

Girl Scout Cookie Program

# Volunteer Manual



Troop 41447

February 10 - March 24

## Volunteers support endless possibilities!

It's a fact: Cookie season couldn't happen without the hard work of our volunteers. Thank you for serving as a Troop Volunteer!



### Need help or inspiration?

Scan the QR codes throughout this manual to view resources.



All resources in this guide are available at [gsdakotahorizons.org/CookieResources](https://gsdakotahorizons.org/CookieResources) unless otherwise noted.

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# Proceeds

### Dakota Dough (DD)

Dakota Dough is a Girl Scouts Dakota Horizons (GSDH) issued reward that can be spent on most Girl Scout related activities.

- Girl Membership
- Retail Store
- Events/Programs
- Summer Camp
- Dakota Dough Depot

For complete guidelines on DD, visit [gsdakotahorizons.org/DakotaDough](https://gsdakotahorizons.org/DakotaDough).

### Troop Proceeds

Troops earn \$0.75 for every package of cookies sold. Troop proceeds belong to the Girl Scout troop and not the individual members of a troop.

*Note: Juliette Girl Scouts or girls not in a traditional troop, earn additional Dakota Dough in place of Troop Proceeds.*

### Service Unit Proceeds

Proceeds are given to service units for their support, time and energy with the Product Programs. Proceeds are to be used to enhance and support the Girl Scout Leadership Experience and deliver successful programs to all girls within the service unit.



## Skills they build

The Girl Scout Cookie Program<sup>®</sup> helps Girl Scouts 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 like weekly challenges.



### 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.



### Decision Making

Girl Scouts learn 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.



### 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.



### 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, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.



## How much can your troop earn?

Follow these steps to help guide your troop in the discussion.

- Decide what your troop plans are for next year and how much it will cost.
- Have girls review the rewards to help them set their personal goals.

\_\_\_\_\_ (Troop Goal in Packages)  
x \$0.75 (Proceeds per Box)  
= \$\_\_\_\_\_ (Troop Proceeds)

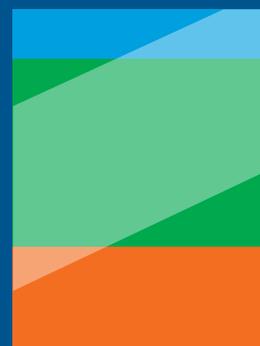
## Rewards

View the rewards to help girls set their personal goals.



## Where does the cookie money go?

Girl Scout Cookies provide support for troops and girls in your local communities. In fact, after covering the cost of goods, 100% of the proceeds stays within Girl Scouts Dakota Horizons.



**17%**  
Proceeds & Rewards

**54%**  
GSLE Programming

**29%**  
Cookie Program Costs

# About the Program

## Safety Resources

Girl Scouts and their caregivers will be prompted when launching their Digital Cookie site to read, agree to and abide by the guidelines for engaging in online marketing and sales efforts through the cookie program. You can also view the Volunteer Essentials and Safety Activity Checkpoints. These include basic facts, forms, tips and more!



## Emergency Procedures

Ensuring the health and safety of girls in any environment is crucial. Having a copy of the Emergency Procedures ensures everyone is prepared to respond effectively in any situation. If you haven't already, be sure to print a copy from Volunteer Essentials so you're fully equipped.



North Region



South Region

## Basic Cookie Standards

**Start Date: Monday, February 10, 2025**

- Girls are on their honor not to begin selling or delivering in-person before the official start date: February 10, 2025. This includes any pre-orders.
- Sales links should never be posted to online resale sites (eBay, Facebook Marketplace, Craigslist, etc.).
- All girls must be registered Girl Scouts for the 2024-25 membership year.
- The price of cookies is non-negotiable with no discounts.
- Cookies may not be purchased for resale.

## Volunteer Responsibilities

- Hold a troop meeting to train families, set dates and deadlines, and explain your expectations.
- Collect completed Family Agreement & Initial Order Worksheet from every participating family.
- Set guidelines early for ordering and picking up cookies.
- Communicate regularly for money due, cookie inventory, and booth opportunities.
- Collect funds often.
- Have families sign receipt for cookies and funds and give them a copy.
- Check in with families weekly on current inventory. If you can, fill other Girl Scout's orders before going to the Cookie Cupboard.

## Family Responsibilities

- Complete and sign the Family Agreement & Initial Order Worksheet.
- Communicate regularly with your troop cookie coordinator for status of cookie inventory, booth opportunities, and turning in funds.
- Families accept financial responsibility for all cookies received (sold or unsold) and funds collected. Make sure to get a receipt for every transaction.
- Girl Scouts will always be involved in the sale of cookies. This can include posters, personalized note, in-person delivery, etc.
- Remember the Girl Scout Promise and Law. At all times, you represent your child, her troop, and Girl Scouts and to act with kindness and respect.

## Ways to Participate

Participating in the Cookie Program is easy. Girls and troops have several ways to creatively reach their goals. Here are just a few ideas to get started:

### In-Person

Girl Scouts can stay local and sell in their neighborhoods—and use door hangers 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.)

### Cookie Booths

Troops or groups of Girl Scouts work together to market their cookies at a pre-approved 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. *See page 10 for more information.*

### Cookie Stands

Cookie stands, for families, are set up in front of a residence on private property, where they'll market their cookies to customers in their neighborhood. Cookie stands do NOT need to be registered in eBudde.

### Digital Cookie

Customers can purchase cookies at a booth, in-person, or online and can have cookies handed to them, shipped, delivered later by the Girl Scout or donated to our Heroes on the Horizon.

### Digital Cookie Troop Link

Troops can also use Digital Cookie to set up a Troop Link for easy electronic payments at cookie booths and accept online shipped orders.



## Digital Cookie: Troop Link

Learn more about setting up  
the Troop Cookie Link.



Digital Cookie is a tool that helps troops and girls run their Girl Scout Cookie business online.

### What can troops do?

- The troop cookie coordinator can set up troop cookie link to accept electronic payments. (*See QR code*)
  - » At a cookie booth, troops can accept electronic payments using the Digital Cookie Mobile App. Payments will automatically be added in eBudde.
  - » On the GSUSA Cookie Finder, customers enter their zip code to find booths in their area or have cookies shipped directly to them. The troop shares these sales with all the girls in eBudde.
- Provide refunds for girls in your troop.
- View girls' storefronts.

### What can girls do?

- Personalize their site with a photo or video.
- Send emails, text, or post on social media to invite friends and family to buy cookies.
- Take online orders, shipped or in-person delivery, with electronic payment.
- When troops use the Digital Cookie Troop Link, families can help at cookie booths by collecting electronic payments.



# 2024–2025 Girl Scout Cookies®

## All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

## The World's Most Flavorful Lineup



### Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt **\$ 6**  
 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 **\$ 6**  
 Approximately 12 cookies per 6.2 oz. pkg.  
 Ⓚ Ⓧ



### Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe **\$ 6**  
 Approximately 38 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 **\$ 6**  
 Approximately 20 cookies per 8 oz. pkg.  
 Ⓚ Ⓧ



### Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes **\$ 6**  
 Approximately 15 cookies per 7.5 oz. pkg.  
 Ⓚ Ⓧ



### Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating **\$ 6**  
 Approximately 15 cookies per 6.5 oz. pkg.  
 Ⓚ Ⓧ



### Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint **\$ 6**  
 Approximately 30 cookies per 9 oz. pkg.  
 Ⓚ



### Girl Scout S'mores® • Made with Natural Flavors • Real Cocoa

Graham sandwich cookies with chocolaty and marshmallowy flavored filling **\$ 6**  
 Approximately 16 cookies per 8.5 oz. pkg.  
 Ⓚ Ⓧ



LAST CHANCE!

### Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits **\$ 6**  
 Approximately 14 cookies per 6.7 oz. pkg.  
 Ⓚ Ⓧ



# Get Ready

## Volunteer Training

Training resources allow you to get up to speed fast on the Cookie Program!

- ❑ Watch program overview in gsLearn. Scan the QR code for step-by-step instructions on accessing gsLearn.
- ❑ Attend your service unit training.
- ❑ Review all cookie program materials and online resources on the council website.

## Just-in-Time Guides

Use these step-by-step instructions throughout the Cookie Program to help guide you through specific tasks. Each guide will be emailed prior to starting tasks and are available on our website. Available guides include:

- Cookie Booth Sign Up
- Placing an Initial Order
- Setting Up Digital Cookie Troop Link
- Placing a Pending Order
- Transferring Cookies
- Cookie Cupboard FAQ
- Booth Recorder
- Troop Finances
- End of Program Checklist
- Final ACH

## Cookie Program Materials

Troop Cookie Coordinators (TCC) will receive the following Cookie Program materials from the Service Unit Cookie Manager:

### For the Troop

- Volunteer Manual
- Receipt Book
- Sample Cookies

### For each Girl Scout

- Cookie Program Order Card
- Cookies 101
- Money Envelope
- Family Agreement & Initial Order Worksheet

All printed materials (and more!) are available on the council website.

## Access Training

Includes step-by-step instructions on how to access gsLearn.



## Primary Contacts

Service Unit Cookie Manager:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email





[www.ebudde.littlebrownie.com](http://www.ebudde.littlebrownie.com)

The eBudde™ cookie management system is where sales are recorded so Girl Scouts get full credit for their hard-earned rewards. It also has calendar reminders, reports, training and much more — on either your desktop or mobile device.

### Quick Tips

- If this is your first time using eBudde, you'll need to get started on the desktop.
- **All instructions in this manual are for the desktop version of eBudde.**
- Download the eBudde app for use during the program. eBudde must be set up BEFORE using the app.
- Visual Learner? Check out this playlist for step-by-step training videos.



## Getting Started in eBudde

1. First time user? On your desktop, visit [www.ebudde.littlebrownie.com](http://www.ebudde.littlebrownie.com), set up a new password, then click CONFIRM. At the profile screen, enter your new password.
  - Returning users can log in using the same username and password as last year.

### 2. Adding Volunteers

- All users are required to be background checked volunteers.
- Click the CONTACTS tab, then ADD +.
- Enter information of additional users.
- Click SAVE.
- eBudde will email the new user a link to sign in.

### 3. Verify Girls

- Click the GIRLS tab.
- Review troop roster.
- Contact Member Services for corrections.

### 4. Download the app

# Navigating eBudde Tabs

Below is a representation of the tabs you will use in eBudde and a list of what you can find under each.

Dashboard	Contacts	Settings	Girls	Initial Order	Delivery	Girl Orders	Transactions
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### Dashboard

Sales summary and important messages from your council/ service unit and links to tools and resources.

### Contacts

View and add troop users and cookie pick-up person.

### Girls

Girls will be uploaded into your troop by council. Contact Member Services if roster is not correct.

### Initial Order

Enter your troop's initial order by girl, and order additional Girl Scout Cookies for booth sales.

### Girl Orders

You'll spend most of your time in this tab:

- Manage girl orders from troop
- Enter girl payments

### Transactions

Find a list of all orders to/from the troop:

- Order cookies from Cookie Cupboard
- Transfer cookies between troops



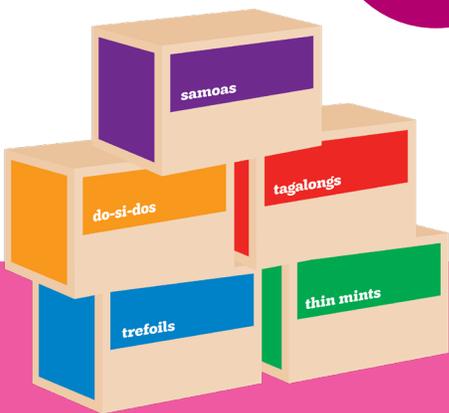
Order cookies easily

Find booth locations

Record booth sales

Exchange cookies

Submit rewards



Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments	Sales Report	Reports	Help Center
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**Cookie Exchange**  
Exchange or find extra cookies with troops in your surrounding area.

**Rewards**  
Select and submit girl's choices of rewards for initial order and final rewards.

**Booth Sales**

- Sign up for council booths.
- Submit troop booths for approval.
- Record booth sales.

**Sales Report**  
Review all sales totals for the troop, including:

- Final package numbers
- Amount due to council
- Heroes on the Horizon donations

**Help Center**  
Find additional information, help, and training videos.

Before you get your Cookie Program started, you'll sign up for Cookie Booths and place an Initial Order in January to have cookies on hand at the start of the program.

## Cookie Booths

Cookie Booths are a great way for Girl Scouts to shine in their communities! There are 2 types of Cookie Booths: Council Scheduled Booths and Troop Scheduled Booths.

### Council Scheduled Booths

Council scheduled cookie booths have been pre-arranged at high-traffic locations.

#### Booth Lottery

The booth lottery begins in January to allow troops to plan their goals with their troop. Signing up for booths during the lottery also helps determine cookies needed for the initial order.

Follow the sign up instructions during the specific times listed below. Troops are limited to 3 slots per sign-up date and they must be 3 separate locations. There will be no limit on the final sign up date. Volunteers can review available booths prior to these dates.

January 3 | 7:00 PM CT/6:00 PM MT

\*Spring Renewal Priority Booth Sign Up January 2 | 7:00 PM CT/6:00 PM MT

January 5 | 7:00 PM CT/6:00 PM MT

January 7 | 7:00 PM CT/6:00 PM MT

Find step-by-step instructions with screenshots on how to sign-up for cookie booths.



#### Sign-up for a Council Scheduled Booth

1. In eBudde, click on "Booth Sales" tab.
2. Click on the "Sign up for a Council Booth" button.
3. Choose the city and find the location.
4. Use the down arrow on the right to select a date.
5. Click on the box for the desired time slot.
6. Click the 'Submit' button.



Tip: Customers find our booths through the Cookie Finder. If you cannot attend your time slot, release it in eBudde the same way you reserved the slot.

### Troop Scheduled Booths

Troops can schedule their own cookie booths with approval from council. These locations must be at businesses/locations that children can enter.

- Do not approach businesses on the council sponsored booth list found in eBudde.
- Troops must register all booths in eBudde at least 48 hours in advance for approval.
- Family Cookie Stands do not need to be registered in eBudde.

#### Register your Troop Scheduled Booth

1. In the Booth Sales tab, click on "Add/Edit a Troop Booth".
2. Click the "Add+" button.
3. Enter the information.
4. Click "Submit".

Your request will show a pending status until reviewed by council for approval.

You can also edit any previously scheduled booths in this same area.

Use the tools below to help you and the Girl Scouts determine the Initial Order for your troop. Placing an initial order supplies the troop and girls with cookies for the first day and to cover the first few cookie booths.

## Family Agreement & Initial Order Worksheet

Parents sign the agreement to participate and complete their initial order.

### Tips:

- **Require all parents to sign the worksheet acknowledging they accept financial responsibility of all cookies for the 2025 season.** This can aid in the collection process if lack of payment takes place.
- Fill in last year's sales if girls participated. In eBudde, select last year's dates in the drop down at the top left of the screen.
- Have girls select all the rewards they would like on the back of the sheet. This saves you time at the end of the program.

## Troop Initial Order Workbook

This workbook shows you what the troop sold last year by variety and calculates your recommended initial order based on last year's numbers. New troops can also utilize the workbook to help calculate their first initial order.

1. Download the Excel workbook from our website or use the QR code.
2. Select the "New Troops" or "Returning Troops" tab.
3. Complete the steps on the worksheet to help determine your troop's initial order.

Download the  
Troop Initial  
Order Workbook



## Calculating the Initial Order

### Due in eBudde by January 9

1. Collect the completed Family Agreement & Initial Order Worksheets from girls.
2. Determine cookies needed for the first week of cookie booths. Reference the initial order worksheet for stats by cookie variety.
3. Review the Troop Initial Order Workbook to compare last year's sales and see recommendations.
4. Follow the steps below to place your initial order into eBudde before the deadline.

Note: eBudde will convert your order from packages to cases by rounding up the total of each variety to the next full case. (12 packages = 1 case)

## Placing the Initial Order

Now you've determined how many packages you need, it's time to place your order in eBudde.

1. Click on the "Initial Order" tab.
2. Click each girl's name and enter the girl's total cookie order in packages.
3. Click the "Submit" button and repeat for each girl.
4. Add troop cookies for booths to the "OTHER" or "BOOTH" lines.
5. Click "Save". You will notice that eBudde will round up your troop total order to the nearest full case.
6. When all orders are entered, click the "Submit Order" button to send your order to the service unit.

### Reminders

- To edit entries, click on the item that needs updated and click save.
- If you have changes after you submit, you will need to contact your Service Unit Cookie Manager (CM).
- Make sure to place the Initial Order Rewards (*see next page*).

Find step-by-step instructions with screenshots on how to place the initial order and initial order reward.



## How many cases can your 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

## Returns/Exchanges

- GSDH will not accept any cookie returns at any point in the program. Please plan accordingly.
- Determine your troop's guidelines for exchanges/returns from parents.
- GSDH will accept warehouse-damaged packages in exchange for the same variety.
- Cookie swaps and transfers between troops are encouraged! Make sure to record all exchanges in eBudde.
- Check the Cookie Exchange in eBudde or council Facebook Exchange pages to exchange cookies with other troops in your area (*page 15*).

## Initial Order Reward

Troops that place an initial order with an average of 275 packages per girl selling will qualify for the initial order reward.

- Girl selling = any girl that has cookies assigned to her line in eBudde.
- The per-girl average can be viewed on the "Rewards" tab once initial order has been entered.
- Troops receive one reward per girl selling and two rewards for volunteers.
- Rewards will be distributed during initial order cookie delivery.

### To submit Initial Order Rewards:

1. Click on "Rewards" tab.
2. Choose "Fill Out" next to the "Initial Rewards Order".
3. Click "Submit".



## Initial Order Pick-Up

Once the cookies have been delivered to the service unit, it's time to pickup your troop's cookies! If your service unit is using eBudde to schedule pickup times, you can follow the directions below. Please be sure to reach out to your Service Unit Cookie Manager for more information.

1. Click on "Delivery" tab across top.
2. Make selection for "Who is picking up your cookies?"
3. Click on a time slot.
4. Click "Submit" once you've made your choice.

### Next Steps

- Make sure you have enough vehicles to take your entire initial order in one trip and don't be late.
- Always sign and keep a copy of your receipt when picking up cookies and distributing to your troop families!
- Do NOT distribute cookies to families during initial order pickup.
- Get your space ready and sort your entire troop's orders before starting any pickups.

Find step-by-step instructions with screenshots on how to schedule your troop initial order pick-up.



## About Pending Orders

When you need more cookies, your troop must place an order at a local Cookie Cupboard (*page 14*) in eBudde. This is called a Pending Order.

- **Pending Orders are important for inventory control at Cookie Cupboards and help to ensure they remain fully stocked with all cookie varieties.**
- As a volunteer, determine how often you will pick up more cookies from the cupboard (ex: once per week) and relay to troop parents.
- All pending orders will be available for pick up during Cookie Cupboard hours (listed in eBudde when placing an order).
- Pending orders can be placed by the package, case, or a combination of both.
- Orders can only be edited at the Cookie Cupboard if you discover you need a different amount.
- Pending orders can be submitted by a Troop CC or troop co-leader and can be picked up by any cookie pick-up person. (*See next page for details.*)

## Place a Pending Order

1. Click on the "Transactions" tab.
2. Click on the "Add+" button.
3. Verify that the "Cupboard" button is selected.
4. Click on the "Select Location" choose Cookie Cupboard location.
5. Enter the date and time.
6. **Edit the "Contact Info" box with pertinent information. Examples: 'Suzie's Order', 'Sarah will pick up'**
7. Verify that "Add Product" is selected.
8. Enter the cookie order and click "Submit".

Find step-by-step instructions with screenshots on how to place a pending order and register a Cookie Pick-Up Person.



## Resources

Use these resources to guide you through the Cookie Program.

### Dakota Horizons

- [gsdakotahorizons.org/CookieResources](http://gsdakotahorizons.org/CookieResources)
- 800-666-2141
- [help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org)

Find procedures, forms, and manuals on the website or call or email Member Services for additional support.

### GSDH Member Connect Facebook Group

[facebook.com/groups/gsdhmembers](https://facebook.com/groups/gsdhmembers)

Join this Facebook group to receive up-to-date information about the program and connect with volunteers.

### eBudde

[eBudde.LittleBrownie.com](http://eBudde.LittleBrownie.com)

Manage the Cookie Program from one location. Order cookies, track girl activity, and submit girl rewards.

### Digital Cookie

[digitalcookie.girlscouts.org](http://digitalcookie.girlscouts.org)

Manage troop electronic payments at cookie booths and view Girl Scouts online storefront. Visit their help page for questions.

### Little Brownie

[littlebrownie.com](http://littlebrownie.com)

Check out the baker's website for exciting girl activities, booth ideas, recipes, and the latest news.

## Cookie Cupboards

A Cookie Cupboard is a troop's go-to spot to get more cookies!

- Cookie Cupboards do not collect any money.
- All orders are transferred to the troop in eBudde at the time of pick up and a receipt will automatically be generated.
- Cookie Cupboard inventory may not be guaranteed.
- We encourage troops to create a Pending Order to ensure availability of cookie varieties.
- Locations and hours of Cookie Cupboards can be found in eBudde when placing your Pending Order & on the council website.

Cookie  
Cupboard FAQ



## Pick Up a Pending Order

You've placed your pending order—now it is time to go pick them up. Anyone picking up cookies for a troop must be registered in eBudde as an authorized **Cookie Pick-Up Person**. Troops may have more than one Cookie Pick-Up Person.

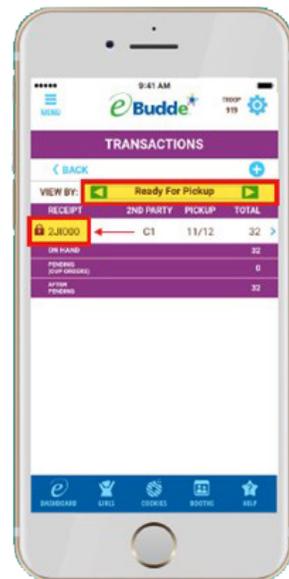
- Add your Troop Cookie Pick-Up Person in eBudde on the "Contacts" tab before sending them for cookies.
- Once entered, they will receive an email with a link to eBudde. Following the link, they will log in using their email and create their own password and download the eBudde app.
- If your pick-up person is already an eBudde user, they **MUST** use a different email address. Once they are designated as a cookie pick-up person, their access to eBudde becomes limited.

### Confirm Pick-Up with the eBudde App

You must confirm your pick-up in eBudde once the cupboard has released your order. If not, your troop will not be able to move these cookies to the girls.

To confirm any outstanding pickup transactions in the App:

1. Tap Cookies > Tap Troop Transactions / Pending Order.
2. Tap the left arrow in the sort menu to view orders that are Ready for Pickup.
3. Just tap an order you picked up and then tap Confirm Pickup to close out the transaction.



## Booth Recorder

**Using the Cookie Booth Recorder in eBudde or the eBudde Mobile App helps council determine the success of cookie booths and locations year after year.** It also helps determine how many cookies by variety are regularly sold at booths. To use the Booth Recorder:

1. Click the "Booth Sales" tab.
2. Find the booth location that you want to record the sales for.
3. Click on the "Record Sale" button.
4. Fill in the amount of cookies sold.
5. Click on "Go to Distribute" button.
6. Select all the girls that participated at the booth
7. Click "Distribute" if you'd like to distribute the sales evenly. To enter them manually, click on the down arrow near each girls name and enter her sales.
8. Click "Save".

Find step-by-step instructions with screenshots on how to use the booth recorder.



## Transfer Cookies in eBudde

Every time cookies are picked up or exchanged, they must be transferred in eBudde to a troop or girl.

All cookies must be transferred to a troop before moving to a girl. Cookies cannot be transferred directly between girls.

### Transfer Cookies from the Troop to a Girl

1. On the "Girl Orders" tab, choose the girl that will be getting the cookies.
2. Click on the "+Order" button.
3. Enter the cookies she will be receiving.
4. Add a comment regarding this transaction. 'Mom requested cookies', 'Cookies from Troop 12345'
5. Click "Save".

Notes Follow the same steps to transfer cookies from a girl back to the troop and enter a negative number to subtract from girl packages.

### Transfer Cookies from your Troop to another Troop

1. On the "Transactions" tab, click on the "+Add" button.
2. Select the "Troop" button.
3. Enter the troop number you are receiving / giving cookies.
4. Edit the "Contact Info" box with pertinent information regarding the transfer. 'Cookies for Mallory', 'Troop Leader Susan requested cookies'.
5. Click on the "Add Product" button if you are receiving cookies or "Remove Product" if you are giving cookies.
6. Enter the cookies to be transferred.
7. Click "Save".

Find step-by-step instructions with screenshots on how to transfer cookies in eBudde.



## Cookie Exchange

Connect with troops in your area to exchange excess cookies throughout the program.

### Exchange Guidelines

- Remind parents to let you know when an exchange happens with another troop or family.
- Always get a receipt that is signed by both parties.
- Determine which Troop CC will be responsible for entering the transfer in eBudde.
- Transfers should take place in eBudde within 24 hours of cookie exchange.

### eBudde Exchange Tab

The Cookie Exchange in eBudde allows you to see what cookies other troops have to exchange and post your extras. Contact information is available so no need to hunt down additional information. Go to the "Cookie Exch" tab to check it out!

### Facebook Exchange Groups

These exchange groups are for volunteers and parents. Links are listed under the Cookie Exchange tab on the GSDH website.

# Cookie Marketing

## Promotional Merchandise

Girl Scout Cookie gear is available to help promote your business whether walking in your neighborhood or at a cookie booth.

Cookie Apparel  
Yard Signs  
Banners  
Cookie Cart  
Fun Patches  
Buttons

Door Hangers  
Thank You Cards  
Money Pouch  
Tablecloth  
Car Magnets  
And more...

Visit [gsdakotahorizons.org/shop](http://gsdakotahorizons.org/shop) to learn how to purchase these items and more.



## 5 for 5 Promotion

The 5 for 5 Promotion was designed to not only give customers a fun chance to win more cookies, but also help girls and troops increase their cookie sales.

### For Customers

When customers buy 5 boxes of cookies, they can enter into an online drawing to win 5 cases (60 boxes)! Five winners will be drawn.



### For Troops

Troops that sell to the winning customer will also receive 5 cases of cookies to donate to a place of their choice. Winning troops will also receive a \$25 GSDH retail gift certificate.

For flyer and entry cards, visit the Cookie Resources website.

## Inspire Girl Scouts to Market Their Cookie Businesses





## Booth Kit

Your Girl Scout Troop has decided to have a cookie booth to expand their Cookie Program experience and work toward their goals, now what?

This Cookie Booth Kit will provide information and ideas to ensure you and your girls have a great experience!

### What it includes:

- Promotional Materials
- Supply List
- Etiquette
- Recording your Sales
- Booth Inventory Worksheet
- Graphics and Signs

Download the  
Booth Kit



## Social Media Toolkit

The Social Media Toolkit gives troops, girls (and parents) tools to highlight their businesses in creative ways and help them meet their goals. You'll have everything you need to have an amazing cookie season!

Explore the toolkit online and click on the graphics to download the images. Get ready to have a ton of fun promoting Girl Scout Cookies this season!

### Action steps to help you get started — and get sharing:

- Create a social calendar that covers different phases of the cookie season, from rallies to booth events.
- Invite girls to join you in brainstorming ideas for social posts that get the attention of cookie fans.
- Take the opportunity to celebrate your troop's achievements on social media.

Download the  
Social Media  
Toolkit



## Cookie Donation



Heroes on the Horizon is our council cookie donation program that encourages girls to ask customers and businesses to donate \$6 for cookies to be donated. Cookies will go to military organizations, first responders and other non-profit organizations throughout the council. In 2024, GSDH Girl Scouts collected over 13,402 packages of cookies for donation!

1. Connect with your cookie customers and share about the cookie donation option.
2. On the order card, mark the donation column, collect the funds and turn them into the TCC.

On Digital Cookie, customers can choose the Cookie Share option when making a purchase and pay electronically.

3. Council facilitates all deliveries of cookies donated through this program. Troops will not receive the cookies for donation, they only collect the funds.



## Bling Your Booth Contest

Are the Girl Scouts in your troop the most creative cookie entrepreneurs around? Let your creative and innovative side soar during the Bling Your Booth Contest!

- All girls must follow booth etiquette guidelines to qualify.  
Ex: Wearing a Uniform
- Upload photo to contest site linked at [gsdakotahorizons.org/CookieResources](https://gsdakotahorizons.org/CookieResources)
- 3 troops will be randomly selected to win a pizza party for their troop (value \$100).
- Participating troops may appear in next year's cookie marketing materials.

## Clip Art & More

LittleBrownie.com is filled with tons of materials to help entrepreneurs grow their cookie businesses. Build digital and in-person marketing campaigns with resources like clip art, cookie photography, virtual backgrounds, booth signage and recipes.



# Money Management

All families are financially responsible for all cookies ordered and received from the cookie cupboard, their troop, or other troops/families. Protect your troop from financial discrepancies by doing the following:

1. Obtain a signed Family Agreement & Initial Order Worksheet from each Girl Scout and keep for your records. *See page 11 for more information.*
2. Issue a signed receipt for every exchange of money and cookies to provide a paper trail of exchanges. Give the white copy to the family for their records and keep the yellow copy for the troop's records.
3. Transfer cookies and enter payments in eBudde as soon as transactions occur. Use the eBudde app for timely recording.
4. Provide families a copy or screenshot of their girl's activity on the Girl Order tab throughout the program. This ensures both parties are verifying transactions.
5. Deposit Girl Scouts' money often. It may be helpful to use separate deposit slips. *See the Just-in-Time for more info.*



Set your troop up for financial success!

## Tips

- As soon as problems become apparent, reach out to council by emailing [help@gsdakotahorizons.org](mailto:help@gsdakotahorizons.org).
- Do not give families additional cookies if they are not turning money in regularly.
- If you feel your troop has too many cookies at any time during the program, reach out to your Service Unit CM or a team member for additional assistance.
- Keep good records. Collect and keep a copy of all Family Agreement & Initial Order Worksheets, receipts, deposit slips for two reporting years per Troop and Service Unit Funds Policy.
- Any misuse of troop funds may result in legal action taken by council.

## Collect & Deposit Money Often

To minimize the risk of outstanding balances:

- Set a weekly turn in date with parents to ensure there are no financial issues at the end of the program.
- Do not hold onto checks for more than one week.
- Deposit money frequently and do not leave funds in unsafe locations.
- Utilize Digital Cookie to collect parent payments to reduce the amount of cash on hand.

Troops without a troop bank account should contact their service unit treasurer or cookie manager for instructions to complete the program.

Find step-by-step instructions with screenshots on managing finances in eBudde.



## Add Girl Payments in eBudde

Troops should record all payments in eBudde. Good record-keeping will help to avoid any confusion over financial responsibility of the cookies. Have all parents/girls sign receipts when turning in funds.

### To add payments from girls:

1. Click on the "Girl Orders" tab.
2. Select the girl.
3. Click the "+Pay" button to record cash and checks received.
4. Enter the amount received from girl.
5. **Always add a comment with important information. 'Cash dropped off by dad'**
6. Click "Save".

Note: This feature will remain open after the program has ended so you can record any late payments.

## Initial ACH

### The initial ACH takes place on March 7.

- This is calculated by multiplying the number of boxes in the troop's initial order by \$1.50 (25%) less any Digital Cookie payments received by council.
- All cookie funds will be collected electronically to council via Automated Clearing House (ACH).
- Troops will receive an email from eBudde approximately 10 days prior to each withdrawal reminding them of upcoming date.
- Bank account information is automatically uploaded by council into the eBudde system from the troop's Bank Account Confirmation ACH Form submission.
- Ensure all collected cookie funds are deposited into your bank account prior to ACH dates.

All forms can be found  
at [gsdakotahorizons.org/  
CookieResources](http://gsdakotahorizons.org/CookieResources)



## Returned Checks

The most common reason checks are returned from the bank for Non Sufficient Funds (NSF) is because they are not deposited promptly.

- Accepting checks is a troop decision.
- If a troop decides to accept checks, council strongly encourages only accepting checks from friends and family members.
- Make deposits on a Friday (most popular payday) to help reduce the chance of receiving a NSF check.

If a check is returned to the Troop as NSF

- Contact council immediately by submitting the NSF form along with the ORIGINAL legal copy of the check.
- If the NSF check is reported to council within 30 days of bank notification, we will assist in the collection process.
- NSF checks reported to council after 30 days of bank notification will need to be collected by the troop.
- Council does not cover any bank fees associated with the NSF check.

Make copies of all documentation prior to sending to council and keep for your records.

## Outstanding Balance from Girls

**Outstanding Balance Form submission deadline is April 4**

All girls/families are financially responsible for all cookies ordered and received. If the troop's attempts to collect funds have been unsuccessful, the troop can submit an Outstanding Balance Form (OBF). The OBF is a request to transfer financial responsibility from the troop to a family for unpaid cookies.

**The troop will remain responsible for the cookies until this request has been approved by council.**

For your request to be considered, the troop must do the following:

1. Update eBudde records.
  - All transfers to/from girl must be recorded with a meaningful comment.
  - All deposits from girl must be recorded with the date received.
2. Notify council by submitting an Outstanding Balance Form as soon as a problem becomes apparent.
3. Attempt to collect the debt on three separate occasions by reaching out to the family by two different methods.
4. Submit all dually signed receipts (signed by family and troop) for review.
  - Family Agreement & Initial Order Worksheet
  - Receipts showing transfer to/from girl
  - Receipts showing payments received from girl
5. Submit a copy of bank activity from beginning of cookie program to current.

## Final ACH

- **The final ACH takes place on April 18.**
- This will be the remaining amount the troop owes council less any Digital Cookie payments and troop proceeds.
- Troops will receive an email from eBudde approximately 10 days prior to each withdrawal reminding them of the upcoming date.
- View the Sales Report tab in eBudde to view final amount.
- Ensure all collected cookie funds are deposited into your bank account prior to ACH dates listed above.

# End of Program Checklist

Congratulations on a fun and successful program! Follow these last few steps to finalize your troop's inventory, rewards, and funds. Lastly, be sure to celebrate your troop's success!

## **Finalize Troop Inventory**

The eBudde system will automatically calculate the rewards earned by girls —but only if the cookies are transferred from the troop inventory to each girl. To ensure that each girl receives the correct rewards, make sure all cookies have been transferred appropriately.

1. Click on the “Girl Orders” tab.
2. Complete transfer from troop inventory or Digital Cookie troop link sales to the girls to make sure they earn rewards.
3. Verify the following totals at the bottom of the screen in eBudde are correct.
  - Girl Totals—This is the total amount entered as sold in each category.
  - Troop Order—This is the troop’s actual packages RECEIVED plus any Heroes on the Horizon sales.
  - Difference—A negative number indicates the troop has remaining inventory not transferred to a girl. A positive number indicates you have transferred more cookies to the girls than the troop had in inventory.

## **Submit Troop Rewards**

eBudde will highlight an item in red if more information is needed (size/catalog selection needed). Once you have submitted the girl’s order, eBudde will display the message in green.

### **To enter reward choices:**

1. Click on “Rewards” tab.
2. Click on the “Fill Out” button next to "Final Rewards Order".
3. Click the girl’s name OR “Edit ALL”.
4. Choose the item chosen by girl and/or fill out t-shirt size as necessary.
5. Click the “Submit Girl Order” button.
  - The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.
6. Click the “Submit Final Troop Reward Order” button. The reward orders for girl and troops are now submitted and can only be changed by the service unit.

## **Finalize Troop Funds**

1. Collect remaining payments from girls.
2. Record all payments for each girl in eBudde.
3. Take final deposits to the bank for final ACH.
4. Fill out Outstanding Balance Form if needed.

Find step-by-step instructions with screenshots to complete the end of program checklist.



# Cookie Calendar

## January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 GSDH Offices Closed	2 Priority Booth Sign-up	3 Cookie Booth Sign-up #1 (Limited)	4
Troops Host Parent/Girl Meetings						
5 Cookie Booth Sign-up #2 (Limited)	6 Troop CC Virtual Training Initial Order Webinar and Q&A	7 Cookie Booth Sign-up #3 (Unlimited)	8	9 Troop Initial Orders Due	10 Digital Cookie Invitation Email to Troop CCs	11
12	13 CM Confirms Initial Orders	14	15 Council Order Submitted	16	17	18
19	20 GSDH Offices Closed	21	22 Digital Cookie Invitation Email to Girls	23	24	25
26	27	28	29	30	31	1

## February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Cookie Delivery	4	5	6	7	8
9	10 Program Starts!	11	12	13	14	15
16	17 GSDH Offices Closed	18	19	20	21 Nat'l. GS Cookie Weekend	22
23 Nat'l. GS Cookie Weekend	24	25	26	27	28	1

# Cookie Calendar

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7 Initial ACH	8
9	10	11	12 Girl Scout Birthday	13	14	15
Girl Scout Week						
16	17	18	19	20	21	22
23	24 Program Ends!	25 Troops Complete all Transfers and Reward Orders		27 eBudde will Close to Troops at 11:59 PM CT	28 SU CMs Verify & Submit Orders	

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 eBudde will Close to SU CMs at 11:59 PM CT	31	1 Council Order Submitted	2	3	4 Outstanding Balance Forms Due	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Final ACH	19
20	21	22	23	24	25	26
27	28	29	30	May 1	2	3
4	5	6	7	8	9	10
Rewards Ship to CMs						