is an individual girl reward. It can be used to pay for camp, council sponsored and service unit events, uniforms, pins, awards, and merchandise at the Girl Scout shop or camp trading posts. Girl Scout Juniors, Cadettes, Seniors, and Ambassadors can bank their program credit in order to use it on troop trips, travel, or high awards. During the 2024 Cookie Program, girls will earn \$5 for every 50 packages sold between 200-499 packages!

Following the Cookie Program, parents will receive an email at the email address their Girl Scout is registered with containing information about how much program credit was earned and how it can be redeemed. Program Credits earned during the 2024 Cookie Program will expire May 1, 2025.

Packages Sold	Program Credit
200	\$5
250	\$5
300	\$5
350	\$5
400	\$5
450	\$5

Other Opportunities for Girl Scouts

Girl Executive Club

Join the Girl Executive Club! Girls that sell 1000+ packages of cookies during the 2024 Cookie Program and have \$350+ sales during the 2023 Fall Product Program can join this exclusive club!

Some of the perks include: a special patch, sneak peak preview of the 2024 Fall Product Program rewards and the 2025 Cookie Program rewards, and much more.

Join the CEO Cookie Club

(Girls plus one chaperone) selling 1500+ packages are invited to a special celebration dinner plus activities with our CEO Diane Nelson! A member of council staff will reach out to girls who qualify with the details following the conclusion of the 2024 Cookie Program.

Graduating Seniors

Graduating Senior and Ambassador Girl Scouts that sell 700+ packages will earn a Lifetime Membership!

Travel Credit

There's a big world out there, and Girl Scouts are ready to explore it! Travel credit offers Girl Scout Juniors, Cadettes, Seniors and Ambassadors the opportunity to save funds to use to travel through the Girl Scouts of Eastern Iowa and Western Illinois council trips to New York in 2024 (for Cadettes) or to Europe in 2025 (for Seniors and Ambassadors) or they can save their funds for the Girl Scout National Convention in 2026.

Please see www.GirlScoutsToday.org for more information.

Sister Program

Sisters selling cookies that sell a Per Girl Average (PGA) of 100+ packages can receive a 2024 Sister patch! Fill out the Sister Cookie Rewards Request Form available on GirlScoutsToday.org to receive your sister patches. Girls do not have to be in the same troop to be eligible. Forms are due on March 17, 2024.



Submitting Final Cookie Rewards

Due March 21, 2024

Before you can enter final rewards, you must finish allocating all of your troop cookies. Do not complete your final rewards selections until this is done, as allocations can change the rewards.

In the directions below, we suggest using the "Edit All" feature to make the selections all on the same page. There is not a save feature, so if you do use this, complete all reward selections first, or make reward selections one girl at a time by clicking on each girl's name. The Care to Share, Digital Cookie, and Booth Sales rewards will be ordered for the troop automatically based on how cookies were allocated in eBudde.

- Click Rewards
- Click Fill Out next to Final Reward Order
- Click on each girl's name to enter reward choices if applicable
- Click Submit Girl Order
- Repeat for each girl as needed
- If your troop has a final PGA of 300+ packages, you will need to enter two troop leader sizes for the troop tee under Troop Order
- Submit troop order
- Program Credit does not need to be ordered; it will be calculated automatically

After this point, you cannot make any edits. If you need to make changes, contact your service unit product manager immediately.

Rewards Reminders

Troops that opt out are still eligible to earn all patches, final troop PGA rewards for 300+ (troop tee) and 500+ (troop adventure), Super Seller rewards, and initial order CheddarUp Reader. Even if your troop has opted out of rewards, you must still allocate cookies and submit a final rewards order.

Rewards will ship to the service unit product manager in May. Please allow them time to count and sort all rewards.

You should collect these rewards and distribute to the girls within two weeks of receiving them.

If you are missing items, notify your service unit product manager immediately. If you wait too long, we may not be able to order the items from Little Brownie.

Girls who send 18 Fall Product Program emails, sell 10+ online items for the Fall Product Program, and sell 250+ packages of cookies will earn the Fall/Cookie combo patch! Girls will receive their patch in the mail following the 2024 Cookie Program.

Cookie Finances

Collecting Payment

No money should be collected for cookies until they are delivered, unless the payment is collected online.

Pre-orders should be delivered within two weeks of receiving troop cookies.

Collect money from Girl Scouts and caregivers and deposit frequently. Do not hold cash or checks - deposit them immediately.

Once cookie money is turned in to you, you are responsible for it, even if it is lost or stolen.

If caregivers have checked cookies out and they haven't made a single payment, request that they bring payment back before you give them additional cookies.

Set money due dates throughout the sale and set the final date for money collection a few days before March 27, 2024. You are required to give a receipt each and every time cookies or money exchanges hands with Girl Scouts.

Determining Council Payment

To determine how much money your troop owes, go to the "Sales Report" tab in eBudde. The bottom of the report shows the amount you owe council. Digital Cookie transactions will reflect as a payment to the council account and are subtracted from what you owe.

If your troop accepted credit cards from an organization other than Digital Cookie, the money collected from customers is deposited directly into the troop bank account - which is linked to the credit card account. The troop is responsible for all fees associated with accepting credit card payments not processed through Digital Cookie.

Automated Clearing House (ACH)

February 28, 2024: Council will pull 40% of the troop cookie balance due to council for troops that owe \$200 or more. This includes pending orders picked up or checked out from a cookie cupboard. Pending orders not picked up are not included. Any payment from Digital Cookie will reflect as a payment to council.

March 27, 2024: Council will pull the remaining balance due.

Return Policy

Troops and caregivers who sign for cookies cannot return them to the troop or to the cupboards/council office unless a troop has checked them out for a booth sale. Troops can return unsold, full cases checked out for a booth sale within 48 hours of the booth sale. Damaged packages can be replaced at any cookie cupboard that has extra cookies available. This policy is consistent with councils nationwide.

Problem Collection Form

In the event that a caregiver does not turn in their cookie money by the due date, complete a Problem Collection Form (PCF) found on GirlScoutsToday.org.

As the troop product manager, you are required to complete this form for any outstanding balance - no matter who the caregiver is or the money owed.

Do not pay the past due amount with troop funds. The troop funds should not be penalized because a parent claims they will pay later. Even if they promise to pay, you must fill out the form.

As soon as the money is turned in, council staff will end the problem collection process and there will be no further action. The form must be turned in online or to a council office by March 21, 2024. You must also include a copy of the permission form and signed receipts. **PCF's missing forms that are turned in after March 21 will not be accepted.**

Unpaid Debt Consequences

Girl Scout Restrictions

Girl Scouts with an outstanding balance may not participate in Product Programs. Girls will not receive their cookie rewards until the balance is paid in full.

Caregiver and Troop Product Manager Restrictions

Council will attempt to contact the caregiver by email or phone. If the past due balance is not taken care of, council will pursue legal action. Caregivers with an unpaid balance cannot hold troop or service unit positions until the balance is paid in full. The troop product manager who signed the troop product manager agreement form is responsible for the troop cookie money due to council.

Council will attempt to contact the troop product manager by email or phone. Leftover cookies that contribute to past due balance can be sold within a month of the end of the sale. The troop product manager must stay in communication with council and the service unit product manager. Troop product managers with unpaid debt cannot hold a troop or service unit position. Any daughter of the troop product manager will not be able to participate in product programs until the debt is paid. Legal action will be pursued.

Cookie Resources



ebudde.littlebrownie.com
Order cookies, track girl activity, and order girl rewards.

eBudde App
Download this free app in iPhone App Store or through Google Play. Volunteers can manage their cookie sale through their mobile device. Troop Product Managers must log in to eBudde on a desktop before they can use the app.



GirlScoutsToday.org
Find procedures, forms, manuals, training videos, and other helpful information.

littlebrowniebakers.com
Find girl activities, marketing ideas, cookie facts, program resources, and clipart to help girls prepare for the cookie sale. You can even use the Built by Me Cookie Planner, to plan your Troop's cookie sale step-by-step!



digitalcookie.girlscouts.org
Digital Cookie Mobile app
Parents will receive a personal email to set up their daughter's account. Girl Scouts can set up their own personalized sales pages, take credit card payments, and ship cookies directly to their customers.



Contact Info

Info@GirlScoutsToday.org
800-798-0833

Service Unit Product Manager

Name: _____

Email: _____

Phone: _____

Cookie Cupboard

Name: _____

Email: _____

Phone: _____

eBudde and Digital Cookie Login

ebudde.littlebrownie.com

eBudde Login: _____

Password: _____

Digital Cookie Log In: _____

Password: _____

Forgot Password for eBudde?

Go to cookieportal.littlebrownie.com
Click "Forgot your Password".
Enter Email and click "send me reset password" in instructions.
You will get an email with a new password link.

- Click the Contacts tab.
- Click Edit next to your contact information to update your personal information as needed.
- You can now enter your GSUSA ID.
- Click "Update my preferences" to update your information.

Key Cookie Program Dates

December

01: gsLearn training is available. Attend SU cookie meetings and cookie rallies.

January

08: Troop access to Digital Cookie

10: Girl access to Digital Cookie

12: Digital Cookie opens and pre-orders begin

24: Early Cookie Booth sign up for Fall Product Program participants

26: Cookie Booth Sign Up #1
One spot

27: Cookie Booth Sign Up #1
Two more spots

28: Cookie Booth Sign Up #3
Unlimited spots

29: Troop Initial reward order due in eBudde

February

10, 12-15: Cookie delivery to service units

11: First Pending Order deadline
8:00 p.m.

16-18: National Cookie Weekend

18: Pending Order deadline
8:00 p.m.

25: Pending Order deadline
8:00 p.m.

28: First ACH: 40% for troops with a total balance due of \$200 and above

March

3: Pending Order deadline
8:00 p.m.

10: Pending Order deadline
8:00 p.m.

17: End of Cookie Program - all money due to troop product managers

21: Problem Collection Forms (PCF's) due

21: Troop final reward order due

27: Final ACH pull

May

Rewards ship to service units

The 2024 Girl Scout Mascot is the Axolotl!

The axolotl is a paedomorphic salamander closely related to the tiger salamander. It is unusual among amphibians in that it reaches adulthood without undergoing metamorphosis.

Instead of taking to the land like its salamander counterpart, adult axolotls remain aquatic and gilled.

