

Troop Cookie Coordinator Guide 2026

girl scouts
of the colonial coast

BRAVE.
FIERCE. **FUN!**

GET THE SCOOP!

Program updates, perks and
cookie season checklist!

TROOP CHECKLIST

Stay on track with what's
happening each month.

RECRUITING HELP

Learn how to create a shared
role - the troop cookie
coordinator doesn't have to do
it all.

LEVEL-UP WITH YOUR DIGITAL COOKIE TROOP LINK

Learn how to set up your troop's
Digital Cookie link which helps
maximize sales, take-in-hand
payments at your booth.



QUESTIONS?

757-547-4405
customer care@gscoc.org

TABLE OF CONTENTS



Table of Contents	2
Thank you	3
Calendar	4
Cookie Glossary	5
Being a Troop Cookie Coordinator	6
Every Cookies Had a Mission	7
Going Beyond the Box: Badges & Pins	8
Introducing... Exploremores	9
2026 Girl Scout Cookie Lineup	10
Discussion Guide for Girl Scouts & Caregivers	11
Ways to Connect with Customers	12
Giving Back	13
Troop Finances - Proceeds and Money Sense	14
Troop Finances - Payments	15
Power Your Program with eBudde	16-17
Initial Order Cookie Submission	18-21
Cookie Booth Sign-up	22
Count - n - Go	23
Cookie Distrubution & Delivery	24
Cookie Cupboards	25-26
Cookie Booth Guidelines & Tips	27-28
Box Credit & Payments	29
Digital Cookie - Access & Ordering	30-31
Digital Cookie - Troop Link	32
Program Wrap-Up	33

COOKIE CONTACTS

My Service Unit Cookie Coordinator

Name:

Phone Number:

Email:

THANK YOU

Thank you from the bottom of our hearts for stepping up as the Troop Cookie Coordinator (TCC)! Your dedication and enthusiasm are the heart and soul of the cookie program, and we are so grateful for the incredible impact you'll have on every Girl Scout you support.

You're more than a volunteer — you're a mentor, a motivator, and a source of inspiration. Through your efforts, you'll ignite a passion in Girl Scouts, helping them set goals, build confidence, and develop an entrepreneurial mindset that will last a lifetime. You have the unique privilege of empowering them to discover their potential and achieve dreams they might not have imagined possible.

We're here for you every step of the way with resources, tools, and tips to make this season a success. Together, we'll ensure this cookie season shines bright, not just with sales, but with the joy and growth of every Girl Scout in your troop.

Thank you for all you do — we couldn't do this without you!



Goal Setting as they set a troop goal based on what they want to do with their troop proceeds.

Decision Making by deciding where and when to sell cookies, how to market their cookie business, and what to do with their proceeds.

Money Management as they develop a budget, take cookie orders, handle and manage money.

People Skills as they safely talk to their customers in person and virtually to work as a team with others.

Business Ethics as they learn to run their business using Girl Scout Law as a guide, being honest and responsible every step of the way.



CALENDAR

Date	Description
December 15	Sign the TCC Agreement. Watch for Cookie training to be assigned in gsLearn.
January 1	Volunteers receive access to set up Digital Cookie.
January 5	Girl Scouts/Caregivers receive access to set up Digital Cookie.
January 9	Girl Scouts begin taking orders using their Order Card and through Digital Cookie
January 25	Girl Scouts Initial Order due to Troop Cookie Coordinator.
January 26	Troop Initial Cookie Order & Initial Order Rewards submitted in eBudde by 11:59 pm.
February 20-22	National Girl Scout Cookie Weekend.
February 21	Count-n-Go Day (Initial cookie order pick up).
February 22	First Day of Cookie Booths.
March 12	Girl Scout Birthday!
March 29	Last day of Cookie program.
March 31	Final payment due to TCC.
April 2	Troop paperwork due to SU Cookie Coordinator and submit final rewards in eBudde.
Late April-June	Super Seller Rewards, Top Cookie Entrepreneur Event, Reward Distribution.



COOKIE SEASON GLOSSARY

Booth Pickup Order: Customer prepays through a troop's link and picks up cookies at a troop booth.

Case: Twelve (12) packages/boxes of cookies.

Cookie Booth: A public, stationary sale location for Girl Scout Cookies.

Cookie Cupboards: Council or volunteer-run cookie pickup sites for troop restocking.

Cookie Finder: Online tool (girlscoutcookies.org) to locate nearby booths or approved Digital Cookie links.

Digital Cookie: Online platform for cookie sales, shipped or delivered in person; also supports in-person payments and donations.

Gift of Caring: Cookies purchased to be donated to the council-approved organization or to a troop-selected organization.

Initial Order: The council's first cookie order from the baker, based on girl, troop, and cupboard needs.

Initial Order Rewards: Rewards earned from the first order submitted.

Package/Box: A single unit of cookies.

Per-Girl Average (PGA): Total packages sold divided by the number of selling Girl Scouts in your troop.

Rewards: Items earned based on the total packages sold during the season.

SUCC: Service Unit Cookie Coordinator- local volunteers in your Service Unit to help you through the cookie program.

Troop Proceeds: Funds earned by the troop from cookie sales to support activities and projects.

Troop Rewards: Rewards earned by the troop based on sales activity or PGA.

BEING A TROOP COOKIE COORDINATOR

Our cookies are more than just a treat - they're a mission! They help Girl Scouts master five essential skills for leadership, success, and life. Your support this season plays a crucial role in empowering Girl Scouts to take on the world!

Create a
shared role

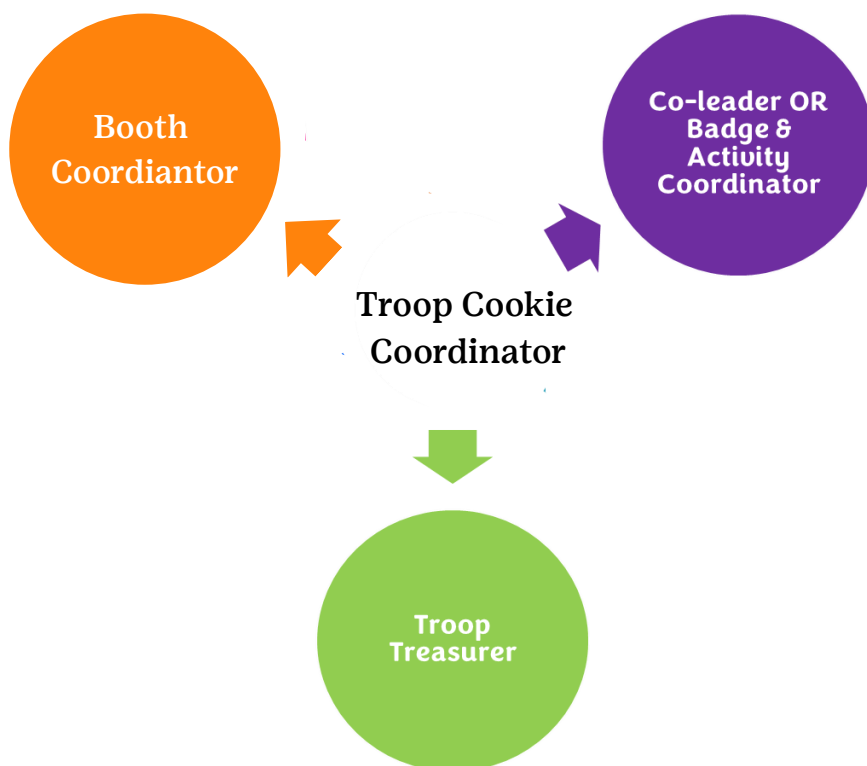
Team up for a
smoother season

Primary Responsibilities:

- Take cookie training.
- Enlist help from other caregivers & volunteers in the troop.
- Ensure Girl Scouts/caregivers have the materials and support they need.
- Place the troop's initial order.
- Arrange pick-up of the initial order at Count-n-go.
- Distribute cookies to Girl Scouts/caregivers.
- Re-order cookies as needed to meet Girl Scout and troop goals.
- Collect & deposit money to ensure the balance due to council is paid and the troop proceeds are deposited into the troop account.
- Distribute rewards & celebrate with your Girl Scouts.

- ✓ Identify task others can help with.
- ✓ Express the need for everyone to be involved.
- ✓ Make the ask and be specific.

Splitting out the role of the Troop Cookie Coordinator (TCC) could look like this:



The Troop Cookie Coordinator will;

- Send out reminders for cookie activities and deadlines.
- Be responsible for placing additional orders from cookie cupboards and arranging pick up.
- Work in collaboration with the troop treasurer to collect and deposit all money received from Girl Scouts/caregivers and issue receipts (as well as keep one for the TCC to submit with paperwork).
- The Booth Coordinator could coordinate sign-ups for booths selected by the TCC.

EVERY COOKIE HAS A MISSION

Thanks to the Girl Scout Cookie Program, our council was able to provide over \$100,000 in Financial Aid to Girl Scouts this year! But that's not all — cookie proceeds also helped make some exciting updates at our camp properties.

At Camp Darden, we gave the kitchen a fresh update. Camp Skimino got a completely remodeled bathhouse and a new sidewalk connecting it to the pool. The Norfolk Lodge now has a brand-new sidewalk out front, and the canoe shed at Camp Apasus was expanded with a larger opening to make accessing canoes easier. Plus, we replaced roofs at all properties that were more than 20 years old!

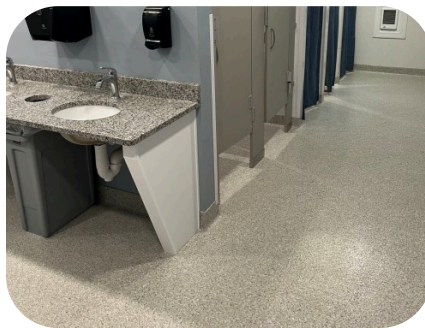
These are just a few of the amazing things made possible by the Girl Scout Cookie Program — thank you to everyone who supported our Girl Scouts this year!

How the cookie crumbles:

40% supports
programs, events,
training facilities,
camp maintenance,
financial assistance,
and more

30% covers the cost
of the cookie
program.

30% goes towards
rewards, troop,
and service unit
bonuses.



GOING BEYOND THE BOX BADGES & PINS

Cookie Business Badges

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 using these resources:



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 using these resources.

Cookie Entrepreneur Family Pin

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

Action steps to engage families:

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

Learn more at:

<https://www.girlscouts.org/en/members/for-volunteers/cookie-resources-troop-leaders-volunteer.html>



COOKIE 
ENTREPRENEUR
 **Family**

INTRODUCING

Exploremores™ Exploremores™ Exploremores™

NEW!



Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème.



**FIND NEW
RESOURCES
HERE:**





2026 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

Approximately 15 cookies per 6.3 oz. pkg.

U D

\$ 5



Lemon-Ups®

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits

Approximately 12 cookies per 6.2 oz. pkg.

U D

\$ 5



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe

Approximately 38 cookies per 9 oz. pkg.

U D

\$ 5



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

Oatmeal sandwich cookies with peanut butter filling

Approximately 20 cookies per 8 oz. pkg.

U D

\$ 5



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes

Approximately 15 cookies per 7.5 oz. pkg.

U D

\$ 5



Tagalongs® • Real Cocoa • Real Peanut Butter

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

Approximately 15 cookies per 6.5 oz. pkg.

U D

\$ 5



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint

Approximately 30 cookies per 9 oz. pkg.

U

\$ 5



Exploremores™ • Real Cocoa

NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème

Approximately 18 cookies per 7.9 oz. pkg.

U D

\$ 5



Toffee-tastic® • No Artificial Flavors

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits

Approximately 14 cookies per 6.7 oz. pkg.

U D

\$ 6



girl scouts

Little Brownie BAKERS®

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DISCUSSION GUIDES FOR GIRL & CAREGIVER MEETING

Talk about the...

Cookie Program

- Review the cookies and pricing.
- Talk about ways to sell (Order cards, Digital Cookie, Cooke Booths)
- Talk about the things Girl Scouts will be able to Learn - Give them examples of how the 5 skills apply to everyday life.
- Earn - Tell them about the reward options for the entire troop and individual participants.
- Experiences - Give them examples of fun things they can do as a troop and the impact they can have in the community with their proceeds.



Goals

- **Set a Troop Goal.** Help the troop brainstorm the things they want to do this year—fun activities, skill-building experiences, trips or events they'd like to attend, and ideas for a community service project. Use their interests to shape a realistic troop goal for the cookie program.
- **Make the plan and write it down.** Let each Girl Scout 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 to build a plan to make it all happen.
- **Determine the best way to track your troop's progress.**

Important Dates

- **Develop your troop's calendar.** Use the program calendar dates provided in this guide as your template. Determine what dates you'll need final orders/reward choices, and payments.
- **Set a reminder schedule.** Build in reminder messages (text message, emails, rally messages, phone calls, etc.) to prompt Girl Scouts and caregivers to take actions for upcoming dates. **TIP:** Email parents directly from eBudde on the Contact tab. It's quick and easy to build in communication!

Money & Financial Responsibility

- **Set expectations for collecting money and develop a collection schedule.** Getting a little at each troop meeting is a best practice. Collecting money regularly will minimize issues of lost or stolen funds.
- **Issue receipts for product and money; obtain a signature at all times.** Keep accurate records of what is being paid. Track each Girl Scout's remaining balance in eBudde by logging payments on the GIRL ORDER tab. Remember, Digital Cookie orders are paid for online.
- **Deposit money on time.** The balance due at the end of the program is the responsibility of the entire troop. Each Girl Scout/caregiver participating holds financial responsibility to do their part to clear the troop's overall balance. Use the uncollected form and submit it with final paperwork for an uncollected caregiver if needed.
- **Stress the importance of financial responsibility.** Uncollected funds can impact future program participation and delay rewards.

WAYS TO CONNECT WITH CUSTOMERS

January 9 - March 29



Phone or Text Friends and Family

Texting or phoning friends and family is a great way for Girl Scout to feel comfortable connecting with cookie customers.



Digital Cookie (Girl Sites & Troop Links)

Girl Scouts can run a cookie business through an online store. Customers can purchase a cookie for an in-person delivery, shipping to their home or donation to Gift of Caring - with all orders paid for online.



Connecting with the Community

Girl Scouts can team up with their caregivers to sell to their co-workers, connect with places of worship, car dealership, real estate agents, and more.



Door-to-door

Girl Scouts can stay local, sell in their neighborhood and use door hangers and business cards for customers who aren't home.

February 22 - March 29



Cookie Booths

Girl Scouts work as a team selling directly to the public with cookies in hand at local businesses. Activating and sharing your Digital Cookie Troop Link makes running a cookie booth easier.

GIVING BACK

Gift of Caring

Impact in 2025:

- Girl Scouts donated 31,961 boxes to the USO through VGOC.
- Troops donated more than 11,200 boxes to 100+ organizations they chose.

Participation Options:

- **All Donations:** Any donations, like "keep the change" or "no cookies for me, but here's \$5," must go toward purchasing Gift of Caring Cookies.
- **Council Option (Virtual Gift of Caring - VGOC):** Collect money only—cookies are not distributed. Donated cookies will go to the USO Mid-Atlantic.
- **Troop Option (Troop Gift of Caring - TGOC):** Collect money, deliver cookies to the troop's chosen organization, and have a receipt signed by the organization by April 2, 2026.

Rewards:

- Girl Scouts earn credit for each Gift of Caring sold, just like a box of cookies.
- Special patch once a Girl Scout sells 36+ boxes.

Promoting the Program:

- Use a donation box, jar, or can at your cookie booth.
- Display a goal poster to show who will receive the donated cookies.
- Ask customers to add a box for your gift of caring.



Spike's K9 Fund ...a Philanthropic Reward Choice!



Did you know there are special dogs working every day to keep us safe? These amazing K9 heroes help find missing people, stop bad guys, and even sniff out dangerous things like explosives. They work so hard to protect us, but they need protection too!

That's where Spike's K9 Fund comes in. This awesome group helps keep these dogs safe by giving them custom-made vests, helping with medical care, and providing training to keep them strong and healthy. And now, YOU can help these heroes, too!

How You Can Help

Instead of picking a regular reward item, you can choose to support Spike's K9 Fund and help protect a working dog! You can even mix it up—help a dog at one level and pick a fun reward at another.

Be a K9 Hero Helper!

You can make the world safer by helping K9 heroes stay safe, too. Every box you sell and every choice you make can make a real difference for these incredible dogs.

Learn more about these heroic pups at www.spikesk9fund.org. Let's help our furry friends protect and serve!

TROOP FINANCES

PROCEEDS & MONEY SENSE

Troop Proceeds

Funds earned by the troop to be used for Girl Scout activities, supplies, events, etc.

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

ONLY Girl Scout Cadette, Senior, and Ambassador troops* can opt out of rewards.



Proceeds and Reward Guidelines

- Proceeds fund troop/group objectives where Girl Scouts have made a democratic decision regarding the use of funds.
- Proceeds may only be allocated to Girl Scout troops/groups where multiple Girl Scouts are the joint beneficiaries.
- Proceeds received by a troop/group are non-transferable. Girl Scouts who leave the troop or leave Girl Scouting are not entitled to proceeds earned while in the troop/group when they leave.
- Cash-based accounts may not be kept for or distributed to individual Girl Scouts.
- All rewards earned by Girl Scouts through the product program 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 troop/group decision and is only available for Girl Scout Cadettes, Seniors, and Ambassador troops*.
- Troops may not be split for the purpose of rewards.
- Council reserves the right to substitute a reward.
- The reward structure can be found on the back of the order card. Rewards are cumulative.

*Troops with any Daisy, Brownie, or Junior Girl Scouts may not opt out of rewards.

Troop Reward

Troops who have a final PGA selling of 350+ boxes will earn a t-shirt for each Girl Scout selling as well as 2 volunteers. Girl Scouts not participating in the cookie program will not impact the PGA selling.



Troop Bonus

Troops have the opportunity to receive a Paid in Full Bonus when:

- Submit all of their paperwork on time
- Do not have any uncollected caregivers
- Notify their SUCC before their final deposit.

Troops will receive an additional 1 cent per box.



TROOP FINANCES PAYMENTS

Money Managing Tips for Every Troop:

- Share deadlines and expectations for money collection with Girl Scouts/caregivers. Caregivers are financially responsible for all cookies signed for and received. It's best practice to collect money at each troop meeting.
- Deposit all money collected into their troop and council account early and often.
- Protect yourself—implement two-way receipting (printed confirmations, text, email, online forms, etc.) for cookies you distribute and payments you receive. The troop is required to have a record of cookies distributed and money received.
- Keep track of payments from Girl Scouts/caregivers in eBudde on the GIRL ORDERS tab. It will show each girl's remaining balance due to the troop with each payment logged.
- Money for in-person orders should be collected at the time of delivery.
- Payments for cookies shipped and donated through Digital Cookie are automatically posted to the girl's and troop's record in eBudde and will offset the money owed to Council.
- Proceeds are part of the troop's treasury and are not given to nor belong to any individual girl(s).
- Track troop account to be sure the troop's account has enough money to cover the payments to Council. Troop bank fees and council late fees are the responsibility of the troop.
- If a caregiver has not complied with the troop's first payment deadline, do not distribute more cookies to them. Collect money for cookies in-hand before allowing them to receive more. Even then, issue cookies in small amounts and consider requiring payment upfront.
- If the troop has an uncollect amount due from a Girl Scout/Caregiver by the end of the program (March 29), complete the Uncollected Form by April 2. Note: If this form is submitted and does not include all required documentation, the troop cookie volunteer will be responsible for the balance due/not paid to Council.



Understanding Your Sales Report

Check your eBudde Sales Report to view your total boxes sold, Digital Cookie payments received, the troop's balance due as well as the amount of troop proceeds that will remain in your troop's bank account.

Unpaid Funds Consequences

Any unpaid balances will result in the Girl Scout/Caregiver being marked as uncollected until the balance is resolved.

Girl Scout Restrictions:

- Any Girl Scout whose caregiver has an outstanding balance MAY NOT participate in any product program.
- The Girl Scout can still be participate in troop activities.

Caregiver Restrictions:

- Caregiver should NOT participate in any product program.
- Troop volunteers should complete the Uncollected Form by April 2 for any caregiver with a balance due to the troop.
- SUCC's and Council will reach out to the caregiver to resolve unpaid status.

Volunteer Restrictions:

- Council will reach out to volunteer to resolve unpaid status.
- After 3 attempts the volunteer will be released from their appointed volunteer position and household is place on our uncollected list.

POWER YOUR PROGRAM WITH EBUDDE



This roadmap shows when to use each TAB of
eBudde by cookie phase

eBudde access reminder: Your Service Unit Cookie Coordinator will grant you eBudde access once they verify your 2026 Girl Scout membership, background check, and training completion.



Phase 1: BEFORE SALES BEGIN

- **CONTACTS** - Add additional cookie volunteers (registered leaders/cookie managers) and/or caregivers who may assist with cookie cupboards pickups to their appropriate roles.
- **GIRLS** - conform all registered Girl Scouts are visible on your roster.

Phase 2: INITIAL ORDER & COOKIE PICKUP (January 25-26)

INITIAL ORDER - enter sales from girl Order cards and cookies for your first two cookie booths.

DELIVERY - Select a location and time to pick up your Initial Order.

REWARDS - Confirm initial order rewards for Girl Scouts.



Phase 3: DELIVERY & COOKIE BOOTHS (February 21 - March 29)

- **INITIAL ORDER** - Distribute cookies to Girl Scouts bases on the TOTAL line.
- **GIRL SCOUTS** - Give Girl Scouts additional box credit, track payments from Girl Scout/Caregiver. Check the 'inv' box for each entry to show in Digital Cookie.
- **BOOTH SALES** - Sign up for Council booths.
- **TRANSACTIONS** - Order additional cookies from a cookie cupboard.

Phase 4: WRAP-UP & CLOSE-OUT

- **REWARDS** - Make final reward selection for all Girl Scouts where there is a choice between items and submit final reward order for the troop.
- **SALES REPORT** - View troop's sales, Digital Cookie payments received on the troop's behalf, troop proceeds and amount due to council.



Team up for a smoother season!

POWER YOUR PROGRAM WITH EBUDDE

To Set up Your Troop, Log on to:
Cookieportal.littlebrownie.com



Log in to eBudde using the link you received in your email from eBudde

- Establish your login credentials
- At the PROFILE screen, enter your password
- Review/enter all additional information
- Select the system you want to access (eBudde)
- Check the box after reviewing your Volunteer Position Description—now you can access your eBudde Dashboard (online) and begin using the eBudde app.



Set Up Your Troop—Settings Tab

- Click the **Settings** tab, then **Edit**
- **UPDATE** Parent IO Deadline date.
 - **TO LEAVE ON**— Having initial order card totals submitted to the troop electronically via Digital Cookie, change date to the last day your troop will accept orders.
 - **TO TURN OFF**—Manually entering order card totals collected, change date to date in the past (i.e. December 31) so order entry is not visible in Digital Cookie.
- **IF** your troop is Cadette or above and wants additional proceeds in lieu of girl rewards change opt status to “yes” . Note: Girl Scout Daisy, Brownie and Junior troops are not eligible to opt-out of rewards.
- Click **SAVE**



Update Your Info. and Add Users—Contacts Tab

- Click the **Contacts** tab and **Edit** your information, **SAVE**
- To add another user, click on the **Contacts** tab
- Click **+ADD**, select their role, enter the name and email address of the additional user(s)
- Click **SAVE**. A login email will be sent to new user(s) to establish their eBudde credentials.

Explanation of User Access Levels:

Troop Leader & Troop Cookie Chair have full site access including rights as a Cookie Pick-up User AND Troop Booth Recorder User. DO NOT place yourself in these roles if you already have access as the Leader or Cookie Chair.

Troop Cookie Pickup Only User for any person who will pick-up product on behalf of the troop and is not already identified as “Troop Leader or Cookie Chair”. This user will ONLY have access to “Transactions” tab.

Troop Booth Recorder Only User will ONLY have access to the “BOOTH SALES” tab.



Troop Settings

General

Number: 15335

Girls Reg'd: 42 Girls Selling: 24

Troop Goal (pkgs): 0

Parent IO Deadline: 01/24/2025

Bank Info

Bank Name

Bank Routing Number

Bank Account Number

Contacts

Troop Cookie Chair

First Name: Last Name:

Email:

GSUSA ID:

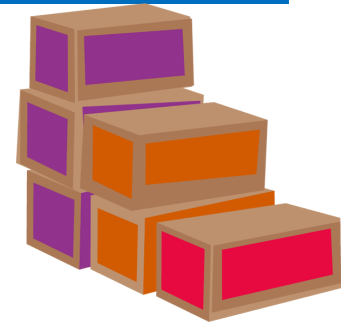
☒ Active? ☐ Primary?

☒ Receives email? ☐ Add to all seasons?

INITIAL ORDER COOKIE SUBMISSION

What is the Initial Cookie Order?

During the initial order phase, Girl Scouts use their Order Card and Digital Cookie to obtain orders before cookies arrive at Council. The Initial Order phase begins January 9 and continues until the troop submits their Initial Cookie Order by January 26 at 11:59 p.m.



Boxes sold during this time allow Girl Scouts to earn a special reward item and count towards their total overall sales for final rewards at the end of the program.

Girl Scouts/caregivers can submit their Initial Order Card totals via Digital Cookie.

Use Digital Cookie to have Girl Scout/caregiver submit their orders to the troop electronically. You set the order entry deadline—they submit, and if needed, you can edit in eBudde afterwards. **Note: This feature is ON by default for every troop.**

Action is needed to use this feature and turn it off.



Learn More
Parent Initial
Order submission
using Digital Cookie

To use this feature:

1. Change the default Parent IO Deadline date on the SETTINGS tab of eBudde from January 25 to your troop's order deadline (the last day you want to receive order card totals from Girl Scouts/caregivers).
Note: You will not be able to edit the time—it will remain as 11:59 p.m.
2. Tell Girl Scouts/caregivers to enter Initial Order Card totals in Digital Cookie on their MY COOKIES tab and submit by your troop's deadline. Remind them that all Digital Cookie orders (girl-delivery, shipped, and donated) have already been captured during this phase—no need to include them as part of the total.
3. After your troop deadline, visit the INITIAL ORDER tab of eBudde and verify quantities by Girl Scout, updating as needed. Save and submit the troop's order when you're ready.

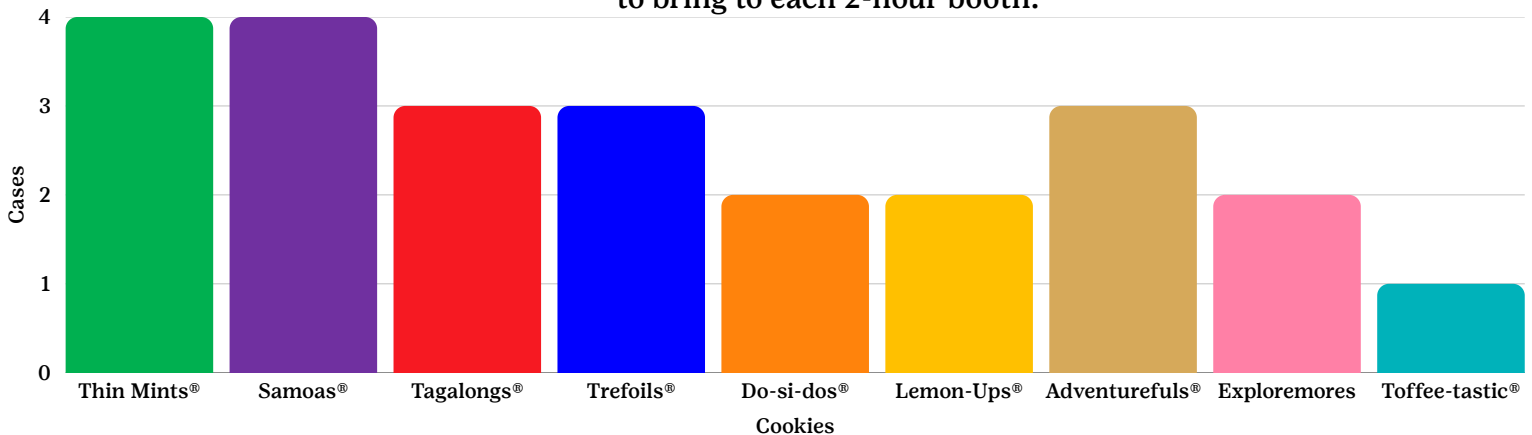
To manually enter and change the default Parent IO Deadline date in eBudde on the SETTINGS tab from January 25 to a date in the past (i.e. December 31); eliminating order entry from being available to girls/parents in Digital Cookie. Collect Order Card totals in the way that works best for you and enter them on the INITIAL ORDER tab.

INITIAL ORDER BOOTH COOKIES

When placing the troops' initial order, you will want to place an order for booth cookies. We recommend ordering enough cookies for 2 weekends of booths. The number of cookies needed will vary by troop based on the number of Girl Scouts in the troop and the interest level of the caregivers to help at booths.

Keep in mind, cookie cupboards will open around February 21 for additional orders.

Deciding how many packages to order for booths can be tricky, but don't worry!
Here's a helpful guideline for the average number of cases to bring to each 2-hour booth:



Here is an overall average of how each cookies does during the cookie season.



Cookie Exchange

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

Troops can post if they have extra cookies, or **Be A Sister to Every Girl Scout** by checking the Cookie Exchange if they need cookies, instead of heading to a cupboard. It's an easy way to help each other out!

COOKIE EXCHANGE ?

Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange.

The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering](#)

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

INITIAL ORDER COOKIE SUBMISSION

1 Enter & Submit Cookie Order



Submitting Your
Initial Order
(Using Digital
Cookie Submission
from Caregivers)



Submitting Your
Initial Order
(Manual Entry of
Order Card)

eBudde website: Click on the **INITIAL ORDER** tab

eBudde App: Click on the **COOKIES** icon, then select **INITIAL ORDER**

IF receiving Order Card totals electronically from Digital Cookie:

- Click **ORDER CARD** next to each girl's name with "**Review Parent IO**" status (meaning the parent has submitted totals electronically to the troop).
- Make edits if needed then click **SAVE to accept parent entries or confirm your edits**. Boxes now show "**SAVED**" in green, indicating they are part of the troop's initial order. Remember, girl-delivery orders from Digital Cookie have already been accounted for on the DOC Girl Del. line. **DO NOT** re-enter them. Repeat for each girl.
- Submissions not reviewed before submitting the troop initial order will show in **RED** — these totals **ARE NOT** part of troop's initial order. You will need to get these cookies from a cookie cupboard or troop extras and provide box credit on the Girl Order tab.
- Click **SUBMIT ORDER** once ALL cookies are accounted for.

IF manually entering Order Card totals:

- Click **ORDER CARD** next to each Girl Scout name and enter total boxes by variety from their Order Card. Remember, girl-delivery orders from Digital Cookie have already been accounted for on the DOC Girl Del. line. **DO NOT** re-enter them.
- Click **SAVE**, then **OK**. Repeat for each girl as needed.
- (Optional) Click the **BOOTH** line to enter cookies (in boxes) for your first two planned cookie booths. Click **SAVE**.
- Click **SUBMIT ORDER** once ALL cookies are accounted for.

Pkgs. Order = total **BOXES** of each variety for Girl Scouts

Cases to Order = total **CASES** order for each variety (they round boxes to full cases)

Extras = Box difference in the *Cases to Order* and *Pkgs. Ordered* that the troop will physically have remaining. Credit for these extra cookies can be given on the **GIRL ORDERS** tab once distributed.

Girl		S4M	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Klee b.	Order Card	10	45	0	15	0	15	20	498	2	0	605
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
	Total Order	10	45	0	15	0	15	20	498	2	0	605
Yalf a.	Order Card	50	50	50	50	50	50	50	50	50	50	500
	DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
	Total Order	50	50	50	50	50	50	50	50	50	50	500
Pkgs. Ordered		60	145	100	110	106	85	71	549	52	50	1328
Cases To Order			13	9	10	9	8	6	46	5	5	111
Extras			11	8	10	2	11	1	3	8	10	64

Keep this in mind:

1. Girls place orders in boxes, but **troops order by full cases** (12 boxes per case) per variety. eBudde automatically rounds up the troop order to the nearest case on the Case to Order line.
2. The girl order totals include Gift of Caring boxes, however the Case to Order total will not include these boxes as they are not part of the physical order to be picked up at Count N Go.
3. Once the troop's initial order is submitted, no additional Digital Cookie girl-delivery orders will be accepted as part of the troop's initial order (even if the Jan. 26 troop deadline has not passed). Orders approved afterward will only count toward final rewards and should be recorded on the Girl Orders tab after fulfillment through troop extras or re-orders.

INITIAL ORDER COOKIE SUBMISSION



Selecting a
Count n Go
Location

2 Select Pickup Location

The Initial Cookie Order **MUST** be submitted before a location and time can be selected.

eBudde website: Click on the **DELIVERY** tab

eBudde App: Click on the **COOKIES** icon, then select **DELIVERY**

Delivery Confirmation

Quantity	My Troop
Adventureside	20
Lemon-Lips	33
Treats	52
Do-Si-Dis	40
Samosas	57
Tagalongs	27
Thin Mints	55
S'mores	17
Toffee-tastic	9
Troop Total	310
Pickup Total	310

Who is picking up your cookies?
☒ Someone from my Troop
☐ Some other Troop (or my SUV)
 Will you be picking up for more than one troop?
☐ Yes ☒ No

Delivery Station and Time
 Please choose your Delivery Station
 Atlanta - Georgia - Armstrong (001)
 You need 2 contiguous slots.

Line	Time	Station
10-26am	T20515	
10-30am	T13574	
10-34am	T21707	
10-38am	T459	
10-42am	(T459)	
10-46am	T3073	
10-50am	T11564	
10-54am	T20523	
10-58am	T19711	

- IF you intend to pick up for multiple troops—you **MUST** choose “yes” in the corresponding area, listing all troop numbers for this single pick-up.
- A schedule for your location will appear—review your options for each **LINE** by using the left and right arrows to see all available time slots.
- Click on an open time block and click **SUBMIT** to reserve your slot(s). Note: Pick-up slots are available on a first-come, first-served basis.
- Click **VIEW CONFIRMATION** to see full details of your pickup or print your confirmation.
- If your troop has 350 or more cases, we ask that you select a time from 7:30 am - 8:00 am.

Cookie Order

Quantity	My Troop
Adventureside	15
Lemon-Lips	10
Treats	10
Do-Si-Dis	10
Samosas	10
Tagalongs	10
Thin Mints	11
S'mores	11
Toffee-tastic	11
Troop Total	93
Pickup Total	93

Pickup Location
 Pickup Name: Alpharetta (20)
 Pickup Location: 175 Founders Parkway
 Alpharetta 30009
 Pickup Date: 01/23/22
 Pickup Time: 8:00am
 Pickup Line: 1

ESTIMATED Number of Vehicles
 (You will need one of the following)
 • 5 Compact Cars
 • 4 Hatchback Cars
 • 3 Mid-size sedans
 • 2 Sport-utility vehicles
 • 2 Station Wagons
 • 2 Mini-van/Leads vans
 • 1 Pick-up truck (full-size bed)
 • 1 Cargo van (small 9')

Message from your Delivery Clerk
 comments:
 Helpful Hints:
 1. Bring people to help, but remember, people take up room, just the cookies so adjust the number of vehicles accordingly.
 2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Need to change your time?

1. Click on your troop number within your confirmed location schedule.
2. Click **SUBMIT** to release your slot.
3. Repeat the steps above to reserve a new slot(s).

Changes are allowed until the troop deadline—January 29.

3 Verify & Submit Initial Rewards

eBudde website: Click on the **REWARDS** tab

eBudde App: Click on the **MENU** icon (top left) and select **REWARDS**

- Click **FILL OUT** on the Initial Reward Order line.
- Verify that the total Initial Order reward quantities are accurate.
- If quantities are incorrect, verify the total boxes for each girl is showing accurately on the **INITIAL ORDER** tab to qualify for the reward (min. of 204 boxes).
- **SUBMIT** the reward order once quantities are confirmed.

COOKIE BOOTHS SIGNUPS

Each year, council makes connections with businesses to help troops in all areas engage in sales directly to the public. These locations are secured by council and reserved by troops using eBudde. When signups are available, they are first come, first serve, and are open to all troops in our council.

eBudde Website: Click on the **BOOTH SALES** tab

eBudde App: Click on the **BOOTH** icon

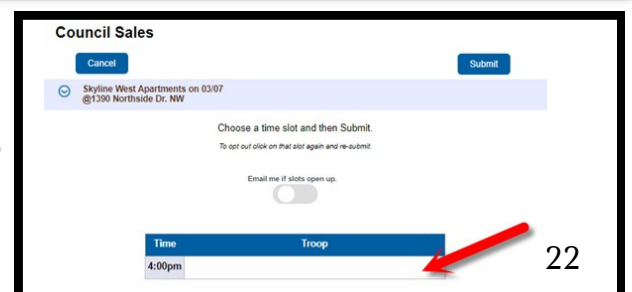
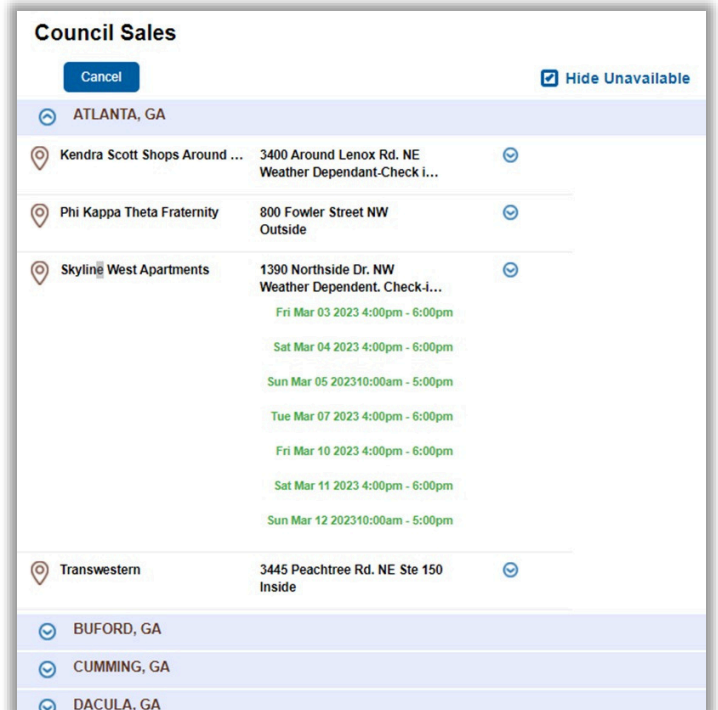
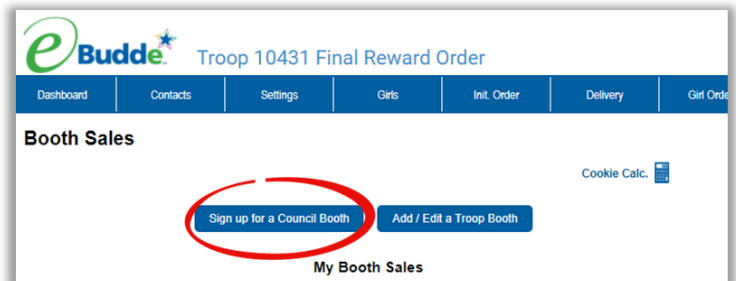
- Click SIGN UP FOR COUNCIL BOOTH
- Click the drop-down arrow next to your preferred city to see available locations.
- Click on the location (drop-down arrow) to see available dates and time slots for that location. Note: Dates listed in GREEN will have at least one vacant/unclaimed time slot. Locations in BLUE do not have vacancies.
- Click in a blank field to insert your troop number
- Click SUBMIT to reserve your space—you will receive an on-screen message that your time is reserved. Click OK on the message window to proceed. NOTE: IF you do not see the message, your time slot was NOT reserved.

Booths selected will be featured in the cookie finder automatically.

** Be sure to check for any special notes regarding your selected location. Remember: Council booths are already captured in eBudde and will automatically appear on the Cookie Finder—there is no need to re-enter them.



Signing up for Booths



Customers
are counting
on you!

Can't attend your scheduled council booth?
Release your slot in eBudde for another troop to claim if you cannot attend. Follow the same steps you used to reserve it. Click on your troop number and submit it for removal. Click "Save" to officially release the slot.

COUNT-N-GO FEBRUARY 21

Pickup Time Slots:

- 7:30am—8:00am: **ONLY** troops with an initial order of **350 or more cases**.
- 8:00am—12:15pm: Choose a lane based on your initial order (IO) size. Troops with **100 cases or fewer** should select their dedicated lane **ONLY**.
- **North Carolina** troops will not visit Count-n-Go locations. Cookie pickups will be scheduled by your SUCC.

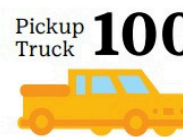
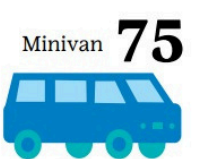
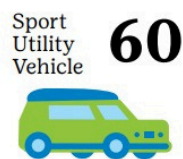
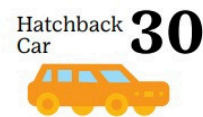
Pickup Locations:

- **Tidewater Community College**; 1700 College Crescent, Virginia Beach (Service Units 210–260)
- **Hampton Roads Moving**; 2006 Northgate Commerce Parkway, Suffolk (Service Units 310–375)
- **Virginia Peninsula Community College**; 600 Butler Farm Road, Hampton (Service Units 110–150)

The Day of Your Pickup

- **Prepare Your Vehicle:** Have your vehicle ready by removing car seats and folding down rear seats.
- **No Extra Passengers or Pets:** Only the driver and counter should be in the vehicle. Children must stay in the car.
- **Multiple Vehicles:** If you need more than one vehicle, make sure all vehicles are present before joining the pickup line.
- **Arrive on Time:** Arrive at your scheduled time. Early arrivals will be asked to return later.
- **Bubble Sheet:** You'll receive a bubble sheet listing your case counts by variety upon arrival. Only these counts will be distributed.
- **Follow Instructions:** Listen to staff and volunteers. The loading process is done assembly-line style, but you can ask volunteers to slow down if needed.
- **Recount Stations:** Double-check your counts at the recount stations before leaving.
- **Discrepancy?:** If you find a count mistake after leaving, **return to the pickup site before noon**. If it's after noon, email janellec@gsccc.org by **5 pm on Monday, February 23, 2026**.

Number of Cases Per Car



What if a box is damaged?

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

Damaged = Crushed, sealed but empty, or an unsealed package.

DISTRIBUTION & DELIVERY

Girl Scout & Caregiver Cookie Pickup

Distribute cookies to Girl Scouts and caregivers as soon as possible. Girl Scouts should strive to have all Initial Order Cookies delivered within two weeks of receiving them from the troop.

Distribute cookies to Girl Scouts/caregivers based on the totals shown on the INITIAL ORDER tab OR the Init. Order *Locked* line on the Girl Orders tab.

Remember:

- Caregivers **MUST** count and confirm their order.
- **GIVE A SIGNED RECEIPT** every time a caregiver receives cookies and/or makes a payment. Provide a receipt using your receipt book and/or consider digital receipting (emails, text messages, online forms).
- It is the responsibility of the Girl Scout and caregiver to sell all cookies received. Cookies may not be returned to the troop unless agreed to by the Troop Cookie Coordinator and he/she accepts full responsibility for the returned inventory.



Delivery to customers

- Girl Scouts collect money for cookies upon delivery to their customers. Families should consider using electronic options for payment when possible (Digital Cookie app). Girl Scouts should never leave cookies with a customer without payment.
- Girl Scouts can use the Digital Cookie app to accept credit card payments, they can key-in card information or capture it using the “snap”/OCR feature.
- Checks received for payment, should be made payable to Girl Scouts of Colonial Coast or GSCCC and deposited into the council account with ample time before payment deadlines to council.



RESTOCK & RE-ENERGIZE COOKIE CUPBOARDS

What is a Cookie Cupboard?

Cookie Cupboards are locations where troops can pick up more cookies to fill girls' additional cookie orders AND cookies needed for cookie booths.

- All persons picking up cookie orders at the Cupboards MUST be listed on the troop's CONTACTS page in eBudde as: Troop Cookie Chair, Leader or Pickup Only User (i.e. caregiver or other volunteers who will assist in picking up orders).
- All locations operate by an appointment, so pickup times may be limited depending on a sites hours of operation.
- The eBudde App is REQUIRED to pick up from a Cookie Cupboard. Once the cupboard order is released by the Cupboard volunteers, all orders MUST be confirmed using the app BEFORE leaving the location.



Cupboard Pickup Locations

There are 13 Cookie Cupboards where troops can pick up additional cookies throughout the season. Check eBudde for each locations address, hours of operation and pickup details.

Pete B.
Williamsburg, VA

Cherish T.
Hampton, VA

Sarah
Newport News, VA

Cathy F.
Poquoson, VA

Terri N.
Norfolk, VA

Dina C.
Virginia Beach, VA

Christina K.
Virginia Beach, VA

Nicole M.
Chesapeake, VA

Jennifer R.
Chesapeake, VA

Aimee D.
Suffolk, VA

Kay B.
Ahoskie, NC

Denise M.
Manns Harbor, NC

Marianne
Moyock, NC

RESTOCK & RE-ENERGIZE COOKIE CUPBOARDS

Placing a Cupboard Order

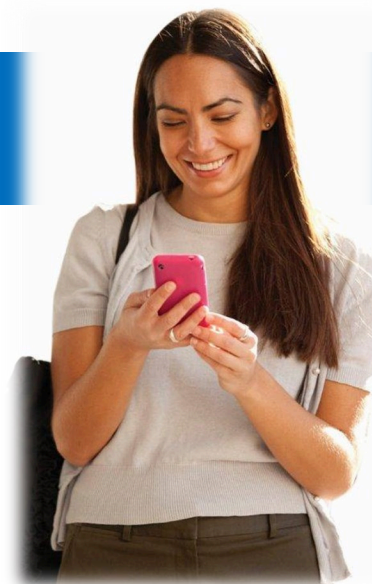
eBudde Website: Click on the **TRANSACTION** tab

eBudde App: Click on the **COOKIES** icon, then
TROOP TRANSACTIONS/PENDING ORDER

- Click the **+ADD** button to open a transaction ticket
- **NORMAL & CUPBOARD** should be highlighted (set as defaults) allowing you to use the drop-down to select a Cookie Cupboard location
- Click **SELECT LOCATION** to expand the cupboard list. Note: If the selected cupboard is out of a certain variety, those varieties will be grayed out (unavailable for ordering). You will want to review options/inventory at other locations.
- Schedule notes will appear letting you know what days and times the cupboard you selected is open, as well as any special details for pickup at that location.
- Select the Date and Time you would like to pick up your order.
- Enter **CASE** quantities per variety, and Click **SAVE**.
- Head over to your chosen cookie cupboard on the date and time selected. Note: eBudde displays available varieties at the time your order is being placed. However, availability may change upon arrival where in some cases adjustments have to be made.

When it's time to pick up your order:

- Open the eBudde app and click on the **CALENDAR** icon.
- Tap the **CONFIRM ORDER** button next to your appointment
- Count and Verify that every case listed on the pickup screen has been provided to you as part of your order. Once you leave the pickup location, no count adjustments will be made. The troop will be responsible for cookies picked up and/ or not picked up.
- Tap **CONFIRM PICKUP**. These cookies are now a part of your troop's on-hand inventory.



Add Transaction

[Cancel](#) [Save](#)

Time & Place

Date: 07/21/2022 Receipt: 14000

[Print](#) [Normal](#) [Booth](#) [Adjustment](#) [Return](#)

Troop: [Select Troop] Service Unit: [Select Unit] Cupboard: [Select Cupboard]

Select Location

Pickup

Date: [Select Date] Time: [Select Time]

Schedule Notes

Contact Info: BeckyHengen
troop0431@beckylibb.com
1231 Lipas St.

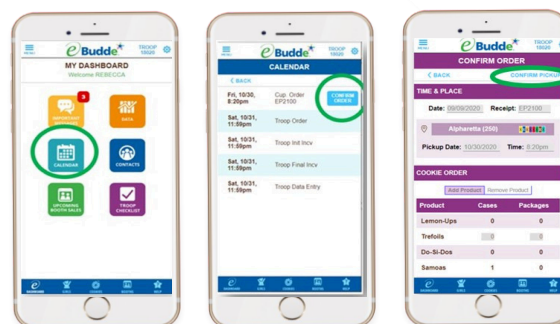
Cookie Order

[Add Product](#) [Remove Product](#)

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



Placing a
Cupboard Order



COOKIE BOOTHS GUIDELINES & TIPS

Hosting Cookie Booths

Cookie booths are where girls reach their goals by selling directly to the public! Below are cookie booth basics that set the stage for being safe, considerate and fair.



Adult supervision is required for all cookie booths.

- Booths where any Girl Scout is not accompanied by their own parent/caregiver require **2 registered, background-checked Girl Scout volunteers**.
- Cookie booths that have all members under the direct supervision of their own parent/caregiver do not require adults to be registered, background-checked Girl Scout volunteers. *Caregivers are still encouraged to register as a volunteer to help support the full troop experience.*
 - Example –if Girl Scouts Keisha and Tina attend a Walmart booth and they both are chaperoned by their own caregiver, neither caregiver needs to be a registered or background checked volunteer. If a third Girl Scout, Rory, joins then either Rory’s caregiver must stay to chaperone or 2 registered and background checked volunteers must supervise the booth.
- **Daisy, Brownie, and Junior** booths require at least **two** Girl Scouts and two unrelated adults.
- **Cadette, Senior, and Ambassador** booths require at least **one** Girl Scout and one adult (the adult must be related to the girl). If the adult leaves, the booth must be shut down. Girl Scouts cannot be left alone at the booth—if you need a bathroom break, close the booth.
 - Cadette, Senior, and Ambassador sisters from the same household may work at a cookie booth with one caregiver.
 - If two unrelated girls are participating, you are required to follow the Daisy, Brownie and Junior chaperone booth rule above.
- Best practice would be to still have 2 adults present in case of accidents or necessary breaks.
- Girl Scouts should arrive prepared and on time, follow the Girl Scout Promise and Law, and maintain a professional, respectful presence at the booth. Only Little Brownie Bakers cookies may be sold, money must be protected with a counterfeit pen, and no siblings, friends, or pets are permitted. Be sure to keep the area clean by taking all empty cases and wear your Girl Scout uniform or appropriate Girl Scout attire.
- Check with your Service Unit Cookie Coordinator (SUCC) for information on how your Service Unit selects booths. Once the council announces that booths are available, you may sign up for any open booth throughout the council.
- **ONLY** Girl Scout Cookies from the current season should be sold at a cookie booth. **ALL** cookies **MUST BE** sold for their designated price (no tax, transaction fees, or discounts).
- GSCCC is always looking to provide more booth locations by establishing council-wide partnerships for cookie booths with local businesses. If you have any suggestion on locations, please share contact information with your Service Unit Cookie Coordinator.

COOKIE BOOTHS GUIDELINES & TIPS

Other Ways to Sell

Cookie Stands

This is a personal selling opportunity for individual Girl Scouts with a caregiver; therefore safety precautions are at the discretion of the supervising parent/guardian.

Here is how a Cookie Stand works:

- The caregiver of the Girl Scout must be present the entire time the cookie stand is open.
- Cookies sold at a stand belong to the girl/caregiver who bears financial responsibility—not the troop.
- The cookie stand must be at least 10 feet from the street and on the caregiver/homeowner's property.
- The Girl Scout should be in Girl Scout uniform or apparel.
- The caregiver must own the property and accept the risk of strangers on the property or have permission from the property owner/manager if renting.
- The caregiver should have HOA/property manager permission and any required permits.



Check out how to
host a Drive-thru
Cookie Booth!



Running it like a Pro

Use the Digital Cookie app to accept card payments & record cash payments

Both volunteers and Girl Scouts can use the app to take payments at booths. Girl Scouts/caregivers should select the troop number before starting a transaction. Note: The troop must activate Troop Links first for this feature to be available.

Promote Care to Share

With a \$5 donation, customers can support the military and your troop at the same time! Tip: Customers love to see how their dollars are making a difference—consider making a goal chart to track each donation received at the booth.

Offer curbside pickups

To offer this option to customers, volunteers **MUST** activate the Troop Links first. Once activated, troops can allow customers to pre-pay for orders and pick up at a designated cookie booth that they choose (from those entered into eBudde).



Offering Booth Pickup
& Curbside Orders
with Digital Cookie



In hand Mobile
Payments at Booths
with Digital Cookie



Need alternative ways to accept
payments at booths? Here are a
few things to consider

ENTERING BOX CREDIT & PAYMENTS

TWO Ways to Add Box Credit & Payments

Girl Orders tab

USE TO:

Give credit for ALL additional boxes sold (girl extras, Digital Cookie girl-delivery, cookie booths and Troop Link orders) AND log payments received from Girl Scout/caregiver

eBudde Website: Click on the **GIRL ORDERS** tab

eBudde App: Click on the **COOKIES** icon, then **GIRL ORDERS**

- Click on the Girl Scout's name.
- Click **+ORDER** to add boxes sold/distributed to girls and/or corresponding payment
- Check the **INV** box to send entries for physical boxes distributed to girls to Digital Cookie. This gives Girl Scouts/caregivers a full account of their inventory received and amount due to the troop.
- ! • Use the comment field to log a description of the entry such as the date the cookies were picked up, location of the booth, corresponding Digital Cookie girl-delivery order number, etc.
- Enter boxes (by variety) and click **SAVE**. Note: Boxes entered on this tab will not only give credit for additional boxes given to Girl Scouts/caregivers—they will also balance the negative amounts due for Digital Cookie girl-delivery orders.
- To add a payment received from the girl/parent—click **+PAYMENT**, enter comment, check the **INV** box, enter amount, and click **SAVE**.



Adding Boxes & Payments using the Girl Orders tab/icon



Allocating Boxes using the Booth Sale Recorder

Booth Sale Recorder

USE TO:

Give credit for boxes sold from booths logged in eBudde and provide credit for orders using the Digital Cookie app at a booth.

eBudde Website: Click on the **BOOTH SALES** tab

eBudde App: Click on the **BOOTHS** icon

- After the booth ends, click **RECORD SALE**
- Enter the total packages sold at the booth including those for Gift of Caring as well as total card/cash payments you accepted using the Digital Cookie app.
- Click **SAVE**, then **OK** to confirm.
- eBudde™ assumes all girls should receive credit (checked box next to their name), uncheck the box next to those that should not.
- Click **DISTRIBUTE** to equally distribute boxes to girls. To Manually adjust boxes by girl, use the dropdown to make edits to each girl record and click **DISTRIBUTE** again to update totals. Note: Totals manually entered have to match totals from the previous screen (all boxes sold).
- Click **SAVE/SUBMIT**, then **OKAY**. Boxes and the corresponding payment post to the **GIRL ORDERS** tab.
- For edits, revisit the Booth Sales tab/icon and click the **Record Sales** button for the booth.



Balance eBudde regularly to avoid confusion with inventory and money due at the close of the program.

DIGITAL COOKIE ACCESS & ORDERING

What Volunteers Need to Know



Digital Cookie allows Girl Scouts to expand their sales using technology to fuel their business beyond the traditional order card. Here is how they get access, how you monitor sales and how online ordering works.

Access

- Volunteers (Troop Leaders and Cookie Chairs) in eBudde will automatically be invited to set up their administrative access to Digital Cookie to monitor girl orders and activate the Troop Links on January 1.
- Girl Scouts showing on your eBudde roster (with a valid GSUSA ID and parental email address) will be invited to set up their online storefronts beginning January 5.
- Once Girl Scouts have set up the online site, they can download the app to take orders and payments in-person for themselves and at cookie booths on behalf of the troop.

Ordering

- After publishing their site, each Girl Scout will have access to her unique URL shopping link and QR code. Purchases made generate sales in Digital Cookie, which are reflected in eBudde.
- Girl Scouts acquire orders by sending emails with a link to their personal shopping page, where customers pay online for in-person delivery, shipping or donate to Gift of Caring. They can also copy their direct link and QR code to share with customers outside of the site (personal email, social media, etc.)
- Girl Scouts/caregivers can turn on/off the option for girl-delivery and turn on/off cookie varieties based on their preferences, personal inventory, and inventory availability from the troop.
- Caregivers choose to accept or deny a customer's request for in-person delivery. If a customer's request for in-person is denied OR if the parent fails to approve the order within five days, it will default to the customer's second choice made at checkout: donate or cancel.
- Once a customer's order is placed, it cannot be modified.

Digital Cookie and eBudde

- When volunteers check the "inv." box for entries added to the GIRL ORDERS tab of eBudde (for payments and boxes), they are reflected in Digital Cookie for Girl Scouts/caregivers to have a true account of the total boxes received, sold, and balance due to the troop.



Volunteer Access & Dashboard



Mobile App for Volunteers

DIGITAL COOKIE ACCESS & ORDERING

What Volunteers Need to Know



Orders placed on Digital Cookie automatically create transactions in eBudde for box credit and payments. Here's how these orders are shown in eBudde and how they impact Girl Scout sales records

Girl-Delivery Box Credit & Payments

DURING

Initial Order

1/9/26 - 1/26/26 (or until the troop submits)

Are Boxes Automated?

Yes

Boxes for girl-delivery orders show on the Initial Order tab, included in the totals to be picked up at Count N Go. Boxes for donated and shipped orders show on the Girl Order tab as they don't require pickup. All boxes count towards initial and final reward credit.

AFTER

Initial Order

1/26/26 (or after the troop submits) - 3/29/26

Are Boxes Automated?

Not All

ONLY boxes for donated and shipped orders will show on the Girl Orders tab. Box credit for girl-delivery orders MUST be manually entered to balance the payments posted once the troop provides the cookies for fulfillment. Use the report noted below for quantities and varieties needed. All boxes count towards final girl reward credit.

Are Payments Automated? YES—All payments are automated

Payments for all boxes (donated, shipped and girl-delivery) show on the Girl Orders tab, Deposits tab and Sales Report Tabs, reducing the amount the girl owes the troop and the amount the troop owes council.

DURING

AFTER

			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00					
Uses DOC	Girl		\$4M	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total				
	✓	Amira H.	Order Card	0	23	21	27	22	60	8	71	12	0	244			
<div>Boxes and payment <u>ARE</u> automated.</div>			DOC Girl Del.	0	1	3	9	2	0	4	1	0	0	20			
			Total Order	0	24	24	36	24	60	12	72	12	0	264			

			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00						
DOC	Commento	Inv#	Btho	\$4Mo	Advfo	LmUpo	Tre#	D-S-D#	Sam#	Tagso	TMinto	SMr#	Toffo	Totalo	Total Due	Paid	Bal. Dueo
	✓	DOC DLVR 48098138		0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$30.00	-\$30.00
	✓	DOC DON 48098138		4	0	0	0	0	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00
	✓	DOC SHIP 48439903		0	0	0	0	1	1	1	2	0	0	5	\$25.00	\$25.00	\$0.00
	✓	<div>Boxes <u>ARE NOT</u> automated. Manual box entry required. Payments are automated.</div>		0	1	2	1	0	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00
	✓			0	0	1	5	0	0	0	0	1	0	7	\$36.00	\$36.00	\$0.00

What do Girl Scouts need for box credit and fulfillment of girl-delivery orders after Initial Order submission? Communicate with caregivers how they should reach out to you with additional cookie orders after the initial order.

DIGITAL COOKIE TROOP LINKS

3 Reasons to Set Up Your Troop's Digital Cookie Link



1. Take in-hand payments at Cookie Booths including cash sales.
2. Sell online as a group to your local community offering orders for shipping, donation and delivery IF you choose.
3. Offer customers the ability to pay online and pick up their order at a Cookie Booth you designate—curbside pickup Girl Scout style.

One Activation—TWO types of Troop Links

Ship Only Link

This link will automatically connect to the Cookie Finder on February 21, being featured along with in-person cookie booths. Note: Only one troop's link will be shown per customer search to give each troop the opportunity to be featured for cookie purchases in that zip code.

Curbside Pick-Up

This link offers customers options for in-person troop delivery, shipping and donation to Council Gift of Caring. They can even use this link to pay and pick up at a cookie booth. This link is available to use and share with potential customers when booths begin.

Getting Started

- Select a troop volunteer who will serve as the Troop Site Lead. This volunteer will be able to set up the link starting January 1 using their volunteer Digital Cookie login.
- Site activation will unlock the use of both links. The troop can begin sharing the once cookie booths have begun (February 22) and the Ship Only link will automatically appear on the national Cookie Finder on February 21, unless the troop has opted out of having their link shared.
- Note: To take in-hand payments at a booth using the Digital Cookie app OR offer booth pickup options to customers, links **MUST** be active and site published.

Watch the Videos to Learn More



Setting Up Your Troop Links



Using the Mobile App for in-hand Payments at Booths



Crediting Shipped Orders to Girls in eBudde



Distributing Card Payments from Booths in eBudde



Offering Booth Pickup & Curbside Orders

PROGRAM WRAP-UP

SUBMITTING FINAL REWARDS

Submitting Final Rewards

When girls reach reward levels with a choice, you must select their chosen item. If no selection is made, no item will be ordered.

eBudde Website: Click on the **REWARDS** tab

eBudde App: Click on the **MENU** icon (top left) and select **REWARDS**

- Click on the REWARDS tab
- Click the Fill Out button on the Final Rewards Order line
- A listing of your Girl Scout will appear. Girl Scouts who need an item selected will be shown as: **Size/Catalog Selection Needed**
- Click on the respective girl name, select her chosen reward(s)
- Submit the girl's reward order
- Her record will now be shown in green: **Size/Catalog Selection Done**
- Repeat for each girl where necessary and **SUBMIT the order for the troop by April 2 at 11:59 p.m.**
- If your troop has a 350 box PGA - you will also submit shirt sizes for Girl Scouts selling.
- TIP: Distribute rewards using the Girl Rpt in the Initial & Final Rewards Order sections.



Tips for Wrapping Up the Season

- Check-in with caregiver to ensure that all cookies needed to fulfill orders have been received; especially those Digital Cookie girl-delivery orders. If possible, plan a final cookie cupboard pickup or coordinate a cookie swap with a sister Girl Scout troop (exchanging boxes you have for boxes you need). IF there are Digital Cookie girl-delivery orders that cannot be fulfilled, refund orders before the troop deadline.
- All cookies picked up and distributed by the troop should be assigned to the girls for rewards credit. The "Difference" line on the Girl Orders tab should be zero once all cookies have been transferred to the Girl Scout, either for individual sales or booth participation. This indicates that all cookies picked up by the troop (shown on the "Troop Order" line) have been sold (reflected on the "Girl Totals" line). These two lines will match when the difference line is zero. Important: Do not credit a girl with boxes she has not sold, as this adds financial responsibility to her record that she and her family have not agreed to and indicates that the troop has sold all cookies and collected full payment for them.
- Ensure that parents know when all final payments are due to the troop so that the balance to GSCCC can be completed without interruption or outstanding debt consequence.