2022–2023 Girl Scout Cookie Program
Troop Cookie Manager Manual

Raspberry Rally™
New Girl Scout Cookie™
Exclusively Sold Online for Shipment

eBudde™
Tech Upgrades

What’s New on Digital Cookie®

GO BRIGHT Ahead

girl scouts of gateway council
Introducing Our Newest Cookie!

**Raspberry Rally™**
Thin, crispy cookies infused with raspberry flavor, dipped in chocolatey coating

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**What’s so special about Raspberry Rally (aside from its delicious taste)?**
For the first time ever, Girl Scouts is offering a new cookie that will be exclusively sold online for direct shipping only.

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**Why are we selling the new cookie exclusively online?**
There are many benefits and learning opportunities when selling an online-only product:

**Simplicity**
- Eliminates complexity
- Distribution to customers is effortless
- Payment is simpler

**Learning for Girl Scouts**
- Allows them to participate in online shopping trends
- Enables them to build relevant, omni-channel selling skills
- Allows them to build their online business

**Building Consumer Excitement and Growth**
- An easy way to offer a new item that keeps customer engagement high without complicating or discontinuing existing flavors
- The opportunity to try new ideas without taking on too much risk

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Let’s Go Bright Ahead!

Thank you for volunteering to serve as a Troop Cookie Manager! You’re an invaluable part of the cookie program, and we’re here to support you with resources, tools, tips and more. Find everything you need for a bright season in this guide!

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introducing</td>
<td>4</td>
</tr>
<tr>
<td>Important Dates</td>
<td>5</td>
</tr>
<tr>
<td>See What’s Bright and New</td>
<td>6-7</td>
</tr>
<tr>
<td>eBudde/Digital Cookie</td>
<td>8-9</td>
</tr>
<tr>
<td>Cookie Business</td>
<td>10-11</td>
</tr>
<tr>
<td>Helpful Information</td>
<td>12</td>
</tr>
<tr>
<td>Initial Order</td>
<td>13-14</td>
</tr>
<tr>
<td>Megadrop</td>
<td>15</td>
</tr>
<tr>
<td>Inventory Management</td>
<td>16-17</td>
</tr>
<tr>
<td>Ordering More Cookies</td>
<td>18</td>
</tr>
<tr>
<td>Cookie Booths</td>
<td>19-20</td>
</tr>
<tr>
<td>Closing the Sale</td>
<td>21</td>
</tr>
<tr>
<td>Resources</td>
<td>22</td>
</tr>
<tr>
<td>Troop Planner</td>
<td>23</td>
</tr>
</tbody>
</table>

Your Support Team

Our Community Product Managers (CPM) and Village Product Managers (VPM) volunteers to support each of their communities during the Girl Scout Cookie Program by providing valuable resources to leaders and acting as a liaison between volunteers and Girl Scouts of Gateway Council staff.

Gateway Council Product Staff:

Shayla Thomas
Director of Product Program & Retail

Hannah Reid-Foley
Product Program Coordinator

Community Product Teams:

Community 2 | Sheri Daar, CPM
Community 3 | Holly Lucas, CPM; Ginger Butler, Co-CPM
Community 4 | Cecile Harrell, CPM; Heather McMahan, Co-CPM
Community 5 | Tina Lewis, CPM; Mary Hargrave, Co-CPM; Theresa Guernon, VPM; Kim Parker, VPM
Community 6 | Melody Stallings-Mann, CPM
Community 7 | Stephanie Hamner, CPM; Sandy Phipps, Co-CPM
Community 9 | Candice Tice, CPM; Hope Williams, Co-CPM; Tamara Wilhelm, VPM; Juliana Newton, VPM
Community 10 | Amanda Kuchta, CPM; Bonnie Fuller, Co-CPM
Community 11 | Sharon Wonsey, CPM; Kendal Smithe, Co-CPM
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/17</td>
<td>Leader training—available gsLearn.</td>
</tr>
<tr>
<td>12/03</td>
<td>Cookie Kickoff at Marineland in St. Augustine, FL</td>
</tr>
<tr>
<td>12/15</td>
<td>Enter Troop banking information into eBudde for automatic payments through ACH.</td>
</tr>
<tr>
<td></td>
<td><em>Please note that the information does not transfer over year to year</em></td>
</tr>
<tr>
<td>01/03</td>
<td>Order taking begins with Digital Cookie Girl Delivery/GOC and Girl Order Card</td>
</tr>
<tr>
<td>01/13</td>
<td>Reward opt out form due to your CPM <em>(available for Cadette, Senior &amp; Ambassador Troops ONLY)</em></td>
</tr>
<tr>
<td>01/13</td>
<td>Troop Initial Order/rewards due and entered in eBudde <em>(Don’t forget to choose your shirt sizes for your troop!)</em></td>
</tr>
<tr>
<td>01/23</td>
<td>Early Booth picks open for qualifying troops only</td>
</tr>
<tr>
<td>01/25-01/27</td>
<td>Booth Selection Begins at 7 PM Eastern/ 6 PM Central in eBudde (set a reminder!)</td>
</tr>
<tr>
<td>02/03-02/04</td>
<td>Cookie Mega Drop (Cookie Pick up days!)</td>
</tr>
<tr>
<td>02/06</td>
<td>Cookie warehouses &amp; select cupboards open (get more cookies!!)</td>
</tr>
<tr>
<td>02/10</td>
<td>Booth Sales Begin: Reminder to enter girls additional orders, booth sales, and payments in eBudde throughout the season.</td>
</tr>
<tr>
<td>02/14</td>
<td>1st ACH due: deposit at least 15% of total money due to GSGC into troop bank account for the ACH draw</td>
</tr>
<tr>
<td>02/21</td>
<td>2nd ACH due: deposit at least 45% of total money due to GSGC into troop bank account for the ACH draw</td>
</tr>
<tr>
<td>02/27</td>
<td>Digital Cookie Shipped opens</td>
</tr>
<tr>
<td>03/03-03/05</td>
<td>National Cookie Weekend</td>
</tr>
<tr>
<td>03/07</td>
<td>3rd ACH dude: deposit at least 75% of total money due to GSGC into troop bank account for the ACH draw</td>
</tr>
<tr>
<td>03/17</td>
<td>Final date to add girl(s) to eBudde</td>
</tr>
<tr>
<td>03/19</td>
<td>In Person &amp; Digital Cookie Sale ends</td>
</tr>
<tr>
<td>03/20</td>
<td>Collect all remaining payments from parents</td>
</tr>
<tr>
<td>03/21</td>
<td>4th (final) ACH due: deposit 100% of total money due to GSGC into troop bank account for the ACH draw</td>
</tr>
<tr>
<td>04/25</td>
<td>All rewards expected to arrive to CPMs to distribute: distribute rewards and patches to your Girl Scouts who earned them</td>
</tr>
<tr>
<td>04/29</td>
<td>Reward Event: Go Getter Event at Dave and Busters in Panama City Beach</td>
</tr>
<tr>
<td>05/06</td>
<td>Reward Event: Go Getter Event at Dave and Busters in Jacksonville</td>
</tr>
<tr>
<td>06/30</td>
<td>Reward pick up deadline from CPM team(s)</td>
</tr>
</tbody>
</table>
eBuddle™ Enhancements

No matter how the digital landscape evolves, or where you’re at in the Girl Scout Cookie Season, eBuddle will stay bright at the center.

eBuddle has switched to variety view! You will notice that when allocating cookies to girls in the girl order tab, it now lists the varieties of the cookies individually. Category view listing specialty vs core will no longer be displayed! Instead, you can allocate such as Thin Mints, Samoas, etc.

This change will allow eBuddle to communicate more efficiently with Digital Cookie. It will allow girls and parents to keep track of the number of cookies sold, payments made and levels of rewards all in Digital Cookie!

Camp Credits are now an “or” at every level! Find out early if your girls would prefer the camp credits or the alternate reward, that way you can make your selections when submitting rewards. Default will be the alternate reward if no choice is selected.

Initial Order Requirements

Requirements to earn the initial order rewards have been adjusted to be more inclusive for all troops!! The entire troop can earn our themed T-shirt to wear during cookie season. All you have to do is order 200 boxes of cookies for every registered* girl. Once that requirement is met, every registered girl will receive a themed T-shirt and a Goal Getter Patch! Each troop will receive two additional theme T-shirts for the volunteers!

Every troop, including new troops will be able to qualify. Participating Juliettes will order the 200 boxes each to meet the requirements.

*Registered girl is defined as active for the 2022-2023 Girl Scout season in salesforce.

Home Deliveries

We are excited to announce that we have added the option of Home Deliveries for initial order. Any troop that orders over 600 cases during initial order can have their order delivered right to their home! These deliveries will take place the week before Megadrop, so not only will you not have to pick them up, but you will get your cookies early!
The digital world is changing fast. That’s why eBudde™ is engineered to keep you moving at the speed of Girl Scouts.

This year, Little Brownie Bakers® is planning several enhancements to the cookie management system to improve performance, speed and usability. These include security updates, a simplified troop user experience and—of course—the addition of new, shipped only Raspberry Rally™ Girl Scout Cookies!

Updates are also underway to offer you more visibility into important information while you’re on the go. Key areas are delivery agents, cupboards, reports, rewards and the booth scheduler.

Check out all of the new season enhancements and get answers to all of your questions in the Troop User Manual found in the help section of eBudde or by scanning this QR code!

Introducing Cookie Bytes!
Check out our new quick video training for all of the tabs in eBudde. You can find these helpful trainings on GSLearn, at our website under instructional videos on the For Cookie Volunteers page or on our YouTube page.

Cookie Bytes: eBudde

Cookie Bytes: Digital Cookie

Digital Cookie™ Update

This fun, easy-to-use platform from Girl Scouts® lets girls customize how they learn and earn by using technology in new and engaging ways—all while honing their digital marketing skills.

Here’s what you’ll find on Digital Cookie for 2022–2023:

- Integrations for in-person booths and virtual booths
- Mobile App for on the go sales
- Increased connectivity with eBudde for a seamless sale

Learn more: girlscouts.org/digitalcookie
Connect with eBudde™

Need Access to eBudde? Make sure you have filled out your TPM form!

App Basics

A must-have for Girl Scout Cookie™ volunteers, the eBudde cookie management system offers calendar reminders, reports, training and much more—on either your desktop or mobile device. It’s also where sales are recorded so girls can receive their rewards.

Here are some quick steps to get you started:

- Download the eBudde app wherever you typically search for apps
- After you are granted access, look for a welcome email with a link and login information
- Set up your troop—in this step, you’ll enter your troop’s package goal and edit your troop’s rewards settings
- Explore the dashboard on both the desktop and app versions, where you’ll find messages and links to tools and resources you’ll need throughout the season
Bright Ideas Abound!
Whether girls decide to set up shop digitally or in-person—or a combination of both!—the possibilities are endless.

Other ways to Participate

Texting or Phoning Friends and Family
This is a great way to help girls feel comfortable connecting with cookie customers. Experienced entrepreneurs with busy schedules can also benefit from this option.

Social Channels
Social media offers teen girls the opportunity to reach their goals while building digital skills at the same time. Find ready-made cookie graphics, announcements and other social resources for promoting their cookie businesses on LittleBrownie.com and girlscoutcookies.org.

Please Note
Girls are encouraged to post their digital cookie links on their personal social media pages. But remember, for safety reasons, please do not post direct links on public facing pages. Use the troop links for that!
Posting is not allowed on “for sale” sites such as eBay, Marketplace, Craigslist, Amazon or Nextdoor.

Get inspired by the bright stories of Girl Scouts and volunteers! Visit girlscouts.org/poweredbycookies.

Follow Girl Scouts
facebook.com/gscgl
instagram.com/girlscoutsgc
twitter.com/gsgc

Follow Little Brownie Bakers
facebook.com/littlebrowniebakers

Follow Samoas
facebook.com/samoascokie
ingram.com/samoascokie
twitter.com/samoascokie

ATTENTION!
Digital Cookie Shipped Opens February 27th

Girls can customize their online site using Digital Cookie. Once their website is set up, they can tell their network of family and friends on social media that they are taking cookie orders online.

Girls younger than 13 can ask parents or guardians for help. Encourage girls to personalize their website with their goals and cookie pitch; then parents or guardians can post or email links to friends and family.

Customers have two delivery options: In person drop-off or direct shipment to their home. Digital makes no-contact delivery a breeze!

Girl Scouts can ship cookies straight to customers, accept orders for donations or have local customers schedule an in-person delivery. Here’s another bright feature: They can sell the new Raspberry Rally as the first-ever Girl Scout Cookie to be offered exclusively online for direct shipping only.

Action steps you can take to support girls on the platform:
- Encourage girls to get creative with tools like video and livestreaming.
- Teach girls about e-commerce and online marketing techniques as they work toward earning Cookie Business badges.
- Remember to always follow Girl Scouts’ Safety Rules for selling Girl Scout Cookies.

Social media offers a great opportunity for girls to keep climbing toward their goals, while building digital skills. They can begin by using Digital Cookie. Once they have their footing, girls can go to LittleBrownie.com to find cookie graphics and announcements for promoting their Girl Scout Cookie™ businesses.
Cookie Business Badges

Girl Scouts can earn Cookie Business badges by completing requirements that help them develop new skills as they learn and grow their businesses. Badges are official Girl Scouts of the USA recognitions that can be placed on the front of their Girl Scout uniforms.

Learn more:
- girlscouts-gateway.org
- girlscouts.org/cookiebadges
- girlscoutcookies.org/troopleaders
  for poster download

The Girl Scout Leadership Experience

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

**Goal Setting**
Girl Scouts learn how to set goals and create a plan to reach them. *How You Can Help: Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins, such as weekly challenges.*

**Decision Making**
Girl Scouts learn how to make decisions on their own and as a team. *How You Can Help: Talk about how they plan to spend the troop’s cookie earnings.*

**Money Management**
Girl Scouts learn to create a budget and handle money. *How You Can Help: Build on their interest in learning to manage all facets of the cookie business, such as creating a budget to fund a troop experience or figuring out the percentage of customers who selected the donation option.*

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

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

Getting Families Involved

The Girl Scout Cookie Program® is a team effort, and families play a major role. With the support, assistance and encouragement of their family, there’s no stopping a Girl Scout!

To inspire Girl Scouts and their families, check out these helpful resources:

**Cookie Entrepreneur Family Pins**
Families can support their Girl Scouts in learning the five skills while encouraging them to think like entrepreneurs. Families can earn a different pin every year.

**Cookie Program Family Meeting Guides**
Plan a fun and informative family meeting using these guides, which include resources tailored to each Girl Scout grade level.

Learn more:
- girlscoutcookies.org/troopleaders
- girlscoutcookies.org/entrepreneurfamily

*I’m Girl Scout Cookie Season!* Order yours today.
Options for In-Person Participation

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

Here are just a few ideas to get started:

**Door-to-Door**
Girl Scouts can stay local and sell in their neighborhoods—and use Post-it notes and business cards for customers who aren’t home. They’ll also grow their people skills by meeting new neighbors (with the necessary adult supervision, of course.)

**Pop Up Booths**
Would your Girl Scouts feel more comfortable on their own turf? Pop Up Booths, much like lemonade stands, are set up in front of a residence on private property, where they’ll market their cookies to customers in their neighborhood.

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

*Cookie booths must be coordinated by Troop Cookie Managers, may only happen at council-approved locations and must be legally open to, accessible, and safe for all girls and potential customers. For more details, talk to your CPM and visit [girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders).*

**Cookie Sale Toolkit**
Use the tools and tips in this action planner to help girls organize booths for both in-person and virtual cookie sales. You’ll find resources to support a wide range of selling environments, from DIY workplace order stations to customizable social media posts.

**Girl Scouts’ Online Safety Resources**

Girl Scouts and their supervising parent/guardian must read, agree to and abide by the [Girl Scout Internet Safety Pledge](https://www.girlscouts.org/), the Digital Cookie Pledge and the [Supplemental Safety Tips for Online Marketing](https://www.girlscouts.org/). Before engaging in online marketing and sales efforts through the cookie program. You’ll find all of these documents—and everything else you need—in the Misc. Resources tab under [For Cookie Sellers @ girlscouts-gateway.org](https://www.girlscouts-gateway.org/).

**Learn more:**
- [girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders)
- [LittleBrownie.com/social-resources](http://LittleBrownie.com/social-resources)
- [girlscouts.org/cookiebadges](http://girlscouts.org/cookiebadges)
- [girlscouts.org/digitalcookie](http://girlscouts.org/digitalcookie)

**Essential Volunteer Safety Information**

Make sure to review the Volunteer Essentials and Safety Activity Checkpoints. You’ll get just about everything you need, including basic facts, forms and tips for planning outdoor activities, managing troop finances, promoting safety, arranging trips and selling cookies.

- [Girlscouts-gateway.org/volunteers](http://Girlscouts-gateway.org/volunteers)
Helpful Information

Where the Money Goes
Girl Scout Cookie™ fans are especially eager to support Girl Scouts when they have a clear picture of where the money goes. Help them see how proceeds stay local, powering amazing year-round experiences for local girls and preparing them for a lifetime of success. Use the table below for a guide.

How the Cookie Crumbles

Cookie Varieties
Girl Scout Cookies® are $5 per package for core varieties and $6 per package for specialty cookies.

Core:
- Thin Mints®
- Samoas®
- Tagalongs®
- Toffee-tastic® (Gluten-Free)
- Do-si-dos®
- Lemon-Ups®
- Adventurefries®
- Raspberry Rally™ (Exclusively Sold Online for Shipment)

Specialty:
- Girl Scout S’mores®

Cookie Communications
Every Tuesday evening, a cookie communication will be emailed with any cookie updates and deadlines. Any additional updates throughout the week will be emailed through eBudde. Make sure you are opted in to receive emails for both Gateway Council and eBudde, so you do not miss any cookie news!

Transferring troops!
Girls that are participating in cookie sales are not able to transfer troops during the cookie season, between the dates of 01/04 through 03/20.

PGA Earnings
THE HIGHER THE PGA, THE MORE GIRLS EARN!

<table>
<thead>
<tr>
<th>PGA</th>
<th>2022-23 Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-249</td>
<td>80 cents</td>
</tr>
<tr>
<td>250-349</td>
<td>85 cents</td>
</tr>
<tr>
<td>350-449</td>
<td>95 cents</td>
</tr>
<tr>
<td>450+</td>
<td>$1.05</td>
</tr>
</tbody>
</table>

Reminder: All Proceeds earned are property of the troop, not individual girls.

Opt Out Reminder for CSA
Girl Scout Cadettes, Seniors and Ambassadors may choose to opt out of Girl Rewards to receive an additional 5 cents per box. This decision must be unanimous by the entire troop. The opt out form must be signed by each girl and returned to your local CPM by 01/13.

When CSA troops opt out of rewards, they will still receive Theme and Bar patches. The charm patch and charms are not included in these patch sets, they are considered a rewards item.
Initial Order tab in eBudde

1. Click on girl’s name. A new screen will come up. Enter the girl order card needs in the corresponding cookie. Click Save

2. Any Digital Cookie girl delivered orders will automatically appear in the “DOC Girl Del” line. This line is locked and cannot be adjusted.

3. The “total order” line will total the “DOC” line and the “Order Card” Line. This is the total needed for one girl.

4. Repeat for any additional girls that have order card sales

Once all of the order card sales are entered for each girl, you can move on to the troop order. You can order additional cookies by selecting the “Other” or “Booth” lines.

1. “Other” line – This line is for additional cookies for girls to sell, outside of the booth cookies. Click “Other” to enter packages by variety. Click Save

2. “Booth” line – This line is to order cookies that the troop will need for booths. Click “Booth” to enter packages by variety. Click Save

Once you have added all needed cookie packages for girls and troops, eBudde will total your cookies for you. The numbers in the “Plgs Ordered”, “Cases to Order” and “Extras” line are not able to be changed. To change these numbers, you would have to change the numbers entered in the “Girl Total Orders”, “Other”, or “Booth” lines.

1. “Plgs. Ordered” - This line totals all cookies. It will total the “Girl Total orders”, the “Other” and the “Booth” cookies. The number needed for the entire troop is displayed in package count

2. “Cases to Order” – This line will tell you how many cases total your troop is ordering. You must order in full cases when ordering from the warehouse. For example, if you wanted to order 20 boxes of Thin Mints, your cases to order would be 2

3. “Extra” – When you order in full cases, but enter sales in packages, sometimes there are extras. In our example of needing 20 boxes of Thin Mints, you would order 2 cases. The remaining 4 packages would be indicated on the “extras” line

Click the Submit Troop IO button in the right hand corner

Average Sales per Cookie Variety

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

<table>
<thead>
<tr>
<th>Cookie Variety</th>
<th>Average Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thin Mints</td>
<td>26%</td>
</tr>
<tr>
<td>Samoas</td>
<td>19%</td>
</tr>
<tr>
<td>Tagalongs</td>
<td>14%</td>
</tr>
<tr>
<td>Trefoils</td>
<td>8%</td>
</tr>
<tr>
<td>Do-si-dos</td>
<td>9%</td>
</tr>
<tr>
<td>Lemon-Ups</td>
<td>7%</td>
</tr>
<tr>
<td>Girl Scout S’mores</td>
<td>5%</td>
</tr>
<tr>
<td>Toffee-tastic</td>
<td>3%</td>
</tr>
</tbody>
</table>

Remember:
You can place initial orders from your mobile device with the eBudde Troop App! Video training and eBudde help are built right in!
1. Go to Delivery tab
2. Select who is picking up cookies
3. Select if you will be picking up for more than one troop
4. If you are picking up multiple troops, enter troop numbers for each troop
5. Select Delivery Station, the number after the Delivery Station name indicates what Community the location is located in. You can pick up at any location that fits your schedule
6. eBudde will figure out how many time slots you need based on the number of cases you are ordering
7. You can toggle between Line 1 and Line 2 to find an available slot that works best for you
8. Click Submit in top right-hand corner
9. Once submitted, a button will appear in the top middle of page, allowing you to view

Take note of the Pickup code. You will need this at Megadrop.

Time to Select Initial Rewards!!!

1. Go to the rewards tab
2. Select “Fill Out” on Initial Rewards order box
3. Fill in all boxes for the initial order rewards
4. Don’t forget to enter your shirt sizes on the Girls Tab!
5. Click “Submit Reward Order”
Cookie Mega Drop
Feb 3rd and 4th

Follow these guidelines for a smooth cookie pick up!

- Mega Drop is a contactless delivery, please make sure to bring your smart phone for check in and check out
- Know exactly how many cookie cases you ordered for each variety
- Arrive within 10 minutes of your scheduled pickup time. Please do not arrive earlier or later
- Make sure to have enough vehicles to load your order (See the graphic below for help!)
- Pull all your vehicles into the line at the same time
- Check in by texting the pickup code to the phone number on your Delivery Confirmation Sheet
- A bubble sheet will be attached to your car window with your cookie case counts
- At each variety station, count every case before loading into vehicle
- There is a recount station before check out if you need to double check your cookie counts
- Once you are satisfied with your count proceed to the checkout station
- You will be sent a text verifying your pickup. Confirm by responding to the text
- You’re all done! Hurry home to deliver your cookies

HOW MANY COOKIE CASES CAN YOUR CAR CARRY?

- Compact Car: 23 cases
- Hatchback Car: 30 cases
- Standard Car: 35 cases
- Sport Utility Vehicle: 60 cases
- Station Wagon: 75 cases
- Minivan: 75 cases
- Pickup Truck: 100 cases
- Cargo Van: 200 cases

REMEMBER

COOKIES CAN NOT BE RETURNED ONCE THEY’RE PICKED UP!

- Troops are responsible for counting and verifying the total number of cases.
- Troops accept financial responsibility by confirming the pickup by text. Once you leave Mega Drop, the case counts are final, and cookies are the property of the troop.
Inventory Management

Distributing Cookies
Follow these easy steps to ensure a successful delivery to your parents and girls!
1. Notify parents of the date, time and location they can pick up cookies. Give yourself enough time to get home, unload cookies and prepare the receipt books.
2. Sort all cookies before anyone picks up their orders. This will help you identify any potential problems with your order before anyone picks up.
3. Provide each girl with a receipt that shows their balance and the due date for the money.
4. If you have a girl in a multi-household family, be sure each parent picks up their separate orders and ensure each have a signed participation agreement.
5. You should collect money from the girls for their cookies within two weeks of pick up.
6. Make sure to receive payments for cookies before giving out more.

Allocating Cookies
Allocating cookies in eBudde is very important! By allocating the cookies to individual girls in your troops, you are telling the system which reward level they earned. If the cookies are not allocated, the girls will not get the rewards they worked so hard for.

It is best to allocate the cookies and payments immediately as they happen. This not only helps to keep the records straight, but it also helps the girls and parents keep up with how many cookies they have sold. Allocations in eBudde transfer over to digital cookie for parents and girls to see. You can allocate the cookies in eBudde website, as well as on the eBudde app! 

Cookie Receipts
1. Prepare receipts for each girl. When parents pick up have them count and verify their order. Complete a receipt for every cookie transaction and keep them for the season.
2. Remember, parents are responsible for all cookies they sign out. Write a receipt each and every time cookies or money changes hands.
3. Keep receipts in a safe place with the product participation forms.

How to add a cookie order
1. Click the girl order tab.
2. Click on the girl’s name.
3. Click +Order button.
4. Add comment, such as date “In-hand 02/12”
5. Click box to indicate Inv(girl inventory) or Booth.
6. Assign number of packages in the appropriate variety.
7. Add any payments made.
8. Click Save.
Allocating Booth Cookies has had an enhancement this season in eBuddle. Using this new feature is super easy to allocate fairly between the girls at the booth, plus it gives you a record of your sales at each location!

**Booth Cookies**

- Click the girl order tab
- Click “Record a Booth Sale” in right hand corner
- Find the location you are wanting to record sales for in the list under “My Booth Sales”
- Click “Record Sale” button for that booth
- Put in the total number of cookies sold, by variety at that booth
- Click “Go to Distribute”
- This will pull up a list of all the girls in your troop
- Click the “Deselect all” button to clear any check marks
- Mark the girls that attended the booth.
- Click “Distribute”
- Click “Save”

eBuddle will fairly distribute the cookies to the marked girls.

eBuddle will also mark the cookies as paid automatically. So no extra payments need to be entered.

To see the allocations, go to the Girl Order Tab and click on the Girl's name. You will see a line with the booth information and the cookies that were allocated to her.

**Booth Site Sales Report**

You can see all of your booth sales in a NEW report in the Reports tab. Click on the Booth Site Sales report in either PDF or XLSX version.

Be sure to correctly allocate all packages of cookies before placing your troops final reward order! Allocating cookies changes the Sales Report and rewards for the girls!
Ordering More Cookies

Didn’t order enough cookies and now you need more? No worries! It is super easy to order more!

Additional cookies are available for pick up at any cookie cupboard or warehouse location.

Most cookie cupboard will open Feb. 06, 2023. Please keep in mind that the cupboards are volunteer ran, so times and days available will vary.

You must have the eBudde app downloaded on your phone to pick up cookies from a cupboard/warehouse.

You can add volunteers as “Troop Cookie Pick up Only User”. Troop Cookie pick up users will have a sign on for eBudde but will only be able to confirm the cookie pickup. They will not be able to add orders or see anything else in eBudde.

1. Setting a Troop Cookie Pick up Only user:
2. Go to Settings tab
3. Click +Add button
4. Change role to “Troop Cookie Pick up Only User”
5. Fill in Name and email
6. Click Save

Volunteer will need to download the eBudde app and set up a password using the email that eBudde sends before going to the cupboard to pick up cookies.

Placing an Additional Cookie Order

1. Click on Transactions Tab
2. Click +Add button
3. You can select between normal or booth for the cookies. If you select booth, eBudde will place the cookies in your booth inventory cookies
4. Select the location of the cupboard
5. Select a date and time. You will see the schedule for the cupboard under the date and time options. You must select a time that the cupboard is open
6. Input how many cases of each variety you want to pick up

**Cupboards and Warehouses only give out full cases. You can not pick up individual packages**

If a cupboard is out of a certain variety, you will get a pop-up notification.

92% of girls believe they are smart enough to become an entrepreneur
All About Cookie Booths

Cookie Booths give girls an opportunity to reach their goal! Cookie booths are set up in high traffic locations in the community. A Girl Scout cookie booth is not just a “booth” it is the troops storefront business.

Booth Requirements

• A Girl Scout must be present at the booth and wearing Girl Scout attire.
• A registered, background-checked adult must be at each booth.
• Troop number must be visible.
• Price of cookies must be displayed
• No siblings or other non-girl scouts should be at your booth
• Soldier’s Angels Gift of Caring should be promoted for the donations.
• Girls/table must not block ATMs or entrances/exit.
• Booth setup and breakdown should occur no more than 5 minutes before the start or end of a booth. Be ready to do a quick turnover.
• Take all trash and empty boxes with you. Please do not put empty cases in the store trash can. Girl Scouts always leave a place better than we found it.

Best Practices for safety at a booth are two girls and two adults. It makes it more fun, allows for small breaks and draws more attention. However, unpreventable things happen causing scheduled girls to cancel at last minute. In effort to help troops to be able to work all scheduled booths, only one girl will be required at a booth, no matter what level. However, there are additional guidelines in place to make booths as safe as possible:

• A registered, background-checked adult must be present at every booth to handle money and cookies. No tag-a-longs or other non-Girl Scouts allowed at a booth.
• Follow proper girl-adult ratio: If your booth has one girl and one adult, the adult must be related to the girl, and must be registered and background checked.
• If an unrelated adult is working the booth with a Girl Scout, there must be two, unrelated adults present, with at least one of them being registered and background checked.

Hot Spot Locations: *Do Not Contact

Your help is appreciated in securing additional cookie booths, but please do not contact Hot Spot locations unless you are working with the CPM for the Booth Incentive Program.

<table>
<thead>
<tr>
<th>Hot Spot locations</th>
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<th>*Do Not Contact</th>
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<tbody>
<tr>
<td>Publix</td>
<td>All Military Bases</td>
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<tr>
<td>Ace Hardware</td>
<td>Tractor Supply</td>
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<tr>
<td>Winn Dixie</td>
<td>Pounders</td>
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<tr>
<td>Sam’s Club</td>
<td>Shoe Carnival</td>
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<td>Hitchcocks</td>
<td>Azteca Mexican Restaurant</td>
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<td>Lowes</td>
<td>Michael’s Craft Store</td>
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<td>Dollar Tree</td>
<td>Wild Birds Unlimited</td>
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<tr>
<td>Dick’s Sporting</td>
<td>Gators Dockside</td>
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<tr>
<td>TA Travel</td>
<td>Walmart</td>
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</table>
Hot Spot Booths

These booths opportunities are set up by GSGC Product Program Staff and volunteer team. They are located at high-traffic businesses, like grocery stores that GSGC has a partnership with.

Reserving a Hot Spot booth:
1. In eBudde, click the blue + next to the town where you would like to have a cookie booth, then click the blue + next to your preferred location
2. Click on the date that you would like, then select the time you would like to reserve. This time is the beginning time for your booth
3. Click “Submit”

Canceling a Hot Spot booth:
If you are unable to use a booth time slot you have reserved
1. Log in
2. Click the slot again
3. Click “Submit.”

Always cancel booths if the troop is unable to attend, even if the start time has already passed. This will prevent the booth from showing in Cookie Finder for customers.

Troop Booths

Booths that are organized by a troop or parent of a Girl Scout utilizing their business contacts. These booths are not allowed at “Hot Spot” locations.

Reserving a troop booth:
Troop leaders or cookie managers will contact your Community Product Manager prior to reaching out to any location to ensure it is on the list of approved venues. A Troop Booth Agreement (provided by your CPM) must be signed by the business, and the information entered into eBudde under My Booth Sales.

Note: The booth information will be entered into eBudde, so it’s visible for customers in Cookie Finder, but it is not available for other troops to reserve – it’s all yours!

Drive-through booths

1. Contact the business and ask if your troop can hold the drive-through in their parking lot
2. Be safe! We recommend placing orange cones to control traffic and the girls’ wearing neon or reflective vests, so they are visible

Pop Up Booths

1. Set up a booth in non-retail spaces with heavy foot traffic like food truck courts, festivals, or community sporting events
2. Troop Leaders or Troop Product Managers are responsible for getting permission from the manager of the space where they will be setting up their pop-up booth
3. If your troop decides to do a pop-up booth, be respectful and share the space with other Girl Scouts. All safety guidelines must be followed

Virtual Booths:

1. Go live on social media with a cookie booth! Share fun facts about the cookies, recipes and more
2. Set a date for a drive-through pick up for the orders
3. Take all payments on your digital cookie page
4. For teens, social media is a great way to spread the word about their cookie businesses
5. Parents and guardians should do the posting on social media if the girl is under age 13, but the girls should have a hands-on role in marketing their cookie business
Banking Basics

With the addition of ACH banking into our product program department, banking is a breeze! An ACH Payment is a type of electronic bank-to-bank payment. A troop will deposit all their cookie money directly into their troop account, and council offices will take out the cost of the troop cookies in four easy payments. The dates for these payments are as follows:

- **02/14** - Payment for 15% of Total Money Due to Council
- **02/21** - Payment for 45% of Total Money Due to Council
- **03/07** - Payment for 75% of Total Money Due to Council
- **03/21** - Payment for 100% of Total Money Due to Council

To see what your payment will be, on the date of the ACH draw, look at the amount you owe council listed on the sales report in eBudde. Take that amount and multiply by the percentage being taken that day.

A couple of things to remember about ACH:

- We pull the ACH list in the morning on the scheduled date
- It will take 5-7 business days to see the payment reflected in your troop bank account
- The sales report changes with every cookie transaction. If your troop picks up additional cookies, transfers cookies to another troop, or receives any Digital Cookie Payments, your “Amount you owe council” box will change

*Make sure to enter your banking information on the settings tab in eBudde at the beginning of the season.* We are not able to place initial orders for the troop without the troop bank account number.

To enter your banking information in eBudde:

1. Go to Settings tab
2. Click Edit
3. Scroll to bottom of page and enter Bank Name, Bank Routing Number, and Banking Account Number
4. Click Save

Parent Debt

Parents are responsible for the payment of all Girl Scout Cookies they take possession of during the Girl Scout Cookie Program.

- Ensure you have signed receipts for all cookies and payments for each girl and that it is accurately reflected in eBudde
- In the event that money is owed at the conclusion of the program, please complete the parent debt form and submit to CPM by March 24th
- Complete the form in its entirety; incomplete forms will not be accepted. Your eBudde account must match what is on the form
- The signed receipts and Product Participation forms must be attached and must be signed by the person in which you are attempting to collect the payment
2022–2023 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

**Adventurefuls™**
- Real Cocoa
  - Indulgent brownie-inspired cookies with caramel flavored creme and a hint of sea salt
  - Approximately 15 cookies per 6.3 oz. pkg.

**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.

**Treoils®**
- Iconic shortbread cookies inspired by the original Girl Scout recipe
  - Approximately 36 cookies per 9 oz. pkg.

**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.

**Samoas®**
- Real Cocoa
  - Crisp cookies with caramel, coconut and dark chocolate stripes
  - Approximately 15 cookies per 7.5 oz. pkg.

**Tagalongs®**
- Real Cocoa
  - Real Peanut Butter
  - Crispy cookies layered with peanut butter and covered with a chocolate coating
  - Approximately 15 cookies per 6.5 oz. pkg.

**Thin Mints®**
- Made with Vegan Ingredients
  - Real Cocoa
  - Crisp, chocolatey cookies made with natural oil of peppermint
  - Approximately 30 cookies per 9 oz. pkg.

**Girl Scout S’mores**
- Made with Natural Flavors
  - Real Cocoa
  - Graham sandwich cookies with chocolatey and marshmallowy flavored filling
  - Approximately 16 cookies per 8.5 oz. pkg.

**Toffee-tastic**
- Gluten-free
  - No Artificial Flavors
  - Rich, buttery cookies with sweet, crunchy toffee bits
  - Approximately 14 cookies per 6.7 oz. pkg.

**Raspberry Rally®**
- Naturally flavored with other natural flavors
  - Made with Vegan Ingredients
  - Thin, crispy cookies infused with raspberry flavor, dipped in chocolatey coating
  - Approximately 30 cookies per 9 oz. pkg.

**EXCLUSIVELY SOLD ONLINE FOR SHIPMENT ONLY**

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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.
Resources at a Glance

Girl Scouts of the USA
About Girl Scout Cookies®
girlscouts.org
Troop Leader Resources
girlscoutcookies.org/troopleaders
Cookie Business Badges
girlscouts.org/cookiebadges
girlscouts-gateway.org
Cookie Entrepreneur Family Pin
girlscouts.org/entrepreneurfamily
Cookie Family Connection Guide
girlscoutcookies.org/troopleaders
Cookie Program Family Meeting Guides
girlscoutcookies.org/troopleaders
Digital Cookie® Platform
girlscouts.org/digitalcookie
Digital Marketing Tips for Cookie Entrepreneurs
girlscoutcookies.org/digitalmarketingtips
Virtual Cookie Booth Guide
girlscoutcookies.org/troopleaders
Volunteer Essentials
girlscouts-gateway.org

Girl Scouts’ Safety Guidelines

One of the most essential steps you can take to go bright ahead this season is to review all safety guidelines with troop members and their parents or guardians.

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Practical Tips for Parents
- Safety Tips for Product Sales
- Volunteer Essentials and Safety Activity Checkpoints

Find information about Girl Scouts’ safety resources and more:

- girlscoutcookies.org/digitalmarketingtips
- girlscouts.org
- girlscouts-gateway.org

Council Resources

customercare@girlscouts-gateway.org
@gsgcfl
@girlscoutsgrc
877-764-5237

Little Brownie Bakers®
Cookie History, FAQs and Nutrition Information
LittleBrownie.com
eBudde” App
LittleBrownie.com/volunteers and wherever you download apps
FAQs
LittleBrownie.com/pages/faq
Go Bright Ahead Toolkit
LittleBrownie.com/volunteers
Girl Scouts® Built by Me Cookie Planner
LittleBrownie.com/volunteers
Girl Scouts® Cookie Captains
LittleBrownie.com/teens
Girl Scouts® Cookie Rookies
LittleBrownie.com/girls
Girl Scouts® My Cookie Friend
LittleBrownie.com/volunteers
Goal-setting Activities and Tips
LittleBrownie.com
Also on girlscouts.org
In-Person Cookie Sale Guide
LittleBrownie.com/volunteers
Little Brownie Family Guide
LittleBrownie.com/families
Social Media Tools and Graphics
LittleBrownie.com/social-resources
girlscoutcookies.org/troopleaders
Resources for Girls
LittleBrownie.com/girls
Resources for Teens
LittleBrownie.com/teens
Virtual Cookie Sales Tools
LittleBrownie.com/volunteers
Volunteer Action Plan

The first step to a successful Girl Scout Cookie Season is to plan for it. Use the space below to map out the information you need to support girls as they go bright ahead, while having lots of fun!

<table>
<thead>
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<th>Primary Contacts</th>
<th>Key Dates</th>
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<th>eBudde® Sign-Up Info</th>
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<th>Key Actions</th>
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Thank you for all you do as a Girl Scout Cookie® volunteer to support girls!
GO BRIGHT Ahead

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