

**Just
-in-
Time**

Troops

Initial Order Cookies & Rewards

GET READY FOR INITIAL ORDER—DUE JANUARY 11, 2024

Troops and girls can order ahead and pick up cookies prior to the cookie program start date. This allows girls to have cookies on-hand the first day and for troops to be prepared for booth sales. GSDH offers tools and recommendations to help troops determine a comfortable amount. Remember, you can always get more at your local Cookie Cupboard.

- The troop cookie coordinator/co leader will enter Initial Orders for each of your girls and troop in eBudde.
- Advance payment is not required; payment occurs through troop ACH at later date(s).
- Think about what troop participation might look like this year and what the girls sold in previous years. Then consider the girls' goals and what they hope to achieve and/or earn in rewards.
- Consider the number of booths your troop will participate in. These cookies can also be on the Initial Order.
- Use the [Initial Order Worksheet](#) and the [Troop Initial Order Workbook](#) (on the website under Cookie Resources—For Volunteers—Getting Started) to determine what your troop may need.
- Each girls' order is in packages, but the completed troop initial order must be in full cases. There are 12 packages in a case.
- You can only submit your order once. If you have changes, contact your Service Unit Cookie Manager (CM).

HOW TO ENTER YOUR INITIAL COOKIE ORDER IN EBUDDE:

1. Click the “**Initial Order**” Tab
2. Click on the **girl's name** (her order edit screen will appear). Enter her order (as submitted on her Initial Order Worksheet) by each cookie variety **in packages**.
3. When finished with each girl, click the blue “**Save**” button. Duplicate this process for each girl selling.
 - * You will add troop cookies for booths on the “**Booth**” line and any other cookies wanted to the “**Other**” line then click “**Save**”.
4. When your order is complete, click “**Submit Troop IO**”, and you will no longer be able to edit.

Dashboard Contacts Settings **Init. Order** Delivery Girl Orders Transactions Troop Pickups Cookie Exch. Rewards Booth Sales Payments GDC Org. Sales Report Reports Help Center

Troop Initial Order

Uses DDC Girl

- ✓ Jade C.
- ✓ Julia B.
- ✓ Kelsey J.
- ✓ Layla C.

Submit Troop IO

	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	Total
Advf	0	0	0	0	0	0	0	0	0	0
LmUp	0	0	0	0	0	0	0	0	0	0
Tre	0	0	0	0	0	0	0	0	0	0
D-S-D	0	0	0	0	0	0	0	0	0	0
Sam	0	0	0	0	0	0	0	0	0	0
Tags	0	0	0	0	0	0	0	0	0	0
TMint	0	0	0	0	0	0	0	0	0	0
SMr	0	0	0	0	0	0	0	0	0	0
Toff	0	0	0	0	0	0	0	0	0	0

Dashboard Contacts Settings **Girls** **Init. Order** Delivery Girl Orders Transactions

Jade C. Initial Order

Cancel Save

Product	Packages
Adventurefuls \$ 5.00	0
Lemon-Ups \$ 5.00	0
Trefoils \$ 5.00	0
Do-Si-Dos \$ 5.00	0
Samoas \$ 5.00	0

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Initial Order Rewards

QUALIFYING FOR THE INITIAL ORDER REWARD:

- Place an initial order with an average of 275 packages per girl **selling** and all girls **selling** at time of the Initial Order placement will earn the initial order reward. Troops with 3 or more girls earning the IO reward, will receive 2 additional Volunteer rewards!
- eBudde will calculate the per girl average (PGA) based on the **TOTAL** number of packages the troop orders. All girls **selling** + “other” + “booth” lines = total “**Pkgs. Ordered**” line (see below).
- Girls **selling** means any girl that has cookies assigned to them in eBudde. Girls with no cookies on their lines of the Initial Order are not counted as selling or in the average, and are not eligible for the initial order reward.
- Initial Order rewards are sent to the Service Unit Cookie Manager to distribute during Initial Order delivery.

WOULD THIS TROOP QUALIFY FOR REWARD? YES!

A total of **1290 packages** are ordered for this troop, divided by the 4 girls selling (4 girls have cookies behind their names; Chloe E. does not), is an average of 323 packages per girl. The troop would earn 6 Initial Order Rewards (4 girl and 2 volunteer rewards).

Uses DOC	Girl	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
✓	Chloe E.	0	0	0	0	0	0	0	0	0	0
✓	Grace S.	24	6	6	6	24	24	24	24	6	144
✓	Liberty B.	60	48	24	24	96	84	96	24	12	468
✓	Morgan B.	60	24	12	24	60	60	60	36	12	348
✓	Nila C.	12	6	6	6	24	12	24	6	0	96
	Imported	0	0	0	0	0	0	0	0	0	0
	Other	0	0	0	0	0	0	0	0	0	0
	Last Year (Other)	12	6	6	6	24	24	24	24	0	126
	Booth	24	24	24	24	36	36	36	24	6	234
	Last Year (Booth)	48	6	3	12	60	60	60	48	0	297
	Pkgs. Ordered	180	108	72	84	240	216	240	114	36	1290
	Cases To Order	15	9	6	7	20	18	20	10	3	108
	Extras	0	0	0	0	0	0	0	6	0	6

ENTERING THE INITIAL ORDER REWARD:

- Select the Rewards tab then select “Fill Out” in the Initial Order Reward box. Girls, along with whether they earned the reward, will be listed.
- Confirm that you have ordered the same quantity of rewards as girls who earned the reward and placed an initial order.
- Select Submit Reward Order.

Take stock & restock!

Ordering packages for the troop and booths is not an exact science, but here are the average sales per cookie variety, so you can get an idea of how many to order!

- 11% Adventurefuls
- 7% Lemon-Ups
- 5% Trefoils
- 6% Do-si-dos
- 21% Samoas
- 17% Tagalongs
- 21% Thin Mints
- 8% Girl Scout S’mores
- 4% Toffee-tastic

