

girlscouts
of the colonial coast

Little Brownie
BAKERS.



2025 Girl Scout Cookie Program®

Troop Cookie Guide





Get ready to *Embrace Possibility* and dive into an unforgettable cookie season! Each year, Girl Scout entrepreneurs gear up for an adventure filled with excitement, growth, and success.

This guide is your ultimate resource to inspire and empower every Girl Scout — whether they’re setting up their very first cookie booth or refining their digital strategies like seasoned pros. From mastering Digital Cookie and accepting credit card payments to leveraging the eBudde™ app and nailing booth success, we’ve got you covered with actionable tips and tools to simplify the process.

And that’s not all! Our ready-made resources make it easy to keep things fun and efficient, ensuring both volunteers and Girl Scouts can focus on making this cookie season the *best one yet!*

There’s no limit to what these incredible Girl Scouts can achieve with your support. So let’s jump in, fuel their dreams, and make this season extraordinary. Are you ready to Embrace Possibility? **Let’s go!**

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Troop Cookie Coordinator Role



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!



Primary Responsibilities:

- Complete training in gsLearn and review Troop and Family Guides.
- Host a family meeting to kick off the program.
- Visit the online resource pages.
- Follow policies and deadlines.
- Keep eBudde updated and respond to questions promptly.
- Encourage participation and celebrate successes!
- Sign up for booths and organize a family schedule.
- Pick up, distribute, and reorder cookies as needed.
- Collect payments, write receipts, and deposit proceeds.
- Enter and distribute girl rewards.



Important Program Dates:

January 1

Digital Cookie Access—Volunteers

January 6

Digital Cookie Access—Caregivers

January 11

Girl Scout Cookie Program Begins

January 26

Girl Initial Order Due to TCC

January 27

Troop Initial Order Submitted in eBudde

February 21-23

National Girl Scout Cookie Weekend

February 22

Count-n-Go Day (initial cookie order pick-up)

February 23

Booth Sales Begin

March 30

Girl Scout Cookie Program Ends

March 31

Final Payments from Families due to the TCC

April 2

Troop Paperwork due to the SU Cookie Coordinator and Final Rewards

Inspire Cookie Entrepreneurs



Skills They Build

The **Girl Scout Cookie Program®** is more than just cookies — it's a powerful foundation for developing **real-world skills** that shape future leaders. Through this program, Girl Scouts master **five essential areas**:

#1—Goal Setting

Girl Scouts learn to set goals and create plans to achieve them.

How you can help: Help them set achievable goals and break them into small, weekly challenges for frequent wins.

#2—Decision Making

Girl Scouts learn to make decisions independently and collaboratively.

How you can help: Talk about how they plan to spend the troop's cookie earnings.

#3—Money Management

Girl Scouts learn to create budgets and manage money.

How you can help: Support their growth by exploring every aspect of the cookie business, from budgeting for troop activities to tracking customer donation trends.

#4—People Skills

Girl Scouts build confidence and find their voices through customer interactions.

How you can help: Encourage them to share new marketing ideas and refine their cookie pitch to meet their goals.

#5—Business Ethics

Girl Scouts learn to act ethically, both in business and life.

How you can help: Discuss the importance of keeping promises to customers and consider offering a cookie donation option.

Cookie Business Badges

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

Learn more at girlscouts.org!

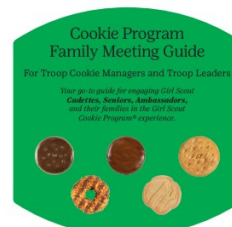
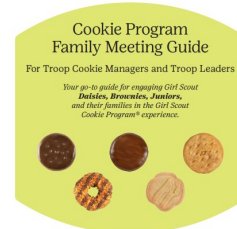


Getting Families Involved

Families can cheer on their Girl Scouts as they master the five essential skills and embrace their inner entrepreneur! With family support, there's no limit to what a Girl Scout can achieve!

Spark excitement and inspire families to get involved by checking out the [Volunteer Cookie Resources](#) from GSUSA!

In our Girl Scout Cookie era



Thank you

for your support!



girl scouts

Learn
more!



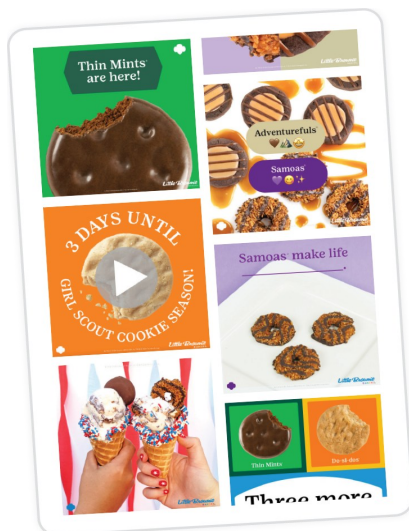
Cookie Booth Essentials

How to Maximize Your Booth Experience,
Interact with Customers, and Stay Safe

Marketing Resources



Attract Customers with



Virtual Backgrounds



Create a Booth that



Digital Marketing Basics

Girl Scouts can level up their cookie biz by going digital! Here's how to make it pop:

Digital Cookie®: Personalize your site with weekly videos. Offer cookies with direct shipping or in-person delivery.

Social Media: Launch a fun campaign to spread the word and reach family and friends near and far. Check out Digital Marketing tips on LittleBrownie.com for all the details!

Text or Call: Don't forget to reach out to customers offline and follow up for reorders.



LittleBrownie.com



Safety Resources

Before launching their Digital Cookie site, Girl Scouts and caregivers must review and agree to the guidelines linked below. For additional resources, ask your council about Volunteer Essentials and Safety Activity Checkpoints, which include facts, forms, and tips.

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



Attention Troop Volunteers and Caregivers! Help our Girl Scouts shine by following and sharing posts to give their digital campaign a powerful start!

Let's get the word out and make this season unforgettable!



Girl Scouts®



Little Brownie Bakers®

Girl Scout S'mores

LAST
CHANCE!



ANNOUNCING
2024-2025 Cookie Season is the FINAL SEASON for
Girl Scout S'mores®

Ready-Made Social Posts

Cookie images featuring the “Last Chance” message are ready to help spread the word. Simply download and share to make sure all cookie fans know to stock up before it’s too late.



Other Resources

To help spread the word, you’ll find the “Last Chance” graphic on all Girl Scout order cards, along with fun stickers and table tents that share the news.





2024–2025 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



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



Trefoils®

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

Approximately 20 cookies per 8 oz. pkg.

U D



Samoas®

• Real Cocoa
• Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes

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

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

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

Approximately 16 cookies per 8.5 oz. pkg.

U D

LAST CHANCE!



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



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

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

Troop Bonus:

Troops who are paid in full with no uncollected adults will receive a bonus of

The Breakdown

The 2025 Girl Scout Cookie prices are \$5 for core varieties and \$6 for specialty varieties (see page 7).

How the Cookie Crumbles:

- **45%:** Supports programs, events, training, facility and camp maintenance, financial assistance, and more.
- **25%:** Covers cookie program costs.
- **20%:** Funds troop and service unit proceeds and bonuses.
- ◆ **10%:** Goes toward rewards and top entrepreneur events.

Proceeds 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 participant/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.



Making the World a Better Place



Gift of Caring ...Cookie Donations!

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 of Hampton Roads and Central Virginia.
- **Troop Option (Troop Gift of Caring - TGOC):** Collect money, deliver cookies to the designated organization, and have a receipt signed by the organization by April 9, 2025.

Rewards:

- Girl Scouts earn credit for each Gift of Caring box sold.
- Special rewards are available for selling 36, 120, and 216 Gift of Caring 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.

Impact in 2024:

- Girl Scouts donated over 33,000 boxes to the USO through VGOC.
- Troops donated more than 13,200 boxes to 100+ organizations they chose.



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.**

Why It's So Cool

- K9 heroes are like superheroes in dog form!
- By helping Spike's K9 Fund, you're making sure these brave dogs have the protection they need to keep doing their amazing jobs.
- You'll be part of something big—Spike's K9 Fund has already helped over 2,700 dogs across the country!

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!





1000+ Boxes

Super Seller

Every box of cookies you sell gets you closer to earning points—and those points unlock **AWESOME** rewards just for you! From cool prizes to unique experiences, you get to pick the rewards **YOU** love most!

The more you sell, the more fun you unlock! Start earning and get ready to treat yourself to something **AMAZING**!

Super Seller Reward Guide available on gscgc.org.



2000+ Boxes

Girl Scout Camp* or Lifetime Membership

Girl Scouts in grades K-11 who sell 2,000+ boxes of cookies earn an unforgettable reward: **one week*** at a 2025 GSCCC summer camp (up to \$450)!

Graduating high school seniors unlock an incredible prize—a lifetime Girl Scout membership, ensuring they stay connected to this amazing community forever!

Important Details *

- Camp Deposits: The free week **does not** include the deposit. To secure your spot, you **MUST** pay the deposit before registration fills up—*don't wait until the cookie program ends!*
- Camp Registration: Opens **February 2025**, so mark your calendar and start planning for an epic summer adventure.

Top 10 Cookie Entrepreneurs

Get ready for an epic journey, Girl Scouts! On this overnight trip, you'll explore the breathtaking Natural Bridge, uncover the wonders of the incredible Luray Caverns, and have a wild time at the Virginia Safari Park, where you'll get up close with amazing animals.

Pack your sense of adventure and join us for memories, fun, and excitement like never before!

To ensure a safe and enjoyable experience, Girl Scout Daisies and Brownies will need a caregiver to join them on the trip. Caregiver participation will be at their own cost. We appreciate your understanding and support in making this adventure unforgettable!



Celebrate Like a Top Cookie Entrepreneur!

Achieving greatness deserves an extraordinary reward! The **Top 10 Digital Cookie Sellers**, the **Top Service Unit**, and the **Top Girl Scout in Each Level** will be recognized for their incredible success and hard work with an exclusive, adorable panda hoodie sweater.

This is more than just a reward—it's a symbol of your entrepreneurial spirit and amazing accomplishments. Show off your panda hoodie with pride!



To ensure a safe and fun experience for all, all experiences are **exclusively for Girl Scouts** and will be chaperoned by council staff to meet Safety Activity Checkpoint standards for the youngest participating Girl Scout—unless otherwise specified. **Please note:**

- All rewards are non-refundable and non-transferable.
- Substitute rewards will **not** be provided if a Girl Scout cannot attend an experience.

We appreciate your understanding and cooperation in following these guidelines!

Safe Selling Guide



Safety Basics

Show Your Girl Scout Spirit! Wear your membership pin, vest, sash, or other Girl Scout gear to proudly represent who you are.

Buddy Up! The buddy system isn't just for safety—it makes everything more fun!

Plan Ahead! Be ready for anything! Have an emergency plan and always keep your money safe.

Protect Privacy! Respect everyone's privacy. Don't share last names, home addresses, or email addresses—yours or your customers'—unless it's absolutely necessary.

Partner with Adults! Always have an adult with you during sales activities—teamwork makes everything better!

Sell During the Day! Stick to daylight hours for your sales, unless you've got an adult by your side.

Stay Safe!

- Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru booths.
- Get familiar with the neighborhoods where you're selling, and stick to safe spots—avoid alleys!
- Follow safe pedestrian practices when crossing streets and walking near traffic. Stay aware, especially when unloading cookies or passengers!

Internet Safety - Digital Cookie

Stay Safe Online!

Before jumping into online activities, Girl Scouts need their caregiver's permission to make sure everyone stays safe.

Join the Fun on Digital Cookie!

Be sure to read and follow the Girl Scout Digital Cookie Pledge before getting started.

Agree to the Guidelines!

Take a moment to read and agree to the GSUSA Internet Safety Pledge.

Caregiver's Agreement:

Social Media Do's and Don'ts

Girl-Led!

Online marketing and sales should always be led by a Girl Scout, with an adult keeping an eye on things to help out when needed.

No Resale Sites!

Girl Scouts should never post cookies for sale on online resale sites like eBay, Facebook Marketplace, or any virtual yard sales. Keep it safe and fun!

Private and Group Sites are OK!

You can post to public sites or groups (like neighborhood pages or local community groups), as long as those sites allow it. Just make sure it's the right place and not on the resale portion of the site!

No Social Media Ads!

Ads may not be purchased or donated to promote cookie sales.

GSUSA and GSCCC reserve the right to remove or disable any link for reasons including violations of guidelines, inventory fulfillment issues, safety concerns, or if sales and marketing activity creates unanticipated disruption.



eBuddy Basics



The **eBuddy™** cookie management system is your all-in-one tool for managing cookie sales. It offers calendar reminders, reports, training, and more—accessible on both desktop and mobile devices. It's also where sales are tracked, ensuring Girl Scouts earn full credit for their hard-earned rewards. Simple, convenient, and essential!

Easy as 1, 2, 3



1

Download the eBuddy app.

2

Once you've been added to the system, you will receive an email with a link and login information from do_not_reply@littlebrowniebakers.com.

3

Set up your troop — review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings.

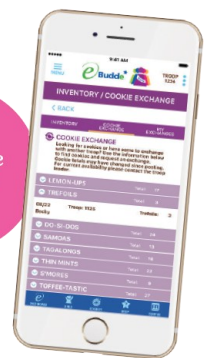
Quick Tips

- Download the eBuddy app.
- Once you've been added to the system, you will receive an email with a link and login information from: do_not_reply@littlebrowniebakers.com.
- Update 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@gsccc.org prior to December 15, 2024.
- Missing girls in eBuddy/Digital Cookie—complete an *Add-A-Participant form*. The form is available in the TCC google drive or on gsccc.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 *eBuddy Help Center* for any questions related to tech and training.

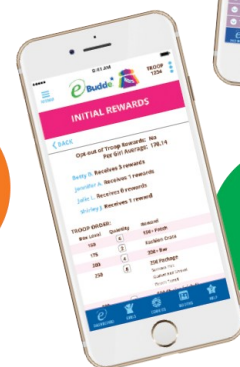
Why eBuddy™ Makes it Easy



Order cookies easily, even at the booth



Exchange cookies



Order rewards

Record booth sales

Find booth locations

Watch videos:





Digital Cookie® is the must-have tool for every Girl Scout! Packed with fun, easy-to-use features, it offers more ways to participate, sell, buy, and learn. Plus, studies show that girls who use Digital Cookie® alongside traditional sales often sell more cookies and reach their goals faster. It's the perfect way to supercharge your cookie season!

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 21, 2025.
 - **Troop Cookie Site** 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 2025—New Features

- **Venmo, PayPal:** Users can now accept Venmo & PayPal when processing in-hand cookie orders via the mobile app.
- **Optional fields for in-hand orders:** Users no longer need to fill out customer name, email or zip code when processing in-hand orders. It is still recommended to put fill out customer name.

Digital Cookie Shipping

- There is a 4-package **minimum** order for shipping. Donated cookies do not count toward this minimum and are shipped at no cost.

Shipping Cost Examples:

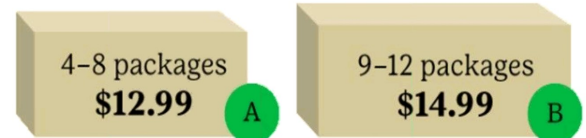
13 packages:

\$14.99 for the first 12 packages (B) + \$12.99 for 1 additional package (A) = **\$27.98**

25 packages:

\$14.99 for the first 12 packages (B) + \$14.99 for the next 12 packages (B) + \$12.99 for 1 additional package (A) =

\$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.



AN ENHANCED DIGITAL COOKIE EXPERIENCE

The Digital Cookie team has been hard at work smoothing out the Girl Scout and Troop Experience for this season. We're excited to let you know that the issues some of you faced last year have been addressed, and we've made some great improvements to the system.

Last Year

This Year

Some users had trouble getting in to Digital Cookie or troops and Girl Scouts unable to set up sites

ACCESS



Our database that manages the data for Girl Scouts, volunteers and troops has been updated to better handle changes. That update will resolve those access issues

The number of cookies sold was not updating or didn't match what the leader had entered in the baker system

DATA



The progress bar on user dashboards has been simplified and features a fresh design that now reflects updates in minutes. We've also revamped the data transfer between Digital Cookie and the baker system for faster updates

Customer lists not accessible for some returning users. Trouble sending emails to customers

CUSTOMERS



Returning users will see their existing customer lists. Sending emails has been optimized and tested to get those to customers

Some users encountered difficulties placing orders

CHECKOUT



Revised prompts and some behind the scenes changes will let customers breeze through checkout.

BONUS! Venmo and Paypal added to the mobile app and required fields reduced. More new features coming in 2025.

Looking forward to seeing you in Digital Cookie this season. We're confident you'll enjoy the improved experience.

Initial Order Process—eBudde



Submitting the Troop Cookie Initial Order

- Submit the troop initial cookie and reward order in eBudde no later than **January 28, 2025 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.**
4. Review the information entered, once correct click **Submit Troop IO.**

Uses DOC	Girl		
✓	Carol H.	Order Card	Saved
Uses DOC	Girl		
✓	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.

Delivery Pickup

Variety	My Troop
Adventurefuls	8
Lemon-Ups	3
Trefoils	6
Do-St-Dos	4
Samoas	3
Tagalongs	6
Thin Mints	6
S'mores	2
Toffee-tastic	2
Troop Total	40
Pickup Total including any other pickups	40

Who is picking up your cookies?

☒ Someone from my Troop

☐ Some other Troop (or my SU)

Will you be picking up for more than one troop?

☐ Yes ☒ No

Delivery Station and Time

Please choose your Delivery Station

TCC (1)

You need 1 slot.

Line: Less than 100 cases

7:30am	T903
7:34am	T436
7:38am	T631
7:42am	T322
7:46am	T130
7:50am	T156
7:54am	T133
7:58am	T231
8:02am	T393



Count-n-Go (aka IO Cookie Pickup)



Saturday, February 22, 2025

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)

Tips For a Smooth Pick Up

- **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 24, 2025**.

Compact Car **23**



Hatchback Car **30**



Standard Auto **35**



Sport Utility Vehicle **60**



Station Wagon **75**



Minivan **75**



Pickup Truck **100**



Cargo Van **200**



Average Two-Hour Booth

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:

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



Stock up on Girl Scout S'mores before they're gone for good—it's their final season!

Additional Orders, Payments and Receipts



Additional orders are any Girl Scout orders taken **AFTER** the initial order is submitted. These are **NOT** automatically added to eBudde. Caregivers **MUST** request both order card and Digital Cookie girl delivery orders from the troop.

- **Distribute Cookies Quickly:** Always distribute cookies promptly and provide receipts for all transactions, including troop-to-troop transfers.
- **No Owed Payments for Online Girl Delivery Orders:** Caregivers do not owe for online girl delivery cookies. Payments for online orders are automatically credited to the Girl Scout and troop. The girls will have a negative balance until cookies are allocated.
- **Receipt Process:** Count cookies and payments together, then **SIGN** the receipt. Receipts must be signed by adults. TCCs keep the original, give the adult the yellow copy.
- **Update eBudde:** Regularly update eBudde with additional orders and payments.
- **Uncollected Accounts:** Receipts are required for any adult with an uncollected account at the end of the program.
 - To avoid stress, require adults to turn in collected money before distributing additional cookies.

Entering Additional Order & 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**.

Kaelan C.

Cancel +Order +Pay

Switch to Gift: Kaelan C. All Orders

Item	Qty	Unit Price	Total Price
Virtual Gift of Caring	0	\$4.00	\$0.00
Adventures	0	\$4.00	\$0.00
Lemon-Ups	0	\$4.00	\$0.00
Trefoils	0	\$4.00	\$0.00
Do, Si Dos	0	\$4.00	\$0.00
S'mores	0	\$4.00	\$0.00
Tagalongs	0	\$4.00	\$0.00
Thin Mints	0	\$4.00	\$0.00
S'mores	0	\$4.00	\$0.00
Toffee-tastic	0	\$4.00	\$0.00
Troop Gift of Caring	0	\$4.00	\$0.00
Total	0		\$0.00

Comment ☐ Inv ☐ Booth Save

Financials

Total Due \$ 0.00

Paid 0

Bal. Due \$ 0.00

Save

Comment ☐ Inv

Financials

Total Due \$ 0.00

Paid 0

Bal. Due \$ 0.00



Cupboard and Pending Orders



Cookie Cupboards are incredible hubs of cookie magic, run by our **AMAZING volunteers** from their homes! These cupboards store cookies and process troop orders by the case, along with individually registered girl member (IRG/IRM/Juliette) orders by the box.

Need more cookies? Head over to a cupboard to stock up for booth sales and fill any additional orders! We couldn't do it without our dedicated volunteers—**thank you for making this all possible!**

- **Any Troop Can Visit Any Cupboard:** Cupboards are not limited to a specific service unit or area.
- **Cupboard Hours:** Cupboards have unique hours. For details, generate the Cupboard Information Report in eBudde. Cupboard rosters (without hours) are emailed through eBudde.
- **Paperless Process:** All cupboard orders are processed through the eBudde app—download it for free! Need extra help picking up cookies? Add more adults to eBudde in the **Troop Cookie Pickup Only** user role.
- **Restocking:** Cupboards are typically restocked on Fridays, depending on warehouse and trucking schedules.
- **Final Weeks:** Cupboards will close to consolidate inventory in the final weeks of the program, with updates 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.

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**.

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.

Add Transaction

Cancel

Save

Time & Place

Date: 10/25/2022 Receipt: CJU000

Normal Booth Adjustment Return

Troop Service Unit Cupboard

Deva Crews (9922)

Pickup

Date: Time:

Schedule:

10:00am-8:00pm Weekends
from 02/19/22 to 03/27/22
3:00pm-8:00pm M-Th-Vi-F
from 02/21/22 to 03/21/22

Schedule Notes

Contact Info JanelleCampbell
janelle@gscoc.org
912 Cedar Rd

Cookie Order

Add Product Remove Product

* This cupboard has one or more varieties marked as unavailable.

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

Cookie Booths



Cookie Booths are exciting opportunities for troops or groups of Girl Scouts to work together, marketing their cookies outside a **preapproved** location—whether it’s a grocery store, bank, mall, or even a drive-thru booth in a parking lot! It’s a chance to practice valuable business skills and connect with new customers.

Booths must be coordinated by Council or a Service Unit Cookie/Booth Coordinator. They can only take place at council-approved locations that are legally open, accessible, and safe for all Girl Scouts and customers. **Pop-up booths or trunk sales are not allowed.** Let’s make sure our booths are not only fun but also run safely and smoothly!

Booth Selection Basics

- Each service unit has its own process for initial booth selections. Contact your Service Unit Cookie Coordinator for details.
- Do **NOT** sign up for booths in eBudde until Council announces that booths are open to all.
- Once booths are open to all, you may sign up for any available booth, regardless of location.

Cookie Booth Adult/Girl Scout Ratios

- All **adults** must have a current background check and a current or Lifetime Girl Scout membership **before participating** at their first 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. If two girls are participating, **you are required to** follow the Daisy, Brownie and Junior booth rule above.

Cookie Booth Policies and Etiquette

- **Arrive and leave on time** and come fully prepared.
- **Follow the Girl Scout Promise and Law:** Be kind, considerate, friendly, helpful, respectful, and a sister to every Girl Scout.
- **Be professional:** No games, running, “barking,” or badgering customers.
- **Only sell Little Brownie Bakers cookies** at your booth.
- **Protect your money** and always use a counterfeit testing pen.
- **No siblings, friends, or pets** are allowed at the booth.
- **Leave the area clean:** Take all empty cases with you.
- **Wear your Girl Scout uniform or attire.**



Booth Sale Recorder



Make managing booth sales a breeze with this feature! Effortlessly distribute cookies sold at each booth by selecting the Girl Scouts who participated, or simply choose all girls in the troop—it's totally up to you!

eBudde automatically handles the distribution of cookies and payments, saving you time and providing Council with valuable sales data.

Distribute booth sales cookies daily or at the end of each weekend—your choice! Keep things running smoothly and stay on top of your sales!

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.



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	<input type="text" value="0"/>	Council Gift of Caring \$ 4.00	<input type="text" value="0"/>
Lemon-Ups \$ 4.00	<input type="text" value="0"/>	Troop Gift of Caring \$ 4.00	<input type="text" value="0"/>
Trefoils \$ 4.00	<input type="text" value="0"/>	Total Packages Sold	0
Do-Si-Dos \$ 4.00	<input type="text" value="0"/>	Total Sale Receipts	\$0.00
Samoas \$ 4.00	<input type="text" value="0"/>	TroopSite	Amount
Tagalongs \$ 4.00	<input type="text" value="0"/>	Digital Cookie Payment (For orders processed by TroopSite; also included in Total Sale Receipts)	<input type="text" value="0"/>
		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 <input checked="" type="checkbox"/>			Sam D. 86 <input checked="" type="checkbox"/>		
Advf: <input type="text" value="3"/>	LmUp: <input type="text" value="4"/>	Tre: <input type="text" value="6"/>			
D-S-D: <input type="text" value="4"/>	Sam: <input type="text" value="22"/>	Tags: <input type="text" value="16"/>			
TMin: <input type="text" value="24"/>	SMr: <input type="text" value="3"/>	Toff: <input type="text" value="1"/>			
VGOC: <input type="text" value="0"/>	TGOC: <input type="text" value="2"/>				

Troop Transfers and the Cookie Exchange



Transferring Cookies

Troops may transfer cookies to help each other complete their cookie program—what a great way to **Be a Sister to Every Girl Scout**!

Make sure both parties count the cookies, sign a receipt, and that the troop giving the cookies enters the transaction into eBudde.

Entering Troop Transfer 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.

Add Transaction

Cancel

Save

Time & Place

Date: 12/14/2022 Receipt: 711000 #

Normal Booth Adjustment Return

Troop Service Unit Cupboard

Troop: Demo Troop 120

Pickup

Date: 2022-12-14 Time: 2:00pm

Contact Info: DemoUser chriscsccc@gmail.com 912 Cedar Rd

Cookie Order

Add Product Remove Product

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 **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	S'mores	Toffee-tastic	<input type="checkbox"/> Inc. my phone number
0	0	0	0	0	0	0	0	0	<div>Update Pkgs to Exchange</div>

Please respond to all Cookie Exchange inquiries within 24 hours.



Troop Cookie Coordinator Tips

1. **Collect Payments Regularly:**
 - Ensure caregivers submit payments frequently.
 - Do NOT give out additional cookies if payments aren't up to date.
 - Notify your SU Cookie Coordinator immediately if a caregiver stops communicating.
2. **Deposit Money Frequently:**
 - Keep funds safe by making regular deposits into your troop account.
3. **Always Use Receipts:**
 - Provide a signed receipt for every transaction involving cookies or payments.
4. **Keep eBudde Updated:**
 - Enter all girl payments and Council deposits into eBudde.
 - Use a new entry in eBudde for each deposit slip.
5. **Follow Donation Rules:**
 - Donations cannot be kept as troop income.



Accepting Checks

- Make checks 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, or starter checks. Checks must include an address and phone number.
- Ensure the written amount matches the dollar box on the check.
- Returned checks are managed by Profituity and will incur a return fee. Contact Profituity at 888-436-5101 for assistance.



Accepting Credit Cards

- Troops decide whether or not to accept credit card payments. Once decided, these rules must be followed—no exceptions.
- Digital Cookie is **highly recommended** for credit card transactions as it's fee-free for troops.
- Credit card readers or apps (e.g., Venmo, PayPal, CashApp) must deposit funds directly into the troop account.
- All accounts **must** be named Girl Scout Troop #XXX or GS Troop #XXX.
- Troops are responsible for all fees associated with accepting credit card payments.
- Upcharges, service fees, or taxes **cannot** be passed on to customers.
- Only adults are permitted to process credit or debit card transactions—no exceptions.
- Credit card numbers must never be written down or processed at a later time to ensure PCI compliance.
- Credit card transaction summary reports must be submitted with final sales paperwork.



Money Matters



Deposit Slips

- **Fill out the deposit slip completely.** Include the customer's last name or the troop number—not the check number.
- **One deposit slip = one deposit.** Start a new slip if you run out of lines.
- **Enter council deposits individually in eBudde.** Do not combine multiple deposits on one entry.
- **Keep funds separate.** Deposit cookie proceeds separately from non-cookie funds in the troop account.
- **Ensure validation.** Have the bank validate your deposit slip. If they can't, request a printed receipt.
- **Stay informed.** Council may receive corrections from the bank; the troop and SUCC will be notified immediately.
- **Final steps for bonuses.** Ask your SUCC to mark your troop as paid in full *before* making the final deposits. This ensures a \$0.01 bonus per box for the troop and updates the final deposit amounts for both the troop and Council.

IRS & Council Deposits

The IRS requires banks and businesses to file Form 8300, a Currency Transaction Report, for cash payments exceeding \$10,000.

Once booth sales start, troop deposits may often exceed \$10,000 in a single day. Because of this regulation, banks will ask volunteers to provide a driver's license and Social Security number to complete the IRS-mandated reporting.

Key Points:

- **Providing this information does NOT impact your personal finances.** It's simply for IRS compliance.
- If you prefer not to provide this information, you have alternative options:
 - Deposit cash into your troop account and write a troop check to Council.
 - Deposit cash through an ATM.
 - Use the night deposit and include a note with your name and address requesting a mailed receipt.

These options ensure compliance while offering flexibility!



Uncollected Caregivers

- **ALWAYS deposit all troop proceeds in to the troop account, 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.





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 2, 2025 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.

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)



Rewards and Cookie Credits

- **Super Seller Rewards:** A link to the selection form will be emailed to the Girl Scout/caregiver. Rewards ship directly to the Girl Scout.
- **Camp Week:** A certificate will be emailed to the Girl Scout/caregiver. Provide the certificate number to Customer Care to pay the camp balance.
- **Lifetime Memberships:** Purchased by Council, with the receipt emailed to the Girl Scout/caregiver.
- **Experiences:** For Girl Scouts only. Event details will be emailed to girls/caregivers.
- **GSCCC Cookie Credits:** A certificate with a redeemable number will be emailed to the Girl Scout/caregiver for use at the GSCCC shop or for camp, events, etc.
- **GSUSA Cookie Credits:** A voucher number will be emailed by GSUSA. Follow redemption instructions in the email.
- **Other Rewards:** Mailed to the SUCC in May. SUCC will notify you for pick-up. For moving Girl Scouts, mail rewards directly to them.

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.

Submit to Service Unit

Deadline April 2, 2025 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



All resources are available at girlscouts.org/cookieresources.

- [About Girl Scout Cookies®](#)
- [Troop Leader Resources](#)
- [Cookie Business Badges](#)
- [Cookie Entrepreneur Family Pin](#)
- [Digital Cookie®](#)
- [Digital Marketing Tips for Cookie Entrepreneurs](#)

GSCCC Resources on the cookie page on www.gsccc.org

- [Volunteer Resources](#)
- [Cookie Seller Resources](#)



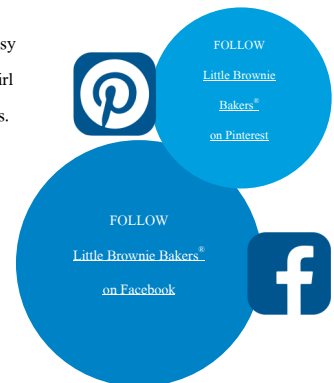
Found at LittleBrownie.com

- [Digital Marketing Basics](#)
- [FAQs and Nutrition Information](#)
- [Social Media Tools and Graphics](#)
- [Embrace Possibility Resources](#)
- [Resources for Girl Scouts to Grow Their Cookie Businesses](#)
- [Cookie History](#)

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!



Reducing Our Footprint

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

New Samoas® packaging reduces 65k pounds of plastic.



100% of our rewards packaging is recyclable or reusable!

