

# Checklist

**Check each item as you complete the task 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 Girl Scouts participating 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 Feb. 17 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 5 and April 16. 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**