girl scouts
of greater new york

Troop Cookie Manager Manual

Girl Scout Cookie Program®

2024

OWN YOUR magic

NYC Girl Scout Cookie Calendar

January 2024

January 15
– Sign-In to eBudde.
  o Update contact information.
  o Confirm troop age level is correct.
  o Enter troop banking information.
  o Verify Girl Scout names and enter t-shirt sizes for all Girl Scouts.
– Sign into Digital Cookie® website as Troop Cookie Manager.

January 17
– Girl Scouts receive Digital Cookie® registration email.

February 2024

February 1
– In-person order taking begins.
– Digital Cookie® websites open for customer orders.

February 9
– Troop ACH form due.
– Cookie Home Delivery form due - Submit a new delivery form regardless of previous year's delivery address.
– Banking information due in eBudde.
– Submit Opt Out form by 5pm, if needed.

February 13
– ACH Test Sweep.

February 16 – February 18
– National Girl Scout Cookie Weekend.

February 28
– Last chance to request to add a Girl Scout to eBudde prior to the end of the initial order period.

March 2024

March 1
– Initial order period ends.
– Girl Scout delivered Digital Cookie option ends.
  o Girl Scouts may continue taking orders using their Goal Getter card and/or Digital Cookie website.
  o Rewards continue to accumulate.

March 4
– Troop initial order due in eBudde by 10pm.

March 5
– Submit initial order discrepancies to Service Unit by 5pm, if needed.

March 6
– Cookie cupboards open.
– Cookie booths begin.

March 16
- Cookie Drive Thru.

March 18 – March 23
– Home deliveries.

March 19
– ACH sweep for initial orders.

April 2024

April 9
– Last chance to request adding a Girl Scout to eBudde prior to the end of the Cookie Program.

April 13
– Last day of cupboards.

April 14
– Last day to complete troop-to-troop cookie transfers.
– Last day for cookie booths during Cookie Program.
– Cookie Program ends.

April 16
– Deadline to allocate cookies to Girl Scouts and submit rewards.
  o Select t-shirt sizes for those who earned one.
– Submit cupboard discrepancies by 5pm, if needed.

April 23
– ACH sweep for 100% of monies owed council.

April 30
– ACH credit for overpayments.

Helpful Resources

Technology

eBudde

digital cookie

digital cookie
Help Center

Council Website & Forms

girl scouts
of greater new york

Cookie Season 2024 Troop Cookie
Manager Agreement

Cookie Season 2024 Home
Delivery Form

Cookie Season 2024
Add a Girl Scout to eBudde

Cookie Season 2024 Girl Scout
Permission Slip

2024 Digital Cookie Connector
Map Opt-In for Girl Scouts

Helpful Videos

YouTube

YouTube

@GirlScoutsNYC

@LittleBrownieBakers

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Meet Your Cookie Team

Girl Scouts of Greater New York
Cookie Team

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We're here to Help.

Scan here to send an email.

The Girl Scout Cookie Program is a beloved tradition and integral part of the Girl Scout experience, where Girl Scouts develop an entrepreneurial mindset, gain new skills, and increase self-confidence. Girl Scouts learn so much from the Girl Scout Cookie Program, and they couldn't do it without you! Thank you for being an invaluable member of our Girl Scout community.

Participant Benefits

The Girl Scout Cookie Program provides essential funds for our council and the troops who participate.

Girl Scouts of Greater New York uses funds from the Cookie Program to:

- Provide financial assistance to young people who would not otherwise have a Girl Scout experience.
- Maintain council properties, including Camp Kaufmann.
- Provide amazing programs with affordable fees.
- Provide knowledgeable staff to support volunteers like you!
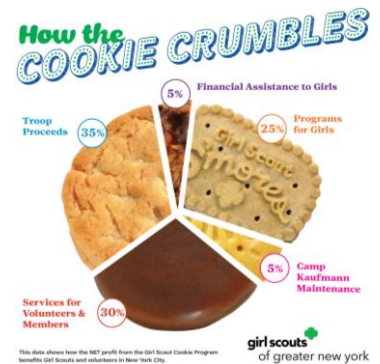
Your Commitment to the Program

Your main job as a cookie volunteer is to honor and live by the Girl Scout Promise and Law. By agreeing to manage the Cookie Program for your troop you agree to follow all policies and meet all deadlines, including the following:

- Be a registered and background-checked Girl Scout adult volunteer.
- Obtain a signed Girl Scout Cookie Permission Slip for each participating Girl Scout.
- Pay in full for each package that your troop accepts.
- Participate in Girl Scouts of Greater New York's Gift of Caring program.
- Allocate cookies to Girl Scouts for every package sold through the end of the program. (This includes in-person sales and booth sales.)
- Ensure that a receipt is completed, dated, and signed for all cookie transactions, and money received or exchanged between troops or individuals.
- Enter all payments and cookies picked up into eBudde under the Girl Scout's transactions.
- Submit final rewards in eBudde at the conclusion of the Cookie Program and once all cookies are allocated to ensure that each Girl Scout recieves the rewards she has earned.
- Deliver individual rewards to every Girl Scout who earned items.

Rewards must be picked up from your Service Unit Cookie Manager before June 30, 2024 (unless prior arrangements are made) or they will be forfeited.

Our Vision

Our vision is a New York City in which every young person feels empowered to lead in their community, workplace, and the world.

Founded in 1913, the Girl Scouts of Greater New York is New York City's largest girls-only leadership program, reaching tens of thousands of young people ages 5 to 17 in every zip code of the five boroughs.

For nearly a century, we have provided programming that has helped Girl Scouts become leaders. In addition, we have participated in major events and activities across our five boroughs. Following are just a few:

- In 1913, one year after Girl Scouts of the USA was founded, the first New York troop started in Manhattan. One year later, Girl Scouting began in Staten Island. Queens, Brooklyn, and the Bronx followed suit within the next few years.
- In 1917, the first troop for girls with disabilities began in Brooklyn.
- When women won the right to vote in 1920, Girl Scouts helped at the polls.
- At the same time, the Manhattan Council drafted the first comprehensive study on racial diversity.
- Girl Scouts in New York held the first citywide cookie sale during the era of the Great Depression.

Cookie Executive Committee

The Cookie Executive Committee is a Girl Scouts of Greater New York specific program, created by our CEO, Meridith Maskara! Girl Scouts of all ages qualify to join the Committee by selling 500+ packages of cookies. As members of the Committee, Girl Scouts participate in quarterly professional development workshops, inform, and plan the Girl Scout Cookie Program in New York City, choose which rewards Girl Scouts can earn, and more. Members of the Cookie Executive Committee are sometimes asked to participate in special events, National Girl Scout Cookie Weekend, GSUSA focus groups, and media opportunities (NY1, PIX 11, and Good Morning America).

National Girl Scout Cookie Weekend

This annual occasion honors creative and successful Girl Scout Cookie entrepreneurs across the country, as well as the positive change that cookie earnings make possible. It will commence February 16 – February 18, 2024. Be sure to share your Digital Cookie link with your customers.

Gift of Caring

Our Gift of Caring Program (GOC) is a council-wide service project where customers may purchase packages of cookies for a charitable cause. Girl Scouts collect the money, but do not physically take possession of the cookies. GSGNY will then deliver the cookies to our partners throughout the city. This is a wonderful program that helps local organizations while boosting each participating Girl Scout's cookie sales, thus helping them reach their goals quicker. Everyone is encouraged to participate!

How it Works

- Girl Scouts will accept donations towards the purchase of additional packages of cookies.
- Each donated package costs $7.00.
- Cash received from in-person GOC sales is given to the Troop Cookie Manager, who will enter the sales into eBudde, so the Girl Scout will receive credit.
- Digital Cookie may be used to donate cookies.
    - Customers will not pay shipping fees on cookies donated using a Girl Scout's or troop's Digital Cookie website.
- Girl Scouts and troops will receive rewards and troops will earn rebates for each donated package.
    - Troop rewards are based on the combined total of all Girl Scouts GOC packages. Troops do not take possession of the cookies — Girl Scouts of Greater New York will facilitate the deliveries of donated cookies.

Fun Fact

Girl Scouts who participate in Gift of Caring sell an average of 120 more packages of cookies than those who do not!

TOP SELLER TIP

Increase your sales by asking customers if they would like to donate their change towards the purchase of a box of cookies for Gift of Caring.

Gift of Caring

eBudde Instructions

- Do not forget to allocate cookies to each Girl Scout by inputting the number of donated packages under the GOC column in eBudde. You may add GOC cookies at the time of your initial order and/or anytime during the program using the **Girl Orders** tab. Troops will not receive physical inventory for GOC packages. No action is needed for cookies donated ordered through Digital Cookie.
- Allocate a payment for these cookies to each Girl Scout, so their balance remains $0.00.
- The Sales Report will automatically calculate your troop proceeds (troop rebate) and show you the amount owed to council.
- Individual Rewards will automatically be calculated for each Girl Scout with GOC numbers allocated.

Gift of Caring Individual Rewards

25 donated packages — **Gift of Caring Patch**

100 donated packages — **$15 Cookie Dough**

200 donated packages — **$25 Cookie Dough**

Gift of Caring Troop Rewards

50 donated packages — **Two (2)
2024 Volunteer Patch**

300 donated packages — **Two (2)
Eco-Friendly Bowls**

500 donated packages — **Two (2)
Adult GSUSA 2024 – 2025 Membership**

Gift of Caring is a great way to support our community!

Selling Options

There are two main ways that girls may sell Girl Scout Cookies: in-person or online through their personalized Digital Cookie website. Please provide your Girl Scouts and their families with clear instructions about the start and end dates of the program! **Key dates are listed on the calendar page at the front of this manual**.

Please log into eBudde and Digital Cookie in January to become familiar with how the site works, and to make sure all of your Girl Scouts are listed in your troop. If you do not see a Girl Scout, she may not be currently registered with your troop -- this is an issue! It means that her cookie sales will not be attributed to your troop. To correct this, submit a **request to add the Girl Scout to eBudde** via the form located on our **council's website or scan the QR Code under Helpful Resources**. **It is important to ensure that all participating Girl Scouts are listed under the correct troop in eBudde prior to the first day of Digital Cookie sales on February 1, 2024.**

In-Person

- Beginning on **February 1st**, Girl Scouts may begin taking pre-orders using their paper **order card**. Girl Scouts can ask neighbors, family, and friends if they would like to purchase cookies. Safety is our number one priority, so ensure an adult supervises all activities.

- Remind Girl Scouts to ask their **friends, family, and teachers** if they would like to place an order for cookies. Try a texting or call campaign to make lots of sales quickly!

- Girl Scouts may use (with employer's permission) their caregiver's **workplace** contacts to ask if they would like to purchase cookies.

- **Booths** are a fantastic way to increase sales and they run from **March 6th to April 14th.** Please refer to the Booth Section of this manual for details.

Online

- Girl Scouts may send out marketing emails asking their friends and family if they would like to purchase or donate cookies using their **Digital Cookie** website. **Digital Cookie** websites will begin taking orders on **February 1st**.

- Customers can have their cookies direct shipped to their home or choose the girl delivered option (if turned on) in Digital Cookie. The girl delivered option allows customers to pre-pay for their cookies and have them personally delivered by a Girl Scout after their initial order is received.

- Encourage Girl Scouts to set up their Digital Cookie website when they receive their registration link in January and to send out marketing emails the first day of the program and again when the **free shipping** promotion **begins.**

Fun Fact

More than 80% of GSGNY's Cookie Program orders are processed through Digital Cookie!

Digital Cookie

You play a key role in encouraging and supporting Girl Scouts and their caregivers to use the Digital Cookie selling platform. Digital Cookie allows families to participate when it is convenient for them, and it enables Girl Scouts to reach family and friends regardless of where they live in the country.

Getting started is super easy and only takes four steps to complete! All they need to do is one (1) register, two (2) set up their site, three (3) invite customers, and four (4) track their sales. **All registered Girl Scouts in your troop will receive their own personalized registration link via email in mid-January. The registration link will be sent to the email address that was used when registering for the current membership year**. For a more robust experience, Girl Scouts are encouraged to download the Digital Cookie Mobile App from either the App Store or Google Play. Digital Cookie resources can be found at **girlscoutsnyc.org**!

Benefits of Using Digital Cookie

- Girl Scouts are not limited geographically and may reach a larger consumer audience.
- Caregivers may input in-person orders from the girl order card directly into Digital Cookie for the initial order which will flow over to the **eBudde Initial Order tab** for your approval prior to submitting your troop's initial order.
- Girl Scouts may make reward selections and enter their shirt sizes as they earn rewards. The troop volunteer may export the reward selection data from Digital Cookie at the end of the season and use it to fill out and submit rewards in eBudde.
- Troop Cookie Managers may **add inventory and payments** when allocating cookies in eBudde by checking the INV column, thus allowing Girl Scouts to manage their physical inventory.
- Girl Scouts may **track their sales in real-time**.
- The **Digital Cookie App** offers a contactless payment option with optical character recognition (OCR) for in-person sales using the Digital Cookie Mobile App.
- Payments are automatically transferred into eBudde for **quick reconciliation**.
- **Interactive games** develop program knowledge while making it fun to learn.
- Girl Scouts may earn their **Cookie Business badge and Entrepreneur Family pin** following the steps on their personalized website.

Fun Fact

Girl Scouts who sell both in-person and online using their Digital Cookie website have a Per Girl Average (PGA) of 235 vs. a PGA of 90 for those who sell only in-person.

TOP SELLER TIP

Set up your Digital Cookie website before the season begins on February 1, so you are ready to share you site on day one (1).

Digital Cookie

Girl Scout Delivered Digital Cookie Orders

Girl Scouts may accept Girl Scout delivered orders using Digital Cookie. **Caregivers will have the ability to de-activate Girl Scout Delivery in Digital Cookie** if they choose. If they do not turn this option off, customers will have the opportunity to order cookies, pay via credit card, and expect the cookies to be delivered by a Girl Scout.

Approved girl delivered orders will automatically update in the Initial Order tab in eBudde until your troop has submitted the initial order. These cookie orders will then be delivered to your troop either during a home delivery or cookie drive thru.

Please remind your families that they must approve each girl delivered request if they are able to fulfill the customer order. Approvals must be completed within five (5) days from customer purchase. Orders not approved within the timeline will either be cancelled or donated per the customer's request at time of purchase.

Each girl delivered cookie order will need to be marked as delivered in Digital Cookie by the caregiver **after** the order has been physically delivered to the customer. Marking the order as delivered generates an email confirmation to the customer that is sent via Digital Cookie. **Please do not mark orders as delivered until actual customer delivery occurs as it will cause customer confusion if they have not received the order.**

Digital Entry of In-Person Sales for Initial Order

Caregivers may enter their Girl Scout's initial cookie orders from their paper order card directly into Digital Cookie. Once entered and saved in Digital Cookie, it will then appear on the Initial Order tab in eBudde. **You will then be able to review their submission, and either approve or amend the order before submitting your troop's initial order.**

Reward Selection

Every Digital Cookie sale counts towards individual Girl Scout rewards and while earning troop rebates. Girl Scouts may view their sales progress in Digital Cookie and may make reward selections and enter shirt sizes as they reach each reward level. **It will be important for you to allocate cookies throughout the season to ensure that Girl Scouts have the most up-to-date information possible.**

Fun Fact

100% of the baker reward's packaging is either recyclable or reusable!

Digital Cookie

How Digital Cookie Works in eBudde

The order detail and payment for each order will appear on the Girl Order tab in eBudde. Payment to the troop for those cookies will appear on the **Sales Report** tab and be applied to the Girl Scout in eBudde. You should not need to allocate the girl delivered cookies purchased online, if you do not submit your troop's initial order until after the initial order period closes. **Please do not submit your troop's initial cookie order prior to March 1st** to allow the girl delivered cookie varieties to filter into eBudde. Submitting earlier than March 1st may cause troop inventory shortages if girl delivered orders are approved and you are unable to fulfill the orders.

Digital Cookie payments and transactions appear under the Payments and Sales Report tabs in eBudde as "DOC SHIP" (shipped), "DOC DLVR" (girl delivered), "DOC DON" (donated), DOC PICKUP (delivered by a Girl Scout via a booth site), or "DOC INHAND (In Hand). You will also see corresponding transactions under the Girl Orders tab. eBudde will automatically calculate council payment and troop proceeds (troop rebate) for your digital orders.

Caregiver Email in eBudde

Caregiver email addresses are added to eBudde and are listed on the Girls tab. This enables you to verify the email address that was imported into Digital Cookie. This field is editable by you. **However, please note: if you update the email address in eBudde, it will not automatically update the information in Digital Cookie.** Please let us know you have made updates by emailing us at digitalcookie@girlscoutsnyc.org. This will enable us to ensure the Girl Scout's Digital Cookie website and GSUSA membership record are updated too! When emailing us, please include your **troop number** along with the **Girl Scout's first and last name**, so we can make sure all databases match.

Submit address changes here!

OWN YOUR magic

Digital Cookie - Troop Site

The Digital Cookie **troop site** is an additional selling tool that you may set up and use throughout the cookie season. Your troop site functions the same way as an individual Girl Scout's Digital Cookie site. You may use this site to collect cookie orders on behalf of all the Girl Scouts in your troop. The only difference is, **you will need to allocate the cookies sold via the troop site at the end of the Cookie Program**, so that all participating Girl Scouts in your troop receive credit. **When setting up your Digital Cookie troop site, do not change the preferred name.**

Girl Scout Cookie Finder

The Girl Scout Cookie Finder is an interactive tool managed by GSUSA and is used to help customers locate cookie booths by entering their zip code. Once a zip code is entered, the system will display nearby cookie booth locations. The Girl Scout Cookie Finder will also display a link to a nearby Troop Digital Cookie site where customers may order shipped cookies; if desired. **The Cookie Finder uses an algorithm to display one (1) troop Digital Cookie site per zip code search in a randomized order.**

Find Cookies! | ZIP Code | Go > | Follow Girl Scout Cookies

Girl Scout Cookie Finder

Identifying Troop Links

Two (2) unique troop link URLs are listed on your Troop Dashboard in Digital Cookie: Troop Virtual Booth Link and Troop's Ship Only Link. The Troop Virtual Booth Link functions the same as a Girl Scout's link allowing orders for shipped, donated, girl delivered, and in hand orders. You may turn off Girl Delivery from your troop's Digital Cookie website if you choose. It is important that you confirm the troop link before sharing it with your consumer audience, if you do not wish for girl delivery to appear as an option. **A URL ending in ?fpkp=1 allows customers to place girl delivered orders if this function is enabled in Digital Cookie for your troop.**

Our Troop's Virtual Booth: Open for Business

Status: Published Learn more

Troop Virtual Booth Link: https://DigitalCookie.GirlScouts.org/scout/troop12359-512?fpkp=1 (i)

Copy Link View QR Code

Click to view Troop's Ship Only Link (i)

Details: Zip: 80219 Lead: Jennifer Campbell Edit

Digital Cookie - Troop Site

Cookie Booth Pick Up

Once a cookie booth has been reserved and approved in eBudde, you may turn on the **Pick Up Option** in your **Digital Cookie Troop Link** profile. This allows customers to place cookie orders and pay with a credit card in advance of the pick-up event at your designated location on a pre-determined date and time. Approval of each order is required by the designated Digital Cookie Troop Site Lead and may be done through the My Orders tab in Digital Cookie.

Digital Cookie Benefits for Troops

- Sharing your troop's Digital Cookie website links allows customers to purchase girl delivered, shipped, and/or booth pickup cookies increasing troop rebates and helping Girl Scouts reach their goals.
  - o The **Pick Up** option must be selected in Digital Cookie to enable customers the ability to pre-pay for their cookie booth orders.
- Approved Troop Digital Cookie websites appear on the national Girl Scout Cookie Finder allowing customers to place donated or shipped cookie orders helping your troop to reach a larger consumer audience.
- Contactless payment option with optical character recognition (OCR) for in-person booth sales using the Digital Cookie Mobile App.
- Digital payments are automatically transferred into eBudde for easy reconciliation.
- Ability to experience the individual/family elements such as badges, learning and customer pages.
- View your troop goal progress in Digital Cookie by entering your goal into eBudde.
- Individual Girl Scout initial paper orders entered by the caregiver automatically feed into eBudde saving data entry time.
- Girl Scouts may enter their reward choices and shirt sizes allowing for you to export the information from Digital Cookie for quick entry into eBudde.

Digital Cookie – QR Code

What is a QR Code?
A QR code (short for "**quick response**" code) is like a machine-readable barcode typically consisting of black and white matrix of dots that form squares and are typically used for storing URLs. These QR codes are easily read by a digital device, such as a smartphone with built-in camera. By using QR codes, an individual can quickly access a website without the need to open a web browser.

You may have seen QR codes in a magazine, on a store flyer, on social media, t-shirt, or even a restaurant menu.
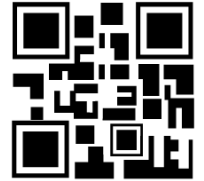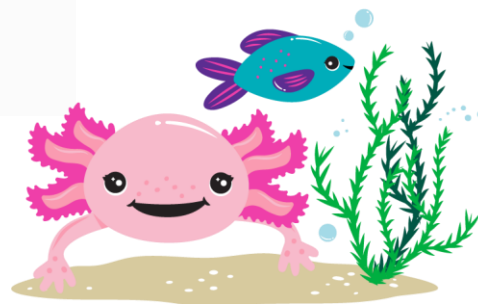
How can a QR Code Help My Cookie Sale?
A QR code can help you quickly share your Digital Cookie site with people without the need to write down, type out, or remember your full URL! When someone uses their smart device's camera to view your QR code, a link will pop up on their screen. Simply tap it to access it.

How Can I Get One?
Digital Cookie automatically generates a QR code for your website once it is published. You may locate it in the **Digital Cookie App** by clicking on "**Visit My Site"** or accessing it from the "**Home**" page of your **Digital Cookie** website by clicking on "**View QR Code**."

Cookie Pro Tip

Screenshot your QR Code on your phone and place it on flyers to share!

Safety Tip

Do not share Digital Cookie links with strangers if girl delivery is enabled!

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Troop Rebate and Rewards

Troop Rebate

Troops will earn $1.20 per package for all cookies sold during the program. Your troop must have a troop bank account to participate in in-person cookie sales. If your troop does not have a troop bank account, your Girl Scouts may only sell cookies online through Digital Cookie and any credits remaining in eBudde at the end of the program will remain with council and may be used by the troop for membership renewal fees and GSGNY programming only.

Opt Out of Rewards Option

Junior, Cadette, Senior, and Ambassador troops are eligible to receive an additional $0.10 per package in lieu of individual rewards. Multi-level troops with younger Girl Scouts (Daisy or Brownie) are not eligible to Opt Out. To opt out of rewards you must do the following:

- Let the Girl Scouts decide if they wish to earn individual rewards or if they wish to earn additional rebates.
- All Girl Scouts must agree to participate. Do not coerce Girl Scouts to choose this option, if they are hesitant.
- Girl Scouts are eligible for the following patches, if they meet the individual patch requirements: Cookie Theme, Goal Getter, Cookie Techie, Gift of Caring, and Number Bar for highest level of packages sold.
- **Complete the Opt Out form located on our website and submit it before you submit your initial order and no later than Friday, February 9, 2024, at 5:00 p.m.**
- Do not submit your initial order until you confirm that the "Opt out of rewards for additional proceeds" box in eBudde has been marked. Your troop's rebate structure will be finalized once you submit your initial order.

Individual Rewards

Girl Scouts may earn a variety of rewards for their achievements in the Girl Scout Cookie Program. From official Girl Scout badges to symbols of accomplishment in the form of patches, cool reward items, and fun experiences, there's something for every Girl Scout! The individual reward levels are located on the back of the order card. **All rewards are cumulative, and Girl Scouts may continue working towards their goals until April 14, 2024.** Girl Scouts whose troop chooses to opt out of rewards will not receive rewards but will be eligible for patches.

Troop Gift of Caring Rewards

Troop volunteers may earn rewards if your Girl Scouts sell Gift of Caring packages, and your troop reaches the specified level of packages donated to the council's Gift of Caring program. **Troop Gift of Caring rewards are cumulative, and your troop will receive two (2) items at each level.** Please refer to the Gift of Caring section of this manual for reward information.

Family Involvement

Troop Cookie Meeting

Schedule a meeting with your troop and their families prior to the start of the Cookie Program. Make sure to invite anyone who will be handling product and/or money – mom, dad, grandparents, and/or caregivers. You should establish expectations, set deadlines, explain the importance of the Cookie Program, set sales goals and recruit help for cookie booths and cookie pickups.

Prior to the Meeting

1. Complete the troop training and familiarize yourself with the training materials located on the council's website and in the help center of eBudde.
2. Set a cookie meeting date and inform your families.
3. Research troop spending needs to help set your troop's sales goal.
4. Ensure that each of your Girl Scouts are registered for the **2023–2024 membership year**.
5. Check eBudde to ensure that all your participating Girl Scouts are listed under the Girls tab and submit a request to add any Girl Scouts who are not listed.
6. Establish deadlines based on Cookie Program dates.

Meeting Checklist

Below is a basic checklist of topics for your cookie meeting.
- ✓ Explain the history of the Cookie Program and review the five (5) skills.
- ✓ Review the health & safety guidelines as outlined by the CDC, state, and local health authorities.
- ✓ Obtain a signed **2024 Girl Scout Cookie Permission Slip** available on the GSGNY council website for each participating Girl Scout.
  - o Caregivers may pick up cookies separately or live-in separate households, so be sure to get a signed form for every adult picking up product.
- ✓ Explain the deadlines and financial responsibilities.
- ✓ Provide each Girl Scout with an order card.
  - o **Multi-household families**: Provide an additional order card to use while the Girl Scout sells at each household, if the families are collecting money separately.
- ✓ Review the cookie varieties, allergens guide, flavor descriptions, and prices.
- ✓ Set a troop package goal based on planned troop activities.
- ✓ Ask your Girl Scouts to set selling goals and **collect shirt sizes, then input the sizes into eBudde at the beginning of the program**.
- ✓ Be direct about rules and business ethics.
- ✓ Remind Girl Scouts to collect contact info from each customer on the order card.
- ✓ Discuss booth rules, requirements, and proper booth etiquette.
- ✓ Encourage participation in the Gift of Caring program.
  - o Research shows Girl Scouts who participate in Gift of Caring sell an average of 120 packages more than those who do not participate in Gift of Caring.
- ✓ Talk about the benefits of participating in Digital Cookie.
  - o Research shows that Girl Scouts can double their sales over those who sell only using the order card.

eBudde™ App

Technology

As a volunteer you will manage the entire cookie season using the eBudde technology platform.

There are two versions of eBudde that you may access: either eBudde App or the desktop version.

Log in at eBudde.littlebrownie.com

- Your council will grant you access to eBudde.
- You will receive a registration link via email once you are loaded into the system.
- Click the link and setup a new password, then click **Confirm**.
- At the profile screen, enter your new password.

Confirm your troop settings

- Click the **Settings** tab, then click **EDIT**.
  - o Please do not alter troop number in eBudde.
- Enter your **troop goal** in packages.
- Check your troop **level** to ensure that it is correct. If not, contact your council to update it.
- Check to ensure the **Opt out of rewards for additional proceeds** box is checked; if your troop is a Junior, Cadette, Senior, or Ambassador troop and your troop has chosen to receive additional proceeds in lieu of individual rewards. Reach out to your council Cookie Team if it is not and you have chosen this option.
- Enter banking information. Refer to the Banking section of this manual for instructions.
- Click **SAVE**.

GSGNY kindly requests that you do not OPT OUT of emails from eBudde as you may miss important Cookie Program communications.

Add additional users

- Click on the **Contacts** tab, then click **+ADD**.
- Select the additional user's role from the drop down menu.
- Enter email addresses of additional users. This will include people picking up cookies at a cupboard or delivery station and booth recorder users. If you are the Troop Leader or Troop Cookie Manager, do not list yourself as a Troop Cookie Pickup Only User, Booth Recorder Only User, or Troop View Only User. No need to add yourself under Troop Leader if you have already been assigned a Troop Cookie Manager Role in eBudde.
- Click **SAVE**.
- eBudde will email newly added users a registration link to sign in.

Technology

This chart highlights the tabs you may have access to in eBudde and lists their primary functions. **Please check your dashboard daily for important messages from your councl's Cookie Team.**

TAB	DESCRIPTION
DASHBOARD	This is the main screen you will see every time you sign into the system. **Please check the orange messages box daily to see if updated messages have been posted.** Your Cookie Team will frequently post important information, along with important links to tools and resources.
CONTACTS	This tab lists your user information that you completed the first time you signed into eBudde. You may edit personal information, except for email address. Please ensure that your name and address information is listed correctly with no spelling errors. This information should not be entered in all lowercase or all uppercase letters. If you are the Troop Cookie Manager or Troop Leader do not list yourself as Troop Cookie Pickup Only User, Booth Recorder Only User, or Troop View Only User.
SETTINGS	After you sign into eBudde for the first time, go to the **Settings** tab and click **EDIT**. • Check your **level** to ensure that your troop is listed correctly. Levels are Daisy, Brownie, Junior, Cadette, Senior, Ambassador, or Group. If you are a multi-level troop, it should be listed as a group. Please contact your troop's SUCM or a member of the council's Cookie Team to adjust your level if it is not correctly listed. • Enter your **Troop Goal** in packages. • Enter **banking information**. **Refer to the Banking section of this manual for instructions**. • Enter the initial order deadline. **Do not put a date in earlier than March 1, 2024**. • Add additional troop users including Troop Cookie Pickup Only Users and Troop Booth Recorders, if needed. • Click **SAVE** to save information.
GIRL SCOUTS	This tab lists all Girl Scouts who are attached to your troop in eBudde. Please ensure that every Girl Scout who is participating in the program is listed on this tab. Pay special attention to name spelling and grade to ensure it is correct. Submit a request to add a Girl Scout to eBudde using the online form for any missing Girl Scout and email the Cookie Team if you encounter spelling or grade errors. Please do your best to ensure that all Girl Scouts are listed correctly prior to the start of the program on February 1, 2024. Moving and adding Girl Scouts to eBudde after the start of the program may cause errors with Digital Cookie orders.
INITIAL ORDER	You will enter your troop's initial order using this tab. All girl orders must be entered separately by Girl Scout. Digital Cookie orders should flow automatically into the system, but please double check the girl delivered orders total for accuracy. You may order booth cookies on credit when you submit your initial order, but please ensure that you enter them under the booth line. **eBudde will round up to full case amounts and your troop will be financially responsible for the extra packages needed to complete full cases**. Your Initial order cannot be changed once submitted. Carefully review the totals before hitting SUBMIT ORDER. **Refer to the Initial Order section of this manual for instructions**.
DELIVERY	This tab allows you to select your initial order delivery site. It will become available for you to select in the system once you submit your initial order. Home deliveries require a minimum of 80 cases. You must submit a delivery form if you are choosing home delivery. **Refer to Delivery section of this manual for instructions**.
GIRL ORDERS	This tab allows you to allocate cookies to Girl Scouts who have sold additional cookies through in-person sales, cookie booths, or additional gift of caring packages. You will also enter the Girl Scout's cash payments through this tab. Initial orders will be entered onto the initial order tab, but initial order payments should be entered under the girl order tab. You may also see all digital cookie transactions that a Girl Scout has sold via her website. **Refer to the Inventory Management section of this manual for instructions on allocating cookies and payments**.

Technology

This chart highlights the tabs you may have access to in eBudde and lists their primary functions.

TAB	DESCRIPTION
TRANSACTIONS	This tab is a listing of all cookies ordered throughout the program, including digital orders, additional cupboard pickups, troop-to-troop transactions, and your initial order. You will use this tab to order additional cupboard cookies or to complete a troop-to-troop transaction. **Refer to Ordering More Cookies and Transferring Cookies section of this manual for instructions on placing cupboard orders or troop-to-troop transfers**.
COOKIE EXCHANGE	The Cookie Exchange allows you to see what cookies other troops have available to exchange and/or allows your troop to post extras you may have to exchange. Quantities are listed in packages.
TXN Pickups	The Transaction Pickups tab lists all cupboard transactions that have been released to your troop. This is where you will confirm that you have picked up your cupboard orders.
REWARD	The rewards tab is where you will select girl rewards and enter a t-shirt size, if a Girl Scout earned one. Some reward levels will offer multiple choices for a Girl Scout to choose what she likes best. Please ensure that you select the correct reward choice for the receiving Girl Scout and that a t-shirt size is entered for any Girl Scout who earned one. Final rewards will be submitted at the end of the program, and you should allocate all cookies to Girl Scouts before you make reward selections and submit your final rewards order. **Please refer to the Closing the Program section of this manual for additional details**.
BOOTH SALES	The Booth Sales tab is where your troop may sign up for a council sponsored booth and/or enter a request for a troop booth. **Refer to the Booth section of this manual for additional details**.
SALES REPORT	The Sales Report tab reflects all transactions for your troop in the system. It will show you the number of packages your troop has sold, along with Digital Cookie and Gift of Caring sales. You will also find a breakdown of payments, troop proceeds and amount your troop owes council.
REPORTS	This tab enables you to run several system reports. The cupboard report lists open cupboards, hours of operation, and location and the delivery station report will display delivery locations. You may also run a Booth Site Sales report which lists your booth sites and sales, if entered. You may also pull rewards reports by Girl Scout or troop. These reports will provide you a list of earned rewards. Additional reports for the GSUSA Digital Order Card system (DOC) will be available. Four (4) reports will be available: • DOC Added Girl – lists all Girl Scouts added to your troop in Digital Cookie. • DOC Orders by Girl – lists all orders sold online by Girl Scout. This report may be filtered by order type (shipped & donated, shipped, delivered & donated, delivered, donated; or by mobile type (in hand or mobile). • DOC Financial Report by Girl – lists the finances of the orders sold by the Girl Scout online. You may filter it by type. • Girl Delivery – Varieties Only- By Girl – This report will list by girl delivery orders by variety only. This will help you reconcile Digital Cookie girl delivered orders. **Refer to the Digital Cookie section of this manual for additional information**.
HELP CENTER	The eBudde help center is designed to guide you through the basics of eBudde. You will find any additional information you may need here, including the eBudde user manual.

Need step-by-step help?
Check out our resources on YouTube.

@GirlScoutsNYC   ▶ YouTube   @LittleBrownieBakers

Initial Order

Initial Order

Throughout the Girl Scout Cookie Program, eBudde is your best friend. This is where you will order cookies, keep track of sales, and more. The first part of the program, from **February 1 – March 1**, is considered the **initial order period**. During this time, Girl Scouts sell using their order card or through the Digital Cookie website.

After the initial order period, Girl Scouts may continue to sell using their Digital Cookie website, Goal Getter Order Card, or at cookie booths. **Girl Scouts will continue to earn individual rewards until the program ends on April 14**. Your troop's initial order is due in eBudde on **March 4,** and you must submit it **by 10 p.m**. If you discover an order discrepancy after you submit, contact your Service Unit Cookie Manager before March 5. **Payment is due once you submit your initial order, so ensure 100% of monies owed to council for the initial order are deposited into your troop bank account before the ACH Sweep on March 19.** Booth cookies ordered with your initial order are issued on credit if entered on the Booth line. Initial orders may be placed from your smartphone or tablet using the eBudde App.

Initial Order Tab

Three (3) rows are listed adjacent to each Girl Scout's name on the Initial Order (IO) tab (Order Card, DOC Girl Del., and Total Order). The order card row enables you to enter girl order card totals by variety for each participating Girl Scout. DOC Girl Del. are pre-paid Girl Scout delivered orders, approved by the caregiver, and transmitted to eBudde from Digital Cookie. The Total Order is the combined cookie totals from the Order Card and DOC Girl Del. rows that will be distributed to each Girl Scouts upon receipt of your troop's initial order.

1. Click each Girl Scout's name that has **REVIEW PIO** next to it to confirm the Parent Initial Order (PIO) that was submitted by the caregiver using Digital Cookie. A new screen will appear enabling you to confirm or edit the PIO. Make changes if needed. You may click **REVERT** if you would like to restore the original PIO values**.** Click **SAVE** to confirm the order and then click **OKAY** on the popup box with the header "**SUCCESS.**" The text next to the Girl Scout's Name on the Initial order tab will now read **SAVED**.

2. Enter packages sold using the girl order card for each Girl Scout that participated but does not have **REVIEW PIO** next to their name. Click the Girl Scout's name and press the Tab key to navigate the fields and enter the Girl Scout's total cookie order in **packages** by variety. Gift of Caring cookies sold during the initial order may be entered into the Gift of Caring field. Click the **SAVE** button to save order changes for the Girl Scout and then click **OKAY** on the popup box with the header "**SUCCESS.**" This will complete the order for that Girl Scout. The text next to the Girl Scout's name on the IO tab will now read **SAVED**.

3. Repeat steps one (1) and (2) for each Girl Scout until all Girl Scout orders are entered.

4. BOOTH – Click **BOOTH** at the bottom of screen. A new screen will appear. Press the Tab key to enter by packages and variety the number of cookies for booths; if desired. Click **SAVE** when complete.

5. OTHER – Click **OTHER** at the bottom of screen. A new screen will appear. Press the Tab key to enter in packages and variety the number of cookies. Click **SAVE** when complete. Use this line for any Girl Scout delivered orders that were purchased using the Troop Site. **Troop Site Girl Scout delivered cookies do not automatically transfer to your initial order tab in eBudde and must be added manually.**

6. IMPORTED – The quantities in this row should be zero.

7. EXTRAS – This line will include the extra packages that will be added to your troop's order to calculate full cases. **eBudde will automatically round up your package quantities by variety to make full cases (12 packages). For example, if the troop order has 10 packages of Samoas, the system will round up your troop's order to 12 packages or one (1) case for that variety. Providing you with two (2) extra packages you may use to fulfill additional orders. You are financially responsible for extras.**

8. Carefully review the totals. If correct, click **SUBMIT TROOP IO**. Changes cannot be made to your Initial Order once submitted. Contact your Service Unit Cookie Manager if an error has occurred.

Delivery – Initial Order

Initial Order Delivery Options

There are two (2) ways in which you may receive your **Initial Order** cookies: **Cookie Drive Thru** or **Home Delivery**. It is imperative that you **select a delivery location in eBudde after you submit your Initial Order**. If your troop's initial order is under 80 cases and you are unable to pick up cookies at a drive thru, please contact your Service Unit Cookie Manager for assistance in pairing your troop with another for a home delivery.

Girl Scout Cookie Drive Thru Locations

Our **Cookie Drive Thru** option is available to all troops. There are no initial order minimums to pick up at these locations and you can choose whichever location fits your needs. There are four (4) cookie drive thru locations. Delivery date and times will be listed in eBudde and time slots are available on a first come, first served basis.

Borough	Date	Drive Thru Location Name	Address
Bronx	March 16	TBD	TBD
Brooklyn	March 16	Brooklyn Army Terminal	140 58th Street, Pier 4, Brooklyn, NY 11220
Queens	March 16	NY Hall of Science	47-01 111th Street, Corona, NY 11368
Staten Island	March 16	Zion Lutheran Church	505 Watchogue Road, Staten Island, NY 10314

Get your cookies quicker! Consider picking up at a drive thru!

Home Delivery

Home delivery to a site located within the five (5) boroughs of NYC is available for troops with a **minimum initial order of 80 cases** as set by our bakery partner. Troops may request a group delivery to reach this minimum by having multiple troop orders delivered to the same location. A **Home Delivery form** must be submitted prior to **February 9**. This form is located on our council website. It is recommended that you submit a Home Delivery form if you are considering this option, so team members can import the delivery site data into eBudde, if you meet the minimum initial order requirements. **All troops must submit a new delivery form regardless of previous home delivery.** Home delivery address data from previous years will not be available in eBudde. A form must be submitted to the council for it to be listed in eBudde.

Delivery Tab

The **Delivery** tab allows you to select where you would like to receive your Initial Order. Complete the following steps to select the site.
1. Click on the **Delivery** tab.
2. Answer the questions in the box.
   a. **Who is picking up your cookies?**
      i. -Select someone from my troop if the cookies are going to your location.
      ii. -Select some other troop (or my SU) if your cookies are going to another location.
   b. **Will you be picking up for more than one troop?** Yes or No.
      i. -If yes, please add the other troop number(s). You may add two additional troops on this screen. Please reach out to the council Cookie Team if there are additional troops.
      ii. -If you are not picking up for an additional troop, select no.
3. Click **SUBMIT** when complete.
4. Select your **Delivery Station**:
   a. A listing of the available delivery sites may be found by clicking the carrot on the box that appears on the screen. Locations are listed alphabetically. Make your selection from the list of locations available. **Home Delivery locations will be marked (private)**. **Please do not select a home delivery location unless prior arrangements have been made.**
5. Click **SUBMIT** when complete.
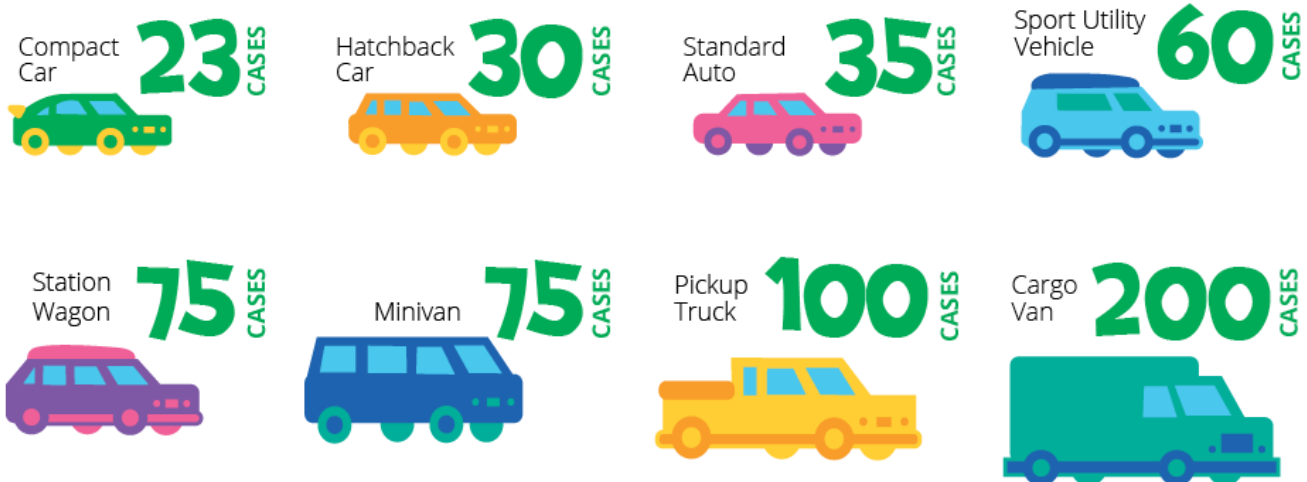
Delivery - Cookie Drive Thru

Steps for a Successful Cookie Drive Thru Pickup

Please review the steps below to ensure a successful cookie delivery. If you are unable to arrive on time at your cookie drive thru, contact the council Cookie Team immediately. No changes will be made to orders. Additional cookies may be picked up at a cookie cupboard. **Count, count and count again!** Once you confirm receipt of the cookies and leave the premises you are responsible for the cookies, and we will be unable to replace missing or damaged product.

- View your delivery confirmation from the **Delivery tab** in eBudde and bring it to the delivery to ensure accuracy! **You will not be able to make changes to your order and all cookies must be picked up.**
- Bring enough vehicles to fit your entire order (see chart below) and remove all extra items (including unused car seats and storage boxes) from the vehicle before arriving on site.
- Dress for the weather.
  - o You will be required to get out of your vehicle and count the cookies as they are loaded, so dress appropriately for weather conditions.
- Arrive on time at your chosen drive thru location.
  - o Inform the drive thru team if you have multiple vehicles.
- **Count your cookies** and confirm the quantities are correct **before they are loaded** into your car.
  - o You are financially responsible for all cookies accepted and signed for at the delivery.

How Many Cases Can My Car Carry?

Compact Car **23** CASES

Hatchback Car **30** CASES

Standard Auto **35** CASES

Sport Utility Vehicle **60** CASES

Station Wagon **75** CASES

Minivan **75** CASES

Pickup Truck **100** CASES

Cargo Van **200** CASES

Important Note
Girl Scout cookies cannot be returned or exchanged once they are signed for.
You are financially responsible for all cookies that you accept. When in doubt...recount!

Free Shipping

Digital Cookie is a great Cookie Program tool for many reasons – it's easy for Girl Scouts to set up and it's convenient for their cookie customers. It also ensures the cookies arrive quickly. However, the biggest complaint we hear from customers is that the cost of shipping is prohibitively high. To combat this, we have implemented free shipping promotions! These promotions were a big hit at our council during the last three (3) seasons, so we will be offering it in 2024.

Here are some very important things to know about Digital Cookie free shipping:

- While it's free for the customer – **it's not actually free!**
  - **Girl Scouts of Greater New York pays for all shipping costs** during the free shipping periods. We make this investment to benefit the Cookie Season for all, so please take full advantage!
- No promo code is needed.
  - The free shipping discount will be automatically applied at checkout.
  - Gift of Caring purchases will not count towards the minimum packages needed to secure the free shipping discount.
- Free shipping is intended for legitimate cookie customers and for your own personal orders.
  - It should not be used to ship large quantities of cookies to a Girl Scout's home for resale.
  - **Do NOT use free shipping periods to place In-Person Initial Orders** – this is **very costly to our council's finances** and may result in the termination of free shipping periods in the future.
- The free shipping promotion is scheduled to occur during the initial order period in February.
- Encourage your Girl Scouts to set up their Digital Cookie site immediately so they are ready to take customer orders at the start of the Cookie Season.

Banking

Banking Basics

Your troop is financially responsible for all cookies that you accept throughout the Cookie Program. Girl Scout cookies may not be exchanged or returned to Girl Scouts of Greater New York.

Payment is made via an ACH sweep of your troop's bank account on record. You will need to enter your banking information into eBudde on or before **February 9, 2024**. You may enter this information under the Settings tab in eBudde. Please enter your bank name (the name on your troop's bank account (ex. Troop 0816 not your name or the financial institution), routing number, and account number.

If your troop does not have a troop bank account, your Girl Scouts may only sell cookies online through Digital Cookie and any credits remaining in eBudde at the end of the program will remain with council and may be used by the troop for membership renewal fees and GSGNY programming only.

Initial orders must be paid in full by **March 19, 2024**, so please ensure that your cookie money is deposited into your troop bank account in advance of the ACH sweep. GSGNY will not require payment for booth cookies that are submitted using the booth line on the initial order tab. **GSGNY reserves the right to alter or cancel initial orders if your March 19th ACH sweep payment is not successful.** Please adhere to these banking dates to ensure sufficient funds are available for sweeps. Payment for booth cookies and cookies picked up at local cupboards throughout the Cookie Program will be remitted during the final ACH sweep on April 23. A $6.00 non-sufficient funds fee will be added to your balance owed to council for unsuccessful payments.

Banking Dates for ACH Sweeps

February 13 — Test Sweep
March 19 — 100% of initial order
April 23 — 100% of money owed council
April 30 — ACH Credit for troops with a negative balance in eBudde

Banking Tips

- Deposit the full amount collected into your troop account several business days before each ACH sweep date.
- We will sweep the amount you owe council as listed in eBudde. Refer to your Sales Report tab for specific totals.
- Refunds for overpayments will be ACH credited back to your troop account upon conclusion of the Girl Scout Cookie Program.
    - GSGNY retains overpayment credits for troops without bank accounts.
- We do not recommend taking personal checks. A troop assumes financial responsibility for any checks accepted and will cover any non-sufficient funds fees should they occur.
- Please note that checks may take up to two (2) weeks to clear your account.
    - Only accept checks that are drawn from local banks and are pre-printed with the customer's name and address.
    - Write the customer's driver's license number, state, and personal phone number on the front of the check.
    - Enter your troop number and booth location or first name and last initial of Girl Scout on the memo line for each check accepted.

Distributing Cookies

Follow these simple steps to ensure a successful delivery to your Girl Scouts and their families!
- Notify families of the date, time, and location they can pick up their cookies. Give yourself enough time after delivery to organize your cookies and prepare the receipts for each order.
- If a Girl Scout has multiple households, prepare separate receipts and be sure each caregiver picks up their separate orders.

Cookie Receipts

- Prepare cookie receipts for each Girl Scout. When caregivers pick up make sure they count and verify their order.
- Complete a receipt every time cookies or money changes hands.
- Caregivers are financially responsible for all cookies for which they sign, so receipts are essential.
- Keep receipts in a safe place along with the Girl Scout Cookie Permission Slip.

Allocating Cookies and Payments

It is important to allocate cookies to individuals to ensure that they receive credit for each package sold, so they may earn rewards. Cookies that are purchased through a Girl Scout's personalized Digital Cookie website will not need to be allocated and payments will automatically be applied in eBudde, but you should confirm accuracy of the data in eBudde with their Digital Cookie information.

Follow these steps to allocate cookies to each individual Girl Scout. You should allocate cookies for each additional cookie pickup or a booth. In addition, you should evenly distribute cookies sold via your troop's Digital Cookie link to all participating Girl Scouts. Allocating cookies is important because every package counts toward individual's rewards! Girl Scouts must be given credit for every package of cookies that they sell throughout the program. Please ensure that you allocate all cookies sold throughout the program and that the Difference line on the Girl Order tab in eBudde reflects zero (0). A negative number indicates cookies that have not been allocated.

Adding Only Payments

You may add a payment to a Girl Scout at any time.
- Click the **Girl Orders** tab.
- Click on the **name of the Girl Scout** you are applying payment.
- Click **+PAY**.
- Enter the **payment details** into the **Comment** field (date and descriptions).
- Enter by dollars, the amount into the **PAID** field.
- Select INV if you would like the payment to reflect on a Girl Scout's My Orders tab in Digital Cookie.
- When finished, click **SAVE**.
- A popup box will appear with the header "**SUCCESS**" and the text "Payment for (Girl Scout First Name, Last initial) has been saved. Click **OKAY** before proceeding.

Cookie Pro Tip

Allocate payments throughout the season to make closing your program a snap!

Inventory Management

Allocating Cookies to a Girl Scout

Cookies sold during initial order using the paper order card and at cookie booths are already paid for by the customers and the money is turned in to the troop. To keep the accounting correct enter each Girl Scout's cookies and the amount paid so the balance due by the Girl Scout remains $0.00.

- Click the **Girl Orders** tab.
- Click on the **name of the girl** who should get the credit.
- Click +**ORDER**.
- Enter the transaction details, e.g., Cupboard Order 2/10 or Booth Event 2/15, into the **Comment** field.
- Using the tab key, move across the fields and **allocate cookies** into the appropriate category (Gift of Caring, Cookie Booth, Cookie Oher, Spec. Booth, Spec. other).
- Enter the **payment** received for the cookies.
- When finished, click **SAVE**.
- A popup box will appear with the header "**SUCCESS**" and the text "Order for (Girl First Name, Last initial) has been saved. Click **OKAY** before proceeding.
- Click **CANCEL** to return to the **Girl Orders Summary** view. Repeat these steps for additional girls.

The system will not allow you to allocate more cookies than what you have assigned to your troop in eBudde. The **Difference line** on the **Girl Order** tab **should be zero** if all cookies have been allocated. If the numbers on the **Difference line** are **negative (-)**, then you have **not allocated** all cookies to Girl Scouts.

Sending Girl Order Information to Digital Cookie

You may send **offline/paper order card sales** to Girl Scout's **My Orders** tab in Digital Cookie by checking the box labeled **INV**. Once the field is marked, eBudde will calculate and send the total number of packages and payments to Digital Cookie. eBudde will not send individual records over to Digital Cookie.

Allocating Booth Cookies to a Girl Scout

Cookies sold at a booth are allocated on the Booth Sales Tab.

- Click the **Booth Sales** tab.
- All approved booth locations will appear on your screen.
- Click **RECORD SALE** next to the **booth location** you wish to allocate cookies.
- Enter the **number of packages**, per **variety**, that you sold at your booth.
- Enter the **number of packages** for **Gift of Caring** that you sold during the booth sale.

Steps for Distributing Cookies Evenly Among Participants:

- Click the **GO TO DISTRIBUTE** button.
- A new screen will appear listing the Girl Scouts in your troop along with a check mark next to their name.
- **Confirm** the **Girl Scouts** who participated in the booth.
- If you wish to distribute the cookies evenly, among the Girl Scouts that were at the booth, click the **DISTRIBUTE** button, then click **SAVE**.
- A popup box will appear with the header "**SUCCESS**" and the text "Your Booth Sale Distribution has been saved. Click **OKAY** before proceeding.

Steps for Uneven Distributing Among Participants:

- If you wish to distribute different amounts to participating Girl Scouts, you may **(De)select All Girls** to remove all participants, then locate the Girl Scout by name who did participate and click on the carrot icon next to her name. Enter the package numbers into the fields. The fields are **Cookie** for core packages, **Spec.** for specialty cookies, and **GOC** for Gift of Caring. Once all cookies are assigned to participating Girl Scouts, click the **SAVE** button.
- A popup box will appear with the header "**SUCCESS**" and the text "Your Booth Sale Distribution has been saved. Click **OKAY** before proceeding.

Repeat these steps to allocate cookies for any additional booths that your troop has hosted.

Allocating Gift of Caring Cookies to a Girl

Packages purchased in-person for Gift of Caring after the initial order was submitted may be allocated to Girl Scouts under the GOC column on the Girl Orders tab. Girl Scouts must have cookies allocated in the GOC column to earn Gift of Caring Rewards. Gift of Caring cookies will be distributed by the council at the end of the Program.
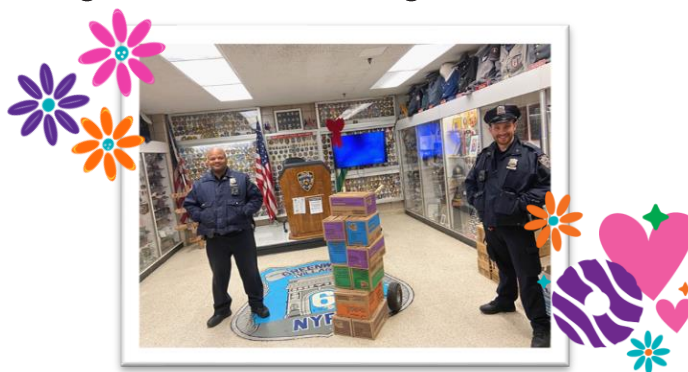
Inventory Management

Allocating Troop Site Cookies to Girl Scouts

Upon conclusion of the cookie program, it is important to reassign any cookies sold under your troop link from the Digital Cookie site. To do so, please complete the following steps to ensure you zero (0) out all packages and payments prior to allocating these cookies to the Girl Scouts.

- Click the **Girl Orders** tab.
- Locate the **Troop Site**.
- Click on your **Troop Site**.
- Click **+DISTRIBUTE**.

Steps for Distributing Cookies Evenly Among Participants:

- Click the **GO TO DISTRIBUTE** button.
- A new screen will appear listing the Girl Scouts in your troop. Each will have **Check** in the box next to all your **Girl Scouts**.
- If you wish to distribute the cookies evenly, among participating Girl Scouts, click the **DISTRIBUTE** button, then click **SAVE**.
- A popup box will appear with the header "**SUCCESS**" and the text "Troop Site Allocation has been saved." Click **OKAY** before proceeding.
- Click **SAVE** after all entries have been completed.
- Click **CANCEL** to return to the **Girl Orders** tab.

Steps for Uneven Distributing Among Participants:

- If you wish to distribute different amounts to participating Girl Scouts, locate the Girl Scout by name and click on the carrot icon next to her name. Enter the package numbers into the fields. Field names are **Cookie** for core packages, **Spec.** for specialty cookies, and **GOC** for Gift of Caring. Once all cookies are assigned to participating Girl Scouts, click the **SAVE** button.
- A popup box will appear with the header "**SUCCESS**" and the text "Troop Site Allocation has been saved." Click **OKAY** before proceeding.

To prevent confusion, please wait until the conclusion of the Cookie Program to allocate Troop Site Sales.

Ordering More Cookies

Cookie Cupboards

From time to time your troop may need to order additional cookies from one of our cookie cupboards. Cupboards will be located throughout the five (5) boroughs. You may find the list of cupboard locations and hours of operation in eBudde. It is important to review the following:

- Cupboards begin opening on **March 6**.
- **All cupboards must have a pending transaction** placed in eBudde at least 24 hours prior to pickup.
- All cupboards use an **electronic signature** for confirmation of receipt of cookies by the troop.
  - Sign into eBudde for the first time prior to going to a cupboard and know your eBudde username and password before you arrive to pick up cookies.
- Add caregivers and trusted individuals as "Troop Cookie Pickup User Only." This will allow other trusted individuals to pick up cookies in your place.

Placing a Cookie Cupboard Pickup Order

- To ensure that we are sufficiently stocked in each Cupboard location, troops are required to place a pending order 24 hours before picking up cookies.
- On the **Transactions** tab, click **+ADD** box.
- Select **NORMAL** for a cupboard pickup transaction or **BOOTH** if you are picking up cookies to sell at a booth.
- Select **Cupboard.**
- Proceed to the **Select Location** box and click on the carrot to choose the desired location where you wish to pick up cookies.
- Enter your pickup date and time (must match your cupboard location's hours of operation) into the **PICKUP** fields.
- Select **ADD PRODUCT** under **Cookie Order**.
- Enter desired amount by variety into the fields below. Quantities may be entered as packages or cases.
- Click **SAVE** at the top right corner to submit the order to the cupboard.
- A popup box will appear with the header "**SUCCESS**" and the text "Transaction has been Added. Click **OKAY**.

Confirming a Cookie Cupboard Pickup Order

The **Transaction Pickup** tab allows cupboards to operate in a contactless/paper-free manner. A cupboard will proceed to **release** your transaction at the time you receive your cookies at the cupboard. You must then **confirm** the receipt of the cookies in eBudde.

- On the **Txn Pickup** tab, locate the transaction that has been released by the cupboard manager.
- Verify the amount listed under each cookie variety to ensure they are correct.
- Click **CONFIRM**.

Transferring Cookies

It is possible to have too much of a good thing! If your troop has extra cookies, work with other troops in your community who may need some. This moves your excess inventory from your troop and saves time for the other troop by not having to go to a cupboard. If you know another troop has extra cookies and your troop can help sell them, work to have the other troop transfer the cookies to your troop.

Troop-to-Troop Transfers

Troops are responsible for managing all transfers between troops. The troop giving Girl Scout cookies will enter the transaction into eBudde. The troop receiving cookies may verify the transfer on their Transactions tab. Transferring cookies between troops transfers financial responsibility to the new troop. There is no need for money to exchange hands.

Protect Your Troop

- **Fill out a receipt for every troop-to-troop transfer.** Include varieties, how many of each, to whom, troop number, date, signature of adult accepting, and signature of adult giving cookies.
- Both parties should count the cookies together and confirm the transfer in eBudde.

How to transfer cookies in eBudde

- On the **Transactions** tab, click **+ADD** box.
- Select **NORMAL**.
- Select **TROOP**.
- Enter the receiving troop's **troop number**, e.g., 0055.
- Under **Pickup,** enter the date and time of the transfer into the appropriate fields.
- Select **REMOVE PRODUCT** under **Cookie Order**.
- Enter the **number of cases/packages by variety**, that your troop is transferring to the other troop. This will also transfer financial responsibility to the other troop.
- Click **SAVE**.
- A popup box will appear with the header "**SUCCESS**" and the text "Transaction has been Added." Click **OKAY**.

Cookie Exchange

The Cookie Exchange allows you to see what cookies other troops have available to exchange or allows you to post cookies that you no longer wish to sell. When you first go to **Cookie Exch** tab, you may see all zeros until you or other troops post a transaction. A troop only has one record that you may overwrite as your inventory changes. **To place your cookies up for exchange, simply enter the number of packages by variety into the fields and click UPDATE PKGS TO EXCHANGE**. eBudde will not verify quantities and varieties entered, so ensure your entries are correct. Do not forget to **update your quantities as your inventory needs change** and **remove your post by selecting REMOVE MY OFFERING**. You may **view troop offerings by clicking on the carrot next to the desired cookie variety** and a list of troops with the quantities and contact information will appear.

Cookie Booth Basics

A cookie booth is a Girl Scout-led direct sale, where customers can purchase cookies directly from Girl Scouts. Cookie booths are an essential part of the Cookie Program and can be an amazing experience for girls! Not only are they a fun, interactive, educational way to participate in Cookies — they're also highly successful. Did you know that girls who participate in booths twice as many packages as Girl Scouts who do not?

> **IMPORTANT**
>
> **ALL cookie booths must be entered into eBudde and must be located within the five (5) boroughs of New York City.**

Booth Requirements

- Registered Girl Scouts must be present for the duration of your booth.
- Girl Scouts must wear Girl Scout attire.
- Your troop number must be visible either on the Girl Scout Vest or displayed on your table.
- Prices of cookies must be on display.
- A registered, background checked adult must be at your booth to secure money and cookies.
- Siblings and other non-Girl Scouts should not be in attendance.
- Gift of Caring should be promoted to increase sales.
- Be courteous and do not block ATM machines or doorways to businesses.
- Follow the proper adult-Girl Scout ratio.
- Nicotine products (including vaping and smokeless tobacco) are not permitted within view of the cookie booth or Girl Scouts.
- For sanitary reasons, food and beverage should not be consumed at the booth or stored near the cookies. Please step away from the booth to consume these products.
- Booth setup and breakdown should occur no more than five (5) minutes before the start or end of your scheduled booth time. Prepare for a quick turnover if another troop is scheduled after yours.

New York City Department of Health

Booth Health Recommendations for 2024:

- Please refer to the **health & safety guidelines** located on the **New York City Department of Health** website.
- GSGNY recommends sanitizing your hands frequently during your booth sale, including after touching your face or hair and after consumption of food or beverage.

Please remember to be kind and courteous to others — you are setting the example your Girl Scouts will follow.
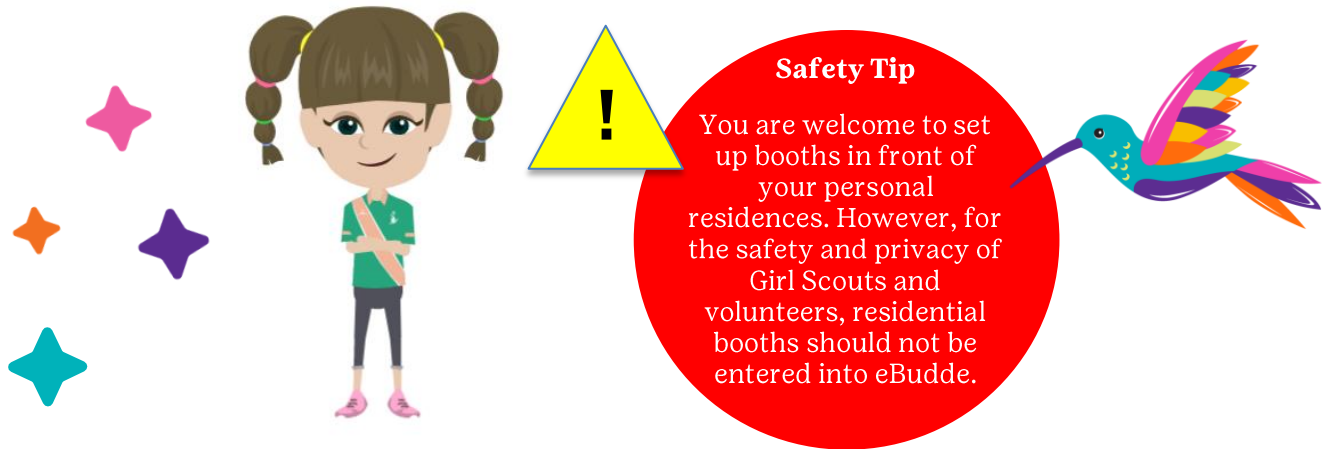
Cookie Booth Basics

Booths will run from **March 6th** through **April 14th**. All cookie booths should be authorized by a member of the council's Cookie Team prior to conducting them. There are two types of booths: **troop sponsored** and **council sponsored booth**.

Troop Sponsored Booth

These booths are organized directly by a troop or Girl Scout caregiver and are not council-sponsored locations. All individuals should speak to their Service Unit Cookie Manager or a member of the council Cookie Team prior to reaching out to any location to ensure the location has not been approached and that it is an approved venue. This ensures that the business is not inundated with multiple requests in addition to ensuring that other troops are not holding booths in the vicinity of the location you desire. You would not want another troop selling cookies next to you! We will not deny any request that meets the safety guidelines for cookie booths. Booths may not be held at adult-only locations (for instance, adult only bars).

You may contact the business once approval is received. Your booth information must be added to eBudde under the **My Booth Sales** tab. Please ensure that you are **entering the information correctly** paying special attention to spelling, street addresses and city information. **Please do not enter the information in all caps or all lowercase letters. Any information you enter in the name and address fields of eBudde will automatically upload into GSUSA's Cookie Finder website for public viewing.**

Safety Tip

You are welcome to set up booths in front of your personal residences. However, for the safety and privacy of Girl Scouts and volunteers, residential booths should not be entered into eBudde.

Council Sponsored Booth

These booths are set up by GSGNY and are located at high-traffic businesses throughout the five boroughs, such as Dunkin'. You are not permitted to contact any location listed in the booth locator of eBudde to set up additional booths. You may sign up for one of our council sponsored locations in eBudde. **Dates and time for signups will be listed under the Booth Sales tab and we will send out eBudde communications when locations are added**.

If you are unable to attend a reserved time slot in eBudde, please release it. This will **remove the posting on the Girl Scout Cookie Finder** website that the public uses to locate cookie booths in our area. It will also allow other troops who are available to pick the time slot up.

Cookie Booth Basics

How to Reserve a Council Sponsored Booth

- Click on the **Booth Sales** tab.
- Click **SIGN UP FOR A COUNCIL BOOTH**.
- Choose a **city** from the list and click on the **carrot** next to it.
- Choose a **cookie booth location** from the available list and click the **carrot** next to it.
- Choose a **date** from the list and click on it. A location highlighted in **green** means that it is available for reservations.
- A new screen will appear listing the available slot times.
- Select the time that you would like to reserve by clicking on the field next to the desired time. This time is the beginning time for your booth. Your booth time ends at the start time of the following time slot.
- Click **SUBMIT**.
- A popup box will appear with the header "**SUCCESS**" and the text "Your Times have been updated. Click **OKAY** to return to the **Council Sales** screen under the **Booth Sales** tab.
- Click **CANCEL** to return to your Booth Sales tab.
- A listing of your **current booth signups** will appear.

How to Cancel a Reserved Council Sponsored Booth

It is important to cancel a reserved booth slot if your troop is unable to make it to a booth. Completing the steps below will remove the booth from the **Girl Scout Cookie Finder** and allow other troops the opportunity to select it. It will also prevent customers from showing up at the location only to find no one there.

- If your troop is unable to use a reserved booth slot, go to the **Booth Sales** tab.
- Locate the booth location date and time from the list of your booths and click **UPDATE TIME**.
- A new screen will appear. Click on the field next to the time, then click **SUBMIT.** This will make the booth available to other troops and remove it from the national **Girl Scout Cookie Finder** website.
- **Always cancel booths if your troop is unable to attend, even if the start time has already passed.**

Cookie Booth Basics

How to Request a Troop Sponsored Cookie Booth

Troops may not contact any business listed on the council sponsored cookie booths list. However, troops may contact any other business located within the five (5) boroughs of NYC to obtain permission to hold Girl Scout cookie booths. Please use the **ADD/EDIT A TROOP BOOTH** feature on the **Booth Sales** tab to enter your scheduled troop cookie booths. Please allow 24 hours for approval. Approved booths will automatically feed into Girl Scout Cookie Finder website for the public to search. For safety, personal residences should not be entered into the system. You must contact your Service Unit Cookie Manager to obtain permission prior to contacting any business or potential location you wish to conduct booths. Failure to do so will result in the loss of booth privileges.

Entering Troop Cookie Booths in eBudde:

- Go to the **Booth Sales** tab.
- Click **ADD/EDIT A TROOP BOOTH**.
- Click **+ADD**.
- Enter the Business information, including booth date and time.
  - Ensure that you are **entering the information correctly** paying special attention to **spelling, street addresses and city information**.
  - Do not enter information in all caps or all lowercase letters.
  - Personal residences should not be entered into eBudde for safety reasons.
- Click **SAVE** once information is verified.

> **IMPORTANT**
> Entering a desired troop booth location in My Booth Sales will not secure that booth for your troop!
> You must contact the location.

Cookie Booth Notify

Do you see a council sponsored booth location in eBudde that you want, but it is already booked by another troop? You may put your troop on a waitlist for these locations. Simply move the toggle switch to the right under the **Email Me if Slots Open** button on the **Council Sales** screen. Confirm that the **toggle switch** is now **green** and click **SUBMIT**. A popup box will appear with the header "**SUBMISSION FAILED!**" and the text "**Warning: submission was successful, but you did not make any changes.**" Click **OKAY** and eBudde will send you an email if a slot becomes available. This feature is first come, first serve, so do not hesitate if you receive a notification. You will need to sign into eBudde to reserve the time slot. You may turn off notifications by going back into the **Booth Sales** tab, selecting the location again, and moving the **green toggle switch** to the left under **Email Me if Slots Open**.

Cookie Booth Basics

Ordering Cookies for Booths

Ordering packages for booth days is not an exact science, so we have provided you with a list of percentages of sales per cookie variety based on our council's historical averages. This will assist you with deciding how much of each variety to order for your booth. Please note, variations may occur based on the selling location within the council.
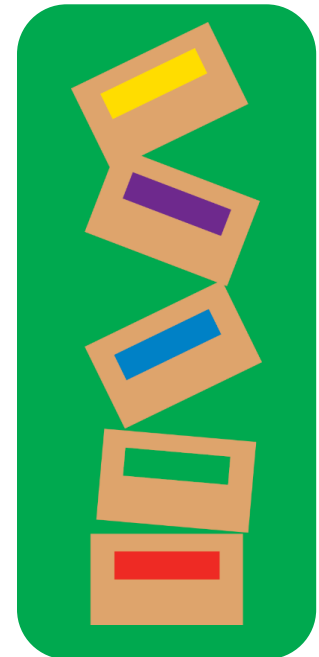
24%	Thin Mints®	10%	Tagalongs®	4%	Lemon-Ups®
25%	Samoas®	10%	Do-si-dos®	4%	Girl Scout S'mores®
14%	Trefoils®	7%	Adventurefuls	2%	Toffee-tastic®

Fun Fact
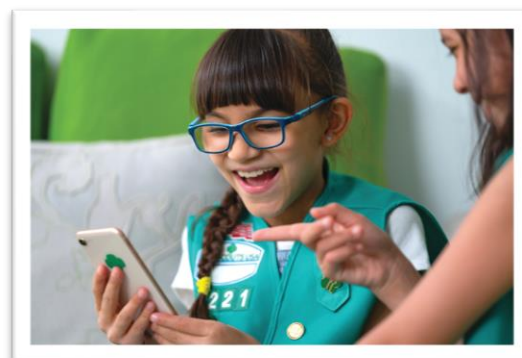
Little Brownie Bakers started baking Girl Scout Cookies in 1973. They've been baking for 50 years!

Cookie Calculator

The cookie calculator is a new tool in eBudde that allows users to quickly calculate the total selling price of cookies. Simply go to the **Booth Sales** tab, click **COOKIE CALC.,** and enter the quantities by variety. eBudde will do the rest.

Final Girl Rewards

Before selecting the final girl rewards, please update the **Girl Orders** tab. You will need to **allocate the correct number of cookies sold and payments received for each Girl Scout**. This will ensure that each Girl Scout receives credit for the cookies she has sold and earns her the correct rewards. At this point, all your troop cookies should be allocated to the Girl Scouts before submitting your Final Girl Rewards. If you accidentally submit an incomplete order, contact your Service Unit Cookie Manager before April 16, and ask them to un-submit your rewards order, so you can complete it.

1. Click **FILL OUT** on the **Final Rewards** tab and a list of Girl Scout's names should populate on the screen.
2. Click the first Girl Scout's name to complete the catalog selection needed. You must **select a shirt size if** a Girl Scout earned one. If a size is not selected in eBudde, then the girl will receive an Adult Medium. Once selections have been entered click **SUBMIT GIRL ORDER**.
   Note: If you are an older girl troop that has elected to opt out of girl rewards, you will not see individual girl names on your screen. Skip steps 2-3.
3. **Repeat step 2** for each Girl Scout in your troop.
4. Review your reward order and click **SUBMIT REWARD ORDER** to submit your Final Rewards order.

Girls who sell 250+ packages will earn these reward items. (Opt Out troops excluded).

AND

Cookie Pro Tip

Get shirt sizes and reward choices early in the season to save time when submitting Final Rewards. Add the shirt sizes to eBudde early in the program.

Sizes	YS	YM	YL	AS	AM	AL	AXL	A2XL	A3XL	A4XL	A5XL
Body Width	17"	18"	19"	18″	20"	22"	24"	26"	28"	30"	32"
Body Length	22"	23.5"	25"	28″	29"	30"	31"	32"	33"	34"	35"

Closing the Program

Caregiver Debt

Girl Scout caregivers are responsible for the payment of every package of Girl Scout cookies they take possession of during the Girl Scout Cookie Program, so ensure that you protect yourself by keeping an accurate accounting of all cookies and money that is exchanged between your troop and the Girl Scouts. If you encounter difficulties with collection of payment, please submit a Caregiver Debt form to your Service Unit Cookie Manager. Girl Scouts of Greater New York will then attempt to collect payment on your troop's behalf.

- Ensure that you have signed receipts for all cookies and payments for each girl and ensure that it is accurately reflected in eBudde.
- In the unlikely event that money is owed at the conclusion of the program, please complete the Caregiver Debt form (located on Girl Scouts of Greater New York's website) and submit it to your Service Unit Cookie Manager by April 16. Forms will not be accepted after this date. Do NOT accept payment from a debtor once the form is submitted.
- Complete the form in its entirety and include the required paperwork. Incomplete forms will not be accepted. Your eBudde account must match what is on the form and the receipts must be signed by the individual from whom you are attempting to collect payment.

Caregiver Debt Required Paperwork

Submit originals of all paperwork and retain a copy for your records:

- 2024 Girl Scout Cookie Permission Slip for this Girl Scout.
- Receipts for cookies checked out, including payment receipts.
- Documentation of all communications regarding payments and financial responsibility.
    - Include text, email, or phone logs with dates/times and description of conversations. Please include the name of everyone involved in the conversation.

Planning Tools

Volunteer Toolkit (VTK) Access My GS via **girlscoutsnyc.org**	Girl Scouts may earn a Girl Scout Financial Literacy badge; Cookie Business badge, and a Family Entrepreneur pin each year. Check out the Girl Scout Badge Explorer or search the Volunteer Toolkit (VTK) for the appropriate badge or pin for your grade level.	
Girl Scouts® Built by Me Cookie Planner	Plan a cookie season just right for you and your Girl Scouts. You can create a customized plan with this online tool, complete with fun suggested learning activities.	
Digital Marketing	Download graphics and suggested captions to help your Girl Scouts market their cookies on social media. This is a perfect tool for troops, girls, and their families.	
Little Brownie Bakers Website **littlebrowniebakers.com**	Check out the baker's website for exciting Girl Scout activities, booth ideas, recipes, and the latest cookie news.	
Cookie Rookie **Cookie Captain**	Introduce young Girl Scouts to selling cookies and keep experienced teens interested in the Cookie Program.	
Pinterest **pinterest.com**	The Little Brownie Bakers Pinterest page is brimming with fun and engaging goal-setting activities, learning games, and craft ideas.	
LBB Volunteer Blog	Check out the volunteer blog for exciting Girl Scouts activities, rally resources, and cookie booth ideas.	
GSUSA **Tools and Resources** **girlscouts.org**	Girl Scout volunteer cookie resources curated by GSUSA. Includes marketing tools, selling tips, plus information on pins, badges, and more.	
eBudde **Technology Platform**	Manage the entire Cookie Program from one central location. Order cookies, track sales, and submit rewards through the desktop or mobile platforms.	
eBudde App Apple IOS	Download the eBudde App and manage your Cookie Program from your Apple device.	
eBudde App Android	Download the eBudde App and manage your Cookie Program from your Android device.	
Girl Scouts **Cookie Finder** **Website**	The official Girl Scout Cookie Finder website and App makes it easy for customers to locate a cookie booth near them by entering their zip code into the website.	
Little Brownie social channels Facebook + Twitter @SamoasCookies Instagram @SamoasCookies	Find the latest cookie news and shareable Girl Scout Cookie Program inspiration on the Samoas® Facebook page, Instagram, and Twitter.	

Social Media Resources

Social Media Resources

Girl Scouts who are age 13 and up may use social media resources with adult supervision to promote their cookie sales. Please ensure that you review with your troop the Internet Safety Pledge located on the council website prior to using any social media platform. Social media tools are available for download at girlscoutcookies.org/troopleaders or littlebrowniebakers.com/social-resources.

Hashtags

Girl Scouts of Greater New York: #girlscoutsnyc
Girl Scouts of the USA: #girlscouts

Facebook
Facebook.com/girlscoutsnyc

- For Girl Scouts aged 13 and up.
- Like us on Facebook to receive marketing ideas, up-to-date cookie information, and more!
- Tag us and use hashtags in your pictures of cookie booths and fun to promote the Girl Scout Cookie Program.

Twitter and Instagram
Twitter: @girlscoutsnyc
Instagram: @girlscoutsnyc

- Tag us and use hashtags to promote the Girl Scout Cookie Program.
- Post a countdown to the start of the Girl Scout Cookie Program!

Social Media Tools

Girl Scouts® of the USA has a suite of resources — including social media tools available for download: girlscoutcookies.org/troopleaders.

Pinterest
pinterest.com

- Look for fun graphics and memes about Girl Scout cookies that are perfect for sharing.
- Find Girl Scout Cookies and create recipe cards to hand out at booths.

2023-2024 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
Approximately 15 cookies per 6.3 oz. pkg.
Ⓤ D

$ ____

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.
Ⓤ D

$ ____

Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe
Approximately 38 cookies per 9 oz. pkg.
Ⓤ D

$ ____

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.
Ⓤ D

$ ____

Samoas®
• Real Cocoa
• Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes
Approximately 15 cookies per 7.5 oz. pkg.
Ⓤ D

$ ____

Tagalongs®
• Real Cocoa
• Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating
Approximately 15 cookies per 6.5 oz. pkg.
Ⓤ D

$ ____

Thin Mints®
• Made with Vegan Ingredients
• Real Cocoa

Crisp, chocolaty 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 chocolaty and marshmallowy flavored filling
Approximately 16 cookies per 8.5 oz. pkg.
Ⓤ D

$ ____

Toffee-tastic®
• No Artificial Flavors
GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits
Approximately 14 cookies per 6.7 oz. pkg.
Ⓤ D

CERTIFIED NSF GLUTEN-FREE

$ ____

girl scouts | Little Brownie BAKERS.

VISA | ACCEPTED

Nuestras galletas:

- NO contienen jarabe de maíz de alta fructosa
- NO contienen aceites parcialmente hidrogenados (PHOs)
- Contienen cero gramos de grasa trans por ración
- Tienen certificación RSPO de aceite de palma (balance de masas)
- Tienen certificación Halal

La colección más sabrosa del mundo

Adventurefuls® · Cacao Real

Exquisitas galletas inspiradas en brownies con sabor a caramelo y una pizca de sal marina

Aproximadamente 15 galletas por paquete de 6.3 oz.

$_____

Lemon-Ups®
SABORIZADAS NATURALMENTE CON OTROS SABORES NATURALES

Crujientes galletas con sabor a limón y mensajes inspiracionales para levantar el ánimo

Aproximadamente 12 galletas por paquete de 6.2 oz.

$_____

Trefoils®

Icónicas galletas de mantequilla dulce inspiradas por la receta original Girl Scout

Aproximadamente 38 galletas por paquete de 9 oz.

$_____

Do-si-dos®
· Hechas con sabores naturales
· Crema de cacahuate real
· Granos enteros de avena

Galletas de avena rellenas de cremade cacahuate

Aproximadamente 20 galletas por paquete de 8 oz.

$_____

Samoas®
· Cacao Real
· Coco Real

Crujientes galletas con caramelo, coco y rayas con sabor a chocolate oscuro

Aproximadamente 15 galletas por paquete de 7.5 oz.

$_____

Tagalongs®
· Cacao Real
· Crema de cacahuate real

Crujientes galletas rellenas de crema de cacahuate y cubiertas con una capa con sabor a chocolate

Aproximadamente 15 galletas por paquete de 6.5 oz.

$_____

Thin Mints®
· Hechas con ingredientes veganos
· Cacao Real

Crujientes galletas chocolatosas hechas con aceite de menta natural

Aproximadamente 30 galletas por paquete de 9 oz.

$_____

Girl Scout S'mores®
· Hechas con sabores naturales
· Cacao Real

Galletas graham con rellenos de sabor a chocolate y a marshmallow

Aproximadamente 16 galletas por paquete de 8.5 oz.

$_____

Toffee-tastic®
SIN GLUTEN
· No tiene sabores artificiales

Ricas galletas con sabor a mantequilla y pedazos dulces de toffee crujiente

Aproximadamente 14 galletas por paquete de 6.7 oz.

CERTIFICADO NSF SIN GLUTEN

$_____

girl scouts · Little Brownie BAKERS®

VISA | SE ACEPTAN

2023–2024 Girl Scout Cookies®
Ingredients and Food Allergen Guide

Product formulations can change at any time. Consumers should always review the ingredient statement for their individual allergies or dietary restrictions for the most up-to-date information on the ingredients contained in the product in that package. For more details, check littlebrowniebakers.com or girlscoutcookies.org.

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

Ingredients

	Adventurefuls®	Lemon-Ups®	Trefoils®	Do-si-dos®	Samoas®	Tagalongs®	Thin Mints®	Girl Scout S'mores®	Toffee-tastic®	Raspberry Rally®
NO ARTIFICIAL FLAVORS		●							●	
MADE WITH NATURAL FLAVORS		●		●					●	
REAL COCOA	●				●	●	●	●		●
MADE WITH VEGAN INGREDIENTS							●			●
GLUTEN-FREE									●	
KOSHER CERTIFIED	Ⓤ D	Ⓤ D	Ⓤ D	Ⓤ D	Ⓤ D	Ⓤ D	Ⓤ	Ⓤ D	Ⓤ D	Ⓤ

Food Allergens

	Adventurefuls®	Lemon-Ups®	Trefoils®	Do-si-dos®	Samoas®	Tagalongs®	Thin Mints®	Girl Scout S'mores®	Toffee-tastic®	Raspberry Rally®
PEANUT	M	M	M	C	M	C	M	M	M	M
TREE NUT	M	M	M	M	C*	M	M	M	M	M
WHEAT	C	C	C	C	C	C	C	C	M	C
SOY	C	C	C	C	C	C	C	C	C	C
MILK	C	C	C	C	C	C	M	C	C	M
EGG	M	M	M	M	M	M	M	M	M	M
SESAME								M		

C (Contains)   M (Manufactured in a shared facility with)   ✱ (Made with coconut)

Glossary

Allocate Cookies
A method by which cookies are assigned in eBudde to a participating Girl Scout. It is important to allocate cookies throughout the program because this is how Girl Scouts will earn rewards.

Automated Clearing House (ACH)
A banking system used for electronic fund transfers during the Cookie Program. It uses the troop's bank account and routing numbers which are entered into eBudde by the Troop Cookie Manager. It is a safe, secure system through which funds are "swept" or electronically transferred on specific banking dates.

Booth Recorder App
An App that is downloaded onto a mobile device and used at a booth to track sales and Girl Scout participation. It enables the user to record the number of packages sold and divide them evenly between the participating Girl Scouts.

Case
Girl Scout cookies are packaged and distributed to troops in cardboard boxes called case. Each case contains 12 packages of cookies regardless of cookie variety.

Cookie Booth
A stationary sale of Girl Scout cookies at a public location such as a grocery store, convenience store, bank, place of worship, school, library, or other venue where Girl Scouts are permitted. There are two (2) types of booths: council sponsored/big booth and troop sponsored booth.

Cookie Booth Notify
A waitlist for troops to secure a council sponsored booth location in eBudde. The system will notify the troop if a desired booth becomes available and is on a first come, first served basis.

Cookie Calculator
The cookie calculator is a new tool in eBudde that allows users to quickly calculate the total selling price of cookies.

Cookie Cupboard
Local homes or locations within the council boundaries where troop cookie managers and other assigned adults may pick up additional cookies for Girl Scouts to sell during the Cookie Program.

Cookie Dough
Cookie Dough is part of our reward program and allows Girl Scouts to make purchases online at the Girl Scout shop or use as a payment for fees at Camp Kaufmann or other council-sponsored programs, activities, and events.

Cookie Drive Thru Locations
Locations within the council where troops may drive to and receive their initial order cookies. Delivery date, times and locations will be listed under the Delivery tab in eBudde.

Cookie Entrepreneur Family Pin
A collection of pins that Girl Scouts may earn by working with their families on activities and are based on age level.

Cookie Exchange
A posting board available in eBudde that enables troops to post and exchange extra cookies.

Cookie Executive Committee
A group of our council's top cookie sellers who have sold 500+ packages of cookies in a season. Members of the committee serve a one-year term and participate in quarterly professional development workshops, assist with product program planning, and reward selections for the next season's Cookie Program. Members may be asked to participate in special events, photo shoots, focus groups, and media campaigns.

Glossary

Cookie Rookie
A training video that helps new Girl Scouts understand the basics of the Cookie Program. The video covers how the sale works, cookie names, how to set a sales goal, safety rules, how to ask a customer to buy cookies, and cookie booth essentials.

Cookie University
A fun, hands-on interactive program for younger Girl Scouts to develop and learn the five skills of the Cookie Program.

Cookies in Hand
A phase in the Cookie Program after Girl Scouts and troops receive their initial order cookies and begin selling them directly to customers.

Council Sponsored Cookie Booth
Booths set up by the council and are hosted at high-traffic businesses throughout the five boroughs. Troops are not permitted to contact these locations. Dates and time for signups will be listed under the Booth Sales tab in eBudde.

Cupboard Manager
The person responsible for managing a local cookie cupboard.

Digital Cookie/Digital Order Card (DOC)
A customized website for Girl Scouts to market and sell cookies. Customers may choose to order cookies and have them shipped directly to their residence or choose to donate cookies.

eBudde
A web-based technology platform that is used to manage the entire Cookie Program.

eBudde App
A mobile based technology platform that is used to manage the entire Cookie Program and is available for download on the App Store or Google Play.

Five Skills
Girls develop five (5) skills by participating in the Cookie Program. These skills are goal setting, decision making, money management, people skills, and business ethics.

Gift of Caring
A council-wide service project where customers may purchase virtual packages of cookies for a charitable cause. Girls collect the money, but do not physically take possession of the cookies.

Girl Order Card
Girl Scouts use a girl order card to track in-person orders and set their goal for rewards. It lists the cookie varieties, nutritional information, and individual rewards. There are rows and columns to track each customer's name, address, and phone number along with the quantities of each variety ordered and amount owed.

Girl Scouts® Built by Me Cookie Planner
A website tool that troops may use to plan their cookie season and create a customized schedule. It may be accessed by going to CookiePlanner.LittleBrownieBakers.com.

Girl Scout Cookie Finder
A website and App which enables customers to locate a cookie booth near them by entering their zip code into the website. Customers can visit www.girlscoutcookies.org to locate a cookie booth.

Glossary

Girl Scout Cookie Permission Slip
A form that provides permission for a Girl Scout to participate in the council sponsored Cookie Program and must be signed by a caregiver prior to a Girl Scout's participation.

Girl Scout Cookie Program
An educational and fun way for Girl Scouts to sell cookies and earn funds for their Girl Scout activities. It is the largest girl-led entrepreneurship program in the world and began in 1917 when Girl Scouts baked cookies and sold them to help finance troop activities.

Girl Scout Leadership Experience (GSLE)
Builds leadership skills through the participation of girl-led programming thus allowing them to discover themselves and their values, connect with others and take action to make the world a better place.

Girl Scout Promise and Law
The promise is a pledge every Girl Scout makes when joining the organization. It affirms the spiritual and ethical framework of Girl Scouting. The law is a Girl Scout code that serves as a guide for the personal behavior of all members.

Goal Getter Phase
Second part of the Cookie Program, after the Girl Scouts turn in their Initial order. Girl Scouts may choose to use a goal getter order form to continue taking orders.

Home Delivery
A process by which troops will receive their initial order cookies delivered directly to a residence or other property. This option is available for troops with a pre-determined case minimum required for delivery.

Home Delivery Form
A form that contains name, address, and phone information that delivery agents use for home deliveries and must be submitted to council if a troop is requesting a home delivery.

Little Brownie Bakers (LBB)
Little Brownie Bakers is our bakery partner for the Cookie Program. They supply our council with cookies as well as resources for Girl Scouts and volunteers to be successful.

Microburst Training
Short training videos developed by Little Brownie Bakers to show users how to utilize specific areas in eBudde. Access the eBudde Microburst Training videos on Little Brownie's YouTube page.

National Girl Scout Cookie Weekend
An annual occasion to honor creative and successful Girl Scout Cookie entrepreneurs across the country, as well as the positive change that cookie earnings make possible.

Opt Out
A method by which a Junior, Cadette, Senior, or Ambassador troop chooses to not receive rewards in exchange for extra troop rebates; currently $0.10 per package. Multi-level troops with younger Girl Scouts (Daisy or Brownie) are not eligible to Opt Out.

Optical Character Recognition (OCR)
The identification of printed characters using photoelectric devices and computer software.

Package
Each cookie variety is sold in a single package. They are packaged in either a recycled cardboard outer-shell or a cellophane outer wrap. The number of cookies in each package varies by variety.

Per Girl Average (PGA)
The total number of cookies sold by a troop divided by the number of Girl Scouts selling in that troop.

Product Programs
Council sponsored programs that enable troops and individually registered Girl Scouts known as Juliettes to earn funds for troop/group activities. This includes the Girl Scout Cookie Program and the Fall Product Program.

Rewards
Items earned through participation in a council sponsored product program. Cookie rewards are based on the number of packages sold during the annual Cookie Program. This includes sales from online, in-person, Gift of Caring, and troop cookie booth sales.

Service Unit Cookie Manager (SUCM)
A volunteer who trains, supports, and oversees all troop cookie managers within an assigned service unit.

Troop Booth Recorder User
An eBudde user who may record booth sales. Note: As a Troop Leader or Troop Cookie Chair do not add yourself into this role.

Troop Cookie Manager
A volunteer who is responsible for the logistics of the Cookie Program for a single troop. Duties include ordering cookies, collecting money, and distributing individual rewards.

Troop Cookie Pickup Only User
Trusted individuals such as parents, grandparents, or guardians who may pick up cookies at a local cookie cupboard. Note: As a Troop Leader or Troop Cookie Chair do not add yourself into this role.

Troop Rebate/Troop Proceeds
A troop's share of money earned by the sale of products through a council sponsored product program such as the Girl Scout Cookie Program or Fall Product Program.

Troop Sponsored Cookie Booth
A stationary sale of Girl Scout cookies at a public location that is contracted by individual troops.

Troop-to-Troop Transfer
Transfer of cookies (packages and/or cases) between Girl Scout troops. Fiscal responsibility follows the cookies. A receipt is written by the troop giving the cookies and both troops sign the receipt. The troop giving the cookies is responsible for entering a transaction into eBudde transferring the cookies.

Troop View Only User
An eBudde user who is given permission to view information listed in eBudde but does not enable them to make changes. Note: As a Troop Leader or Troop Cookie Chair do not add yourself into this role.

Virtual Cookie Booth
A method by which Girl Scouts sell cookies online such as using the Digital Cookie booth "pickup" option or a social media platform to promote their Digital Cookie website.

Volunteer Toolkit (VTK)
A digital resource that supports troop leaders and co-leaders with meeting plans, caregiver communication, membership renewal, tracking badges, awards, recording meeting attendance, and more. Access the VTK via girlscoutsnyc.org and clicking on My GS.

Volunteer Notes

Key Actions

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Email questions to
digitalcookie@girlscoutsnyc.org

Checklist

**Check each item as you complete it to ensure that you have
a successful Girl Scout Cookie Program!**

☐ Confirm that your troop is active, and all participating Girl Scouts are registered with GSUSA.

☐ Log into eBudde ASAP and update your contact information, add your banking information, add troop cookie pickup only users (if needed), and familiarize yourself with the database.

☐ Verify in eBudde ASAP that all registered, participating Girl Scouts are listed.

☐ Hold a cookie meeting to hand out girl order cards and explain deadlines and set expectations.

☐ Setup your troop's Digital Cookie website once you receive your registration link and ask your Girl Scouts to do the same.

☐ Promote Gift of Caring and use of Digital Cookie to maximize your sales.

☐ Enter your troop's initial order into eBudde by March 4 at 10 p.m. Select your delivery site.

☐ Accept delivery of your initial order cookies. Be sure to print out your delivery confirmation and match it to your delivery ticket.

☐ Sort all products and prepare receipts for each Girl Scout before anyone picks up their cookies. This will help you identify any issues. Complete a receipt for each cookie pickup, sign, and date it. Give one copy to the Girl Scout and keep one copy.

☐ Place additional cookie orders into eBudde 24-hours in advance and pick them up at your local cookie cupboards. Add trusted individuals as a Troop Cookie Pickup only user so they can pick up their additional cupboard orders and save you time.

☐ Prepare for your cookie booths! Get your bling together and a schedule for Girl Scouts and their families. Review booth rules and etiquette.

☐ Make sure you have money deposited to meet ACH sweep dates: March 19 and April 23. An ACH bounce fee of $6.00 will be incurred for non-sufficient funds.

☐ Submit your Final Girl Rewards in eBudde.

☐ Turn in Caregiver Debt form, if applicable.

Stay tuned for emails from eBudde and check your eBudde dashboard daily for important Girl Scout Cookie Program information!

Need additional eBudde training?
Check out these resources on YouTube.

@GirlScoutsNYC   **@LittleBrownieBakers**