



girl scouts  
of louisiana  
pines to the gulf

# TROOP COOKIE MANAGER

2019-2020



Friendly, plus  
powerful



NEW eBudde™ Troop App Plus  
features make managing the  
season easier than ever

GET READY TO  
WOW

Top 3



PLANNING TOOLS

Create your custom plan for the season,  
from troop activities to social media messages

**GIRL SCOUT COOKIES®**  
**LOVED BY MILLIONS**  
 BAKED WITH ONE PURPOSE

Coming Soon!

**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

*Little Brownie*  
 BAKERS®

girl scouts  
 cookie program



**SAMOAS®**

- 100% Real Cocoa
- Real Coconut

Crisp cookies coated in caramel, sprinkled with toasted coconut and striped with dark chocolaty coating ⑩

**TAGALONGS®**



- 100% Real Cocoa
- Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating ⑩

**DO-SI-DOS®**



- Made with Natural Flavors
- Real Peanut Butter
- Whole Grain Oats

Crunchy oatmeal sandwich cookies with creamy peanut butter filling ⑩

**TREFOILS®**



Delicate-tasting shortbread that is delightfully simple and satisfying ⑩

**THIN MINTS®**



- Made with Vegan Ingredients
- 100% Real Cocoa

Crisp wafers covered in chocolaty coating made with natural oil of peppermint ⑩

**GIRL SCOUT S'MORES®**

specialty innovation

- Made with Natural Flavors
- 100% Real Cocoa



Crunchy graham sandwich cookies with creamy chocolate and marshmallowy filling ⑩

**TOFFEE-TASTIC®**  
 GLUTEN-FREE

specialty innovation

- NO Artificial Flavors



Rich, buttery cookies with sweet, crunchy toffee bits ⑩



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# Understand Your Role



Girl Scout Cookies  
**friend-zy  
fun!**



As a **Troop Cookie Manager**, 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 (Council facilitated, online with GSLPG and/or with your Service Unit Cookie Manager).
- Set up your troop in eBudde™, the online cookie management system.
- Distribute materials and support parents.
- Enter orders from girl order cards and keep eBudde up to date (either on the desktop version or the eBudde™ Troop App Plus).
- Place the Troop Initial Order by January 28.
- Pick up initial order at area delivery site and re-order as needed for pickup at cookie cupboard of your choice.
- Distribute cookies to girls/parents. (Issue receipts for all transactions)
- Collect and deposit money often. (Issue receipts for all transactions)
- Enter and distribute girl rewards.

**This year's rally theme is all about celebrating friends and what girls can achieve when they fly together. It will surely inspire girls to set their goals sky-high!**

**The Girl Scout Cookie Program® teaches 5 ESSENTIAL SKILLS that will last a lifetime and help girls develop an entrepreneurial mindset.**

## 1: GOAL SETTING

Girls learn how to set goals and create a plan to reach them.

## 3: MONEY MANAGEMENT

Girls learn to create a budget and handle money.

## 2: DECISION MAKING

Girls learn to make decisions on their own and as a team.

## 4: PEOPLE SKILLS

Girls find their voice and build confidence through customer interactions.

## 5: BUSINESS ETHICS

Girls learn to act ethically, both in business and life.

Something **AMAZING** happens when a girl participates in the Girl Scout Cookie Program.



### Need help?

We are excited to offer another fantastic cookie season for troops, girls, and families. If you have any questions during the season, please don't hesitate to reach out to your area **Service Unit Cookie Manager** or to the council.

**We are here for you!**

Send council questions/ concerns to

**[info@gsllpg.org](mailto:info@gsllpg.org)**



She gains the **POWER** to...

# WOW the WORLD!



Remember to keep the new packaging confidential until January 7, 2020.



There's a reason the Girl Scout Cookie Program® is a celebrated tradition. It's an amazing opportunity for girls to **WOW THE WORLD** and build lifelong skills!

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

## THE WOW STARTS NOW!

### Contents

- 2—Cookie Varieties
- 6—Roles and Requirements
- 8—Rewards
- 11—Initial Order Guidelines
- 17—Parent Meeting
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- 20—Allocating Cookies
- 21—Digital Cookie
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- 30—Troop Proceeds
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# Participant Requirements



## Troop Requirements

- A troop bank account. See the Troop Finances section of Volunteer Essentials, which you can find on our website under the For Volunteers tab.
- A signed and submitted electronic troop agreement form (located on the GSLPG website)
- Submit ACH Authorization form (located on the GSLPG website)
- At least two registered and approved adult co-leaders with a 2020 Girl Scouts membership and 5 girls.
- An adult member identified in the role of Troop Cookie Manager

## Girl Requirements

- Be a registered member for the 2020 Girl Scout year.
- A signed and submitted Electronic Parent Agreement form (located on the GSLPG website)
- Get materials and guidance from Troop Cookie Manager...set goals, make a plan to reach them, and rock this cookie program with the support of the troop, and parent(s).

## Caregiver Requirements

- Sign and submit a Parent Agreement and Financial Responsibility Form to the troop (located on the GSLPG website)
- Volunteer with the troop to meet the group's collective goal.
- Work with Girl Scout to set goals, collect orders and submit them to the troop by the designated deadline.
- Collect money for orders when necessary and turn in money to troop by designated deadline.



# 5 Steps to Girl Scout Cookie™ Success

**Tried and true steps that are guaranteed to “wow”**

## 1 Kick off the Girl Scout Cookie Season

Help girls get ready by selecting learning activities that fit their experiences and interests. You can start by creating a custom plan with the Girl Scouts® Built by Me online tool. Next, kick off your first cookie meeting with a video. Girls Scouts® Cookies Live videos are engaging, interactive shows that inspire girls to reach high goals. Girls learn selling tips and have loads of fun along the way!

Videos include: Girl Scouts® Cookie Rookie for first-time cookie sellers and Girl Scouts® Cookie Captains for teens who want to stay engaged in the program while earning service hours.

**TIP:** Motivate girls by helping them earn one of the Cookie Business Badges! Check out the Girl Scout Badge Explorer or search the Volunteer Toolkit (VTK) for badges by grade level.

## 2 Set goals and track progress

When you help girls set high goals for the cookie season, they learn an important skill for life. Encourage girls to set two types of goals: Something they'd like to try and something they can do to help others. Visit the activities section of LittleBrownie.com for goal-setting games and crafts.

## 3 Hold a family meeting

Hold a short family meeting so girls can tell their families about their goals and ask for assistance. At the meeting, adults can complete permission forms and sign up to help.

## 4 Expand your customer base

For girls to reach high goals, they will need to broaden their circle of customers. Don't worry, customers are eagerly looking for their favorite Girl Scout Cookies®! Little Brownie has loads of selling tips, learning activities and crafts for girls on LittleBrownie.com. Check out the Cookie Rallies page and Activities for Girls page.

## 5 Celebrate and share your success

When girls reach their goals, celebrate! Thank customers, share your stories or throw a party for your troop.



# Rewards That Make Her Say, "WOW!"

2020 | Girl Scouts of Louisiana Pines to the Gulf  
**GRL REWARDS**

My Personal goal: \_\_\_\_\_ Pkgs.



**Theme Patch**  
12+ Packages



**Wall Decor**  
75+ Packages



**Spa Headband  
OR Bandana**  
125+ Packages



**150+ Patch**  
150+ Packages



**Crossover Patch**  
350+ Packages  
PLUS 15 emails  
AND Create Me2 (Fall)  
75+ Packages



**Wings T-shirt**  
400+ Packages



**WOW the WORLD  
Roller Party**  
500+ Packages



**Weekender Tote  
OR Blanket Sack**  
700+ Packages



**Nintendo Switch  
OR Inflatable Stand-Up  
Paddleboard**  
(style/color may vary)  
2500+ Packages



**Soaring High  
Adventure Trip**  
1500+ Packages



**2020 G.I.R.L.  
Convention Registration**  
2020+ Packages



**DAISY REWARD**  
1st Year Daisy

**Mini Plush Dangler**  
12+ pkgs

**ALL REWARDS ARE CUMULATIVE EXCEPT BAR PATCHES AND 150+ PATCH**

**Girl Scouts can earn a wide variety of rewards for their achievements in the Girl Scout Cookie Program®:**

- Official Girl Scout badges.
- Symbols of accomplishment in the form of patches and other reward items promoted on the order card.
- Cookie Dough to use toward annual membership dues, council-sponsored activities, resident camp, GSUSA Destinations and merchandise from the council shop.



# Rewards That Make Her Say, "WOW!"

## BUILD A BUTTERFLY



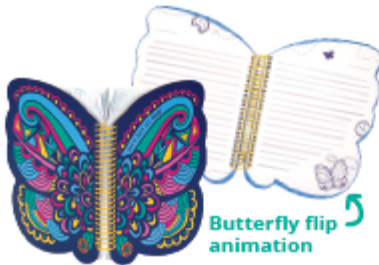
**Booth Sales Patch**  
1+ pkgs Booth Sale



**Goal Getter Patch**  
Hit a Goal of  
250+ pkgs



**2020 Bar Patch**  
Troop Sells  
2020+ pkgs



**Butterfly Journal**  
175+ Packages



**Disco Ball**  
225+ Packages



**Butterfly Plush**  
300+ Packages

## GIRL INITIAL ORDER REWARD



**Travel Case**  
250+ pkgs

## TROOP INITIAL ORDER PGA



Troops averaging 275+ pkgs will receive a **Customized Soar T-shirt** for each girl participating and 2 for volunteers plus 1 **Tabletop Sign**.

## TROOP FINAL ORDER PGA

Troops averaging 300+ pkgs will receive an **Aluminum Water Bottle w/ Butterfly Carabiner** for each girl participating.



## GIFT OF CARING REWARDS



**GOC Patch AND Charm Bracelet**  
6+ pkgs

**WOW Charm**  
12+ pkgs



**Shadow Box Bank**  
24+ pkgs



**Club 1000**  
CEO Event,  
CEO Cookie Patch,  
Commemorative Trophy  
**AND** Wireless Earbud  
Headphones  
1000+ Packages



2020 Season Pass for  
Six Flags  
**OR** GSLPG Summer  
Camp Of Your Choice  
1200+ Packages

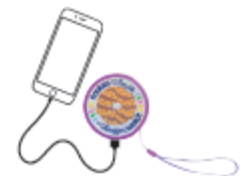
## COOKIE TECHIE REWARDS



**Cookie Techie Patch**  
15+ Unique  
Emails Sent



**Wings Phone Stand**  
24+ pkgs



**Portable Charger**  
54+ pkgs

## Cookie Dough is cumulative



\$5 each at 175+  
\$10 each at 225+, 300+, 400+, 500+ and 600+  
\$25 each at 700+, 800+ and 900+  
\$50 each at 1000+, 1500+, 2020+ and 2500+

**Rewards That Make Her Say, “WOW!”**

# Cookie season is more fun with family.



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

Girls can earn all 13 pins in the collection—one unique pin for every year they participate!

Learn more at: [girlscoutcookies.org/entrepreneurfamily](https://girlscoutcookies.org/entrepreneurfamily)

**COOKIE**   
**ENTREPRENEUR**  
 **Family**



Place Your

# Initial Cookie & Rewards Order

**Selling during the Initial Order phase allows girls to earn special rewards for early sales & customers to place pre-orders for their favorite cookies!**

## Placing your Initial Cookie order...

All girl orders are entered in eBudde, the troop online ordering system, listing the total boxes sold by variety. Remember, all sales count—

Initial Orders should be entered on the INITIAL ORDER tab of eBudde no later than 11:59pm on **JANUARY 28th**

*Note: Any sales that a girl accepts as “girl-delivery” through Digital Cookie will already be added to her sales totals as part of physical boxes to pick up from the troop. There is a line on the Girl Order Card that allows her to include these variety totals, so it is good to double check that they are not added twice.*

After entering your initial cookie order, you will NEED to submit your Troop’s initial rewards order on the REWARDS tab AND select your initial order pick-up location on the DELIVERY tab. Encourage girls to continue to take orders to reach their goals after submitting their initial order to the troop.

## Here is what a troop’s Initial Cookie Order might look like:

Troop size: 8 girls

Two planned Cookie Booths (average 70 boxes each):	140 boxes
Average sales per girl during initial order taking:	118 boxes X 8 girls
After submitting initial orders, girls usually have additional sales:	35 boxes X 8 girls
<b>INITIAL Troop Order ( troop of 8 girls) =</b>	<b>1364 boxes</b>

## Calculate YOUR TROOP’S Initial Order here:

Number of Girls in Troop			
Actual Girl Orders			=
# of Cookie Booths	_____ booths	X 70	=
From Customers after delivery	_____ girls	X 35	=
<b>Total Cookies in Boxes for Initial Order</b>			



\*Notes: While you are entering your initial orders by girl in boxes, the Troop has to order in full cases. eBudde will automatically round your order per variety to the nearest full case count . The extra boxes shown due to this difference will be the responsibility of the Troop.  
Note: 1 case = 12 boxes

# Initial Cookie & Rewards Order



## Entering & Submitting Cookie Orders

- Log into eBudde—Click the **INIT. ORDER** tab
- Click on a girl's name—orange fields will open at the bottom of the screen
- Enter total boxes by variety
- Click “OK” or use your ENTER key to complete the line. Click SAVE if numbers are correct
- Repeat this for each girl in the troop
- Click the **BOOTH** line to enter cookies for your first two planned Cookie Booths. Picking these cookies up with your initial order will save time and travel to pick up more cookies later. If you have Gluten Free customers, this would be a great time to order Toffee-tastic to have inventory on-hand for them.
- **SUBMIT** your initial order once you have confirmed that **ALL** cookies are accounted for

**\*\*IMPORTANT\*\*** While girls will place their orders in boxes—**ALL** troops have to place their orders in **FULL CASES** by variety. Don't worry—eBudde does the math for you. The example below demonstrates how this will be calculated for you:

Girl	S4M	SvSm	Tre	D-S-D
Ann Marie S.	6	2	4	4
Aulani C.	30	41	58	49
Cameron H.	1	3	3	0
Chloe G.	0	12	12	12
Katherine D.	0	0	0	0
<b>Pkgs. Ordered</b>	<b>41</b>	<b>86</b>	<b>113</b>	<b>97</b>
<b>Cases to Order</b>		<b>8</b>	<b>10</b>	<b>9</b>
<b>Extras</b>		<b>10</b>	<b>7</b>	<b>11</b>

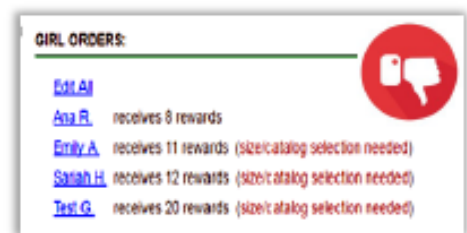
- ⇒ Pkgs. Ordered = total **BOXES** for each variety entered for girls
- ⇒ Case to Order = total **CASES** being ordered for each variety (the rounded box count to make a full case order)
- ⇒ Extras = the total of remaining boxes that make up your full case count that have not been credited to any girl. Credit for these extra cookies can be distributed on the **GIRL ORDERS** tab later.



## Selecting & Submitting Reward Orders

- Click on the **REWARDS** tab
- Click the **FILL OUT** button on the Initial Rewards Order line
- A listing of your girls will appear. Girls who need an item selected will be shown as: Size/Catalog Needed

- Click on the respective girl names
- Make any necessary item selections or sizes if needed
- **SUBMIT** the girl's reward order
- Her record will now be shown in green as: Size/Catalog Selection Done; indicating completion
- Repeat for each girl where necessary
- When all girls have their appropriate selections made, **SUBMIT** the order for the troop by the troop deadline, **January 28th**



# Initial Cookie & Rewards Order

## Selecting an Initial Order Location in eBudde

**The troop's initial cookie order **MUST** be submitted before a location/time can be selected.** After submitting your Initial Cookie and Rewards order in eBudde, visit the DELIVERY tab to choose a pick-up location, date and time. Select an open time slot, submit your request and view your confirmation—it's that simple. Pick-up slots are available on a first-come first-served basis selection.

- Log into eBudde and click on the DELIVERY tab
- Identify who is picking up for your troop & if you are picking up for multiple troops
- Select a delivery station (location with date)
- A schedule for that location will appear—review your options and select your pick up time.
- Click in an open time slot

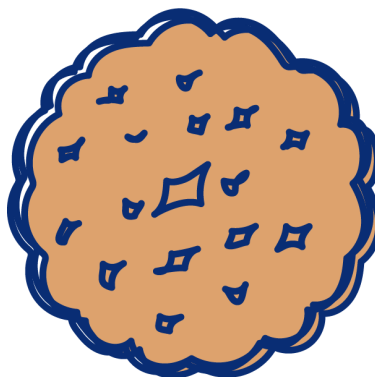
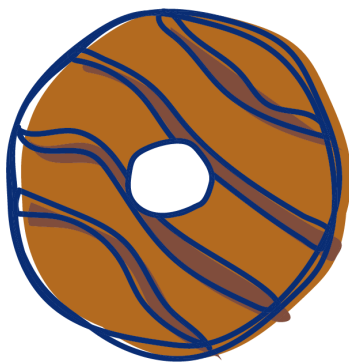
*eBudde will automatically reserve any additional time slots based on the number of cases you are picking up*

- Click the SUBMIT MY INFO button
- Your pick-up time has been reserved!
- Click the VIEW CONFIRMATION button to PRINT a confirmation receipt

### Need to change your location or time?

1. Click on your troop number within your confirmed location schedule
2. Click the SUBMIT MY INFO button to submit your removal
3. Repeat the steps above to reserve a new slot.

**\*\*IMPORTANT\*\* NO adjustments to delivery locations/times will be accepted after January 31st**



# Getting Cookies to Girls and Customers

## Distribution & Delivery

### Distribution to girls and parents

Distribute cookies to your girls and parents as soon as possible. Prompt delivery to Girl Scout families allows prompt delivery to Girl Scout customers! Girls should strive to have all Initial Order Cookies delivered within two weeks of receiving them.

### When Girl Scouts and parents arrive to pick up cookies:

- Parent/guardian **MUST** count and sign for their cookies.
- Use the printable version of the Initial Order Tab and/or the Girl Orders Tab to ensure your count for distribution is accurate and to capture parent/guardian signatures for all cookies you distribute. Note: It is the responsibility of the girl and parent to sell all cookies received, they may not be returned to the troop unless agreed to by the Troop Cookie Manager and he/she accepts full responsibility for the returned inventory.
- Provide a receipt to parents. **Every time** a parent receives cookies and/or makes a payment—obtain their signature and issue them a receipt! Your M-3 receipt booklet is perfect for both of these tasks.

Providing a transaction receipt each time cookie and/or money exchanges hands keeps a record of who is financially responsible. Protect yourself, protect your troop, and protect your Girl Scouts.

**GIVE A RECEIPT!**

### Delivery to customers

- Girls will collect money for cookies upon delivery to their customers. Girls should never leave cookies with a customer without payment.
- All varieties are \$4 per box with the exception of Toffee-tastic and Girl Scout S'mores, which are \$5 per box—no tax, transaction fees and/or discounts.
- If the troop is accepting checks for payment, they should be made payable to the troop. We suggest that troops only take checks from people they know and trust to avoid unnecessary bank fees that may occur for insufficient funds.
- Girls should turn in money to the Troop Cookie Manager frequently for prompt and timely deposits to be made into the troop's account.



# Girl Scout Cookies by the Case®



During a **Girl Scouts® Cookie House Party**, girls come together under one roof to sell cookies by the case. With 12 packages per case, cookie sales add up fast!

Girls can invite friends, families and all their favorite customers to tell their stories, declare their selling goals and what they plan to do with their cookie earnings.

No hostess experience? No problem! Find these materials on LittleBrownie.com to make party planning a breeze:

- Invitation templates
- Sample party agenda
- Decoration inspiration
- Recipe cards
- Pitch planner
- Thank you cards

## Girl Scout Cookies® are in the House!

### It's Your Party!

The beauty of a Girl Scouts Cookie House Party is you can plan it to suit your needs! Here are some alternative ways to host your party:

- Instead of a house, host at a local school or community center. They're often more central, and you cut down on clean-up time!
- Turn your party into a private booth sale with open house hours. Customers can stop by whenever works best for them and can come and go as they please.
- Purchase a party pack from your council so you have all the materials you need in one bag. Party essentials like plates, napkins, decor, etc. are all included.



# BASIC TOOLS for Budding Girl Scout Cookie™ Entrepreneurs

## Order cards

Girls can start by asking neighbors, friends and family members to place orders for cookies. They write their orders on the paper order card, which is turned in to the cookie volunteer and entered into eBudde™.



## Digital Cookie®

On this online selling platform, girls can personalize their Digital Cookie site and send emails to invite friends and family to buy cookies with the option of getting in-person delivery or direct shipment to their home, based on council approved methods of delivery.



## Booth sales

Troops can set up booths in high-traffic areas such as grocery stores, malls or sporting events to market their Girl Scout Cookies to customers. Sign up for booth sales and get council approval through eBudde™ or eBudde™ Troop App Plus.



## PARTICIPATE IN MULTIPLE WAYS TO MAXIMIZE SALES!!

### Pump Up The WOW

#### Door-to-door

Encourage girls to spread the Girl Scout Cookie love to their entire neighborhood. Take orders, or load packages into a wagon or car and leave no doorbell unring!



#### Workplace sales

Girls can either make sales pitches to local businesses or go with a parent to their workplace to take orders.



#### Social media (Live the GS Law)

Digital Cookie Pledge:

I will only post about my participation in Digital Cookie on social media sites where my friends and family—and not the general public—can see my social media page. This means that I will not post about my participation in Digital Cookie on websites such as Twitter, eBay, Craigslist, or any other website where my posts can be viewed by the public. I understand that my Council may impose other rules about my use of social media under Digital Cookie, and I will follow those rules.

### Restock throughout the season



Ordering packages for booth sales isn't an exact science, but here is how our council sales per cookie variety breaks down, so you can get an idea of how many you should order.



## Discussion Guide for your **Girl & Parent Meeting**

### **At the Meeting talk about the...**

**Cookie Program** Give a brief description of the program.

- **Show an Inspiring Video!** If possible show them the video about why families value the program. Visit the Cookie Resource page at [gslpg.org](http://gslpg.org) for videos to share with girls and parents.
- **Review the cookies and their prices**
- **Talk about ways to sell (Girl Order Card, Digital Cookie, Cookie Booths, etc.)**
  - Girl Order Cards allow girls to take in-person orders that she'll deliver and collect payment in exchange for the order.
  - Digital Cookie will boost a girl's sales and add some ease to money collection during the program for families. (Customers can simply purchase online and pay for shipping or request girl delivery.)
  - Cookie Booths allow girls to work as a team to accomplish a common goal. Most troops find that this is the time where girls really get a chance to shine.

**Benefits** Talk about things girls will be able to do:

- **Learn**— Give them practical examples of how the 5 skills apply to everyday life.
- **Earn**—Tell them about the reward options for the entire troop and individual participants. Earning rewards will allow the team and the individual girls to be recognized for their efforts. Acknowledgement is important.
- **Do & Experience**—Give them examples of fun things they can do with the troop and the impact they can have in their community using their proceeds.

**Goals** Guide a discussion about goal setting.

- **Set a Troop Goal** Help the group brainstorm about the types of things they want to do and the experiences they want to have this Girl Scout year. Start a vision board and sketch out what it would take for the troop to reach this goal.
  - Tip: let girls share their individual goals with the group and have the other girls and parents cheer them on.
- **Make the plan and write it down**—Every Hero has a plan—your troop should too! Putting your plan in writing is the first step to making sure you achieve it...42% more likely according to studies. Let each girl give input to help determine what the troop's goal should be, and have each of them, write it down along with their personal goal.
- **Determine the best way to track your troop's progress**

# Discussion Guide for your Girl & Parent Meeting

**Deadlines** Provide your troop with program dates to establish an easy to follow timeline.

- **Develop your Troop's calendar** Use the important program dates provided to you in this guide as your template. Determine what dates you'll need final orders/reward choices, payments and even the date you'd like to distribute products/rewards. Make additions and adjustments to your calendar as needed. Use the Build By Me Cookie Planner to make this easy: [CookiePlanner.LittleBrownieBakers.com](http://CookiePlanner.LittleBrownieBakers.com)
- **Set a reminder schedule** Build in reminder messages (text messages, emails, handouts, phone calls, etc.) to prompt girls/parents to take action for upcoming important dates.

**Money** Set guidelines to let girls/parents know your expectation of how product will be distributed and how money will be collected.

- **Stress the importance of being financially responsible with girls/parents.** One of the main objectives of the Cookie Program is to teach money management; the first step of doing this is knowing what your responsibility is.
- **Set expectations for collecting cookie money. Getting a little at each Troop meeting is a best practice.** After distributing products to girls/parents, make a habit of collecting money at each meeting. Collecting money early and often will minimize issues of lost or stolen funds.
- **Issue receipts for product and money; obtaining a signature at all times** Keep accurate records of what is being paid to the troop by providing receipts each time money exchanges hands. Keep track of each girl's remaining balance due. Remember—no money should be collected for cookies ordered via Digital Cookie as all orders are paid for online.
- **Deposit money into troop account on time and share the financial status of the program with girls/parents on a regular basis** The balance due at the end of the program is the responsibility of the entire troop. Each girl/parent participating holds financial responsibility to do their part to clear the troop's overall balance due.

## At the conclusion of the meeting:

- Make sure every parent has completed an online Parent Permission and Financial Responsibility form before handing out Girl Order Cards
- Let the adults sign-up to help during cookie season. You'll need some additional hands with initial cookie order pick-up, finding unique Cookie Booth locations and even chaperoning a booth or two. NOTE: each booth must have at least one registered adult.
- Establish a system for communication during this busy time of the year.
- Encourage everyone to do something. Participation in the Cookie Program helps every girl to become a little more confident, a little more courageous and a little more self aware that girls CAN be and DO anything!

# Cookie Cupboards

## How do you order MORE cookies?

It's EASY! eBudde has a **Pending Order** feature that will allow you to place your cookie request electronically to your chosen cupboard location. By using the Pending Order process, your eBudde transaction is directly linked to a cookie cupboard—allowing you to pick up exactly what you need, when you need it! Remember—all cookies ordered and received are the property of the troop for which its members are financially responsible.

1. Click on the **TRANSACTIONS** tab
2. Click the “ADD A TRANSACTION” button for a transaction ticket to appear
3. Click in the Pick-up field and select when (day and time) you will be coming to pick-up your order. REMEMBER: ALL locations are closed on Sundays. Each location has listed hours and days of operation as well as the time they are closed for lunch where applicable.

Variety	Cases	Pkgs
Sourneck Series	2	0
Trefoils	2	0
Do Si Dos	2	0
Sirenas	2	0
Tapijings	2	0
Thin Mints	2	0
Sirenas	2	0
Totles-astic	2	0

4. Skip the following fields—they have already been filled in for you:
  - Date = date you are entering the transaction
  - Receipt = your unique receipt number
  - Type = Normal
  - 2<sup>nd</sup> Party = Cupboard

Edit if necessary:

- Contact Info = Contact information of person logged into eBudde entering the additional order is pre-filled and should only be changed if someone else is picking up the order.

5. Complete the fields as follows:

- Select your specific pick-up location from the drop-down menu (locations are listed by the city in which they are located)
- Cases = quantity of each variety you would like to pick-up. Tip: Use the tab key on your keyboard to sum to varieties as you move to the next field.

**IMPORTANT:** Although there is a Pkgs column available for data entry, **orders must be submitted in cases**, as troops are only able to order varieties in full case counts.

- Product Movement = Leave as is (Add Product)

A location **MUST** be chosen in order to process your request. When choosing your pick-up location, please be mindful of the hours of operation. The exact physical address and any special instructions for the site can be viewed using the MAP IT feature.

6. Click “OKAY”

7. Click “SAVE”



# Logging Additional Sales after Initial Orders

## Cookie Box Credit for Girls

### Allocating Additional Boxes

When girls sell additional boxes beyond what was submitted in their initial order, including Digital Cookie Girl Delivery orders, the extra cookies will need to be added to the girl order.

- Click on the **GIRL ORDERS** tab
- Click on the girl's name
- Click the "ADD TRANS" button
- Green boxes will appear at the bottom
- Use the comment column to log a description of the entry such as the date the cookies were picked up, location of the booth, etc.
- Enter the total count of additional boxes sold / distributed to girls/parents. Use this same process to enter box credit for Digital Cookie girl-delivery boxes that you give to girls; balancing the payments that posted automatically when the order was made.

Girl	CGOC	SeSe	Tre	D.S.D	Sum
Abigail D.	0	3	5	0	10
Adelene O.	5	12	10	18	31
Camille H.	0	16	12	22	72
Camille R.	1	2	11	5	12
Carter D.	12	16	15	14	40
Cecilia L.	0	2	6	5	27
Chloe R.	0	8	5	5	17
Chloe Anna B.	0	9	14	14	25
Eden F.	0	1	0	0	3
Emily S.	0	10	10	7	10
Gabrielle T.	0	8	22	15	9
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Troop Order					0
Difference					0

Council Gift of Caring (CGOC) Cookie totals entered here are "virtual cookies" and will not physically be received/picked up by the troop. Girls have collected \$4 per box to receive reward credit AND the troop will receive proceeds.

After allocating all necessary cookie boxes:

- Click the OK button at the bottom right
- Click the SAVE button at the top left
- Repeat for each girl as needed using the drop down name block at the top right

### Recording girl payments in eBudde



- Click on the **GIRL ORDERS** tab
- Click the ADD PAYMENT button
- Green boxes will appear across the bottom of the screen
- Enter the date in the comments column
- Enter the total amount paid in the "PAID" column
- Click the OK button at the bottom right
- Click the SAVE button at the top left
- Repeat for each girl as needed using the drop down name block at the top right

Remember, each girl using Digital Cookie will have a corresponding payment associated with each customer's transaction that is visible on the GIRL ORDERS tab of eBudde. Payments have been posted for you.

Total Due	PAID	+Bal. Due
\$ 0.00	\$ 0.00	\$ 0.00
\$ 746.00	\$ 746.00	\$ 0.00
\$ 1210.00	\$ 1202.00	\$ 8.00
\$ 744.00	\$ 744.00	\$ 0.00
\$ 2028.00	\$ 2028.00	\$ 0.00
\$ 426.00	\$ 426.00	\$ 0.00
\$ 740.00	\$ 740.00	\$ 0.00
\$ 1200.00	\$ 1200.00	\$ 0.00
\$ 548.00	\$ 548.00	\$ 0.00
\$ 1200.00	\$ 1200.00	\$ 0.00
\$ 912.00	\$ 912.00	\$ 0.00
<b>\$ 9754.00</b>	<b>\$ 9746.00</b>	<b>\$ 8.00</b>



# Digital Cookie

## With Digital Cookie Girls CAN:

- Send customers a digital order card to make a purchase.
- Set goals and earn virtual badges that can be purchased from the Girl Scout Badge & Sash Stores.
- Create a customer contact/order list that can be saved and reused each cookie season.
- Track their sales by week, variety, and type of purchase (donated, shipped, scheduled for delivery).
- Take orders, receive payment from their customers, earn girl rewards and troop proceeds without pen or paper!

## With Digital Cookie Customers CAN:

- Purchase their favorite Girl Scout Cookies online from a Girl Scout near or far.
- See what badges girls are earning as they manage their digital cookie world.
- Purchase cookies to be donated
- Pay to have their cookies shipped directly to them OR choose to have their favorite Girl Scout deliver their order in person.



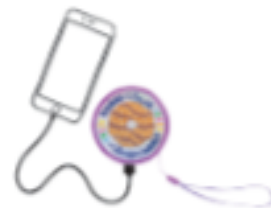
### COOKIE TECHIE REWARDS



**Cookie Techie  
Patch**  
15+ Unique  
Emails Sent



**Wings Phone  
Stand**  
24+ pkgs



**Portable Charger**  
54+ pkgs

# Troop Cookie Manager Guide for Digital Cookie

## Troop Volunteers:

- ⇒ **Have Digital Cookie access to see total sales for girls in their troop**
- Troop Cookie Volunteers will automatically receive an email with a Digital Cookie registration link once they have been added to eBudde .
- ⇒ **See sales data from Digital Cookie automatically in eBudde for each girl every time a purchase is made**
- When purchases are made by the customer, that include donated cookies and/or cookies that will be shipped—payment and box credit will automatically appear in eBudde. Box credit will be seen on the *Girl Order Tab* and payment will always be reflected on the *Girl Order Tab* and the *Deposits Tab*, reducing the amount the troop owes to council.
- When purchases are made by the customer that ask for girl delivery, both the payment and cookies are posted to the *Girl Order Tab* during the Initial Order phase of the sale only. After initial orders are placed all other Digital Sales will only reflect the payment under the girl tab. **Cookies in this instance will have to be requested by the girl/parent from the troop volunteer. These cookies will either be supplied from the troops initial order inventory or ordered for pick up from a local Cookie Cupboard.** Once the cookies have been supplied to the girl, they will need to be **manually logged** into the Girl Order Tab. In both cases the payment will automatically be reflected on the Deposits Tab, reducing the amount the troop owes to council.

NOTE: For a complete listing of the “girl-delivery” orders approved for delivery for every girl in your Troop, use the DOC Girl Delivery Report in eBudde. Confirm quantities with parent before ordering from cupboard.

## FAQs

1. **Are all age level Girl Scouts able to use Digital Cookie?** Yes—Digital Cookie is available for Girl Scout Daisies through Ambassadors
2. **Can a Troop Volunteer register girls in their troop for a Digital Cookie Account?** No—only a Girl Scout’s parent/guardian can register girls for their Digital Cookie account.
3. **Can the Troop Volunteer edit customer orders?** No—once a customer’s order has been placed it is either immediately accepted and processed or waiting for approval from a parent regarding delivery. If the first option for delivery is not available, their secondary ordering choice would be honored (donation, pay for shipping or cancellation).
4. **If a parent fails to approve an order for delivery—what happens to the customer’s order?** If a customer’s request to have their cookie order delivered is denied or if the parent fails to take any action to approve delivery within seven days, it will automatically default to the customer’s secondary choice for fulfillment (donate the order, pay for shipping or cancel the order), at which time the payment is processed accordingly.
5. **When a girl activates her account—does she receive a unique URL for her online store?** Yes—on the home page of each girl’s Digital Cookie account, she will see her unique URL shopping link which she can share using social media, personal email, etc. to connect to additional customers. Each purchase made using her link will automatically generate sales shown in Digital Cookie and eBudde.

# Booth Selling Tips



## Share goals with customers

They love to know how girls are investing their cookie proceeds, so encourage girls to make posters, banners or t-shirts to get the word out. You can begin hosting cookie booths, February 21.

## Give away bite-sized samples

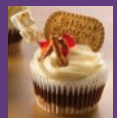
Give customers a taste of something they love, or something they've never tried before! Keep the variety's nutrition label in full view in case a customer has food sensitivities.

## Offer the council's Gift of Caring option

During booth sales, ask customers to donate cookies to a worthy program. Promote the option with posters, t-shirts and a special box (or wagon) for donated cookies.

## Hand out recipe cards

Encourage customers to stock up and make recipes featuring their favorite Girl Scout Cookies®. Find recipes at [LittleBrownie.com](http://LittleBrownie.com) and [GirlScouts.org](http://GirlScouts.org).



## Bundle up

Combine cookie varieties into bundles with a ribbon and handmade card.

## Bling Your Booth

With Bling Your Booth, troops can have fun and make their booth stand out from the crowd. You can use cool color combinations, create fun posters with cookie goals and pictures, use lights or even dress up!

## Use Cookie Finder

Put your scheduled non-council sponsored Cookie Booths in eBudde on the BOUTH tab so it's searchable to customers using the mobile Cookie Finder App!

# Booth Selling Tips



## Are you Girl Scout Cookie booth ready?

This cookie season, show cookie customers how the iconic Girl Scout Cookie Program (**the largest girl-led entrepreneurial program in the world!**) prepares girls in their communities to lead, learn, and succeed, all while making it possible for them to embark on amazing adventures, form a lifetime of memories, and unleash the power of **G.I.R.L.** (**Go-getter, Innovator, Risk-taker, Leader**)™ to change the world!

### When talking to cookie customers about the sale and why girls participate, make sure to:

- ✓ Tell them about all the things girls are learning by selling Girl Scout Cookies, like goal setting, decision making, money management, people skills, and business ethics.
- ✓ Share your girls' sales goals and what the troop plans to do with its cookie proceeds in the coming year.

**PRO TIP:** Knowing how troops use cookie money is what customers really want to hear about when they consider supporting your sale and stocking up on cookies!

- ✓ Remind them that 100 percent of cookie proceeds stay local. The money raised through the cookie sale helps your council power unique, amazing experiences for girls year-round. And the best part? The girls get to decide what they'll spend their hard-earned cookie cash on—it's *their* world!



# Booth Selling Tips

## Are you prepared to answer, “Why Girl Scouts?”

### Tips for Girls: Talking About Girl Scouts

When people ask you about Girl Scouts, focus on:

- Why you love it
- The fun you're having and all the things you're learning
- How your troop plans to spend its hard-earned cookie cash

### Adults: Give Three Reasons You Chose Girl Scouts

1

#### **Girl Scouts and Boy Scouts are two completely different organizations.**

Girl Scouts is the best leadership experience for girls in the world, period—designed specifically with, by, and for girls—every G.I.R.L.! And research shows there's no better place for her to discover her full potential.

Talk to cookie customers about what the Girl Scout experience has been like for you and your troop and how you believe the all-girl environment contributes to your girls' success.

**PRO TIP:** Always stay positive. Don't put other organizations down. Simply raise Girl Scouts up!

2

#### **Girl Scouts is about so much more than cookies.**

Everything a Girl Scout does centers on four program pillars: science, technology, engineering, and math (STEM); the outdoors; life skills; and entrepreneurship. Plus, this year we added new badges in STEM and the outdoors to up the adventure and the learning!

3

#### **Girl Scouts is the only place where girls can work toward and earn the Gold Award—one of the most prestigious awards for girls in the world!**

Earning a Girl Scout Gold Award is a great boost when it comes to applying for college and scholarships, establishing a lifetime network, and so much more! Younger girls can also complete their Bronze and Silver awards as they work up to the Gold. All three awards give girls the chance to do powerful things while working on an issue that's captured their interest in a big way—here, there's nothing she can't accomplish!

**Good luck this cookie season—you're going to rock it like you always do!**

# Booth Selling Tips

We know that during cookie season, questions often arise about Girl Scouts' stance on a number of sensitive social issues, as well as our stance on Girl Scouts and Faith. Please take a moment to visit our What We Stand For page (<http://www.gslpg.org/en/OurCouncil/what-we-stand-for.html>) to find quick, solid answers to any questions that may arise while you are filling order cards or at booth sites. We also want to offer you these resources that you can even keep at your booth for quick reference. And please don't hesitate to contact us if you need further elaboration on any of the mentioned points.



**Cookie booths** are the perfect place for girls to leverage their cookie smarts and unleash their entrepreneurial spirit. But along with that excitement comes some important responsibilities.



Be sure to follow all the guidelines that your council sets in terms of designated and approved booth locations, as well as the requirements for setting up, running, and taking down a booth.



Use this flyer as a reminder for how to talk to customers about the cookie program and how to navigate difficult scenarios that may come up.

## Booth Requirements

- While at a cookie booth, make sure girls wear their uniforms, other Girl Scout-branded clothing, or their membership pin to clearly identify themselves as Girl Scouts. It's a great way to show your Girl Scout pride!
- All booth sales must take place in a designated, council-approved area.
- Booths should not block a store entrance or exit.
- Make sure there is adequate space for a table for the cookies to be on display, and the participating girls. Ensure that pedestrians, bikes, and cars can safely pass by.
- Always have a first-aid kit available at the booth.
- Have volunteers/adults present at a booth at all times.



## Tips for Safeguarding Cookie Money

- After receiving cash and making change, girls should hand the money to a volunteer for safekeeping and to deposit into the cash box as soon as possible.
- Keep the cash box in a safe place or behind a barrier of cookie boxes.
- Don't walk around with large amounts of money.
- Bank cookie money often and do not keep money at home or at school.
- Reduce cash transactions by offering credit card payment options whenever possible.

# Booth Selling Tips

## “What If?” Scenarios



1

### What If you're approached by an irate customer(s)?

- Try to get a good look at the person in case you need to describe them to security or the police.
- If the situation calls for it, call 911 and alert security.

**PRO TIP:** Never argue or negatively engage with a customer. Try to stay calm.

2

### What If someone asks you, “What’s the difference between Girl Scouts and Boy Scouts?”

- Girl Scouts and Boy Scouts are two completely different organizations.
- Girl Scouts leadership experience is designed with, by, and for girls—every G.I.R.L.! And research shows there's no better place for her to discover her full potential.
- Talk to cookie customers about what the Girl Scout experience has been like for you and your troop.

**PRO TIP:** Stay positive. Don't put other organizations down. Just lift Girl Scouts up!

3

### What If someone makes you feel uncomfortable at the cookie booth?

- Depending on the circumstances, we want you to feel empowered to capture these individuals with your smartphone's video, photo, or audio recording capabilities to provide evidence to police or security.
- Please try to remain calm and respectful at all times, even when it might be difficult to do so.

**PRO TIP:** Don't engage with the person(s) or use hostile language. Try to keep your cool and stay neutral.

4

### What If someone steals money or cookies from the booth?

- Try to get a good look at the offender so you can describe them to security or the police.
- Call 911, and alert security (if applicable).
- Report any incidents to your council according to its guidelines.

**PRO TIP:** Never attempt to physically recover stolen items or confront a suspect.

5

### What If a customer complains about where the cookie proceeds go?

You can say, “Girl Scout Cookie proceeds stay local to power amazing adventures and life-changing opportunities for girls, such as STEM activities, trips, community projects, and charitable donations. The more cookies you buy, the more you help the troop and the girls' success as they grow into strong leaders.

**PRO TIP:** Always practice good listening skills before replying. Do not engage with someone if the situation escalates.


**Good luck, and have an awesome, goal-crushing cookie season!**

# Electioneering Guidelines

As a reminder, Girl Scouts at Cookie Booths are prohibited from promoting or advertising anything other than the Girl Scout Program. As an official 501 (C) (3) non-profit, GSLPG and all of its representatives must adhere to strict electioneering guidelines during an election year. GSUSA's official police states:

Girl Scouts of the United States of America and any Girl Scout council or other organization holding a Girl Scout of the United States of America credential may not, nor may they authorize anyone on their behalf to, participate or intervene directly or indirectly in any political campaign on behalf of or in opposition to any candidate for public office; or participate in any legislative activity or function which contravenes the laws governing tax-exempt organizations.— **(Blue Book of Basic Documents 2019)**

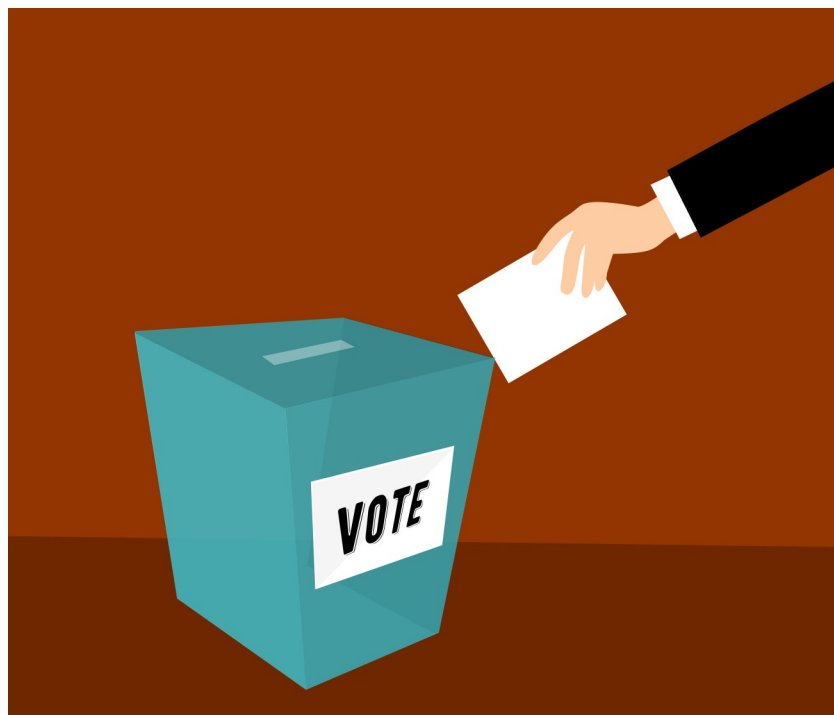
It is extremely important that personal views surrounding candidates not be shared within an employee's or volunteer's role as a representative of Girl Scouts of Louisiana—Pines to the Gulf. Please see below for guidance on what constitutes participation or direct or indirect intervention in a political campaign. Please note that this list is not exhaustive, but is meant to supply examples of inappropriate behavior \*\*while in the capacity of a Girl Scout employee or volunteer.

- 
- Endorse any candidate for public office.
  - Engage in social media functions that may be viewed as endorsement, such as “liking,” “friending,” or “following” a candidate.
  - Publish or communicate anything that explicitly or implicitly favors or opposes a candidate.
  - Mobilize constituents to support or defeat a candidate.
  - Use official Girl Scout letterhead, office email, or computers to write in support or opposition of a candidate.
  - Distribute campaign materials, including flyers, postcards, newsletters and signage.
  - Post, tweet, retweet, or otherwise share on social media any posts, tweets, or other materials from a candidate, campaign or political organization, or any statements that favor or oppose candidates.
  - Share the link to a website that discusses specific candidates and their views on specific issues.
  - Let a political candidate use any council office space or property for a campaign event.
  - Post political statements on personal social media accounts that identify your employment organization without clarifying that the post is not work-related.
  - Coordinate or host council site visits, activities or other functions with a candidate running for office.
  - Participate in any election events or activities, including a campaign parade or rally.
  - Host a flag ceremony to open a political campaign event.
  - Provide public opinions about a candidate.
  - Make financial contributions to candidates or political parties on behalf of Girl Scouts, meaning any payment, loan, deposit, gift, or other transfer of anything of value.
  - Ask candidates to endorse the Girl Scouts platform and publicize the responses **(but feel free to urge all candidates and the public to invest in girls and make girls a priority).**
  - Influence in any other way the nomination or election of someone to a federal, state or local public office or to an office in a political organization.

# Electioneering Guidelines

**\*\*NOTE: For social media purposes, you are acting within your capacity as a Girl Scout employee or volunteer when interacting directly with an official Girl Scout page, using a Girl Scout-specific profile, or if you have your employment or volunteer status within Girl Scouts listed on your personal profile.**

Girl Scout employees/volunteers are not prohibited from participating in political campaign activities, such as volunteering for a campaign, in their personal capacity on their own time (e.g., weekends or evenings). You should not use Girl Scout resources to do so or represent that you are acting as an employee or volunteer of Girl Scouts. If someone does identify you as working for or representing the Girl Scouts, you should say “I am here in my own personal capacity and I am not representing the organization.” It is not appropriate to wear a Girl Scout pin or uniform at any campaign events that you are attending in your personal capacity. Please contact us at [info@gsllpg.org](mailto:info@gsllpg.org) if you have questions regarding our electioneering guidelines.



# How the Cookie Crumbles



The higher the PGA average, the more girls earn!

PGA Tiers	Base Proceed	Extra Proceed	Total Proceeds
1-299	\$ 0.40		\$ 0.40
300-374	\$ 0.40	\$ 0.06	\$ 0.46
375+	\$ 0.40	\$ 0.10	\$ 0.50
Opt. Out Proceeds		\$ 0.10	



## How do you calculate your PGA?

It's Easy...Take the total number of boxes sold by the troop divided by the number of girls with orders in eBudde.

**Girl Scout Cadette, Senior and Ambassador Troops ONLY can opt out of individual girl rewards**  
(and still receive participation patches)

## Customers look forward to our cookies every year!

Girl Scout Cookies® are \$4 per package for core varieties.

Specialty cookies are \$5 per package.

Remember to keep the new packaging and new cookie confidential until January 7, 2020.



**Core Varieties**

**Specialty Cookies**

Do-si-dos®  
Tagalongs®  
Samoas®

Trefoils®  
Thin Mints®

Toffee-tastic®  
Girl Scout S'mores®

# Technology That Takes You Places



On-the-go support that's *friendly*, **plus** powerful!

The eBudde Troop App Plus provides helpful support for busy volunteers at every phase of the Girl Scout Cookie Program. It has everything you need to manage orders on the go, all from your mobile phone or tablet!



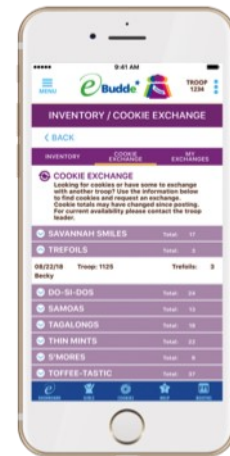
## My dashboard

From a single dashboard, view important messages, review your calendar, access contact information and more! A streamlined menu makes navigation easy.



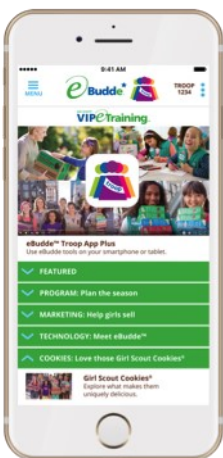
## Track and place girl orders and rewards

Enter and view the number of packages for each Girl Scout Cookie variety, amounts due and amounts paid for traditional and digital sales. Submit your final initial order and rewards to your council with just a touch.



## Cookie exchange

Need extra cookies? With the app, it's easy to find troops in your area that have more than they need, and you can contact them directly.



## Get help anytime

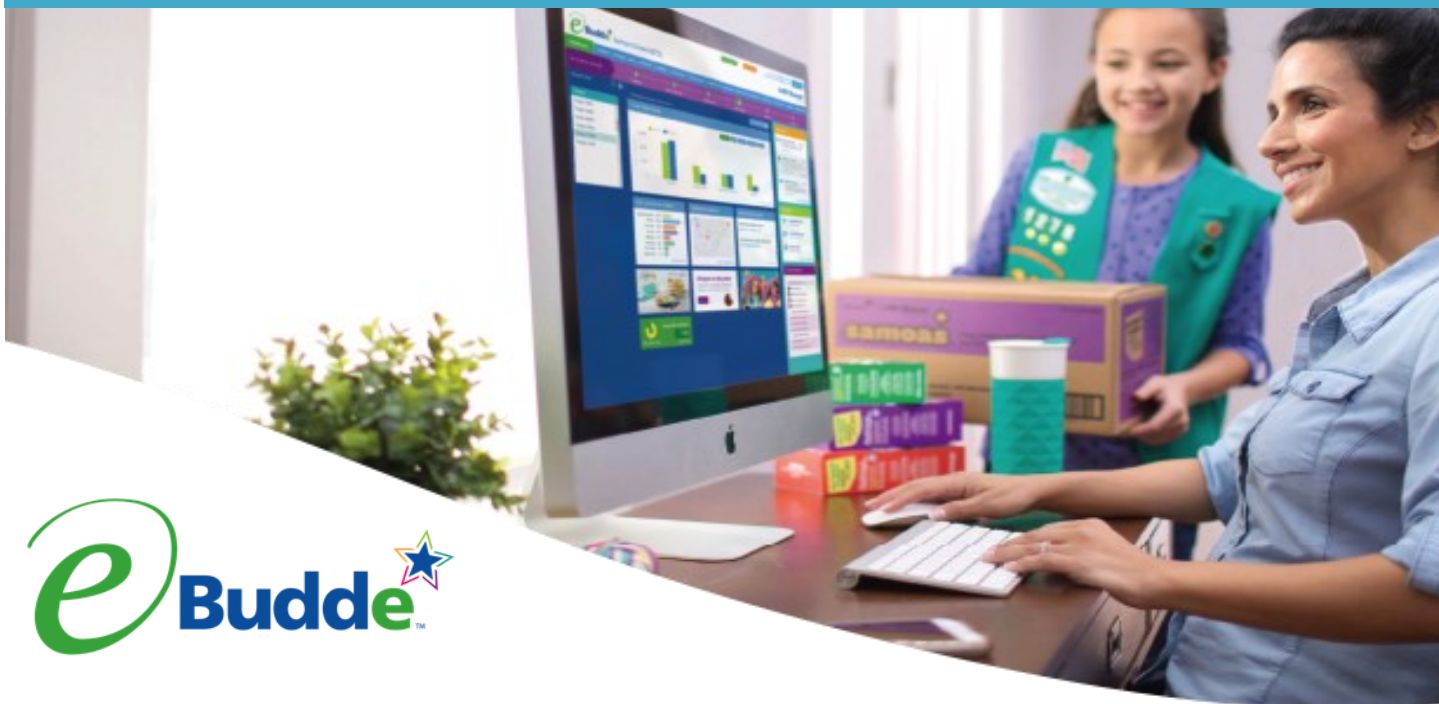
Even when you're out and about, you can get up to speed on the ins and outs of the Girl Scout Cookie Program. Training videos from Girl Scouts® Cookie VIP eTraining platform are built right into the app. You can also use the app's help feature to get the answers you need.



All screens subject to change

Available for download wherever you buy apps.

# Technology That Takes You Places



## YOUR COMMAND CENTER FOR THE GIRL SCOUT COOKIE PROGRAM®

Although a volunteer can manage the entire cookie season from the eBudde Troop App Plus, you can use the desktop version of eBudde if you prefer. At a glance, you can get an overview of the whole system. Many volunteers use the desktop version to get their bearings and enter initial data — and then use the app for the remainder of the season.

### Log in at [eBudde.littlebrownie.com](http://eBudde.littlebrownie.com)

- Your Cookie Manager will grant you access.
- You'll receive a welcome email with a login link.
- Click the link and setup 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 it's not accurate.
- Click "Opt out 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

- Click on the "Settings" tab, then "Edit."
- 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.



### Many features, one sign-on

eBudde's single sign-on makes it easy to access all the tools Little Brownie has to offer. Just log into the Cookie Tech Portal and find all the resources you need.



# eBudde™: Fingertip Facts



**This guide highlights the most frequently used tabs in eBudde and what you can do on each screen.**

## Want step-by-step help?

Watch the eBudde™ Microburst Training videos on Little Brownie's YouTube page.

TAB	DESCRIPTION
<b>DASHBOARD</b>	This is each troop's default screen. This is where you'll see important messages from your council/service unit, as well as links to tools and resources you'll need throughout the season.
<b>CONTACTS</b>	From here, you can review contact info and click EDIT to make any changes.
<b>SETTINGS</b>	You can do several things under this tab, including: <ul style="list-style-type: none"> <li>• Edit troop info.</li> <li>• Enter number of girls selling and their package goals.</li> <li>• Opt-out of rewards for additional profits.</li> <li>• Enter banking info.</li> </ul>
<b>GIRLS</b>	Here you can enter girls' names, GSUSA ID and grade. You can also register girls and enter t-shirt sizes.
<b>INITIAL ORDER</b>	This is where you enter your troop's initial order by girl and additional cookies for booth sales. <i>NOTE: Once orders are submitted here, they cannot be changed. Carefully review the totals before hitting SUBMIT ORDER.</i>
<b>REPORTS</b>	The reports tab allows troops to run two information reports: <ul style="list-style-type: none"> <li>• The CUPBOARD report—shows a list of all open cupboards and their location/ hours of operation.</li> <li>• The DELIVERY STATION report—shows a list of locations available for your troop to choose from for Initial Order Pickup.</li> <li>• DOC Reports—While there are various reports, the one that is most beneficial to you is the GIRL DELIVERY—VARIETIES ONLY—BY GIRL REPORT. This will allow you to see all “girl-delivery” orders received via Digital Cookie for each girl in your troop. You will want to make sure girls have requested these physical boxes from you to be delivered to their customers. You will need to log box credit for these cookies once you provide them to the girl/parent</li> </ul>
<b>SALES REPORT</b>	This report reviews all transactions for the troop, including: <ul style="list-style-type: none"> <li>• Final package numbers</li> <li>• Receipts</li> <li>• Girl Scouts® Gift of Caring donations</li> </ul>
<b>HELP CENTER</b>	Find any additional information you may need here, including: <ul style="list-style-type: none"> <li>• Council information</li> <li>• eBudde help</li> <li>• Links to Microburst Training videos</li> </ul>

# Planning Tools

## Girl Scout Badge Portfolio

Girls can earn a Girl Scout Financial Literacy and Cookie Business Badge each year. Check out the Girl Scout Badge Explorer or search the Volunteer Toolkit (VTK) for the appropriate badge for your grade level.



## Tools to use during Girl Scout Cookie Season



**Girl Scouts® Built by Me cookie planner**  
[CookiePlanner.LittleBrownieBakers.com](http://CookiePlanner.LittleBrownieBakers.com)

Plan a cookie season just right for you and the girls. With a few clicks, you can create your custom plan with this online tool, complete with fun suggested learning activities.

**NEW! Social planning tool**  
[LittleBrownie.com](http://LittleBrownie.com)

Download delightful graphics and suggested captions to help your Girl Scout market her cookies on social media. Perfect for volunteers, families and troops.

**Cookie Training Resources**  
[gslpg.org](http://gslpg.org)

Get resources and recorded trainings for the Girl Scout Cookie Program® whenever and wherever you'd like.

**Little Brownie website**  
[LittleBrownie.com](http://LittleBrownie.com)

Check out the baker's website for exciting girl activities, booth ideas, recipes and the latest cookie news.

**Girl Scouts® Cookie Rookie**

Made especially for young girls, this show teaches cookie names, how to ask customers to buy and more essential skills.

**Girl Scouts® Cookie Captain**

Keep experienced teens interested in the cookie program and give them a chance to give back with the Cookie Captain program.

**Pinterest**

The Little Brownie Pinterest page is brimming with fun and engaging goal-setting activities, learning games and crafts.

**Volunteer blog**  
[blog.LittleBrownie.com](http://blog.LittleBrownie.com)

Check out the volunteer blog for exciting girl activities, rally resources and cookie booth ideas.

**Girl Scouts® Cookie House Party video and hostess guide**

Girls sell cookies by the case with this fun-filled strategy.

**eBudde™**  
[eBudde.LittleBrownie.com](http://eBudde.LittleBrownie.com)

Manage the cookie program from one central location. Order cookies, track girl activity and order girl rewards.

**eBudde™ Troop App Plus**

Place orders, watch training videos and find eBudde help all on your mobile device. Learn more and download the app at [LittleBrownie.com](http://LittleBrownie.com).

**Girl Scouts® Cookie Finder and the Little Brownie Bakers Cookie Locator App**

[GirlScouts.org](http://GirlScouts.org)  
[CookieLocator.LittleBrownie.com](http://CookieLocator.LittleBrownie.com)

Help friends locate the closest cookie booth with these tools.

**Girl Scouts® My Cookie Friend**

Girls enter a fun-filled world with games, videos and activities all about Little Brownie's newest mascot.

**Girl Scouts® website**  
[Girlscoutcookies.org](http://Girlscoutcookies.org)

Locate info on the Girl Scout Cookie Program® and national cookie badges and pins.

**Little Brownie social channels**  
 Facebook + Twitter @SamoasCookies  
 Instagram @Samoas\_Cookies

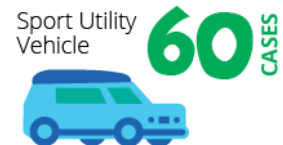
Find the latest cookie news and shareable Girl Scout Cookie Season inspiration on the Samoas® Facebook page, Instagram and Twitter.

# Tips for Pickup Day

## TROOP COOKIE PICKUPS will take place February 14-20 Smooth Cookie Pickup Day

- Know exactly how many cookie cases you ordered of each variety.
- Arrive at your scheduled pickup time.
- Make sure to have enough vehicles to load your order (*see graphic below for help!*).
- Pull all your vehicles into the line at the same time.
- Check in and receive your pickup ticket.
- Give pickup ticket to loader and count the cases as they're loaded in.
- Sign for your order and take your receipt.

### HOW MANY COOKIE CASES CAN YOUR CAR CARRY?



### Can I return cookies?

**COOKIES CANNOT BE RETURNED ONCE THEY'RE PICKED UP.**  
Troops are responsible for counting and verifying the total number of cases.

Troops accept financial responsibility by signing the receipt. Once receipts are signed, case counts are final, and cookies are the property of that troop.

#### **WHEN IN DOUBT, RECOUNT.**

Wait until you're sure about your case count to sign the receipt.

**NO Adjustments for shortages will be made once you leave the pick-up.**

#### **What if a box is damaged?**

If a box is damaged, the box can be exchanged for a non-damaged box of the same variety.

**Damaged =** Crushed package, sealed but empty package, unsealed package or returned by customer for any reason.

If customers receive a damaged box of cookies, the parent/girl should apologize for the inconvenience and replace the product. The damaged box should be turned into the TCM who will replace it using the troop's inventory. The TCM should contact their local cupboard to exchange the damaged box.

# Girl Scout Cookie Calendar



**January 10** Girls begin taking orders using their Girl Order Card and sending emails using Digital Cookie for their customers to shop and pay online!  
Earn the Troop Initial Order Bonus

**January** Girl orders are due to the Troop Cookie Manager (TCM)

\*Setting this date as January 26 gives girls and their parents as much time as possible to reach their goal! Troop Cookie Manager will establish this date based on troop's meeting schedule.

Each girl should submit the following:

- Girl Order Card: *This is a good time to have girls/parents provide their reward selections for ALL levels that have an option and any sizes needed. Collecting this information now will eliminate last minute phone calls and emails before the troop initial order deadline.*

NOTE: "Girl Delivery" Digital Cookie orders are automatically included on the Girl Order Tab in eBudde during the Initial Order phase.

**January 28** Troop Initial Order eBudde deadline (11:59 p.m.) for:

- Initial cookie orders (GIRL ORDERS + 2 COOKIE BOOTHS). *ALL troops should have their first 2 Cookie Booths included with their girl initial order, entered in boxes on the "Booth" line of the INITIAL ORDER tab. Any boxes sold that are not entered by this date WILL NOT qualify for any initial order rewards.*
- Initial girl reward selections: *Initial reward orders should be submitted on the REWARDS tab by clicking the "FILL OUT" button on the Initial Incentive Order line.*
- Site selection for Initial Cookie Order pick-up: *ALL troops are required to select a cookie pick-up site on the DELIVERY tab after submitting their initial cookie order. **No adjustments to the troop's initial order record can be made by the TCM after this date.***

Don't Forget US!

Include Toffee-tastic and Girl Scout S'mores in your Initial Order

# Girl Scout Cookie Calendar



## **January 27** Keep girls motivated to meet their individual goal and the troop goal!

\*Keep selling—Earn the Troop Final Order Reward for 300+ PGA by the end of the program season.

- Girls should continue to take orders using the Goal Getter Order Card and Digital Cookie. Girls can also continue to use Digital Cookie to acquire more online orders.
- Troop Cookie Managers begin to confirm locations and needed inventory for upcoming cookie booths. Be sure to add your confirmed (non-council sponsored) Cookie Booth locations to eBudde on the BOOTH SITES tab so they can be uploaded to the COOKIE FINDER—allowing customers to search and map their way to your booth!

Cupboards (additional cookie pick-up locations) will be visible and available to accept orders in eBudde. Additional cookie requests are made on the TRANSACTIONS tab. **Note: the days, hours, and lunch schedules for locations are now visible when placing your re-orders for all locations. Use the “Map It” feature for address information for your chosen location.** You may also generate a cupboards report on the REPORTS tab to obtain a complete listing of all location with site details.

## **February 14-20** Cookie Delivery—Initial Cookie Order Pick-up

- Verify your location and time in eBudde and/or with your SUCM
- Prepare to have enough vehicles and hands available to transport your entire order of Girl Scout Cookies.

## **February 18** Cupboards Open!

Additional cookie orders can be placed in eBudde for pick-up in your area

- Be sure to check the days and hours of operation for any location when placing a cupboard order. All cookie Cupboards are closed Sunday and Monday of each week, so plan your pick-ups accordingly.

**February 21** Girl Scout Cookie Booths begin! Be sure girls are ready to “Bling” their Cookie Booths! Make signs, promote your goal, and council gift of caring. Booth Sales are the best way to sell more or get rid of additional inventory. *\*ALL girls who participate and have at least 1 booth sale recorded in eBudde will earn a patch.*

**50% of Initial Order Payment Shortage information due to council (no exceptions)**

**\* Be sure to utilize the Cookie Problem Report to notify us of a shortage.**

# Girl Scout Cookie Calendar



**February 27** 50% of Initial Order ACH Draft from Troop Bank Account  
(\* Be sure funds are available in troop account)

**February 28—March 1** National Girl Scout Cookie Weekend!

**March 2** Girl Delivery is no longer available in Digital Cookie

**March 6** Final ACH Payment Shortage Information due to Council (no exceptions)

**March 7** All cookie cupboard locations close

**March 8 All Cookie Sales End**

**March 10** Last Day for Troops to update eBudde (by 11:59 p.m.)

- Give girls credit for all cookies sold (individual and booth efforts). Cookies left unassigned after this date CANNOT be changed to increase reward levels.
- Select ALL girl rewards where there is a choice between items. Final reward orders MUST be submitted in the REWARDS tab by clicking the “FILL OUT” button on the Final Reward Order line.

**No adjustments to any girl or troop record can be made by the Troop Cookie Manager after this date.**

**March 12 FINAL ACH DRAFT FROM TROOP BANK ACCOUNT**

Check the SALES REPORT tab of eBudde to confirm the final amount due to council is deposited and available in troop account

**Late April** Final rewards delivery to Service Units

Your Service Unit Cookie Manager will receive all reward items earned and selected in eBudde to distribute to troops accordingly. All items should be counted and verified upon receipt. NO REWARDS WILL BE GIVEN TO ANY TROOP THAT HAS AN OUTSTANDING BALANCE. Items not distributed for this reason will be returned to the council.

**May** Virtual Cookie Dough issued to girls

**May 29** Deadline for rewards to be distributed to troops and girls

**June 8** Last day for TCMs to notify SUCM of missing or damaged rewards

# Managing Troop Finances

## Keeping Track of Funds & Girl Payments

- ✓ Share your deadlines and expectations for the collection of money with girls/parents. Remind parents that they are financially responsible for all cookies signed for and received by their Girl Scout and that cookies cannot be returned to the troop.
- ✓ **Protect yourself—ALWAYS** issue receipts for cookies you distribute and payments you receive. **You are required to have record of all cookies distributed and/or money collected.**
- ✓ Money for in-person orders should be collected at the time of delivery. Note: while girls will hand deliver Digital Cookie requests for “girl-delivery”, they will not collect payment for these orders as they are paid for online.
- ✓ Payments for cookies ordered and shipped through Digital Cookie (including donated cookies) are automatically posted to your Troop’s record in eBudde and will offset the money the Troop owes to **council**.
- ✓ The Troop should deposit all money collected into their Troop account early and often – don’t hold on to money that you cannot afford to replace.
- ✓ Keep track of the payments from girls/parents in eBudde on the GIRL ORDERS tab. It will show each girl’s remaining balance due to the Troop with each payment logged.
- ✓ Remember, proceeds become part of the Troop’s treasury and are not given to nor belong to any individual girl(s).  
If a parent has not complied with the troop’s first payment deadline— do not distribute more cookies to them.  
\*Troop account money will be withdrawn by ACH during the designated date. Please have all funds in the account by that date.
- ✓ Collect money for cookies in- hand before allowing them to receive more. Even then, only issue cookies in small amounts requiring payment before they can receive more.
- ✓ Review your troop’s account balance often to ensure you are familiar with all transactions. Share your balance and transaction history with parents—being open and honest about the financial standing of their Girl Scout’s troop.
- ✓ If the troop has an uncollectable amount due from a girl/parent by the end of the program, **complete an Outstanding Debt Form**

**BEST**  
**Money Tools for Troops**

1

ITEM	QUANTITY	PRICE	TOTAL
1	2	10	20
2	5	10	50
3	10	10	100
4	20	10	200
TOTAL			\$320.00

2

**Cookie Program Responsibility and Permission Form**

Parents of our Scout members participating in the 2024 Cookie Program must complete this form and submit it to GLSC prior to selling and/or receiving the cookies.

**PERSONAL INFORMATION**

Parent/Guardian Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

# Managing Troop Finances

## Electronic Payments to GSLPG

Electronic payments are mandatory for this program, therefore a troop bank account is essential to your troop's participation. GSLPG will require all participating troops to complete the GSLPG ACH Authorization Form found on the council's website: [gslpg.org](http://gslpg.org) by January 23 to submit an initial order.

### GSLPG Payment Schedule

**1st withdrawal:** *February 27* The amount due to GSLPG at this time = 50% of the troop's initial cookie order minus any Digital Cookie deposits received up to Feb. 21 \*Payment Shortage Date, Feb. 21

**2nd withdrawal:** *March 12* for the remaining amount due to GSLPG (for all cookies sold) deadline. \*Payment shortage Date, March 6

\*NOTE: If you know your troop account will not have the amount due for ACH withdrawal you MUST turn in your Payment Shortage Information to council by this date. (No Exceptions) Please utilize the Cookie Problem Report located on the website.

Check your eBudde Sales Report for a snapshot of your Troop's balance due to GSLPG as well as the amount of Troop Proceeds that will remain in your troop's bank account. Be sure to deposit cookie money into your troop's account prior to the payment deadline to avoid any fees!

## Sample Calculation for Initial Payment to GSLPG

If your troop places an initial order for 150 cases (130 core varieties and 20 specialty varieties; shown on the INITIAL ORDER tab of eBudde) - here is what you can expect your initial payment to be on February 27th

GSLPG will withdraw 50% of Your Initial Cookie Order less all Digital Cookie deposits credited to your Troop up to February 21st

130 cases x \$48/cs = \$6240

20 cases x \$60/cs = \$1200

$\$7440/2 = \$3720 - \$1000$  (Total Digital Cookie deposits credited to your troop as of February 21)

**Expected withdrawal = \$2720 with the remaining balance due to GSLPG scheduled for March 12.** Note: If additional cookies have been picked up from the Cookie Cupboard since your initial order, the remaining balance will change.



# Close out Your Program



## Enter Final Box Totals March 10

Most often girls will sell additional boxes beyond what was submitted as their initial order. Give the girls credit for all boxes sold (those physical boxes they've received from your Troop's inventory and those sold at a Cookie Booth) in eBudde.

Click on the "GIRL ORDERS tab in eBudde

- Log all cookies given to each girl under her name—by variety. Make notes in the comment section if needed.
- Log all council CGOC cookies. Remember, these are "virtual cookies" and will not physically be received/picked up by the troop. Girls have collected \$4 per box to receive reward credit AND proceeds for the Troop.
- Box credit for the Digital Cookie orders (paid for and shipped) are automatically credited to each girl, as well as any "girl-delivery" from the initial order.
- Digital Cookie "girl-delivery" requests, made after the initial order, that you have fulfilled from your troop's inventory should be allocated to each girl if you haven't already done so. While the payment has posted to the Troop's record, no box credit has been given since the system is not sure what varieties you've supplied to fulfill the order.

\*TIP: Have each girl circle the item they want at each reward level on their Girl Order Card ahead of time. Be sure to get the girl's size for her t-shirt.

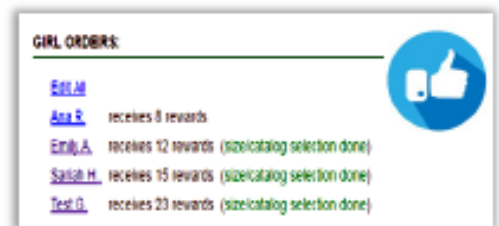
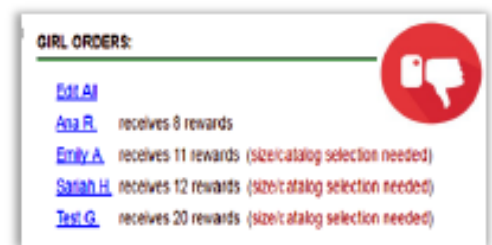


## Submitting Final Girl Rewards

When girls reach reward levels where there is a choice between items, you will need to make the selection for the item they have chosen. IF no item is selected—no item will be ordered!

- Click on the **REWARDS** tab
- Click the "Fill Out" button on the Final Rewards Order line
- A listing of your girls will appear. Girls who need an item selected will be shown as: **Size/Catalog Selection Needed**
- Click on the respective girl names
- Select the choice provided to you by the girl and parent for each reward level shown
- Submit the girl's reward order
- Her record will now be shown in green as: **Size/Catalog Selection Done**
- Repeat for each girl where necessary
- When all girls have their appropriate selections made,

**SUBMIT the order for the troop by March 12 at 11:59p.m.**



## Safety Tips

### Be sure girls understand and follow these safety rules:

- **Show you're a Girl Scout**—Wear the Girl Scout membership pin and/or Girl Scout 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. Give proceeds to supervising adults who should deposit it as directed by your Girl Scout council as soon as possible.
- **Do not enter**—Never enter the home or vehicle of a person when you are selling or making deliveries. Avoid selling to people in vehicles or going into alleys.
- **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 except for the product sale. Girls should never take credit card numbers.
- **Be safe on the road**—Always follow safe pedestrian practices, especially when crossing at intersections or walking along roadways. Be aware of traffic when unloading product and passengers from vehicles.
- **Be net wise**—Take the Girl Scout Internet Safety Pledge before going online and follow the specific guidelines related to marketing online. [http://girlscouts.org/help/internet\\_safety\\_pledge.asp](http://girlscouts.org/help/internet_safety_pledge.asp)

Check with the council for even more safety resources, including the Safety Activity Checkpoints and Volunteer Essentials for Product Program Safety.

SOURCE: GIRL SCOUTS OF THE USA

*Little Brownie*  
Bakers®

girl scouts  
cookie program

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