

2023 Cookie Season Easy Reference Guide

eBudde: <https://ebudde.littlebrownie.com/>

- All users get an email with a link to set up a password.
- All users must enter their contact information once in eBudde.
- Troop Leaders are uploaded into eBudde by council.
- Troop Cookie Chairs must be added to eBudde by Customer Care and must have:
 - background check
 - current registration as a Girl Scout
- Troop Cookie Chairs should contact Customer Care to be added.

Troop Cookie Book: <https://www.girlscoutshh.org/content/dam/girlscouts-girlscoutshh/documents/2023-cookie-season/GSHH%20Troop%20Cookie%20Book%202023.pdf>

Cookie Season Dates and Resources:

<https://www.girlscoutshh.org/en/Girl-Scout-Cookies/ForTroopLeaders.html>

Common Cookie Terms:

<https://www.girlscoutshh.org/content/dam/girlscouts-girlscoutshh/documents/2023-cookie-season/GSHH%20Cookie%20Speak%202023.pdf>

Digital Cookie:

NOTE: *You will receive a registration email when sales are ready to begin.*

Tips for using Digital Cookie:

<https://www.girlscoutshh.org/en/Girl-Scout-Cookies/for-cookie-sellers.html>

Troop Digital Booth Links (Guide): <https://www.girlscoutshh.org/content/dam/girlscouts-girlscoutshh/documents/2023-cookie-season/Troop%20Virtual%20Booth%20Links.pdf>

- **Are cookie chairs responsible for setting up access to Digital Cookie for troop members?** *No.*
- **Can a troop just do digital orders?** *Yes.*

Cookie Booths:

Council arranged Cookie Booths are at the following locations:

- Poughkeepsie Galleria, 2001 South Rd., Poughkeepsie, NY
 - Poughkeepsie Plaza, 2600 South Rd., Poughkeepsie, NY
 - Galleria at Crystal Run, 1 Galleria Dr., Middletown, NY
 - Newburgh Mall, 1401 NY-300, Newburgh, NY
 - Palisades Center Mall, 1000 Palisades Center Dr., West Nyack, NY
 - Westchester Mall, 125 Westchester Ave., White Plains, NY
 - Jefferson Valley Mall, 650 Lee Blvd., Yorktown Heights, NY
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- **When will SU have access to sign up for council arranged cookie booths?** *You will receive email through eBudde. You can access the signup sheet through eBudde through Booth Sites.*
 - **Where can I access the sign-up sheet?** *On eBudde, go to the "Booth Sites" tab.*
 - **If I chose a location that is not arranged by council, does the location have to be council approved?** *It does not need to be approved by Council. It must be approved by the Service Unit Cookie Chair.*
 - **Is authorization needed to do booth sales?** *Authorization from venue must be confirmed. COIs can be requested through Member Care membercare@girlscoutshh.org / 855-474-GSHH (4744).*

- **Can you host a booth outside of the council set dates?** *Yes. The only restriction is that it has to be between the timeframe that Council sets for cookie sales.*
- **How can a new troop best estimate how many cookies they need for a troop booth sale?** *This would greatly depend on the location and time. Sales in a high traffic location for 2 hours would require more cookies than a more remote location for the same time. If possible, check with other Service Unit Leaders in your area of sale.*
- **Can Venmo & Zelle be used at cookie booths?** *If a payment system is used, the cost for the service is not to be passed onto the customer. Customers do not pay taxes or fees accrued for the service.*

Cookie Pick-up:

- **Where & when will pick-up locations be posted?** *Notification will be received through eBuddy after your initial order is submitted. You will be directed to the Delivery tab for location choice.*

Forms and Documents:

<https://www.girlscoutshh.org/en/for-volunteers/forms---documents.html>

Opt Out Information and Forms:

<https://www.girlscoutshh.org/content/dam/girlscouts-girlscoutshh/documents/2023-cookie-season/Opt%20Out%20Form%20GSHH%202023%20Cookie%20Rewards.pdf>

Individual Permission Slip:

<https://www.girlscoutshh.org/content/dam/girlscouts-girlscoutshh/documents/2023-cookie-season/Individual%20Permission%20Slip%202023.pdf>

Troop Permission Slip:

<https://www.girlscoutshh.org/content/dam/girlscouts-girlscoutshh/documents/2023-cookie-season/Troop%20Permission%20sheet%202023.pdf>