

2024 Girl Scout Cookie Program®

Troop Cookie Guide



NEW!



**Redesigned
LittleBrownie.com**

Check out cookie resources on the baker's new website

Prices, Proceeds & Rewards

A price change to the customer includes a nearly 26% increase in proceeds.

Digital Cookie 2024

Initial order submission and cheers!

OWN YOUR magic



Whether they're a social butterfly, creative thinker or strategic innovator, every Girl Scout entrepreneur has their own kind of magic. And Girl Scout Cookie Season is the perfect time to harness that magic and achieve their goals!

The information in this guide was crafted to help you empower each and every Girl Scout — from newcomers planning their first cookie booth to seasoned pros upgrading their digital strategies.

There's no limit to what Girl Scouts can achieve with your help, and we know you're excited to get started. So go ahead, own your magic!



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Troop Cookie Coordinator Role



Here's to You, Volunteer!

Thank you for volunteering to serve as the Troop Cookie Coordinator! You're an invaluable part of the cookie program, and we're here to support you with resources, tools, tips and more. You have the privilege of instilling passion and drive in Girl Scouts 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. Find everything you need for a bright season in this guide.

Your Primary Responsibilities:

- Complete volunteer training.
- Review the Troop and Family Guides.
- Schedule a family meeting to get Girl Scouts and adults excited about program.
- Adhere to policies and deadlines.
- Respond to council, service unit and caregiver questions within 24 hours.
- Keep eBudde up to date.
- Sign up for initial booths with your service unit.
- Create a way for families to sign up for booths.
- Pickup cookies and reorder as needed.
- Distribute cookies to families.
- Collect payments.
- Write receipts.
- Deposit troop and council proceeds.
- Enter and distribute girl rewards.



Important Cookie Dates

Digital Cookie Access—Volunteers

January 5

Digital Cookie Access—Caregivers

January 8

Program Begins

January 13

Program Begins

January 13

Girl Initial Order Due

January 28

Troop Initial Order Due

January 29

National Girl Scout Cookie Weekend

February 16-18

Cookie Count-n-Go Day

February 24

Cookie Booths Start

February 25

Program Ends

March 31

Final Girl Payments Due to Troop

April 3

Final Troop Paperwork Due to SUCC

April 10

Top Seller Events & Super Seller Reward Selection

April-May

Rewards Distributed by SUCC

May/June



Inspire Cookie Entrepreneurs



Skills They Build

The Girl Scout Cookie Program® helps Girl Scouts develop real-world skills in five essential areas:

1 Goal Setting
Girl Scouts learn how to set goals and create a plan to reach them.
How you can help: Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins, like weekly challenges.

2 Decision Making
Girl Scouts learn to make decisions on their own and as a team.
How you can help: Talk about how they plan to spend the troop's cookie earnings.

3 Money Management
Girl Scouts learn to create a budget and handle money
How you can help: Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.

4 People Skills
Girl Scouts find their voices and build confidence through customer interactions.
How you can help: Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.

5 Business Ethics
Girl Scouts learn to act ethically, both in business and life.
How you can help: Talk to them about the importance of delivering on their promise to customers. They can also consider offering a cookie donation option.



Good for Girl Scouts, Good For the Planet!

Packages of Samoas® now have reduced plastic packaging, and cases of Thin Mints® use 26% recycled content (and 18% less packaging material).



Did you know?
100% of our rewards packaging is recyclable or reusable!



Inspire Cookie Entrepreneurs



Cookie Business Badges

Entrepreneurs can earn these official Girl Scouts® recognitions by completing requirements that help them develop new business skills.

Learn more at girlscouts.org!

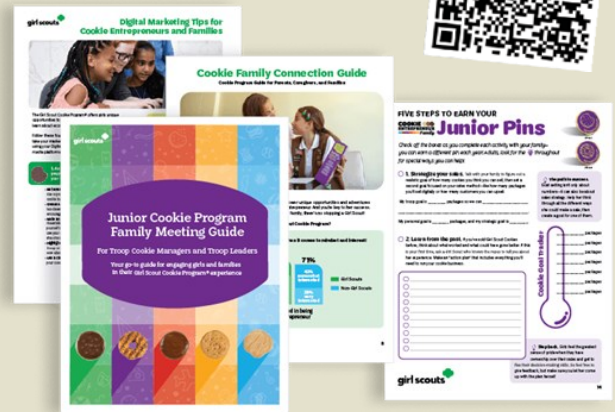


Getting Families Involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

Inspire families to get involved by reviewing these resources:

- Cookie Program Family Meeting Guides
- Cookie Entrepreneur Family Pins



Market Their Business Online



Your #1 Strategy

Girl Scouts can expand their customer base by promoting their cookie business online. Here are a few ways they can take their digital marketing to the next level.

- **Digital Cookie®:** Personalize their site by uploading weekly videos. Offer cookies through direct shipping or in-person delivery.
- **Social Media:** Create a digital marketing campaign to stand out and spread the word to far-away family and friends. For tips and best practices, visit [Digital Marketing Basics](#) on LittleBrownie.com.
- **Text or Call:** Reach out to customers who may not be online and follow up for reorders.



Find Digital Resources

Find inspiration on social! Follow and share posts to kick-start a digital campaign.

Plan your content with the Digital Marketing Basics

Download Posts!

Girl Scouts® **Little Brownie Bakers®**

The collage includes a calendar for January 2024 with a blue circle highlighting the 9th and 16th, a social media post with a 'Reminder Booths now open!' message, a 'Happy Women's Entrepreneurship Day!' post, a QR code, and social media icons for Facebook, Twitter, Instagram, and Pinterest.

Safety Resources

Girl Scouts and their caregivers must read, agree to and abide by the guidelines linked below before engaging in online marketing and sales efforts through the cookie program. You can also ask your council about the Volunteer Essentials and Safety Activity Checkpoints. These include basic facts, forms, tips and more!

- [Girl Scout Internet Safety Pledge](#)
- [Digital Cookie® Pledge](#)

Market Their Business In-Person



Share the Magic, Face-to-Face

If your troop is planning in-person cookie events, there are lots of ways they can creatively rise to the occasion!

- **In the Neighborhood:** Girl Scouts can stay local and ask their neighbors to buy cookies using their cookie order card.
- **Cookie Stands:** Entrepreneurs can set up shop in front of their residence and market their cookies to customers who live nearby (approval required).
- **Cookie Booths:** Preapproved locations like grocery stores, banks, malls or even parking lots are great places to set up a booth and connect with cookie lovers*.

**All cookie booths are established by Council or the service unit cookie team. Contact your Service Unit Cookie Coordinator for details.*

Cookie Menu Lanyard

On-the-go Girl Scouts will love these handy Girl Scout Cookie™ menus!

They fit easily into plastic holders on lanyards so they're protected from all types of weather. Entrepreneurs can wear them at booths and encourage customers to scan their QR code to go to Digital Cookie®. It's especially handy if booth inventory in a certain variety is running low!

Girl Scouts can also pop them into their backpacks for customers to scan anytime.

Lanyard inserts can be personalized with marketing messages and cookie prices.



Found at
LittleBrownie.com





2024 Girl Scout Cookies

All our cookies have...

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

The World's Most Flavorful Lineup



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt **\$5**
 Approximately 15 cookies per 6.3 oz. pkg.
 U D



Lemon-Ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits **\$5**
 Approximately 12 cookies per 6.2 oz. pkg.
 U D



Trefoils® **\$5**

Iconic shortbread cookies inspired by the original Girl Scout recipe
 Approximately 38 cookies per 9 oz. pkg.
 U D



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling **\$5**
 Approximately 20 cookies per 8 oz. pkg.
 U D



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes **\$5**
 Approximately 15 cookies per 7.5 oz. pkg.
 U D



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating **\$5**
 Approximately 15 cookies per 6.5 oz. pkg.
 U D



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint **\$5**
 Approximately 30 cookies per 9 oz. pkg.
 U



Girl Scout S'mores® • Made with Natural Flavors • Real Cocoa

Graham sandwich cookies with chocolaty and marshmallowy flavored filling **\$6**
 Approximately 16 cookies per 8.5 oz. pkg.
 U D



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits **\$6**
 Approximately 14 cookies per 6.7 oz. pkg.
 U D



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Proceeds and Bonuses



Financing Dreams

When customers buy delicious Girl Scout Cookies, they're helping power amazing experiences for Girl Scouts. 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 the cookies and program logistics (like transporting them!), **100% of the proceeds for each package is reinvested in Girl Scouts of the Colonial Coast.**

Troop Proceeds

Earnings are based on **per girl selling average**. The higher the PGA selling, the more troops earn.

PGA Selling	With Rewards	Without Rewards
1-325	\$0.85	\$0.90
326-400	\$0.90	\$0.95
401+	\$0.95	\$1.00

The Breakdown

2024 cookie prices are \$5 for core varieties and \$6 for specialty varieties—see page 8.

How the Cookie Crumbles

- ◆ 45% Programs, events, training, facility and camp maintenance, financial assistance and more!
- ◆ 25% Cookie program costs.
- ◆ 20% Proceeds and bonuses at the troop and service unit level.
- ◆ 10% Rewards and top entrepreneur events.

Troop Bonus:

Troops who are paid in full with no uncollected adults will receive a bonus of \$0.01 per box.

Proceed and Reward Guidance

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

Giving Back



Gift of Caring

Participation Options

- All donations—such as “keep the change” or “no cookies for me, but here’s \$5” must be used to purchase Gift of Caring Cookies.
- When using the Council option, Virtual Gift of Caring (VGOC) collect money only, do not distribute cookies.
- VGOC cookies will be donated to the USO of Hampton Roads and Central Virginia.
- When using the troop option, Troop Gift of Caring (TGO), collect money, deliver cookies and have a receipt signed by the organization no later than **April 10, 2024**.
- Girl Scouts get credit for every Gift of Caring box they sell toward rewards and earn special rewards for selling 36, 120, and 216 Gift of Caring boxes.

How to Promote the Program

- Create a donation box, jar or can to use at your booths.
- Create a goal poster to use at your cookie booth.
- Be sure to identify which organization will receive the donated cookies.

In 2023, our Girl Scouts donated more than 42,000 boxes to the USO through the virtual program and over 17,700 boxes to more than 100 organizations chosen by troops!



The Shoe That Grows

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

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



A shoe that expands 5 sizes and last for years!



Top Cookie Entrepreneur Rewards



1000+ Boxes

Super Seller

Girl Scouts earn points based on the number of boxes sold. Points are redeemed for **AMAZING** rewards of their choice!

Super Seller Reward Guide available on gsccl.org.



2000+ Boxes

Week of Girl Scout Camp* or Lifetime Membership

Girl Scouts in K-11 who sell 2,000+ boxes earn one week at a 2024 GSCCC summer camp. Graduating high school seniors will receive a lifetime membership.

- Does **NOT** include the camp deposit.
- Girl Scouts **MUST** pay the deposit to reserve their spot—do **NOT** wait until the cookie program ends.
- Camp registration opens February 2024!

Top 10 Cookie Entrepreneurs

Kitty Hawk Kites Day Trip

Our Top 10 Cookie Entrepreneurs will spend the day with our CEO, Tracy Keller and friends learning about the wonders of kites and follow in the footsteps of Francis Rogollo.



Entrepreneur Category Rewards

Top 10 Digital Cookie

Top Service Unit

Top Girl Scout Level

Top Cookie entrepreneurs at each of these levels will get to celebrate their success with a puffy camp blanket.



- All experiences are **GIRL ONLY** and will be chaperoned by council staff to meet Safety Activity Checkpoint standards for the youngest participating Girl Scout.
- All rewards are non-refundable and non-transferable.
- Substitute rewards are not offered for experiences when a Girl Scout cannot attend.

Safe Selling Guide



Girl Scouts

- **Show you're a Girl Scout.** Wear the Girl Scout membership pin, vest, sash or other Girl Scout clothing to identify yourself as a Girl Scout.
- **Buddy up.** Always use the buddy system. It's not just safe, its more fun.
- **Plan ahead.** Be prepared for emergencies, and always have a plan for safeguarding money.
- **Protect privacy.** Girl Scouts' last names, home addresses, and email addresses should never be given to customers. Protect customers' privacy by not sharing their information, except when necessary.

In-Person

- **Partner with adults.** Adults must accompany Girl Scout during all sales activities.
- **Sell in the daytime.** Sell during daylight hours, unless accompanied by an adult.
- **Do not enter any homes or vehicles.** Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru cookie booths.
- **Be streetwise.** Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.
- **Be safe on the road.** Always follow safe pedestrian practices when crossing at intersections or walking along roadways. Be aware of traffic when unloading products and passengers from vehicles.

Digital/Online

- **Be safe online.** Girl Scouts must have their caregiver's permission to participate in all online activities.
- **Participate in Digital Cookie.** Read and abide by the Girl Scout Digital Cookie Pledge.
- **Read and agree.** Read and agree to the GSUSA Internet Safety Pledge.
- **Caregivers' agreement.** Read and abide by the Digital Cookie Terms and Conditions for Parents/Guardians.

Social Media

- **Girl-Led.** Online marketing and sales efforts should always be led by a Girl Scout while also being supervised by an adult.
- **Resale sites prohibited.** Girl Scouts may not post to online resale sites (eBay, Facebook Marketplace, Facebook Swap, Virtual Yard Sales, Trash to Treasure, Amazon, etc.).
- **Private and group sites allowed.** Girl Scouts may post to public sites or groups (neighborhoods, military commands, local moms, etc.) provided the site/page allow such posts.
- **Social media ads.** Ads may not be purchased or donated to promote sales.

GSUSA and GSCCC reserve the right to remove or disable the link for any reason including violation of guidance, inventory fulfillment issues, safety issues, or if sales and marketing activity goes viral and otherwise creates unanticipated disruption.



A Must-Have for Girl Scout Cookie™ Volunteers!

The eBudde cookie management system offers calendar reminders, reports, training and much more — on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.

Quick Tips:

- Download the eBudde app.
- Once you've been added to the system, you will receive an email with a link and login information from do_not_reply@littlebrowniebakery.com.
- Set up your troop — review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings.
- *Roster updates should be sent to customercare@gsgccc.org prior to December 15, 2023.*
- *Missing girls in eBudde/Digital Cookie— complete an Add-A-Girl form. The form is available in the TCC google drive or on gsgccc.org.*
- Explore the dashboard on both the desktop and app versions, where you'll find messages, links to tools and resources you'll need throughout the season.
- Visit the eBudde Help Center for any questions related to tech and training.



Visual Learner?
There's a video for that on the Little Brownie Bakers® YouTube channel! Check out this playlist for step-by-step eBudde training videos.



Digital Cookie



Build Online Marketing Skills

Packed with fun, easy-to-use tools, Digital Cookie® delivers more ways to participate, more ways to sell, more ways to buy, and more ways to learn! And in addition, studies show girls who use Digital Cookie® in combination with traditional sales often sell more cookies and reach their goals faster.



Troop Cookie Coordinator Resources

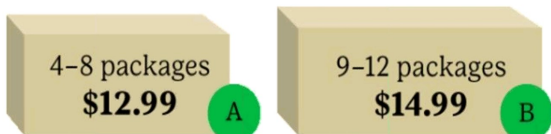
- Troop Dashboard—monitor progress towards the troop goal.
- Troop Cookie Links
 - **Shipped Only** allows customers to support your troop with a shipped or donation order. *If you chose, this link will display in GSUSA's Cookie Finder. The Cookie Finder goes live on February 16, 2024.*
 - **Virtual Booth** functions the same as any Girl Scout's link with the option for shipping, donation, deliver or in-hand. *Perfect for accepting credit cards at booths on the mobile app—setup before booth sales begin.*
- Troop Reports—order data, initial order details, badges/pins earned and rewards selected.

Digital Cookie 2024—New Features

- **My Cookie– Initial Order Entry:** Parents will be able to submit Girl Scouts paper orders through Digital Cookie. This information will flow over to eBudde only after the parent has hit the **Submit to Troop Volunteer** button. Parents will need to submit their order in Digital Cookie by **January 28, 2024**.
- **Cheers:** Girl Scouts can be even more excited about their Digital Cookie experience when they give a cheer to another Girl Scout in their troop or receive one from a troop member, troop volunteer, or even a customer.
- **Venmo, PayPal:** Customers will have the option to pay for orders using Venmo or PayPal when purchasing Girl Scout cookies online. **Not available on the mobile app.**
- **Troop Link:** When placing a new cookie order under the troop, users will have the option to assign a specific booth to the order.

Digital Cookie Shipping

There's a 4 package minimum order for shipping. Donated cookies do not have a shipping cost and do not count towards the 4 package minimum.



Example:

- 13 pkgs = \$14.99 (12 pkgs) + \$12.99 (1 addl pkg) = \$27.98
- 25 pkgs = \$14.99 (12 pkgs) + \$14.99 (12 pkgs) + \$12.99 (1 addl pkg) = \$42.97

[Digital Cookie Help](#)

Visit for FAQ's, and to request additional support. Or scan the QR code for tip sheets, instructional videos and to request additional support.



Initial Order Process



Submitting the Troop Cookie Initial Order IO)

- Submit the troop initial cookie and reward order in eBudde no later than **January 29, 2024 by 11:59pm.**
- Order **A MINIMUM** of **TWO** weekend's booth cookies in your IO—avoid an immediate trip to the cupboard.
- Online girl deliver orders will **AUTOMATICALLY** be included in the Girl Scout's IO in eBudde—up until the troop submits their IO (which may be before the IO deadline).
- Troop IO's are **AUTOMATICALLY** rounded to full cases—each case has 12 boxes.
- The IO can only be submitted **ONCE**—if you make a mistake please contact your SUCC.

1. Click the **Init. Order** tab.
2. Review the **Order Card** row beside each girl. *Refer back to gsLearn for an explanation of each of the potential comments.* Click each record to review, edit and save.
3. Scroll down and click the Booth—enter troop booth cookies. **Click Save.**
3. Review the information entered, once correct click **Submit Troop IO.**

Uses DOC	Girl		
✓	Carol H.	Order Card	Saved
✓	Eileen F.	Order Card	Review Parent IO

Select an IO Pick-up Time

North Carolina Only –disregard this step.

1. Click **Delivery** tab.
2. Choose “Who is picking Up your cookies?”
3. Choose “Will you be picking up for more than one troop?” *You can pick up for a max of 2 troops.*
4. Select your lane and time slot—eBudde will tell you if you need more than one slot. *Choose lanes based on your order size!*
5. Click **Submit**, click **OK.**
6. Click **View Confirmation**—from here you can choose to email yourself the delivery information.

Submitting Troop IO Rewards

1. Click **Rewards** Tab
2. Beside **Initial Order Rewards** click **Fill Out.**
3. Click **Submit Girl Order.**
4. Repeat as needed.
5. Click **Submit Reward Order.**
6. Click **Rewards** tab
7. Beside **Initial Order Rewards** click **Girl Rpt.**
8. Save the Excel spreadsheet that downloads—you'll need this to distribute rewards.

Rewards can be submitted ONCE, if you make a mistake contact your SUCC right away.



Cookie Count-n-Go



Initial Order Cookie Pick Up

Saturday, February 24, 2024

- 7:30am—8am slots: All lanes are **RESERVED** for troops with an IO of **350+ cases**.
- 8am—12:15pm slots: Chose a lane based on your IO size. One lane at each site is **RESERVED** for troops with an IO of **LESS THAN** 100 cases.
- **North Carolina** troops will not visit a Count-n-Go location. Cookie pick-ups will be scheduled by your SUCC.

Locations

- Tidewater Community College; 1700 College Cres, Virginia Beach (service units 210—260)
- Hampton Roads Moving; 2006 Northgate Commerce Pkwy, Suffolk, VA 23435 (service units 310—375)
- Kmart; 401 Oriana Rd, Newport News, VA 23608 (service units 110—150)

Pick Up Tips

- Have all vehicles ready to load; remove car seats and lay down rear seats.
- Do **NOT** bring additional passengers or pets. A driver and counter is all that is needed, volunteers will be onsite to load your vehicle. **Children must remain in the vehicle at all times.**
- Make sure to have enough vehicles to load your order.
- If more than one vehicle is needed for pickup, do **NOT** join the pick up line until all vehicles are present and together.
- Arrive at your scheduled pick up time. Early arrivals will be asked to return at their scheduled time.
- Upon arrival you will be given a bubble sheet that lists case counts by variety.
- Follow all directions of staff and volunteers.
- Cookies will be loaded assembly line style. Counters can request volunteers slow down or stop if the process is moving too quickly.
- Recount stations are available for you to double check your counts before you leave the site.
- If you go home and realize there was a count discrepancy, please return to the delivery site **before noon**; otherwise...
- Report any unresolved discrepancies by **5pm** on **Monday, February 26, 2024** to chriss@gsgccc.org.

Cases Per Vehicle Type

Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases



Average Number of Cases per Booth

Deciding how many packages to order for booths isn't an exact science, but here is an average number of cases to take to each 2-hour booth:

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



*Data from 2022-2023 Girl Scout Cookie Season

Additional Orders, Payments and Receipts



Additional Orders and Receipts

Additional Orders are any Girl Scout orders taken after the initial order has been submitted. These orders are **NOT** automatically added to eBudde. Caregivers **MUST** request both order card and Digital Cookie girl deliver orders from the troop.

- **Distribute cookies promptly and always write receipts.**
- Remind Girl Scouts to deliver orders as quickly their customers.
- Receipts are to be used when cookies or payments exchange hands—this includes troop-to-troop transfers too!
- Caregivers do **NOT** owe for online girl deliver cookies. Payments for online orders are **AUTOMATICALLY** credited to the Girl Scout and troop (*girls will have a negative balance due until cookies are allocated*).
- All parties are to count cookies and payments together, and then **SIGN** the receipt.
- Receipts must be signed by adults.
- TCCs keep the original, give the adult the yellow copy of a receipt.
- Update eBudde often with additional orders and payments.
- Receipts are required to be submitted for any adult with an uncollected account at the end of the program.
- Avoid uncollected, stressful situations by requiring adults to turn in money collected prior to distributing additional cookies.

Entering Additional Orders & Payments

Enter Additional Orders

1. Click **Girl Order** tab.
2. Choose a girl, and click + **Order**.
3. Enter a comment—they help if there are caregiver questions. Example: Receipt # or Picked Up x/xx.
4. Click the **Inv** box.
5. Enter the number of boxes by variety.
6. Click **Save**.

Click **Booth ONLY** if not using the Booth Sale Recorder.

Log A Payment

1. Click **Girl Order** tab.
2. Choose a girl, and click + **Pay**.
3. Enter a comment—they help if there are caregiver questions. Example: Receipt # or Received x/xx.
4. Enter payment amount.
5. Click **Inv**.
6. Click **Save**.

Product	Packages
Virtual Gift of Caring \$2.00	0
Adventurefuns \$2.00	0
Lemon-Ups \$2.00	0
Trefoils \$2.00	0
Do-Si-Dos \$2.00	0
Samoas \$2.00	0
Tagalongs \$2.00	0
Thin Mints \$2.00	0
S'mores \$2.00	0
Toffee-tastic \$2.00	0
Troop Gift of Caring \$2.00	0
Total	0

Financials	
Total Due	\$ 0.00
Paid	0
Bal. Due	\$ 0.00

Cupboards and Pending Orders



Cookie Cupboards are locations throughout Council run by our AMAZING volunteers out of their homes. Cupboards store cookies and process troop orders by the case and individually registered girl member (IRG/IRM/Juliette) orders by the box.

Visit a cupboard to fill additional orders and stock up with booth cookies!

- Cupboards are **NOT** specific to a service unit or area—any troop can visit any cupboard.
- Cupboards have unique hours; generate the **Cupboard Information Report** in eBudde for details.
- Cupboard rosters (hours not included) are distributed via an email from eBudde.
- Cupboards are **PAPERLESS!**
 - Adults will accept cupboard orders in the eBudde app.
 - Download the eBudde App now for free.
 - Need help picking up cookies? Additional adults can be added to eBudde in the Troop Cookie Pickup Only user role.
- Cupboards are normally restocked on Friday each week—this will vary depending upon cookies in the warehouse and trucking schedules.
- As the program nears the final weeks, cupboards will be closed to consolidate inventory. Updates will be sent via eBudde.

Pending Orders

- Pending orders are transactions entered into eBudde to request additional cookies.
- These orders allow Council to reorder properly and stock cupboards based on troop needs.
- Allow 24 hours for cupboards to confirm orders—normally you'll hear from them within a few hours.
- Pending orders should be entered into eBudde by **10am each Monday** for cookies that will be needed for additional orders and booths.

Damaged or Cases Missing Boxes

- Damaged boxes are to be exchanged at a cupboard. Only like-for-like exchanges will be made.
- If your case is missing a box visit a cupboard for a replacement.
- Customers should contact Little Brownie Bakers directly for product quality issues at 800-962-1718.

Entering a Pending Cupboard Order

1. Click the **Transaction** tab.
2. Click + **Add**.
3. Under **Time & Place** choose **Normal** and **Cupboard**.
4. Click the down arrow to select a cupboard.
5. Enter a pickup **Date** and **Time**.
6. Under **Cookie Order** enter the quantity of cases you are ordering. Troops order by the case Individually Registered Girls (IRM/IRG/Juliette) may order by the box.
7. Click **Save**.

Product	Cases	Packages
AdventureFuls	0	0
Lemon-Tips	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Tollie-tastic	0	0
Totals	0	0

Cookie Booths



Cookie Booths are where troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, bank, mall or even a drive-thru booth in a parking lot) where they can practice their business skills with new customers.

Cookie booths must be established by Council or a Service Unit Cookie/Booth Coordinator. Booths may only happen at council-approved locations and must be legally open to, accessible, and safe for all Girl Scouts and potential customers. Troops, caregivers and girls may **NOT** have a pop-up booths or trunk sale.

Booth Selections

- Every service unit has their own process for initial booth selections. Please reach out to your Service Unit Cookie Coordinator for more information.
- Do **NOT** sign up for booths in eBudde prior to an announcement from Council that booths are open to all.
- When booths do open to all you may sign up for any booth regardless of its location.

Cookie Booth Adult/Girl Scout Ratios

1. **ALL** adults **MUST** have a current background check and a current or Lifetime Girl Scout membership **PRIOR** to participating at their first booth.
2. Girl Scout Daisy, Brownie, and Junior booths must have at least **TWO** Girl Scouts and **TWO** unrelated adults.
3. Girl Scout Cadette, Senior and Ambassador booths must have at least **ONE** Girl Scout and **ONE** adult; the adult must be related to the girl. If an adult needs to step away from the booth, the booth must be shut down. Girl Scouts **MAY NOT** be left alone at the booth—bathroom break, close the booth! *If two girls are participating see rule 1.*

Cookie Booth Policies and Etiquette

- Arrive, leave on time and come prepared.
- Remember The Girl Scout Promise and Law. Be kind and considerate, friendly and helpful, respectful and a sister to every Girl Scout.
- Playing games, running, “barking” or any similar forms of behavior or badgering of customers is not appropriate.
- Sell only Little Brownie Bakers cookies at your booth.
- Keep your money protected, and don’t forget a counterfeit testing pen.
- **Siblings, friends and pets are not to participate nor be present at booth sales.**
- Leave the area clean. Take all empty cases home with you.
- Wear your Girl Scout uniform or Girl Scout attire.



Cookie Booths



Cookie Booth Tips

- Allow Girl Scouts to participate in as many booths necessary to reach their goals.
- Don't miss your service unit cookie booth selection meeting! If you cannot attend send another representative.
- Troops will be notified by Council when booths are open to all, at which time you may select booths in any area.
- Can't make a booth? Remember to cancel your sign-up in eBudde; customers using the cookie locator are disappointed when they arrive and a troop is not present.
- Review all booth location setup and business rules with adults and girls.
- Don't forget to check back throughout the sale, as new booths become available!
- Donation jars must identify the organization the troop is supporting—all donations are to be used to purchase Gift of Caring cookies.
- Booth setups should not block entries, walkways, or parking spots for visiting customers.

Cookie Booth Transactions

- Cash, checks and credit cards may be accepted at cookie booths.
- We recommend using the Virtual Booth/Troop Link in Digital Cookie for processing credit cards to avoid paying transactional fees. *Council pays all Digital Cookie credit card fees.*
- If a customer pays with cash and says **“Keep The Change”** ...the change must be used towards a Gift of Caring donation box purchase.
- Booth worksheets are available to help track sales and to assist in distributing cookies using the Booth Sale Recorder.

Selecting Additional Cookie Booths

1. Select the **Booth Sales** tab.

Booth Sales Cookie Calc. 📄

Sign up for a Council Booth Add / Edit a Troop Booth

2. Click **Sign up for Council Booth** (by default unavailable booths are hidden).
3. Click the down arrow next to the city to see available booth locations. Then click the down arrow beside the business to see the available dates and times.

Capron, VA

Chesapeake, VA

📍 330 - 7-Eleven Zip: 23323 120 George Washington Hwy

Sun Feb 20 2022 2:00pm - 4:00pm

Fri Feb 25 2022 5:00pm - 8:00pm

Cancel Submit

📍 330 - 7-Eleven on 02/20 @120 George Washington Hwy

Choose a time slot and then Submit.

To opt out click on that slot again and re-submit.

Time	Troop
2:00pm	

4. Click on the date/time slot you want to reserve.
5. Click in the blank square to populate with your troop number, then click **Submit**.
6. Repeat to reserve additional booths.
7. Click the **Booth Sales** tab, then click **Email Signups**. eBudde will email you a report of all of your booth slots.

Booth Sale Recorder



Booth Sale Recorder

- Use this feature to distribute cookies sold at each booth .
- Select the Girl Scouts that participated in the booth or all Girl Scouts in the troop—it's up to you!
- eBudde will distribute cookies and payments automatically.
- Using the Booth Sale Recorder saves time and provides valuable sales data to Council.
- **Distribute booth sales cookies at the end of each weekend—or daily!**

Record Booth Sales

1. Click the **Booth Sales** tab.
2. Choose the booth you will be updating, and click **Record Sale**.
3. Enter the cookies sold at the booth in the appropriate fields.
4. Enter the cookies sold by variety.
5. Click **Go to Distribute**.
6. A pop-up message will let you know your entry was saved, and the new window will open.
7. Select the girls who participated in the booth or select **ALL** if you want to distribute evenly.
8. Click **Distribute** and then **Save**.

440 - Ace Hardware
 Date: 12/14/22 Time: 10:00am 2:00pm
 42000 NC 12,
 Avon, NC, 27915

Update Time

Record Sale

Booth Sale Recorder

Cancel
Go to Distribute

440 - Ace Hardware: 2022-12-14 10:00am

Product	Packages	Program	Packages
Adventurefuls \$ 4.00	0	Council Gift of Caring \$ 4.00	0
Lemon-Ups \$ 4.00	0	Troop Gift of Caring \$ 4.00	0
Trefoils \$ 4.00	0	Total Packages Sold 0	
Do-Si-Dos \$ 4.00	0	Total Sale Receipts \$0.00	
Samoas \$ 4.00	0	TroopSite Amount	
Tagalongs \$ 4.00	0	Digital Cookie Payment <small>(If orders processed by TroopSite, also included in Total Sale Receipts)</small>	
		Amount is included in Total Sale Receipts above	

Booth Sale Recorder

Cancel
Distribute
Save

440 - Ace Hardware: 2022-12-14 10:00am

Advf: 5 LmUp: 8 Tre: 11 D-S-D: 8 Sam: 43 Tags: 31 TMin: 55 SMr: 5 Toff: 2 VGOC: 0
 TGOC: 3
 Pkgs Sold: 171 (De)select All Girls

Anthony B. 85

Advf: LmUp: Tre:

D-S-D: Sam: Tags:

TMin: SMr: Toff:

VGOC: TGOC:

Sam D. 86

Troop-to-Troop Transfers and the Cookie Exchange



Transferring Cookies

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

Entering Troop Transfers in eBudde

The troop GIVING cookies should be the one to enter transaction in eBudde.

1. Click the **Transactions** tab.
2. Click **+Add**.
3. Under **Time & Place** select **Normal**, select **Troop**, enter the receiving **Troop** number and the **Date/Time** information.
4. Under **Cookie Order** select **Remove Product** and enter the boxes by variety being transferred.
5. Click **Save**.
6. A message will pop-up letting you know the transaction has been added.
7. Print screen the transaction or write a Cookie/Money receipt—be sure both parties sign either document.

Product	Cases	Packages
Adventurefuls	0	3
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	3
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	1
Totals	0	7

Need Cookies? Have Too Many Cookies? Use the Cookie Exchange!

Troops can post if they have extra cookies or troops *Be a Sister to Every Girl Scout* and check the cookie exchange if they are in need of cookies vs. visiting a cupboard.

Adventurefuls	Lemon-Ups	Trefoils	Do-Si-Dos	Samoas	Tagalongs	Thin Mints	S'mores	Toffee-tastic	<input type="checkbox"/> Inc. my phone number
0	0	0	0	0	0	0	0	0	<input type="button" value="Update Pkgs to Exchange"/>

Please respond to all Cookie Exchange inquiries within 24 hours.

Money Matters



Troop Cookie Coordinator Tips

- Collect payments from adults frequently.
- Do NOT distribute additional cookies if payments are not submitted regularly—*and alert your SU Cookie Coordinator if an adult stops communicating with you.*
- Make frequent deposits. The safest place for money is in the bank!
- **ALWAYS** provide a signed receipt.
- Enter girl payments into eBudde.
- Enter Council deposits into eBudde; create a separate entry for each deposit slip.
- Troops may NOT keep donations as income—all donations must be used to purchase Gift of Caring cookies.



Accepting Checks

- Checks are to be made payable to GSCCC or Girl Scout Council of Colonial Coast.
- Deposit all checks into a Council bank account.
- Do not accept post-dated, two-party checks.
- Do not accept starter checks—all checks must have an address and phone number listed.
- Verify the written amount of the check matches the dollar box.
- Returned checks will be handled by Profituity, and will be assessed a return fee. Profituity can be reached at 888-436-5101.



Accepting Credit Cards

- It is a troop decision to accept credit card payments.
- We **RECOMMEND** using Digital Cookie to process credit card transactions (*\$0 fees to the troop*).
- All credit card readers or apps (Venmo, PayPal, CashApp) must deposit funds **DIRECTLY** to the troop account.
- All accounts must use the name Girl Scout Troop # XXX or GS Troop # XXX.
- All fees associated with accepting credit card payments are the responsibility of the troop.
- Upcharges, service fees and tax cannot be charged to the customer.
- Troops can choose to have multiple swiping devices.
- Adults **ONLY** may process credit/debit card transactions.
- PCI Compliance requires that credit card numbers are not written down and processed at a later date.
- Troops will submit credit card summary reports with their final sale paperwork.

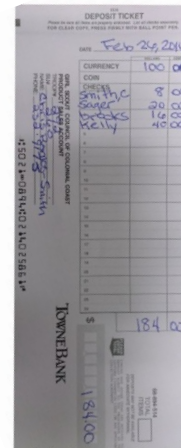


Money Matters



Deposit Slips

- Complete all fields on the deposit slip.
- List the customer's last name or the troop number on the deposit slip, **NOT** the check number.
- One deposit slip equals one deposit. Start a new the deposit slip when you run out of lines.
- Enter **ONLY** council deposits individually in eBudde.
- Do not combine cookie proceeds and non-cookie funds when depositing to the troop account.
- Be sure the bank validates your deposit slip. If they do not validate ask for a printed receipt.
- Council may receive bank corrections from the banks. The troop and SUCC will be notified immediately Council.
- Ask your SUCC to mark your troop as paid in full **BEFORE** making final deposits. This will add \$0.01 bonus per box to the troop, and change the final deposit amounts for the troop and council.



IRS & Council Deposits

The IRS requires banks and businesses to file Form 8300, the Currency Transaction Report if they receive cash payments over \$10,000.

Once booth sales begin troop deposits **OFTEN** exceed \$10,000 in a day. Due to the IRS regulation, the bank will require volunteers to provide a Driver's License and Social Security number so that they are able to complete their IRS-mandated reporting.

***Providing this information does NOT impact your personal finances
—please provide the information.***

If you prefer not to provide the information you can:

- Deposit cash into your troop account, then write a troop check to council.
- Deposit cash through the ATM.
- Use the night deposit; include a note with your name and address that requests a receipt be mailed.



Uncollected Caregivers

- Always keep (deposit) all troop proceeds, unless you have unsold cookies.
- If a caregiver is uncollected short pay Council and follow these steps:
 1. Make at least three attempts to collect any past due amounts from caregivers.
 2. Document collection attempts on the *Product Programs Uncollected Form*. The form can be found on the council site, the TCC google drive and the eBudde Help Center.
 3. Submit the uncollected form along with the *Caregiver Permission & Financial Responsibility Form*, signed receipts for money and cookies, and printed copies of texts and emails with your final paperwork to the service unit.



It's a Wrap!



Congratulations on a successful Girl Scout Cookie Program!

Wrap Up Tasks

- Allocate all SOLD cookies in eBudde. *If you have unsold cookies you must submit a list with your final paperwork.*
- Enter all girl payments—they should all have a \$0 balance due, unless you have an uncollected caregiver
- Ask your SUCC to mark your troop paid in full (all girls must have a \$0 balance).
- Check your eBudde Sales Report—prepare final deposit slips.
- Enter your final deposit to council in eBudde.
- Deliver troop Gift of Caring cookies (if applicable) - don't forget to have a receipt signed.
- Submit the troop's final rewards in eBudde—**deadline April 10, 2024 at 11:59pm.**
- Submit the troop's final paperwork to your SUCC —**deadline April 10, 2024 at 11:59pm.**

Submitting Final Rewards

1. Click **Rewards** tab
 2. Beside **Final Rewards Order** click **Fill Out**.
 3. Each girl will be listed—select their name if the message (*size/catalog selection needed*).
 4. Select reward choice (if applicable).
 5. Click **Submit Girl Order**.
 6. Repeat as needed.
 7. Enter a max of 2 volunteer patches.
 8. Click **Submit Reward Order**.
 9. Click **Rewards** tab
 10. Beside **Final Rewards Order** click **Girl Rpt**.
 11. Save the Excel spreadsheet that downloads—you'll need this to distribute rewards.
- *Rewards can be submitted ONCE, if you make a mistake contact your SUCC right away.*
 - *Council will select a reward if one is not chosen before the deadline.*

Troop Rewards Order Forms

Initial Rewards Order	View	Fill Out	Girl Rpt
Final Rewards Order	View	Fill Out	Girl Rpt

Opt-out of Troop Rewards: No
PGA-Selling: 336.25
PGA-Registered: 336.25

[Edit All Below](#)

Anthony B.	receives 3 rewards
Cooper K.	receives 7 rewards (size/catalog selection done)
Demarcus W.	receives 2 rewards
Sam D.	receives 6 rewards (size/catalog selection needed)

It's a Wrap



Top Cookie Entrepreneur Rewards and Cookie Credits

- **Super Seller**—a link will be sent to girls/caregivers to select their rewards. Rewards will be sent directly to the Girl Scout
- **Camp Week**—a certificate will be sent to the girls/caregivers. The certificate number will be requested when they contact Customer Care to pay their camp balance.
- **Lifetime Memberships**—will be purchased by Council, and a receipt sent to the girl/caregiver.
- **Experiences**—are attended by the **GIRL ONLY**. Girls/caregivers will be emailed event details.
- **Cookie Credits**—a certificate will be sent to the girls/caregivers. The certificate number will be redeemed at the GSCCC shop or requested by Customer Care to pay for camp, events, etc.

All other rewards will be mailed to the SUCC in May they will contact you when available for pick-up. If you have a Girl Scout that is moving out of the area please mail rewards to her.

Printing Troop Sales Report

1. Click **Sales Report** tab.
2. Scroll down and click **Show as PDF**. You can also click **Print Page**, but the PDF is best.
3. When the PDF opens— print 2 copies; one for your records and one to submit with your final paperwork.

Final Paperwork to Submit to SUCC

Deadline April 10, 2024 at 11:59pm.

- Sales Report from eBudde.
- Signed Troop Gift of Caring Receipt.
- Validated deposit slips for all troop and council deposits.
- Credit card summary report from all sources or detailed bank statements that show the transfer of credit card funds directly to the troop.
- A list of unsold cookies (if applicable).
- Uncollected Forms (if applicable) with all required backup documents.
 - Cookie Program Caregiver Permission & Financial Responsibility Form.
 - Signed Cookie and money receipts.
 - Email or text communications.



Resources at a Glance



GSUSA Volunteer Cookie Resources:

- Booth Essentials
- Family Meeting Guides
- Door Hangers
- Stickers
- Pin and Badge Information
- Girl Scout Cookie Giphy Channel

Little Brownie Resources:

- Digital Marketing Basics
- FAQs and Nutrition Information
- Girl Scouts® Cookie Captains and Cookie Rookies
- Social Media Tools and Graphics
- Own Your Magic Resources
- Resources for Girl Scouts to Grow Their Cookie Businesses
- Cookie History

Contact Information

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customer@gsccc.org
757-547-4405

Little Brownie
800-962-1718



GSCCC Resources

- [TCC Google Drive](#)
- [Volunteer Essentials](#)
- [Safety Activity Checkpoints](#)

Need Inspiration?

Find us on Pinterest for quick, easy and exciting ways to make the Girl Scout Cookie Program® a success.

Follow us on social for shareable cookie content!



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Bakers*
on Pinterest
[@lbbakers](#)



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