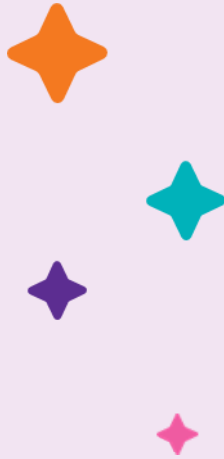


OWN YOUR
magic



Troop Cookie Manager Guide

2024

Get the Scoop!

Program updates, perks and cookie season checklist!

Page 6 & 7

Recruiting Help

Learn how to create a shared role—the Troop Cookie Manager doesn't have to do it all.

Page 11

Download the eBudde App

The entire cookie season can be done from the palm of your hand. Having the eBudde app will ensure you don't miss a beat.



Questions?

770-702-9100

helpline@gsgatl.org



2024 Girl Scout Cookies®

All varieties
are
\$6 per box



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

adventurefuls™

\$6

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt. Approximately 15 cookies per 6.3 oz. pkg.

Ⓢ Ⓧ



lemon-ups®

\$6

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon cookies baked with inspiring messages to lift your spirits.

Approximately 12 cookies per 6.2 oz. pkg.

Ⓢ Ⓧ



samoas®

\$6

Crisp cookies with caramel, coconut, and dark chocolate stripes.

Approximately 15 cookies per 7.5 oz. pkg.

Ⓢ Ⓧ

- Real Cocoa
- Real Coconut



tagalongs®

\$6

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

Approximately 15 cookies per 6.5 oz. pkg.

Ⓢ Ⓧ

- Real Cocoa
- Real Peanut Butter



trefoils®

\$6

Traditional shortbread cookies.

Approximately 38 cookies per 9 oz. pkg.

Ⓢ Ⓧ



thin mints®

\$6

Crisp, chocolaty cookies made with natural oil of peppermint.

Approximately 30 cookies per 9 oz. pkg.

Ⓢ Ⓧ

- Made with Vegan Ingredients
- Real Cocoa



do-si-dos®

\$6

Oatmeal sandwich cookies with peanut butter filling.

Approximately 20 cookies per 8 oz. pkg.

Ⓢ Ⓧ

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



girl scout s'mores®

\$6

Graham sandwich cookies with chocolate and marshmallowy filling.

Approximately 16 cookies per 8.5 oz. pkg.

Ⓢ Ⓧ

- Made with Natural Flavors
- Real Cocoa



toffee-tastic®

\$6

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits.

Approximately 14 cookies per 6.7 oz. pkg.

Ⓢ Ⓧ

- No Artificial Flavors

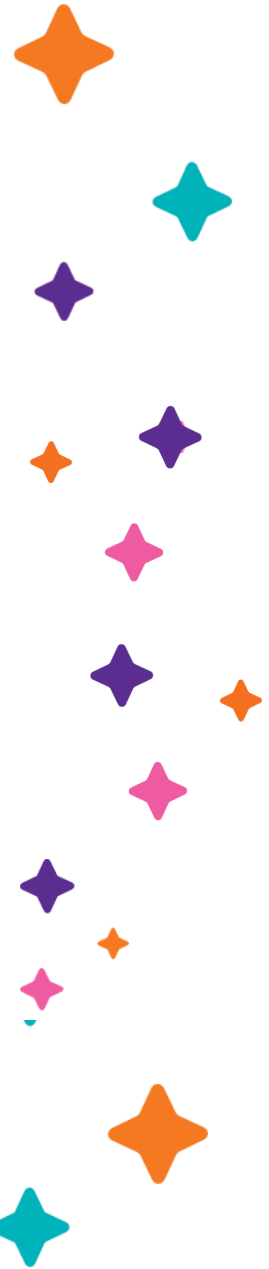


Product formulations can change at any time. We encourage you to check the ingredient statement on each package you purchase for the most up-to-date information on the ingredients contained in the product in that package. For more details, check with Little Brownie Bakers or visit girlscoutcookies.org.

Although the use of palm oil in Little Brownie Bakers' Girl Scout Cookies® is limited, the palm oil used in our Girl Scout products is Certified Mass Balance palm oil. The Mass Balance System ensures that the palm oil Little Brownie Bakers uses contributes to the production of environmentally responsible, socially beneficial and economically viable palm oil. For more information please visit the Little Brownie Bakers website.

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Cookie Contacts

My Service Unit Cookie Manager is:

Name:

Phone:

E-mail:

My Area Cookie Coordinator is:

Name:

Phone:

E-mail:

Being a Troop Cookie Manager

Our cookies are on a mission—to help girls learn five skills that are essential to leadership, to success, and to life. Your interaction with girls this season is one way we can ensure we are building girls who are ready to take on the world!

Primary Responsibilities:

- Attend cookie training
- Enlist help from other parents & volunteers in the troop
- Ensure girls/parents have the materials and support they need
- Place the troop's initial cookie order
- Pick-up the initial cookie order at Count N Go
- Distribute cookies to girls/parents
- Re-order cookies as needed to meet girl and troop goals
- Collect & deposit money to ensure the balance due to council is paid
- Distribute rewards & celebrate with your girls!



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 businesses using the Girl Scout Law as a guide, being honest and responsible every step of the way.



Where the Money Goes



78%

On average, for each box of Girl Scout Cookies sold, goes to support girls!

The Girl Scout Cookie Program is a hands-on leadership and entrepreneurial experience. The program generates funds for a girl's troop while allowing her to earn individual rewards and contributes to Girl Scouts of Greater Atlanta's effectiveness to provide leadership experiences for all girls.

Each box of cookies sold provides income to Girl Scouts of Greater Atlanta and helps offset operational costs for:

- Delivering programs and services to more than 30,000 members (girls and volunteers) in a 34-county territory spanning 200 miles from north to south
- Maintaining 3 camp properties covering 1,290 acres – insurance, upkeep, proper land stewardship, tents, beds, tables, commercial kitchens, and pool supplies
- Providing membership and/or camp scholarships to girls whose families need financial assistance to participate
- Providing training to adult members and volunteers
- Providing over \$61,000 in scholarships for higher education
- Providing financial support for council-sponsored events to keep activities affordable
- Operating the Mableton Girl Scout Service Center and Girl Scout Badge & Sash Store
- Providing volunteer screening and background checks
- Providing required insurance for Girl Scout activities

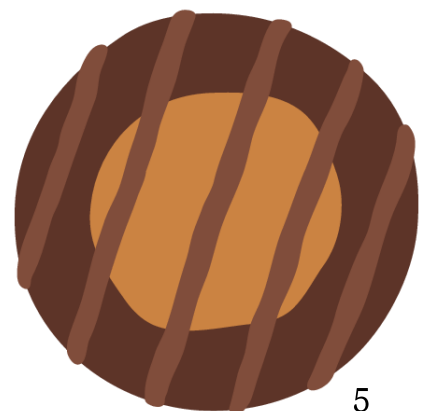
Every Cookie Has a Mission

58% returned to leaders and girls in program opportunities, camp operations, insurance, program supplies, financial assistance, volunteer training, background checks, web site and other business operations

22% the cost of the cookies paid to the baker

17% troop proceeds used for activities and/or community service projects

3% cookie program girl and volunteer rewards and bonuses



What's New?



New Cookie Prices and New Proceeds



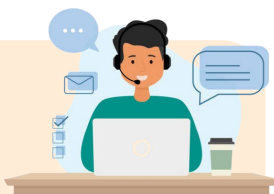
This season, all cookie varieties are \$6 per box—with a new proceeds payout to troops at 17% of total sales. On average the new pricing and troop proceeds percentage will allow troops to earn \$225 more than last year—funding MORE adventures, activities and experiences!

Girls can Submit Initial Orders to the Troop Electronically!



Not only can girls/parents enter their Initial Order Card sales in Digital Cookie—they can now submit them to the troop electronically! Orders submitted will NOW show in eBudde. Learn more on page 19.

More Support for Troops



- GSGATL will provide a NEW Troop Cookie Manager training to help first-time volunteers get started with confidence. Register for this virtual session at: [Cookies.girlscoutsatl.org](https://cookies.girlscoutsatl.org)
- Need more support throughout the season? Schedule one-on-one time with a member of the cookie team for assistance with balancing eBudde, cookie re-orders, moving girl orders, or Digital Cookie. Sign up at: bit.ly/2024cookietalks

Simple & Easy Makes all the Difference

- Enter banking information directly into eBudde on the Settings tab. No separate form!
- The Cookie Program Parent Permission Form has been eliminated. This means, one less form for parents to complete and one less form for volunteers to collect.
- Initial Order rewards will be distributed with all other final rewards at the close of the season—ALL items delivered at the same time.

Final Order Troop Rewards at **TWO** Levels

Troops with a **PGA of 250 boxes** by the end of the program (March 11) will earn an adjustable lanyard for each girl selling and a baseball cap for two volunteers.



Troops with a **PGA of 750 boxes** by the end of the program (March 11) will earn Six Flags tickets for each girl selling and two volunteers.



**Troops that opt-out of rewards are not eligible to receive these items.*

Cookie Season Checklist



First Things First

- Register for the 2023-24 Girl Scout year and AND assign yourself to the role of *Troop Product Program Chair*—Cookies in MyGS.
- Attend your Service Unit's troop training
- First time leading the cookie program for your troop? Register for the NEW Troop Cookie Manager training designed for first-time volunteers at: [Cookies.girlscoutsatl.org](https://cookies.girlscoutsatl.org)

Before the Program Begins

- Set a troop goal with the girls
- Schedule a parent meeting. Use the Girl/Parent Discussion Guide as a template (pages 10-11).
- Access and setup eBudde. Remember to enter the troop's banking information (page 15).
- Activate your volunteer Digital Cookie account to monitor girls' online progress (page 16).

When the Season Starts—The Initial Order Phase

- Submit your troop's Initial Cookie Order by 11:59 p.m. on January 28 (pages 19-21).
- Pick up your cookie order at Count N Go Feb. 10 and distribute to girls/parents (pages 22-23).
- Start planning for cookie booths—coordinating with volunteers and parents in the troop. Work with the Service Unit Cookie Manager for additional local opportunities. Use the Cookie Booth Permission Form to confirm date/time with your locations (pages 26-27).
- Enter your planned booths in eBudde & sign up for council booth opportunities (pages 28-29).

After Initial Orders—The Booth Phase

- Restock your troop's inventory by visiting a cookie cupboard (pages 24-25).
- Give girls credit for additional boxes sold (page 30) including those for Digital Cookie girl-delivery boxes (page 17).
- Continue to schedule troop Cookie Booths & activate your Digital Cookie Troop Links on February 8 (page 18).
- Begin collecting money from girls/parents (page 32) and log payments in eBudde (page 30)

Wrapping Up & Closing Out the Program

- Distribute final cookie credit to all girls and submit final reward selections (page 31).
- Collect final payments from parents and clear balance with GSGATL (page 33)
- Pickup and distribute girls rewards—celebrate the troop's success!

Calendar

- December 9 **Cookie Rally at Cobb Galleria**
- January 1 **Girls begin taking orders using their Order Card and sending emails using Digital Cookie for customers to shop & pay online!**
- January 18 **Get a sneak peek at cookie booth opportunities available for signup from council and begin entering troop secured cookie booths in eBudde**
- January 22 **Signups for council cookie booths begin**
- January _____ **Girl Initial Orders are due to the Troop Cookie Manager (TCM)**
- This date is based on troop's meeting schedule
 - Each girl should submit their totals from the Order Card to the troop. Digital Cookie girl-delivery orders will automatically be accounted for in eBudde.
- January 28 **Troop Initial Order eBudde deadline (11:59 p.m.) for:**
- Initial Cookie Order submission (GIRL ORDERS + ANY EXTRAS—for example your first two planned cookie booths)
 - Initial girl reward submission
 - Site selection for Initial Cookie Order pick-up (Count N Go)
 - Large order pickup (200+ cases) selection for troops who want to pick up their cookie order February 9. Note: Early pickups still require that Initial Orders be submitted AND pickup location selected in eBudde. Check location availability and reserve a slot at: bit.ly/2024largecookiepickup
- January 29 **Keep girls motivated to meet their individual goal and the troop goal!**
- Continue order taking using the Goal Getter Order Card and Digital Cookie.
 - Confirm locations and inventory for upcoming cookie booths
- February 1 **Last day to submit banking information in eBudde (on the SETTINGS tab)**
- February 8 **Troop Links available for setup**
- February 10 **Count N Go Initial Cookie Order Pick-up (for all troops in all areas)**
- February 11 **Girl Scout Cookie Booths begin!**
- February 15 **Cookie Cupboards Open!**
- February 16 **National Girl Scout Cookie Weekend begins!**

Calendar

- March 8** **1st electronic payment withdrawal.** The amount due = 60% of the troop's Initial Cookie Order (cookies picked up at Count N Go) minus any Digital Cookie deposits received up to February 17. See page 33 for details. Check the SALES REPORT tab of eBudde for amount due.
- March 9** **All cookie cupboard locations close AND Digital Cookie closes for Girl Delivery & Shipping.** Troop sites remain open to continue processing card payments using the Digital Cookie app.
Note: The donation option for all Digital Cookie sites will remain open (on the app and online) as it is tied to the payment processing feature. While the donation option will still be open, cookies donated after March 11 WILL NOT count towards girl rewards—troops will receive proceeds only.
- March 11** **Last day for troops to update eBudde (by 11:59 p.m.):**
- Give credit for all boxes (individual + booth efforts; in-person and virtual).
 - Select ALL girl rewards where there is a choice between items and sizes.
 - Opt-Out of Rewards—Girl Scout Cadette, Senior and Ambassadors troops ONLY choosing to opt-out of rewards will confirm this selection on Settings tab of eBudde.
Note: Opting out of girl rewards opts the troop out of all final troop bonuses.
- March 31** **Digital Cookie closes for donated orders —last day to accept payments with the app.**
- April 5** **Final electronic payment withdrawal for remaining balance due council**
Check the SALES REPORT tab of eBudde to confirm remaining balance due.
- Week of April 15** **Rewards delivery to Service Units** (Initial and Final)
Service Unit Cookie Manager will begin receiving reward deliveries. Count and verify items. THERE WILL BE DELAYED REWARD DISTRIBUTION TO TROOPS WITH AN OUTSTANDING BALANCE.
- April 15** **Unpaid Parent Account Form deadline** (found at Cookies.GirlScoutsAtl.org)
- April 30** **Cookie booths end—no more sales to the public**
- May 18** **Goal Getter Event at Zoo Atlanta (Girl + 1) from 2 p.m. to 6 p.m.** At the close of the season, earners will need to register to confirm their attendance. Find event details at: gsGoalGetters.com
- June 6-9** **Universal Trip (Girl+1)** At the close of the season, earners will need to register to confirm their attendance and travel. Find event details at: gsUniversalTrips.com

Discussion Guide for Girl & Parent Meeting

Talk about the...

Cookie Program

Describe the program.

- Review the cookies and pricing (\$6 for ALL varieties)
- Talk about ways to sell (Order Card, Digital Cookie, Booths, etc.)
- Talk about the things girls will be able to: **Learn**—Give them practical examples of how the 5 skills apply to everyday life. **Earn**—Tell them about the reward options for the entire troop and individual participants. **Experience**—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

Guide a discussion about goal setting.

- **Set a Troop Goal** Help the group brainstorm the types of things they want to do and the experiences they want to have.
- **Make the plan and write it down** Let each girl give input to help determine what the troop's goal should be, and have each of them write it down along with their personal goal to build a plan to make it all happen.
- **Determine the best way to track your troop's progress**

Important Dates

Provide program dates upfront.

- **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, payments and even the date you'd like to distribute products/rewards.
- **Set a reminder schedule** Build in reminder messages (text messages, emails, handouts, phone calls, etc.) to prompt girls/parents to take action for upcoming dates. TIP: Email parents directly from eBudde on the Contacts tab. It's quick and easy built-in communication!

Money & Financial Responsibility

Set guidelines to let girls/parents know how product will be distributed and how money will be collected.

- **Set expectations for collecting money and develop a collection schedule. Getting a little at each troop meeting is a best practice** Collecting money early and often will minimize issues of lost or stolen funds. Consider going cashless and using Cheddar Up to accept money from parents.
- **Stress the importance of financial responsibility** Not only can participation be prohibited or limited in future seasons, receipt of girl rewards may also be delayed to individuals or the entire troop.
- **Issue receipts for product and money; obtaining a signature at all times.** Keep accurate records of what is being paid. Track each girl's remaining balance in eBudde by logging payments on the GIRL ORDERS tab. Remember—no money should be collected for cookies ordered via Digital Cookie as all orders are paid for online.
- **Deposit money into the troop account on time and share the financial status of the program with girls/parents on a regular basis** The balance due at the end of the program is the responsibility of the entire troop. Each girl/parent participating holds financial responsibility to do their part to clear the troop's overall balance due. Use the Unpaid Parent Account Form (found at [Cookies.girlscoutsatl.org](https://www.girlscoutsatl.org)) to submit uncollectable parent/guardian debts if needed.

Discussion Guide for Girl & Parent Meeting

Don't do it Alone!

Create a shared role:

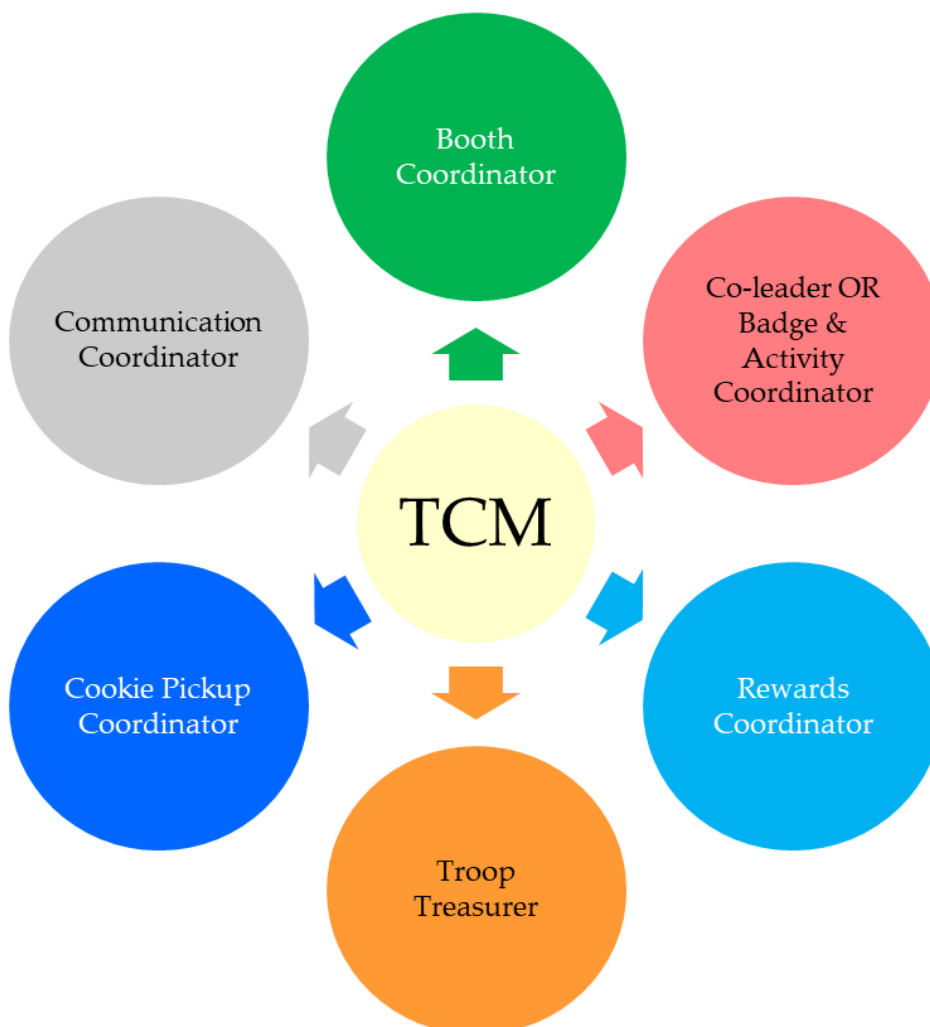
- ✓ **Identify tasks others can help with**
- ✓ **Express the need for everyone to be involved**
- ✓ **Make the ask and be specific**



“Susan, can you handle cookie booths this year?”



“Susan, will you connect with Walgreens to secure two booths for the girls by the end of the month?”



Splitting out the role of Troop Cookie Manager (TCM) could look like this:

- The Communication Coordinator would send out reminders for cookie activities and deadlines.
- The Cookie Pickup Coordinator would be responsible for picking up additional orders from the cookie cupboard.
- The Troop Treasurer would collect and deposit all money received from girls/parents—issuing receipts.
- The Rewards Coordinator would make sure the troop has each girl’s chosen items recorded and help with rewards distribution.
- The Booth Coordinator would secure booth locations for the troop and sign up girls/parents for shifts.

Ways to Connect with Customers

January 1–March 11

No matter the method girls use to connect with customers, they will be able to use their Order Card, Goal Getter Card and Digital Cookie to track their sales and customer contacts.



Phone or Text Friends and Family

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



Digital Cookie (Girl Sites & Troop Links)

Run a cookie business through an online store. Customers purchase cookies for in-person delivery, shipping to their home or donation to Smiles4Military—with all orders paid for online.



Connecting with Her Community

Girl Scouts can team up with their parents to sell cookies to their employees and co-workers, connect with places of worship, car dealerships, 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 11–April 30



Cookie Booths

Girls work as a team selling directly to the public with cookies in hand at local businesses. Exploring drive-thru and curbside pickup booth options is a great way expand the troop's reach. Activating and sharing your Digital Cookie Troop Links makes these options even easier since customer pay before arrival.

Ways to Connect with Customers



Smiles4Military Council Gift of Caring Project

Sometimes customers do not want to buy cookies for themselves, or they have a limited need. With Smiles4Military, customers have a chance to give to our honorable men and women while supporting Girl Scouts at the same time.

To participate in the S4M initiative:

- **Collect \$6** for each box of cookies upfront from your customers who are contributing to this project. Use S4M donation receipts if available.
- Girls log all Smiles4Military cookies sold outside of Digital Cookie in the S4M column of the Order Card.
- Volunteers log Smiles4Military cookies sold outside of Digital Cookie in eBudde under the S4M column of the INITIAL ORDER tab and/or the GIRL ORDERS tab. Troop proceeds and girl rewards will automatically calculate.
- Troops will not pick up or distribute these cookies. Council will order and ship boxes to partnering organizations at the close of the program.

Create Your Own Troop Gift of Caring Project

Girls and troops are welcome to continue with their local Gift of Caring projects in lieu of, or in conjunction with Smiles4Military.

These cookies however, should not be entered on the S4M line in eBudde. Instead, these cookies should be ordered in the standard variety lines with the Troop Cookie Manager keeping accurate records of what should be donated at the end of the program season.

- Choose a group to receive the donated cookies: Hometown heroes such as fire fighters or police officers, a homeless shelter, a senior facility, your local blood bank, etc.
- Communicate to customers that they can buy cookies to donate to the designated group.
- Deliver cookies to the chosen group at the end of the cookie season.

Did you know?

Girls who participate in the Smiles4Military initiative on average sell 250+ total boxes!

Power Your Program with eBudde



eBudde™ is THE operating hub that powers your cookie season as a volunteer. It is where you will track and log girls' sales, order rewards, reorder cookies and manage financials—so it is important to have a roadmap of the system to know when you'll use certain areas of the site an app.

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



Phase 1: BEFORE SALES BEGIN

- CONTACTS—Add additional cookie volunteers (registered leaders/cookie managers) and/or parents who may assist with cookie cupboard pickups to their appropriate roles
- GIRLS—confirm all registered girls are visible on your roster

Phase 2: INITIAL ORDER & COOKIE PICKUP

- 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 Cookie Order
- REWARDS—Confirm initial order rewards for girls



Phase 3: DELIVERY & COOKIE BOOTHS

- INITIAL ORDER—Distribute cookies to girls based on the TOTAL line
- GIRL ORDERS—Give girls additional box credit, track payments from girl/parents. Check the “inv.” box for each entry to show in Digital Cookie
- BOOTH SALES—Enter the troop's planned booth locations to be approved for visibility on the Cookie Finder. Sign up for council booths (optional)
- TRANSACTIONS—Order additional cookies from a cookie cupboard
- REPORTS—Use the “Girl Delivery—Varieties Only—By Girl” report to view additional Digital Cookie “girl-delivery” orders that have been approved by girl/parent that need fulfillment from troop's inventory



Phase 4: WRAP-UP & CLOSE-OUT

- REWARDS—Make final reward selections for all girls where there is a choice between items and Submit full rewards order for the troop. Distribute ALL rewards (initial and final) based on girl reports
- SALES REPORTS—View troop's total sales, Digital Cookie payments received on the troop's behalf, troop proceeds and amount due council



eBudde Access Reminder: Troops (volunteers and girls) are added to eBudde based on having at least 1 co-leader and 3 girls registered for the 2023-24 Girl Scout year, with member uploads taking place on Mondays and Thursdays of each week. Have less than 3 girls registered and want to participate? Send a request for access to helpline@gsgatl.org

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**
- **NEW** Enter banking information (Bank name, routing number and account number)
- **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.

Digital Cookie Access & Ordering



What Volunteers Need to Know

Digital Cookie allows girls 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

- Girls 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 1.
- After January 1, activation emails will send to newly added girls in eBudde on Tuesdays and Thursdays.
- Once girls 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.
- 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 (page 18).

Ordering

- After publishing her site, each girl will have access to her unique URL shopping link and QR code. Purchases made generate sales in Digital Cookie which are reflected in eBudde.
- Girls 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 Smiles4Military. They can also copy their direct link and QR code to share with customers outside of the site (personal email, social media, etc.)
- Girls/parents 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.
- Parents 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. However, troop volunteers can cancel/refund orders for cookies in-hand, girl-delivery and donation. Shipped orders are final sales.

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 girls/parents to have a true account of the total boxes received, sold and balance due to the troop. See page 30 for adding box credit and payments in eBudde.



Volunteer Access & Dashboard



Refunding Orders

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 girls’ sales records.

	DURING INITIAL ORDER TAKING <i>Jan. 1—Jan. 28 (or until the troop submits)</i>	AFTER INITIAL ORDER TAKING <i>Jan. 29 (or after the troop submits)—March 31</i>
Are Boxes Automated?	YES All boxes show in eBudde. 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 girl reward credit.	NOT ALL ONLY boxes for donated and shipped orders will show on the Girl Orders tab. Box credit for girl-delivery orders <u>MUST</u> be manually entered to balance the payments posted once the troop acquires inventory for fulfillment. See page 30 for crediting girls with boxes—use the report noted below for quantities and varieties needed. All boxes count towards final girl reward credit.
Are Payments Automated?	YES 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.	



Uses DOC	Girl	\$4M	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMInt	SMr	Toff	Total
✓	Amira H.	0	23	21	27	22	60	8	71	12	0	244
	Order Card	0	23	21	27	22	60	8	71	12	0	244
	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

Boxes and payment **ARE** automated.



DOC	Comments	Inv	Bth	\$4M	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMInt	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	DOC DLVR 48098138	0	0	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	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC SHIP 48439903	0	0	0	0	0	1	1	1	2	0	0	0	5	\$25.00	\$25.00	\$0.00
✓		0	1	2	1	0	0	0	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00
✓		0	0	1	5	0	0	0	0	0	1	0	0	7	\$36.00	\$36.00	\$0.00

Boxes **ARE NOT** automated. Manual box entry required. Payments are automated.

What do girls need for box credit and fulfillment of girl-delivery orders after Initial Order submission? Generate the “Girl Delivery—Varieties Only—By Girl” report located on the REPORTS tab. Here is a detailed listing of orders by Girl Scout, in date order showing boxes by variety needed for each payment received.

Digital Cookie Troop Links



Troops can use Digital Cookie to reach their goals too!

Your troop can work together in new ways using the Digital Cookie Troop Links. Each troop decides how the links will work for them—it's an optional boost to help troops reach more customers!

There are TWO types of Troop Links

Ship Only Link

This link will automatically connect to the Cookie Finder on February 16, 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.

Pre-Pay Booth Link

This link offers customers options for in-person troop delivery, shipping and donation to Smiles4Military. They can even use this link to pay and pick up at a cookie booth—it's curbside pick-up the Girl Scout way!

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 February 8 using their volunteer Digital Cookie login.
- Site activation will unlock the use of both links. The troop can begin sharing the Pre-pay Booth Link once cookie booths have begun (February 11) and the Ship Only link will automatically appear on the national Cookie Finder on February 16, 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—sites published.

Watch the Videos and Learn More



Setting Up Your Troop Links



Offering Booth Pickup & Curbside Orders

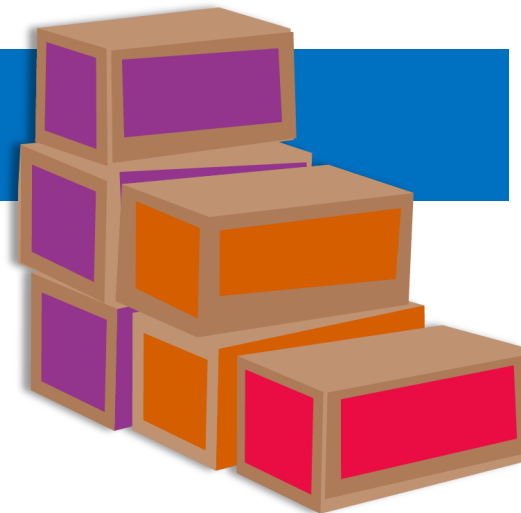


Crediting Shipped Orders to Girls



Distributing Card Payments from Booths

Initial Order Cookie Submission



What is the Initial Cookie Order?

During the initial order phase, girls use their Order Card and Digital Cookie to obtain orders before cookies are available in-hand. The Initial Order phase begins January 1 and continues until the troop submits their Initial Cookie Order or by the troop deadline of January 28 at 11:59 p.m.

Boxes sold during this time not only allow girls to earn a special reward item (this year a wrist wallet pouch) but also count towards their total overall sales for final rewards at the end of the program.



Let girls/parents submit Initial Order Card totals to the troop using Digital Cookie—They NOW show in eBudde!

Use Digital Cookie to have girls/parents 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.

To use this feature:

- 1) Change the default *Parent IO Deadline* date on the SETTINGS tab of eBudde from January 27 to your troop's order deadline (the last day you want to receive order card totals from girls/parents).
Note: You will not be able to edit the time—it will remain as 11:59 p.m.
- 2) Tell girls/parents 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, updating as needed. Save and submit the troop's order when you're ready.

Don't want to use this feature? Change the default *Parent IO Deadline* date in eBudde on the SETTINGS tab from January 27 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.

How many cookies should I order?

Here's an example of what a troop's Initial Order might look like:

Average troop size of 8 girls

Two planned cookie booths (average 70 boxes ea.):	140 boxes
Average sales per girl during initial order taking:	135 boxes x 8 girls
After initial orders, girls usually have additional sales:	35 boxes x 8 girls

INITIAL Troop Order (troop of 8 girls) = 1500 boxes

Initial Order Cookie Submission

3 Easy Steps

1 | Enter & Submit Cookie Order



Submitting Your
Initial Order
(Manual Entry of Order Card)



Submitting Your
Initial Order
(Using Digital Cookie Entries)

eBudde Online: 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 on the **ORDER CARD** line of each girl's name where the submission shows as "**Review Parent IO**" (meaning the parent has submitted totals to the troop).
- Make edits as needed. Click **SAVE to accept parent entries and/or confirm your manual updates**. Then Click **OK** to return to the main order screen and repeat for each girl as needed and/or enter Order Card totals manually.

IF manually entering Order Card totals:

- Click on the **ORDER CARD** line of each girls name and enter total boxes by variety from her Order Card.

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 Click **OK** to return to the main order screen and 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.

Keep this in mind:

- While girls will place their orders in boxes—ALL troop orders are placed in FULL CASES (12 boxes per case) by variety. Don't worry—eBudde rounds the order for you on the *Case to Order* line.
- The girl order totals include Smiles4Military (S4M) 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.
- **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. 28 troop deadline has not passed).** Orders approved by girls/parents after the troop submits will only count towards final rewards and box credit will be tracked on the Girl Orders tab for fulfillment through troop extras or cupboard re-orders.

Explanation of Cookie Totals:

Pkgs. Ordered = total BOXES of each variety for girls
Cases to Order = total CASES ordered for each variety (the rounded box count to make a full case—12 boxes per case)
Extras = Box difference in the *Cases to Order* and *Pkgs. Ordered* that the troop will physically have on hand. Credit for these extra cookies can be given on the **GIRL ORDERS** tab once distributed.

Uses DOC	Girl		C_D	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Ava c.	Order Card	Saved	0	0	0	50	0	20	40	0	0	110
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	50	0	20	40	0	0	110
✓	Charlotte c.	Order Card	Review Parent IO	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0
✓	Emma c.	Order Card	Review Parent IO	0	10	20	10	25	15	25	15	30	165
		Pkgs. Ordered		0	10	20	60	25	35	65	15	30	275
		Cases To Order		1	2	5	3	3	6	2	3	2	27
		Extras		2	4	0	11	1	7	9	6	9	49

Initial Order Cookie Submission

3 Easy Steps

2 | Select Pickup Location



Selecting a
Count N Go Location

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

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

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

Delivery Confirmation

Vehicle	My Troop
Adventuras	25
Lemon-Lips	33
Trefoils	52
Do-Si-Does	40
Samosas	57
Tagalonga	27
Thin Mints	55
S'mores	17
Taffee-Salic	9
Troop Total	318

Pickup Total: 310

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

Delivery Station and Time
Please choose your Delivery Station
Alphalets (250)
You need 2 contiguous slots

Line: 1 Line 3

10:26am	T2019
10:30am	T13074
10:34am	T21707
10:38am	T459
10:42am	(T459)
10:46am	T9073
10:50am	T11564
10:54am	T2025
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.
- Select a delivery station (location) from the drop-down
- A schedule for that 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.

Delivery Confirmation

Cookie Order

Vehicle	My Troop
Adventuras	10
Lemon-Lips	10
Trefoils	10
Do-Si-Does	10
Samosas	10
Tagalonga	10
Thin Mints	11
S'mores	11
Taffee-Salic	11
Troop Total	93

Pickup Location

Pickup Name: Alphalets (250)
Pickup Location: 1775 Founders Parkway, Alphalets 2009
Pickup Date: 07/23/22
Pickup Time: 8:05am
Pickup Line: 1

ESTIMATED Number of Vehicles (You will need one of the following)

- 5 Compact Cars
- 4 Hatchback Cars
- 3 Mid-size vehicles
- 2 Sport utility vehicles
- 2 Station Wagons
- 2 Mini van (seats 6)
- 1 Pick-up truck (full-size bed)
- 1 Cargo van (seats 6)

Msgs & Hints

Message from your Delivery Clerk

Comments

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies so adjust the number of vehicles accordingly.
2. Every effort will be made to respect your delivery time. But everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Need to change your location or 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 28.

3 | Verify & Submit Rewards

eBudde Online: 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 200 boxes).
- **SUBMIT** the reward order once quantities are confirmed.

Initial Order Pick-up at Count N Go

Troop Cookie Pick-ups take place February 10th

The Day of Your Pickup

- Count N Go takes place rain, snow or shine.
- Know exactly what your order consists of. View your order confirmation for variety totals and verification of location and time. Remember, Smiles4Military cookies ARE NOT physically received or picked up by the troop.
- Arrive as close to your scheduled time as possible.
- Arrive with ALL of the vehicles needed to receive your troop's complete cookie order.
- Have your entire caravan pull in line together—lead car in front.
- Stop at the check-in area to receive your pickup ticket and instructions for receiving your order.
- Pull forward to allow your vehicles to be loaded.
- If you are unsure of what you received, use the designated recount lane to confirm your inventory.
- Sign your pickup ticket to confirm your order—You're done!

What is the return policy?

- Once you leave your pickup location, **no count adjustments will be made.** The troop will be responsible for cookies picked up and/or not picked up.
- **Once received by a troop, cookies cannot be returned.**

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.



How many cases can a car carry?

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

Initial Order Distribution & Delivery

Girl & Parent Cookie Pickup

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

Distribute cookies girls/parents based on the totals shown on the INITIAL ORDER tab.

Remember:

- Parent/guardian **MUST** count and confirm their order.
- **GIVE A RECEIPT every time** a parent receives cookies and/or makes a payment. Provide a receipt using your M-3 receipt book and/or consider digital receipting (emails, text messages, online forms).
- It is the responsibility of the girl and parent to sell all cookies received. Cookies may not be returned to the troop unless agreed to by the Troop Cookie Manager and he/she accepts full responsibility for the returned inventory.

Delivery to customers

- Girls collect money for cookies upon delivery to their customers. Families should consider using electronic options for payment when possible (Digital Cookie app). Girls should never leave cookies with a customer without payment.
- If girls are using the Digital Cookie app to accept credit card payments, they can key-in card information or capture it using the “snap”/OCR feature.
- If the troop is accepting checks for payment, they should be made payable to the TROOP and deposited with ample time before payment deadlines to council. Consider receiving payments from parents electronically to avoid unnecessary bank fees that may occur for insufficient funds when accepting checks.



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. parents or other volunteers who will assist in picking up orders).
- All locations operate by an appointment scheduler, 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 Staff, **all orders MUST be confirmed using the app BEFORE leaving** the location.



Deciding how many boxes to order for cookie booth isn't an exact science, but here are average sales per cookie variety to give you an idea of how many to order:



Cupboard Pickup Locations

There are 14 Cookie Cupboards where troops can pick up additional cookies throughout the season. Check eBudde for each locations address, hours of operation and pickup details.

- Atlanta
- Alpharetta/Roswell
- Carrollton
- Conyers
- Dalton
- Doraville
- Griffin
- Jasper
- Kennesaw/Marietta
- Lagrange
- Lawrenceville/Dacula
- Peachtree City
- Rome
- Stockbridge/McDonough

Restock & Re-energize Cookie Cupboards



Placing a Cupboard Order

eBudde Online: 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 listing shown by city. 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.** Note: GSGATL ONLY honors requests placed in full cases by variety, **package/box requests WILL NOT be fulfilled.**
- Click **SAVE**.

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.

Add Transaction

Cancel Save

Time & Place

Date: 07/31/2022 Receipt: 14000

Print Normal Booth Adjustment Return

Troop Service Unit Cupboard

Select Location

Pickup

Date: Time:

Schedule Notes

Contact info: BetsyHerman 1710431@betsylib.com 1231 Lipas St.

Cookie Order

Add Product Remove Product

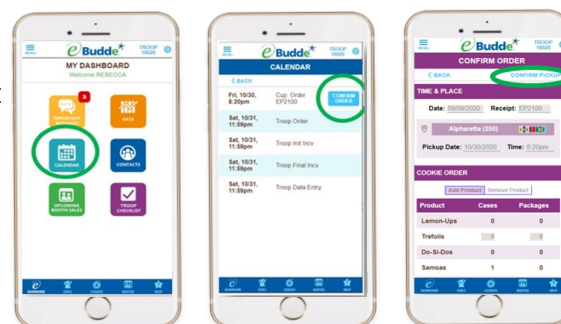
Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
Totals	0	0



Placing a Cupboard Order

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.



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.

- Booths should **ONLY** be scheduled within the 34 counties served by Girl Scouts of Greater Atlanta.
- **OBTAIN a signed Cookie Booth Permission Form** from the business that has agreed to have you on site.
- While troops can schedule cookie booths with local businesses, many Service Units manage this process for high-traffic locations, so check with your Service Unit Cookie Manager (SUCM) first.
- Each cookie booth should conclude by 9 p.m. Sunday through Thursday and 10 p.m. Friday and Saturday. Shifts should be no more than 3 hours for any one booth with the same girls/volunteers.
- Avoid scheduling more than three booths at the same location to give opportunities to other troops.
- Evaluate each location for safety, lighting, parking, visibility to your intended audience and appropriateness for the age level of your girls. Note: Booths are not permitted at locations where girls themselves cannot patron—such as breweries, package stores, dispensaries, etc.
- **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).
- There should always be a minimum of the required 2 adults necessary for this activity (at least one of whom is a registered Girl Scout volunteer with the required background check) and at least 1 girl present at all times.
- Girls should never give out their full names, addresses, phone numbers or other identifying information to customers.
- GSGATL is always looking to provide more booth locations by establishing council-wide partnerships for cookie booths with local businesses. **Troops SHOULD NOT approach these businesses**, as they are either being managed by GSGATL or your local SUCM. Listings for 2024 are as follows: Walmart, Sam's Club, Town Center @ Cobb, Simon Malls, Arbor Place Mall, Mall of Georgia, JoAnn Fabrics and GNC.



Cookie Booths Guidelines & Tips

Other Ways to Connect

Drive-thrus This twist on the traditional cookie booth hones in on the ingenuity of girls creating new avenues to market their business and connect with customers. Girl Scouts from Troop 14665 helped us put together a how-to video for a Drive-thru Cookie Booth based on their own success—check it out.



Hosting a Drive-thru
Cookie Booth!



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

Here is how a Cookie Stand should work:

- 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—not the troop. The individual family bears financial responsibility for these cookies.
- 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 GS uniform or GS apparel.
- The caregiver/homeowner must own the home and be willing to accept the risk of having strangers on their property or have the permission of the property manager or owner if the caregiver rents the property.
- The caregiver should acquire permission from their HOA/property manager and have any appropriate city permits (if applicable).

Running it like a Pro

Use the Digital Cookie app to accept card payments Not only do volunteers have access to use the app for taking payments at booths, but girls do too. To accept a payment on behalf of the troop, girls/parents would simply select the *troop number* before beginning the transaction. Note: For this feature to be available, the troop **MUST** activate their Troop Links first.

Promote Smiles4Military With a \$6 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 you choose (from those entered into eBudde). See page 18 for setting up this feature.

Cookie Booths Council 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.



Signing up for Council Booths

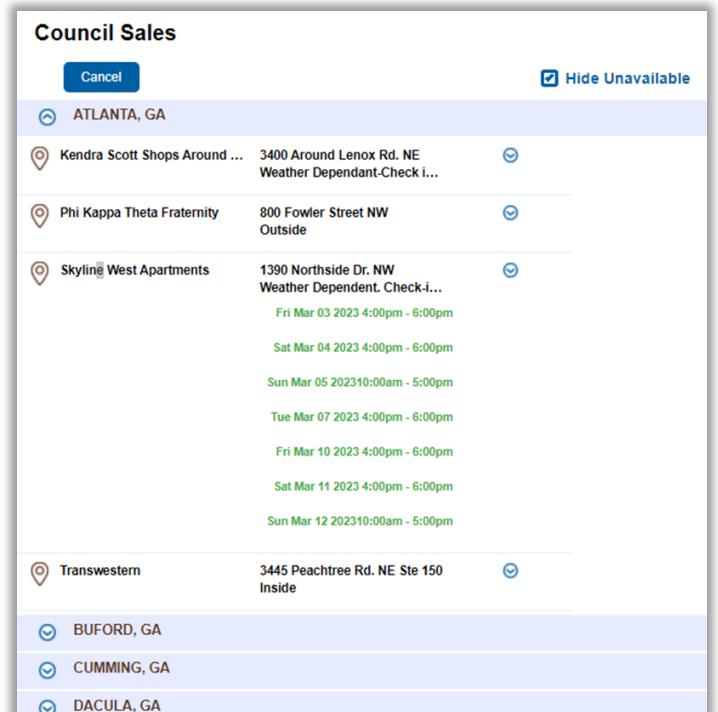


eBudde Online: Click on the **BOOTH SALES** tab

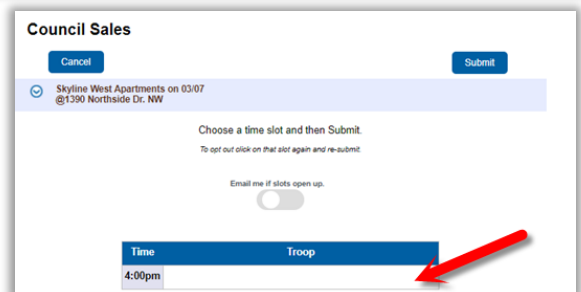
eBudde App: Click on the **BOOTH** icon

- 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.

** 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.



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.



Cookie Booths Troop Locations

Once you have secured a location, enter **YOUR TROOP'S** confirmed booths in eBudde to be a part of the **Cookie Finder**; connecting to customers looking to purchase cookies directly from a troop in their area.



Entering Troop Booths in eBudde



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

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

- Click “**ADD/EDIT A TROOP BOOTH**”
- Click **+ADD**
- Enter your sale information AND **check your spelling**. Once approved to the Cookie Finder, this information will be visible to the general public. Provide the full business address, including zip code. Refrain from using all caps.
- Click **SAVE**

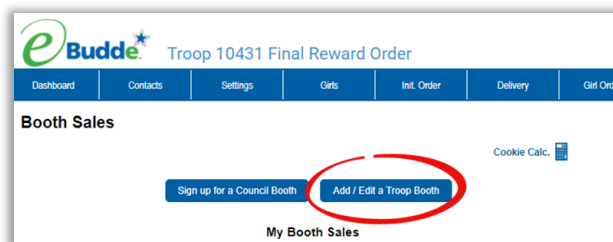
Note: Cookie booths are approved for the purpose of confirming upload to the Cookie Finder which allows customers to search for locations where they can purchase cookies directly from a troop. Approval verifies that the location has a valid street address, city and zip code within our 34-county jurisdiction. Site confirmation (day/time) is secured by the troop using the Cookie Booth Permission Form and should be done prior to entering booth information into eBudde.

Approval: **Pending** = Not yet visible on the Cookie Finder.
Approved within 24-48 hours.

Approval: **Approved** = Your site has been added to the Cookie Finder.
Customers are now able to map their way to your booth!

Approval: **Denied** = Does not meet minimum council criteria—explanation will be provided. Update needed information for review and approval.

Can't attend your scheduled troop booth? DELETE your booth in eBudde so customers do not arrive at a location where your troop is no longer attending/hosting a booth.



Add A Troop Sale

Cancel Save

Business:

Address:

Address2:

City: State: Zip:

Contact: Phone:

Email:

Date: Start Time: End Time:

	Becky's Pizza Parlour Date: 07/23/22 Time: 10:00am 4:00pm 1231 Upas St. SAN DIEGO, CA, 92103 Approval: approved	
	Becky's Pizza Parlour Date: 07/30/22 Time: 10:00am 12:00pm 1231 Upas St. SAN DIEGO, CA, 92103 Approval: denied Conflicts	

Remember to activate your Troop Booth Links in Digital Cookie, so you can take card payments at your booth using the app.

Logging 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/parent

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

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

- Click on the girl'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 girls/parents a full account of their inventory received and amount due.
- 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 girls/parents—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**.



Don't forget to distribute payments and box credit from the Troop Site line (on the Girl Orders tab) for transactions received from the use of your Digital Cookie Troop Link and/or taking in-hand payments at booths. Watch the videos on page 18.



Logging box credit and payments regularly will help avoid confusion when balancing inventory and money due at the close of the program.

Booth Sale Recorder

USE TO: Give credit for boxes sold at a cookie booth and payments received at the cookie booth using the Digital Cookie app.

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

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

- After the booth ends, click **RECORD SALE**
- Enter the total packages sold at the booth including those for Smiles4Military as well as total card 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.



Adding Boxes & Payments
using the Girl Orders tab/icon



Allocating Boxes using
the Booth Sale Recorder

Program Wrap-up

Submitting Final Rewards



Submitting Final Rewards

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

eBudde ONLINE: 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 girls will appear. Girls 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 March 11 at 11:59 p.m.**
- If your troop has a 250 or 750 PGA—don't forget to submit the quantities needed for the volunteer item (max. 2), girl items are automated.
- **TIP:** Distribute rewards using the Girl Rpt in the Initial & Final Rewards Order sections

Tips for Wrapping Up the Season

- All cookies the troop picked up should be distributed to girls for rewards credit. The **DIFFERENCE** line on the **GIRL ORDERS** tab should be zero—indicating that all cookies picked up by the troop (Troop Order line) have been credited to participating girls (Girl Totals). These two lines will be equal once the difference line is zeroed.
- Check-in with parents 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.
- Ensure that parents know when all final payments are due to the troop so that the balance to GSGATL can be completed without interruption or outstanding debt consequence. See pages 32 & 33 for managing troop finances and unpaid balance consequences.

Troop Finances Proceeds & Money Sense

**Troop Proceeds =
17% of totals sales!**

NEW!

Girl Scout Cadette, Senior and Ambassador Troops ONLY can opt out of rewards and earn an additional 2% of total sales.



Money Managing Tips for Every Troop:

- Share deadlines and expectations for money collection with girls/parents. Parents are financially responsible for all cookies signed for and received. It's best practice to collect money at each troop meeting.
- The troop should deposit all money collected into their troop account early and often. Consider collecting from girls/parents using Cheddar Up.
- **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 girls/parents in eBudde on the GIRL ORDERS tab. It will show each girl's remaining balance due to the troop with each payment logged.
- Money for in-person orders should be collected at the time of delivery. Digital Cookie "girl-delivery" orders will not require money collection upon delivery as these orders were pre-paid for online.
- 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).
- Be sure the troop's account has enough money to cover the payments to council. Bank fees and council late fees acquired due to an unsuccessful withdrawal are the responsibility of the troop.
- IF a parent 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 uncollectable amount due from a girl/parent by the end of the program (March 11), complete the Unpaid Parent Account Form by April 15, located at: [Cookies.GirlScoutsATL.org](https://www.Cookies.GirlScoutsATL.org).
Note: If this form is submitted and does not include all required documentation the troop volunteer will be responsible for balance due/not paid to council.

For more ways and tips to manage troop finances, check out the [Money Sense Financial Guide](#) found online at: [Cookies.GirlScoutsATL.org](https://www.Cookies.GirlScoutsATL.org)

Troop Finances

GSGATL Payments

Electronic Payments to Council

Enter your troop's banking information in eBudde (on the SETTINGS tab) by February 1 to avoid any disruption to clearing your troop's balance by the dates shown below.

GSGATL Payment Schedule



- **1st withdrawal: March 8** The amount due GSGATL at this time = 60% of the troop's initial cookie order (cookies picked up at Count N Go) minus Digital Cookie deposits received through February 17
- **2nd withdrawal: April 5** remaining amount due
- **Proceeds push back: Week of April 8** (For troops who need proceeds returned to them when Digital Cookie payments are more than what the troop collected themselves). May take an additional week for those needing to receive a paper check.

Sample calculation for initial payment for a troop with an Initial Cookie Order of 150 cases:

$\$10,800$ (150 cases x \$72/cs) x 60% = $\$6,480$ – $\$1,000$ (Digital Cookie deposits credited as of Feb. 17)

Expected withdrawal March 8 = \$5,480

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.



Understanding
Your Sales Report

Unpaid Funds Consequences

Girl Restrictions

- Any girl whose parent/guardian has an outstanding balance may only participate in cookie booths.
- The girl should not receive rewards.
- The girl should still be allowed to participate in troop activities.

Caregiver Restrictions

- Parent/Guardian should not receive any additional product.
- Parent/guardian should not assist at cookie booths unless agreed upon by the troop and efforts are in place to recoup the unpaid balance.
- Troop Volunteer should complete the Unpaid Parent Account Form by April 15 for any parent with a balance due to the troop.

Volunteer Restrictions

- Depending on the unpaid balance amount, a past due balance letter will be mailed with final options to pay.
- Volunteer will be dismissed and/or placed on financial restrictions from serving as a volunteer for a minimum of 18 mo.

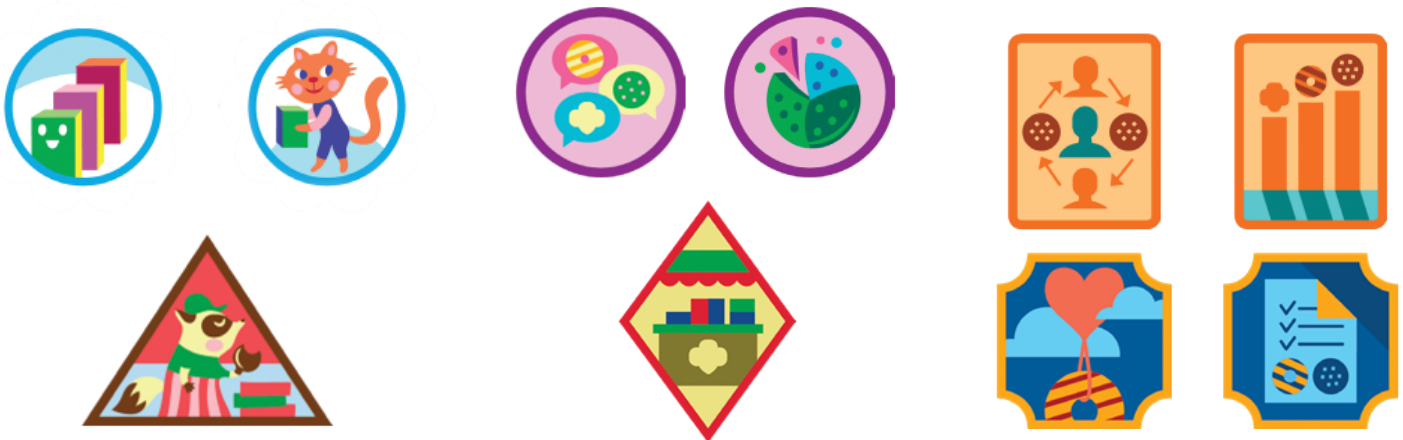
Going Beyond the Box

Badges & Pins

Cookie Business Badges

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

Learn more at girlscouts.org!



Getting Families Involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout! Inspire families to get involved 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 encourages 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 girls an entrepreneurial edge.
- Encourage families to think about how they can support their girls as they climb toward their goals and earn the pin.

Learn more at: girlscoutcookies.org/entrepreneurfamily **and** girlscoutcookies.org/troopleaders



COOKIE 
ENTREPRENEUR
 **Family**

Rewards

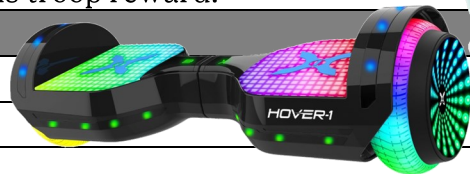
View the online rewards poster at:
Gsgatcookierewards.com



SCAN for a list of items that ship to Service Units, troops and or girls.

Rewards Begin Shipping the Week of April 15

Box Level	Reward Item
Initial Order	
200	Wrist Wallet Pouch
Total Box Sales	
40	Own Your Magic Theme Patch
90	Scratch Art Poster with Magical Invisible Ink Marker
120	Action Patch, DIY Playing Card Set & Stamp Markers
160	Collapsible Cup
200	Spinning Axolotl Necklace
250	Lucy the Axolotl Plush
300	Crossbody Bag with Interchangeable Straps & Fashion Patches
400	Bandana, Axolotl Socks and "Axolotl in My Pocket" T-Shirt
500	\$75 Cookie Dough OR Sleep Over Set: Puffy Camp Blanket with Axolotl Pillow
750	Goal Getter Patch with choice of: \$125 Cookie Dough OR Build a Bear Awesome Adventure Party at Badge & Sash OR Goal Getter Event at Zoo Atlanta, May 18 (girl+1) <i>Event Details at: GSGoalGetters.com</i>
1000	\$175 Cookie Dough OR Weekender Tote, Baseball Cap, Axolotl Make-up Pouch, and Crocs Slides
1300	Dough Getters Medallion & Certificate with choice of: \$200 Cookie Dough OR Personalized Own Your Magic Letterman Jacket
1700	Universal Trip: 3-night Resort Stay (shared room, 4 persons/room) and bus transportation for 2 (June 6 - 9, 2024) OR Young Chefs Academy Class, Hand Mixer and S'Amazing Apron OR Underwater camera and White Water day pass (girl +1) <i>Trip Details at: GSUniversalTrips.com</i>
2024	\$300 Cookie Dough OR Universal Trip: 2 day/3 Park Ticket w/education experience & meal voucher for girl (June 6 - 9, 2024) OR Home Movie Bundle: Wireless Mini Projector w/Foldable Screen & Popcorn Maker <i>Trip Details at: gsUniversalTrips.com</i>
3000	Self Balancing Scooter & Helmet OR Weekend Getaway at Great Wolf Lodge: Overnight hotel & general admission (girl + 2) (a \$350 value)
5000	Virtual Reality Headset w/\$50 Meta Gift Card
Troop Final Bonus 250 Box PGA	Adjustable Lanyard for each girl selling and a Baseball Cap for two volunteers. Opt-out troops <u>are not</u> eligible for this troop reward.
Troop Final Bonus 750 Box PGA	Six Flags tickets for each girl selling and two for volunteers. Opt-out troops <u>are not</u> eligible for this troop reward.
Smiles4Military	
40 S4M Boxes	Smiles4Military Patch
100 S4M Boxes	Lottie the Mini Axolotl



All girl rewards are cumulative. Make/Model/Color may vary.

Cookies.GirlScoutsATL.org



Questions?

770-702-9100

helpline@gsgatl.org

Missed an email?

Check out the email archive at
Cookies.GirlScoutsAtl.org to view cookie
communications sent to volunteers this season