

GET READY FOR INITIAL ORDER-DUE JANUARY 9, 2025

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 will place the Initial Order of cookies for the girls and troop booths in eBudde.
- Advance payment is not required; payment occurs through troop ACH at later dates.
- Collect the <u>Family Agreement and Initial Order Worksheet</u> from families and use the <u>Troop Initial Order</u> <u>Workbook</u> (on the website under Cookie Resources—For Volunteers—Getting Started) to help you determine what your troop may need.
 - *Consider the number of booths for the first week. These cookies should also be on the Initial Order.*
 - *Review the Family Agreement and Initial Order Workbook from each girl.*
 - 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.

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**.
- 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	Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie Exch	Rew	rards	Booth Sales	Payments	GOC	Org	Sales Report	Reports	Help Center
Troop Init	tial Order		1								5	Submit Troop IC	<u> </u>	4				
								\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.	.00	\$6.00	\$6.00		<u>^</u>
Use	Girl							Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	
1	Jade C.							0		0	0		0		0		0	
1	Julia B.	2						U	0	0	0	0	U	0	0	U	0	
~	Kelsey J.							0	0	0	0		0	0	0	0	0	
4	Layla C.		Dashbo	ard Conta	cts Settir	ngs Girl	s Init. Or	der Deliver	y Girl	Orders	Transactions	0	0	0	0	0	0	
Jade C. Initial Order]	
				Cancel Product				Packages			ંર							
					Adventurefuls \$ 5.00				0									
					Lemon-Ups \$ 5.00													
				Trefoils \$ 5.00				0										
					[\$	Do-Si-Dos 5.00			0									
					S	Samoas			0									



QUALIFYING FOR THE INITIAL ORDER REWARD:

- If your troop places an initial order with an average of 275 packages per girl **selling**, all girls **selling** at time of the Initial Order placement will earn the initial order reward. Troops may receive additional rewards for volunteers, based on the size of the troop.
- 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.
- 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).
- *IO Rewards are shipped to the SU Cookie Manager to distribute during Cookie Initial Order delivery.*

WOULD THIS TROOP \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$5.00 \$6.00 \$6.00 **OUALIFY FOR** Uses Girl D-S-D TMint Toff Total Advf LmUp Tre Sam Tags SMr **REWARD? YES!** Chloe E. Grace S A total of **1290** Liberty B packages were ordered Morgan B. for this troop. Divide that by the 4 girls selling Nila C. (4 girls have cookies Imported behind their names; Other Chloe E. does not). This Last Year (Other) is an average of 323 Booth packages per girl. The troop would earn 6 Pkgs. Ordered Initial Order Rewards (4 girl and 2 volunteer Cases To Orde rewards). Extras

ENTERING/SUBMITTING 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.
- Complete Items as necessary (for example if a size is needed)
- Select Submit Reward Order.

Budde Troop 145 Rewards													
Dashboard Contacts Settings	Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales				
Council Cupboard Delivery C Hide Inactive Troops Heart of the Hudson Council Admin Ser. Units SU613 (613)	Troop Rewards Order Forms Initial Rewards Order												
SU618 (618) SU619 (619)	Final R	Rewards Ord	er			View Fill Ou	t Girl Rpt						