



2025 Service Unit Cookie Chair Guide

A promotional graphic for Girl Scout cookies. It features a green background with a large yellow archway. Inside the archway, the text "It's Girl Scout Cookie™ Time!" is written in a black serif font. Below the text, there are ten cookies arranged in two rows. The top row includes a round "TAM BOLD" cookie, a chocolate-covered cookie, a round cookie with a bite taken out, a round cookie with a bite taken out, and a round cookie with a bite taken out. The bottom row includes a round cookie with a bite taken out, a chocolate-covered cookie, a round cookie with a bite taken out, and a round cookie with a bite taken out. In the top right corner of the green background is a small blue trefoil symbol. At the bottom right, the "Little Brownie BAKERS" logo is visible. At the bottom left, there is a small copyright notice: "©, TM & © Girl Scouts of the USA. ®, TM & © 2021 Ferequity Inc."



2025 Cookie Program Overview

The Girl Scout Cookie Program is an important and fun part of the overall Girl Scout experience—lots of learning for girls and super delicious cookies for our wonderful cookie customers!

This year's theme coincides with our Fall Product Sale—which is 'Embrace Possibility.' Our mascot for the cookie sale is the loveable panda bear!

The proceeds from our cookie sale have helped Troops fund Troop activities, as well as Take Action projects that benefited Hudson Valley communities AND allowed girls to grow in the five skills of the Girl Scout Cookie Program.



Important Cookie Dates

Date*	Day	Activity
Early/Mid January 2025		Distribute Cookie Materials to Girls Scouts registered for the MY2025
12/12/2024	Thursday	SUCC Training overview. (register here: girlscoutshh.org/en/sf-events-repository/2024/service-unit-cookie-chairs-zoom-training.html)
12/17/2024	Tuesday	Troop Cookie Training. (register here: girlscoutshh.org/en/sf-events-repository/2024/troop-cookie-chair-training.html)
01/10/2025	Friday	Digital Cookie® opens for Volunteers
01/18/2025	Saturday	GSHH Cookie Rally 10 am –12 pm (register here: girlscoutshh.org/en/sf-events-repository/2025/gshh-2025-cookie-rally.html)
01/19/2025	Sunday	Digital Cookie® opens for families
01/20/2025	Monday	Cookie Sale begins Initial Order and Digital Cookie ® open
01/27/2025	Monday	Booth sales sign ups begin at 7 pm (1 per troop for the first round)
02/05/2025	Wednesday	Troop Opt-Out Forms Due by 5:00 pm
02/09/2025	Sunday	Initial Order period ends
02/10/2025	Monday	Goal Getter period begins
02/11/2025	Tuesday	Troop I/O Order & Rewards due in eBudde
02/12/2025	Wednesday	Troop Delivery Station choice deadline
02/12/2025	Wednesday	SU I/O & Initial Rewards due in eBudde
02/27/2025	Thursday	Council cupboards open**
03/06-03/08/2025	Thursday-Saturday	Cookie Delivery Council Cupboards will be closed during this time
03/07/2025	Friday	Booth sales begin
4/11/2025	Thursday	1st ACH from troop bank accounts
04/27/2025	Sunday	Last day for Digital Cookie®
04/29/2025	Tuesday	Troops locked out of eBudde & rewards due
04/30/2025	Wednesday	SU Cookie Chairs locked out of eBudde/Final rewards due
5/9/2025	Friday	Last Day Council Cookie Cupboards open
5/9/2025	Friday	2nd ACH from troop bank accounts
5/23/2025	Friday	Final ACH from troop bank accounts (if necessary)
5/31/2025	Saturday	DOC locked for the season; no access after this date

****Dates are subject to change. Please refer to our website (girlscoutshh.org) and email communications for any updates.****

Girl Scouts Heart of the Hudson “Cookie Speak”

ACH	Electronic banking network used for cookie payments to Council.
Booth Sale	Direct sale to customers at a table in a public place.
Bubble Sheet	Preprinted sheet with colored circles corresponding to cookie colors. One sheet for each troop indicates how many cases of each variety a troop should get at delivery.
Cookie Cupboard	Where troops can get cookies for direct sale.
Cookie Finder	Website/App to help customers search for Girl Scout cookie booths.
Council Proceeds	Amount due to the Council for cookies.
Dashboard	The first screen you see in eBudde.
Delivery Station	The location where cookies are delivered for a Service Unit or a group of Service Units.
Digital Cookie/DOC	Online platform girls can use as an additional way to reach customers 24/7.
EBudde	Computer application utilized to place orders and maintain records of the cookie sale.
GOC/Gift of Caring	A program enabling customers to purchase cookies to be donated to a specific group.
Goal Getter	Orders taken after Initial Order and fulfilled at a cookie cupboard.
GSHH	Girl Scouts Heart of the Hudson
Dough Si Dough	Reward earned by girls based on amount of cookies sold, issued via email after the sale is over.
Initial Order	Orders taken by girls on the girl order card and entered into eBudde by <u>02/12/25</u>
LBB	Little Brownie Bakers, the company that bakes and supplies the cookies and materials for the sale.
Operation Cookie Drop	GSHH Council ‘s Gift of Caring project that sends thousands of packages of cookies to our men and women in the Armed Forces and veterans.
Opt-Out	C/S/A troops & Juliettes have the option to earn an extra \$.10 per box instead of receiving rewards if they maintain a 135 PGA on Initial Order. They will receive all patches. The deadline for submitting the Opt Out form is 2/5/25.
PSS	Product Sales Specialist (council staff facilitating the cookie program.)
Troop Profit	Amount earned based on number of cookies sold by the troop. For 2025 the base amount is \$1.00 per box.
Troop Sales Report	eBudde report that shows total sales, total payments, troop profit due, and council proceeds due. At the end of the sale, this should show a zero balance after all ACH sweeps.

Your Responsibilities As Service Unit Cookie Chair

- Remind Leaders that all girls must be registered and all Troop Cookie Chairs must be registered and have a background check.
- Contact Service Unit Manager for a list of registered Troops in the Service Unit.
- With your Service Unit Manager, set a goal to earn a Bonus.
- Train all Troop Leaders/Troop Cookie Chairs in your Service Unit.
- Give Troops access to eBudde, entering new Troop Cookie Chairs' emails.
- Assemble Troop packets, go over paperwork and hand out materials to Troops in a timely manner.
- Communicate regularly with Troop Cookie Chairs and Leaders to keep them informed and on schedule.
- Confirm all Initial Orders are put into eBudde; check with Troops that have not entered to see if they have Initial Orders. **(February 12)**
- Review Troop Initial Cookie Orders and Initial Rewards Orders to ensure all have been submitted. **(February 12)**
- Submit Service Unit Initial Cookie Order and Initial Rewards Order in eBudde. **(February 12)**
- Sort and hand out Initial Order rewards in a timely manner after delivery to you, ideally at delivery station.
- Ensure that all Troop Leaders and Cookie Chairs understand the dates and procedure for ACH debits for cookie monies owed. All troops must have an ACH authorization on file with Finance.
- Monitor post-initial Troop sales and encourage Troops to help reach Service Unit goal. **(February-April)**.
- Assist Troops with Troop-to-Troop transfers of cookies. Encourage use of eBudde Cookie Exchange Tab (throughout the sale).
- Approve cookie booths for troops in Service Unit (throughout the sale).
- Remind Leaders to make choices for girl rewards and hand in the Rewards Opt-Out form to council.
- Submit Service Unit Final Rewards order. **(April 30)**
- Distribute Final Rewards in a timely manner. **(May-September)**

Member Care

Whether you're a troop leader, a parent, or someone interested in becoming a Girl Scout, our Member Care team is here to help. Member Care is a wealth of information for all things Girl Scouts. Everything from seasonal sales assistance to obtaining a Certificate of Insurance for a

membercare@girlscoutshh.org

855-232-4744

When contacting Member Care or a member of Council with an issue you need assistance with, it is important to include your SU/Troop number (*in the Subject Line if sending an email*), name and details about the issue. With this information, Member Care/Council can more readily assist you in a more efficient way.

If you are having account issues, contact Member Care. For instance, if your account information is missing or incorrect for any of the following:

- Volunteer email address
- Volunteer is also a parent but not seeing the option to log in with a parent role

You can also use the same Member Care service if on your volunteer dashboard, one of the following is incorrect:

- Girl Scout name
- Girl Scout GSUSA ID
- Girl Scout parent name
- Girl Scout parent email address
- Girl Scout date of birth
- Girl Scout site live (Y/N)
- Girl Scout site URL
- Girl Scout customers emailed
- Girl Scout # orders
- Girl Scout # of in-person delivery orders pending parental approval



SYSTEM ACCESS

eBudde™ is part of the Little Brownie Cookie Tech Portal. This new system allows for easier access to all Little Brownie Tech tools. No longer are there default passwords. You will be asked to create a new password the first time you log in. You can now get to eBudde™ from two ways – <https://ebudde.littlebrownie.com> or <https://cookieportal.littlebrownie.com>

Each user will get a welcome email from eBudde™ that has a unique link for logging into the system for the first time.

The process for gaining access is:

1. User receives “welcome email” with login link
2. Click on the link
3. At the password screen, enter and confirm personal password
4. At the profile screen, enter same personal password that you used in Step 3. Also review/enter all additional information
5. Enter Little Brownie Cookie Tech Portal system
6. Confirm account update via email link

Details of the steps and screen shots are included below.

Step One - User receives “welcome email” with login link

Sample of “Welcome Email”

Subject: Welcome to the 2024-2025 Girl Scout Cookie Season!

Welcome to the 2024-2025 Girl Scout Cookie Season!

You’ve been invited to join the eBudde™ system.

Please take these steps:

Go to this link:

https://cookieportal.littlebrownie.com/users/sign_in

This link expires in 48 hours and is unique to you.

Service Unit Cookie Chair Troubleshooting

Please remind Troops that there are several ways to get assistance during Cookie Season. They are:

- Member Care at membercare@girlscoutshh.org / 855-232-4744
- Council: 914-747-3080
 - ♦ Aurora Orozco x 736 / aorozco@girlscoutshh.org
 - ♦ Kathy James x 234 / kjames@girlscoutshh.org
 - ♦ Laci Mann x 423 / lmann@girlscoutshh.org
 - ♦ Regina Shaver x 779 / rshaver@girlscoutshh.org
- Girl Scout Heart of the Hudson Website: <https://www.girlscoutshh.org/> Our website has many Cookie Season resources under the “Cookie & Fall Season Resources” tab on the Home page. Volunteers can also place a key word in the Search box for quick results.

***Make sure you are currently registered and your membership is up to date.**

***Make sure the Troop roles in your Service Unit are current and correct in our system (s) (eBudde, Salesforce, Digital Cookie, etc.).**

***It is important to stress to all Booth Approvers in your Service Unit to check that all Troop Booths in your Service Unit are all Approved by Thursday (latest) throughout Cookie Season.**

***Aside from securing a Council Booth, if a Troop within your Service Unit is having a booth in another Service Unit area, please suggest that they contact the other Service Unit Manager prior to the sale to inform them of their plans as a courtesy.**



How do Troops order booth cookies through a cupboard in eBudde?

1. Log in to eBudde.
2. Click on the upper left corner on the green 2024-2025 Season.
3. Go to the Transactions tab.
4. Click Add a Transaction.
5. In the 2nd party box, select Cupboard. On the second drop down box, select the cupboard in which you plan on picking up your cookies. Product movement should be set to ADD product.
6. In the pickup box, choose a date and time. Cupboard hours of operation will be shown when placing a cupboard order.
7. Enter your Troop order.
8. Click OK.
9. Then click on the purple Save button. Remember to take the receipt with you when you pick up your cookies.

Selecting a Booth Location & Time for your Troop Council Secured Booth Locations

1. Click on the upper left corner on the green 2024-2025 Season.
2. Click on BOOTH SITES tab.
3. Click to select Council Booth Sales from the drop down.
4. Click on the plus sign next to the City where you would like to hold a booth.
5. Choose the location.
6. 6. Choose the date and time. This will bring up a new screen with available times.
7. Click on your preferred time and Submit.
8. You will receive a message that your time is reserved.



Troop Cookie Booths

How to Find and Secure Troop –Arranged Booth Locations

- Contact friends or family business owners or places you do business with to see if they will allow you to set up shop at their location.
- Check out locations in high-traffic areas that have a safe space for a booth and ask to speak with the manager or owner.
- Consider places of worship, school sporting events, assisted living facilities, and other community events or venues.

Look for open parking lots and contact the property or leasing manager for approval to host a drive-thru booth.

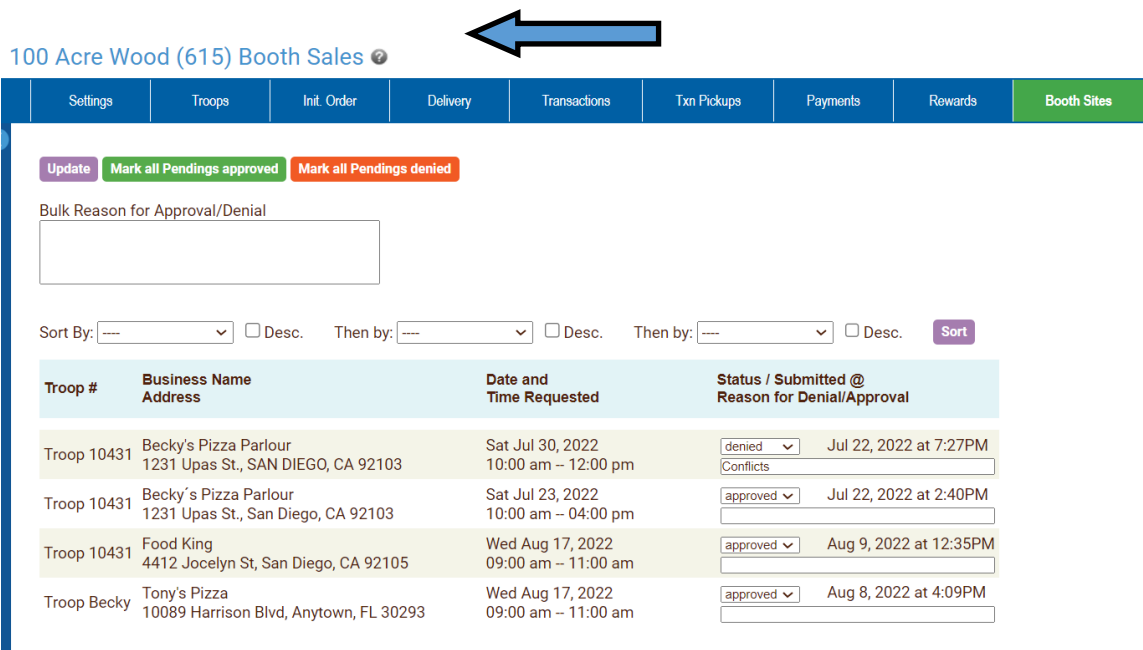
- Ask businesses when their busy times are and see if you're able to set up a booth during those times.
- Booths can be set up indoors or outdoors, whichever is most convenient for the business.
- Remind businesses that approved locations in our eBudde system will connect with the online Cookie Finder to help drive consumers to their location too.
- Be sure to check out the list of businesses in eBudde that are Council Booth locations. Do not contact these businesses since they have already approved dates and times with Council.
- Know where Council Booths are located so that you do not schedule a Troop booth next door or too close by.
- Work with other Troops in your area to share time slots at successful locations! Setting up a Troop –Arranged Booth in eBudde.
- After obtaining approval from a location, submit the location for approval in eBudde at least 36 hours prior to the booth date.
- Click on Booth tab.
- Select “My Sales” from the drop-down menu to the right.
- Click “Add a Location” and enter location information, then click “Add.”
- Your booth will show as pending until it has been reviewed by the SU Cookie Chair. You will receive email confirmation of approval or denial. If denied, a reason will be included in the email. Approvals will show in green, denials will be in orange.

Booth Approval

Only Service Unit Cookie Managers (SUCMs) have the authority to approve booths within eBudde.

To approve booths in eBudde, navigate to the "Booth Sites" tab, select "My Sales" if you want to approve troop-requested booths, then review each booth request and click the "Approve" button to confirm the location and time slot for the cookie booth; This should be reviewed for approval every Thursday, prior to weekend sales.

When you use the Mark all buttons, it will only mark pending booth sites. Anything that is de-



100 Acre Wood (615) Booth Sales ?

Settings Troops Init. Order Delivery Transactions Tsn Pickups Payments Rewards **Booth Sites**

Update Mark all Pending approved Mark all Pending denied

Bulk Reason for Approval/Denial

Sort By: --- Desc. Then by: --- Desc. Then by: --- Desc. Sort

Troop #	Business Name Address	Date and Time Requested	Status / Submitted @ Reason for Denial/Approval
Troop 10431	Becky's Pizza Parlour 1231 Upas St., SAN DIEGO, CA 92103	Sat Jul 30, 2022 10:00 am – 12:00 pm	denied Jul 22, 2022 at 7:27PM Conflicts
Troop 10431	Becky's Pizza Parlour 1231 Upas St., San Diego, CA 92103	Sat Jul 23, 2022 10:00 am – 04:00 pm	approved Jul 22, 2022 at 2:40PM
Troop 10431	Food King 4412 Jocelyn St, San Diego, CA 92105	Wed Aug 17, 2022 09:00 am – 11:00 am	approved Aug 9, 2022 at 12:35PM
Troop Becky	Tony's Pizza 10089 Harrison Blvd, Anytown, FL 30293	Wed Aug 17, 2022 09:00 am – 11:00 am	approved Aug 8, 2022 at 4:09PM

You can approve, deny, make pending by using the dropdown box. You can also enter in comments about your selection that is visible to the Troop on their level. If two Troops are requesting the same site on the same date and timeframe, you can see who requested the site first by reviewing the date and time under the Status/Submitted column.



Understanding Troop Sales Report and Payments

Your Troop Sales Report contains all details needed to carefully track everything you need regarding your Troops Sales, Troop Sales transactions, and payments throughout the Cookie Program. The Sales Report screen displays all cookie sales data in packages and cases including:

- All Packages received
- All Payments
- Troop Sales and Proceeds
- Council Proceeds and Payments due

To get started click on the 'Sales Report Tab' in the navigation bar. By default, it displays all pending transactions for cookies that are not yet in your possession. Those transactions are denoted by asterisk. If you wish to exclude pending transactions, just click 'exclude pending transactions'.

At the top of the screen you will find additional information about your troop, such as:

- Package Pricing
- Girls Registered
- Girls Selling
- Sales Goal
- Per Girl Average (PGA)

On the left hand side you will see your troop's total sales figures are broken out by:

- Initial Order (I/O)
- All additional transactions
- Digital Order Card (DOC) online orders
- The total dollar value of your sales (Total Troop Sales)
- The amount you keep (Troop Proceeds)
- The total amount due to council

On the right hand side you will see a record of all payments made to council and the amount still due in the payments made box. Amount you owe Council is the amount that will be paid to GSHH. ACH withdrawals will be performed in three separate ACH transactions each for 1/3 of the amount due to council on specified dates.

Please note, Troop Proceeds will be deducted from the amount owed to council; therefore, the actual withdrawal (ACH amount) taken from the Troop bank account will be less than the total troop sales amount. At the bottom of the sales report screen you will see several buttons that let you customize your reports display.

The Expands DOC button expands the details of the DOC transactions in the payments made section. View Report in cases lets you view the report in the number of cases instead of packages (not desirable option since we are not a cases only council).

Print Page and Show as a PDF lets you make a hard copy of the Sales Report.

Opt Out Option

Opt Out of Rewards Option for Older Troops/Juliettes

Cadette/Senior/Ambassador Troops & C/S/A Juliettes that attain a 135 PGA on their Initial Order can choose to Opt Out of rewards and earn an additional 10¢ per package. The whole Troop must agree to not receive rewards and the Troop must submit all the Girls signatures on the Opt Out of rewards form in this book. If girls Opt Out, they will receive all the patches associated with levels detailed on the order card. They will not receive any physical rewards. The deadline for submitting Opt Out forms is 2/25/25.



Become a true cookie boss in four easy steps!



1. Register for Digital Cookie®

Look for the Digital Cookie® registration email in your inbox to register. If you can't find it, contact your council.

2. Set Up Your Site

Take a few minutes to set your sales goal, share your cookie story, and upload a fun picture or video. Then publish and go!



3. Invite Customers



Use the email in Digital Cookie® to reach out to customers. Ask them to visit your site, purchase, and share your site. Also, post your site on social media.

4. Track Your Progress



Use your Digital Cookie® platform to track sales and inventory and check progress towards your goal.

The Girl Scouts name and mark, and all associated trademarks, including but not limited to Girl Scout Cookies, Girl Scout Cookie Program, Thin Mints, Trefoils, Digital Cookie® and the Trefoil design and mark are owned by Girl Scouts of the USA.

ALL Initial Order Digital Cookie (DOC) orders (those placed by 02/09) as well as all Shipped and Donated orders throughout the program will automatically load into eBudde. No need to manually add these! Only Girl Delivery orders placed after the Initial Order phase will need to be manually allocated. There is a grey line on the Initial Order screen showing DOC orders, and eBudde will tally those packages into the Girl's totals. eBudde will count these orders as part of the Girl's/Troop's Initial Order and these cookies will be included in the Troop's delivery.

Orders placed after 02/09 in DOC for In Person delivery will appear as dollar amounts on the Girl Orders tab as "DOC After Submit." Troops will need to view the Reports screen to see what varieties are ordered. These orders can be filled using Troop extras, ordered from/picked up at a cookie cupboard or coordinated through the Cookie Exchange tab.

Digital Cookie®

Volunteer Registration/Login

All users must register yearly before using Digital Cookie.

Step 1: Receive Registration Email

Watch for your registration email from the Girl Scout Cookie Program (email@email.girlscouts.org). Your council will let you know what date to expect it. You may receive your volunteer email before parents have access.

If you didn't receive a registration email, please see the "[No Registration Email](#)" tip sheet.

Step 2: Click "Register Now" link in the email

For best results, use the most up-to-date version of your web browser

Step 3: Create password and log in to Digital Cookie.

Once you create a password click the "Submit" button to save it. Then you will use your new password to log in. Remember to use the same email address where you received your registration email. You will receive a registration confirmation email. Keep it somewhere handy during cookie season.

Step 4: Watch Safety Video

If you are also the parent of a Girl Scout and parent registration is open, you will then watch a quick safety video. Note: You can't proceed any further until you have viewed the video.

Step 5: Accept Terms and Conditions

Read and accept the Terms and Conditions-Volunteer.

If you are also a parent and access for parents has opened, you will need to read and accept the Terms and Conditions for parents and read and accept the Girl Scout Safety pledge with your Girl Scout. If parent access has not opened, you will see it appear on your next login once parent access begins.

Step 6: Select Your Role

If you have roles in addition to Troop Volunteer, you will be taken to a "role selector" screen once parent access opens, which may be after your volunteer access.

Once parent access has begun, if you have additional roles and aren't taken to this screen OR all of your roles do not show up on the drop down, please contact your Girl Scout council for assistance.

Each time you log in you can indicate what role you want in order to get to the correct homepage. You can also navigate to your other roles at the top of all screens by using the drop down.

Be sure to add the email address to your safe senders list so you don't miss any emails!

Next Steps: [Troop Dashboard tip sheet](#)

Digital Cookie®

No Registration Email Received

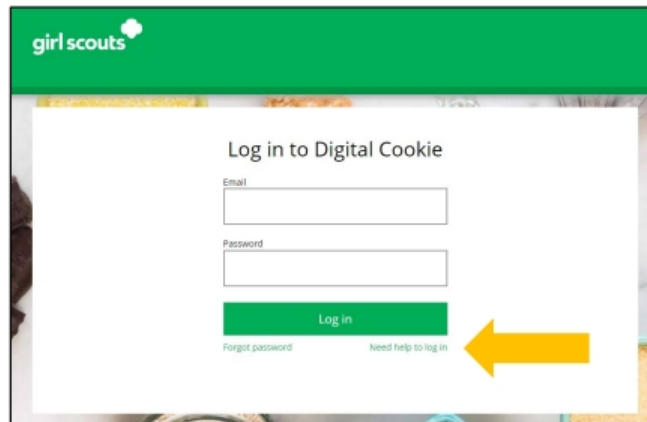
In order to receive a Digital Cookie registration, a Girl Scout must be registered for the current membership year and the Girl Scout council will need to have the correct email address on file for the primary caregiver.

Step 1: Check Inbox

Check your junk/spam/promotions inbox one more time for an email from “Girl Scout Cookies” (email@email.girlscouts.org) with the subject “It’s time to register your Girl Scout for Digital Cookie!”. If you do not see the email, follow these steps to get registered for Digital Cookie.

Step 2: Go to digitalcookie.girlscouts.org

Click the “Need help to log in” link. (For best results, use the most up to date web browsers)



You will get a screen of steps you can use to try and get registered for Digital Cookie.

Help with Log In

Registration email

You must click the access link in your **Digital Cookie registration email** to log in for the first time and complete set up for Digital Cookie. (See our [tip sheets](#) steps 1-3.) It can take up to 15 minutes to receive the email. Check your spam folder too.

[Request a registration email](#) [The registration process](#)

If you clicked the registration link and your email is not recognized, check if registration has started for your troop. If it's time, you'll be able to self-register. (See our [tip sheets](#) steps 4-7).

[Check if registration has started for your troop.](#)

Problems with email address

The email you're trying to sign in with may be different than what the council supplied.

[Check the email address that's on file for you](#)

Problems with password / too many attempts, locked out

If you forgot your password, or are using one from last year's cookie season, you need a new password.

[Forgot your password](#)

If your account got locked from too many login attempts, go to the log in screen and try to log in 1 more time. You'll see a message with a link to unlock your account or to contact customer support.

[Go to login](#)

It's still not working... [contact customer support](#)

Digital Cookie®

Step 3: Request a Registration Email

Start by clicking on the “Request a Registration Email” and enter the email address that you used to register your Girl Scout.

Request a Digital Cookie Registration Email

Enter the email address you have on file at Girl Scouts and we'll send you a Digital Cookie registration email. It can take up to 15 minutes to receive the email.

Email

[Cancel](#) [Submit](#)

Your reset email should be delivered within 15 minutes, but some email providers may take a few hours. If you have checked your spam folder and still don't have your email, [Contact customer support](#)

Be sure to add
email@email.girlscouts.org
to your address book so
you get your email!

Step 4: Check Which Email is in Digital Cookie

If your email is in the system, you will get a message letting you know that you have been sent a registration email and you will receive it within 15 minutes.

If you get a red message:

Email

The email you entered is not recognized.
Parents, [check the email address that's on file for you](#).
For others, [click here for help](#).

and you think your Girl Scout is a registered Girl Scout member with your local council, you can choose “check the email address that’s on file for you”

Step 5: Select Girl Scout Council

You will select your Girl Scout Council

Verify your Digital Cookie Information

Cookie season timelines vary by council. Check to see if Digital Cookie registration is open. The list below shows councils that are currently getting set-up for Digital Cookie.

What council is your Girl Scout's troop assigned to?

[I don't see my council listed](#)

[Submit](#)

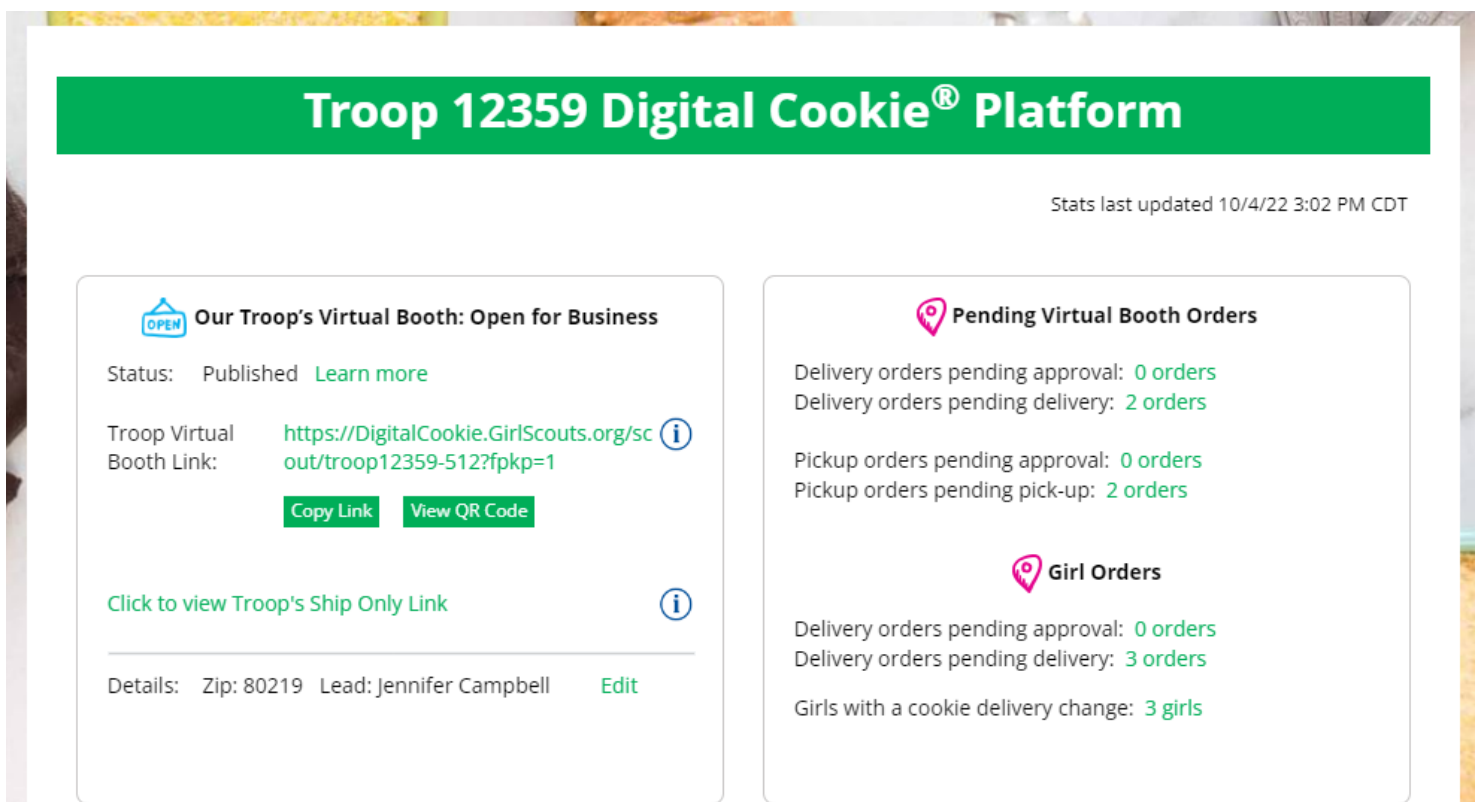
[Contact Customer Support](#)

Digital Cookie®

Troop Virtual Booth Links


From your Troop Dashboard, you may see two links available for your Troop.

If you only see one, your Council has made a decision that the second link is not a good fit for the program at this time.




Troop 12359 Digital Cookie® Platform


Stats last updated 10/4/22 3:02 PM CDT

 **Our Troop's Virtual Booth: Open for Business**


Status: Published [Learn more](#)

Troop Virtual Booth Link: <https://DigitalCookie.GirlScouts.org/scout/troop12359-512?fcp=1> 

[Copy Link](#) [View QR Code](#)


[Click to view Troop's Ship Only Link](#) 

Details: Zip: 80219 Lead: Jennifer Campbell [Edit](#)

 **Pending Virtual Booth Orders**

Delivery orders pending approval: **0 orders**
 Delivery orders pending delivery: **2 orders**

Pickup orders pending approval: **0 orders**
 Pickup orders pending pick-up: **2 orders**

 **Girl Orders**

Delivery orders pending approval: **0 orders**
 Delivery orders pending delivery: **3 orders**
 Girls with a cookie delivery change: **3 girls**

If you see both, the top link is your Troop Virtual Booth Link.

This link will function the same as any Girl Scout's link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the Troop link the same way a caregiver can turn delivery off for their Girl Scout.

If pickup is an option in your Council, this link will enable customers to select pickup orders as a delivery type. See the *Troop Pickup Orders* tip sheet for more information.

The Virtual Booth link is available to copy and share and even has a QR code that can be used on marketing materials. Your Girl Scout Council can provide ideas on how to best use your Troop's Virtual Booth link.



Digital Cookie®

Troop Virtual Booth Links

Your Troop Virtual Booth links will help your Troop make sales online instead of, or in addition to, your regular in person cookie booths. When you set up your Troop Virtual Booth site, there may be two links you can use, depending on your Council's settings. These links will let your Troop reach new customers in your local community and beyond.

Setting up your Troop Virtual Booth Site

Step 1: The first time a leader or cookie volunteer for the Troop logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a Troop Virtual Booth link.

To begin, click the “Start” button.

Troop 4187 Digital Cookie® Platform
Stats last updated 7/28/23 8:45 PM CDT

New! Troop Cookie Site
A troop cookie site can increase sales. To begin, the troop zip code and site lead must be entered first. [Learn more](#)
Start

Pending Virtual Booth Orders
Delivery orders pending approval: 0 orders
Delivery orders pending delivery: 0 orders
Pickup orders pending approval: 0 orders
Pickup orders pending pick-up: 0 orders
Girl Orders
Delivery orders pending approval: 0 orders
Delivery orders pending delivery: 0 orders
Girls with a cookie delivery change: 1 girl

Step 2: You will be asked to enter a zip code for your Troop. Enter one that is representative of the majority of the Girl Scouts in your Troop.

You will also select a name from the drop down of one of the volunteers from the Troop to serve in the role of “Troop Site Lead.” The Troop site lead will be responsible for working with the Girl Scouts in the Troop to set up the Troop site and approving orders.

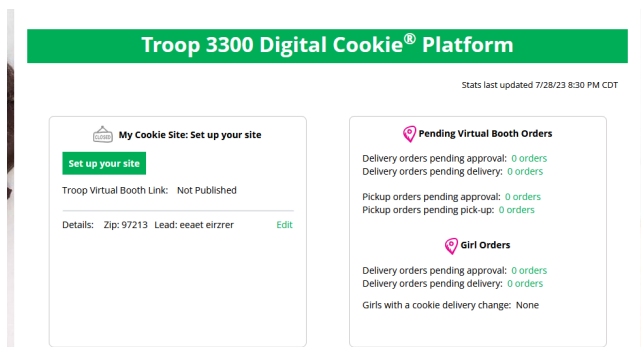
New! Troop Cookie Site
A troop cookie site can increase sales. To begin, the troop zip code and site lead must be entered first. [Learn more](#)
Edit Details
Troop's zip code * required
The zip code is used in the Cookie Booth locator.
Troop site lead * This person sets up the troop cookie site.
Cancel Save

Edit Details
Troop's zip code * required
The zip code is used in the Cookie Booth locator.
Troop site lead * This person sets up the troop cookie site.
Cancel Save

Digital Cookie®

Step 3: If you assigned yourself to be the Troop Site Lead, your dashboard will be updated with a set up your site button. If you have assigned another Troop cookie volunteer to be the Troop Site Lead, the next time they log into Digital Cookie they will see the new role in their role selector drop down.

To begin setting up the Troop site, click set up your site.



Troop 3300 Digital Cookie® Platform

Stats last updated 7/28/23 8:30 PM CDT

My Cookie Site: Set up your site

[Set up your site](#)

Troop Virtual Booth Link: Not Published

Details: Zip: 97213 Lead: eeaet elrzer [Edit](#)

Pending Virtual Booth Orders

Delivery orders pending approval: 0 orders

Delivery orders pending delivery: 0 orders

Pickup orders pending approval: 0 orders

Pickup orders pending pick-up: 0 orders

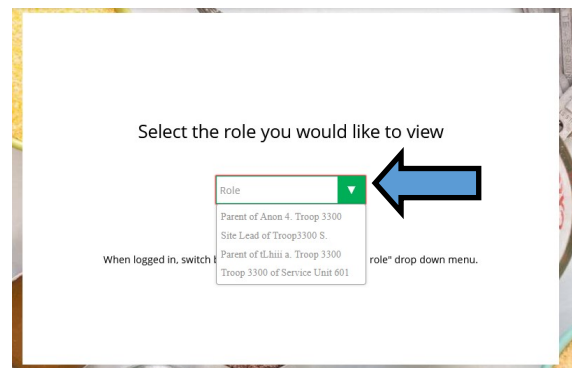
Girl Orders

Delivery orders pending approval: 0 orders

Delivery orders pending delivery: 0 orders

Pickup orders pending pick-up: 0 orders

Girls with a cookie delivery change: None



Select the role you would like to view

When logged in, switch to role* drop down menu.

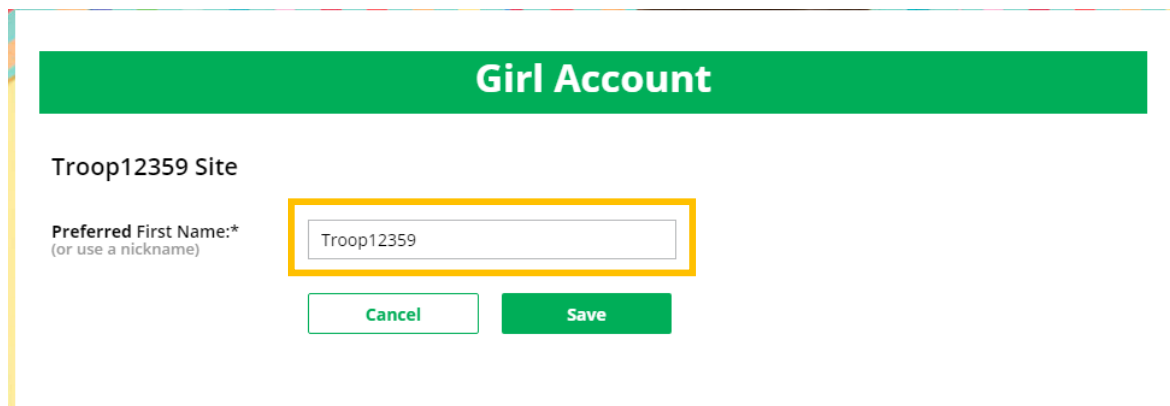
Role

- Parent of Anon 4, Troop 3300
- Site Lead of Troop3300 S.
- Parent of tl.hui a, Troop 3300
- Troop 3300 of Service Unit 601

The Site Lead will then need to complete the registration process as if the Troop were a new Girl Scout by possibly watching the safety video and accepting the terms & conditions and Girl Scout Pledge, plus activating the account.

It is important to leave the Preferred First Name as it appears so it's clear this is your Troop Site. If

there is
a
issue with
Troop
ber,
contact
Council
ber Care
solve be-
proceed-



Girl Account

Troop12359 Site

Preferred First Name:*
(or use a nickname)

Troop12359


[Cancel](#) [Save](#)

an is-
the
num-
please
your
Mem-
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fore
ing.

Digital Cookie®

Troop Ship Only Link

The Troop Shipped Only Link is available if you need a Shipped/dDonated only link. You can find this beneath the Troop Cookie Link and if you click on it, you will see the full URL and QR code for this link.


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 ⓘ
	Copy Link View QR Code
Troop Shipped Only Link:	https://DigitalCookie.GirlScouts.org/scout/troop12359-512 ⓘ
	Copy Link View QR Code

[Hide](#)

This link will only allow customers to purchase Shipped and Donated orders. This link will be sent to the National Girl Scout Cookie Finder beginning National Girl Scout Cookie Weekend (check with your council for specific date).

Once your site is set up and published, there is nothing additional you will need to do in order to have your Troop Ship Only Link appear to customers coming to the Cookie Finder to find a Troop near them to purchase shipped cookies from.

All purchases on either of your links will appear in your Troop records in your baker software. Your Council team will share additional information about that with their training.

Digital Cookie®

Step 6: Enter your Girl Scout's first name, last name, and troop number

Verify your Digital Cookie Information

Look up the parent contact information that's on file for your Girl Scout. If you don't know the troop number, please contact your Troop Leader or council for assistance.

All fields required

What council is your Girl Scout's troop assigned to: Louisiana East

Girl Scout First Name:

Girl Scout Last Name:

Girl Scout Troop Number:

[Contact Customer Support](#)

If your Girl Scout's information is not in the system or not in the system the way you entered it, you will get a message letting you know you will need to contact your council, Troop Leader, or customer support for assistance.

The information you entered could not be matched in the Council's Digital Cookie records. Please check the data and try again.

If the problem continues, contact your council, Troop Leader or customer support for assistance.

Step 7: Viewing the Information in Digital Cookie

If the Girl Scout and primary caregiver information are loaded into the Digital Cookie system, you will see the information in order to verify that it's correct.

If the information is correct, you can send yourself a registration email knowing what email address you should use to look for the email.

Verify your Digital Cookie Information

Here's the Digital Cookie contact information that's on file for your Girl Scout.

Girl Scout First Name: Joanne

Girl Scout Last Name: Smith

Girl Scout Troop: 12352

Parent First Name: Crystal

Parent Last Name: Smith

Parent Email: dc_***@girlscouts.org

Send Registration Email

Update Details

If the primary caregiver information is incorrect, click on the "Update Details" button.
NOTE: if you are also a cookie volunteer you will need to update your email in your myGS account.

Digital Cookie®

Step 8: Updating Wrong Information

To update your information, you will need to enter your Girl Scout's Date of Birth as a

Update Your Digital Cookie Information

Any updates to parent information will be reviewed by the council as a security step. You will receive an email confirming the status of your update and if you change your email, a registration email will also be sent.

Girl Scout First Name: Isabel All fields required

Girl Scout Last Name: Garcia

Girl Scout Troop: 12359

Girl Scout Date of Birth:

Parent First Name:

Parent Last Name:

Parent Email:

[Contact Customer Support](#)

security measure, then you can update your name and/or email address. You will get a success message once you submit your changes.

Your council will then review the updates and approve or reject the updates. You will receive an email notification when they have completed that step.

Step 9: No Information Found

If the Girl Scout is imported but the caregiver information is not on file, you can add the caregiver information.

Add Parent Contact Information

There is no parent information available for this Girl Scout. Please add your information which will be reviewed by the council as a security step. An email confirming your entry and a registration email will be sent to you.

Girl Scout First Name: Amanda All fields required

Girl Scout Last Name: Green

Girl Scout Troop: 12350

Girl Scout Date of Birth (for security reasons):

Parent First Name:

Parent Last Name:

Parent Email:


As in Step 8, the information will need to be reviewed by the council before your Digital Cookie account will be activated. Once approved, you will receive a registration email and can begin accessing Digital Cookie



Digital Cookie®

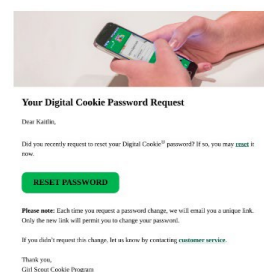
Forgot Password/Reset Password

Step 1: Go to digitalcookie.girlscouts.org, click the “Forgot password” link.



Step 2: Enter the email address

Use the email address associated with the Girl Scout’s Digital Cookie registration.

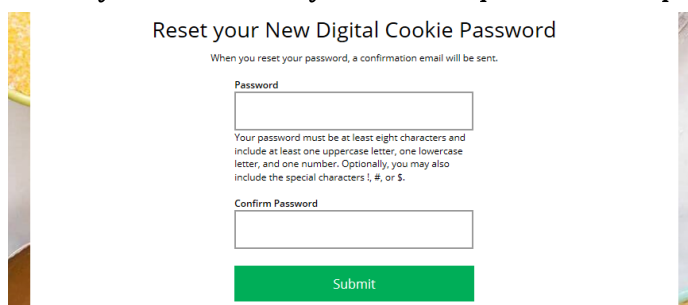


Step 3: Receive Password Reset Email

You will be sent an email with the subject: “Your Digital Cookie password reset request” from “Girl Scout Cookies” (email@email.girlscouts.org) in about 15 minutes. Check your junk/spam/promotions folders if you don’t receive it and be sure to add email@email.girlscouts.org to your “safe sender” list.

Click on the most recent email you received if you have requested multiples.

Open the email and
word” button.



click on the “Reset Pass-

Digital Cookie Mobile App

Before using the Digital Cookie App, caregivers should discuss with family members how they want the Troop orders to be handled prior to using the app.

All Orders: The All Orders button is used to view all of the orders visible by delivery method.

1. Click the green arrow to view all orders under that specific delivery method.
2. See order details. Click the green arrow next to the order, the details will appear.

Users can then review the order, see the status and depending on the type of order and status the user can approve/decline the order or mark it as delivered.

All Orders

MOST RECENT

Cookies in Hand 0 Total >

Approve for Delivery 1 Total >

10/13/23 Packages: 10 WEB
Deliver to: **Trefoil Love**
1231 Upas St
San Diego, CA 92103-5127

Orders to Deliver 3 Total >

10/03/23 Packages: 3 WEB
Deliver to: **Jayne Lawfer**
1055 Alder Ln
Woodburn, OR 97071-2004

10/03/23 Packages: 4 WEB
Deliver to: **Jessica Lange**
238 E Marine Corps Dr
Dededo, GU 96929-5935

Orders Delivered 0 Total >

Shipped 0 Total >


< ORDER DETAILS

Approve for Delivery

ORDER DATE 10/12/2023 10:00 PM #05749873

DELIVER TO
Trefoil Love
1231 Upas St
San Diego, CA 92103-5127
619-867-5309

DAYS LEFT TO APPROVE: 5
IF NOT APPROVED: Cancel Order

 Before approving the order, check:

- The delivery address
- Your cookie inventory

When you approve the order for delivery, the customer's credit card will be charged

Approve Order

Decline Order

Cookies Selected

- Thin Mints®, 2 packages
- Adventurefuls®, 2 packages
- Trefoils®, 2 packages

< ORDER DETAILS

ORDER DATE 10/10/2023 04:06 PM #05749843

DELIVER TO
Juliette Lowerack
303 Peachtree St NE
Atlanta, GA 30308-3201
534-234-2689

ORDER STATUS: Approved for Delivery, 10/10/2023

It's important to mark when cookies are delivered so your records stays accurate.

Order Delivered

Cookies Selected

- Thin Mints®, 2 packages
- Caramel deLites®, 2 packages
- Donate Cookies, 2 packages

ORDER SUMMARY

Cookie Packages: 4 \$30.00

Delivery cost FREE

Order Total \$30.00

Added to sales goal 6 Packages

PAID BY
Juliette Lowerack
dctest512-31@girlscouts.org
534-234-2689

NOTE: You must download the App this year even if you downloaded it previously due to recent updates.

Digital Cookie Mobile App

Opening the App

Purpose: Girl Scouts and Troop volunteers process, take credit card payments, and review orders for in-person cookie sales and booths using the Mobile App:

Step 1: Download the Digital Cookie app in from the Apple App or Google Play stores.

Step 2: Use the email and password that you already used to set up your Digital Cookie account in a browser.

**Note: If you haven't set up and published your Girl Scout and Troop Digital Cookie sites yet, you will get an error message.*

Step 3: Once you've successfully logged into the app, Girl Scouts will see two options to select from: their Girl Scout account and the Troop's account.

Troop Account

Use the Troop account when making a sale that uses the Troop inventory
Cookie Booth credit card payments must happen within the Troop account

Girl Scout Account

Logged in as Girl Scout

From the home page, the user can select "New Cookie Order," "Visit My Site," "Email My Site," or "All Orders."

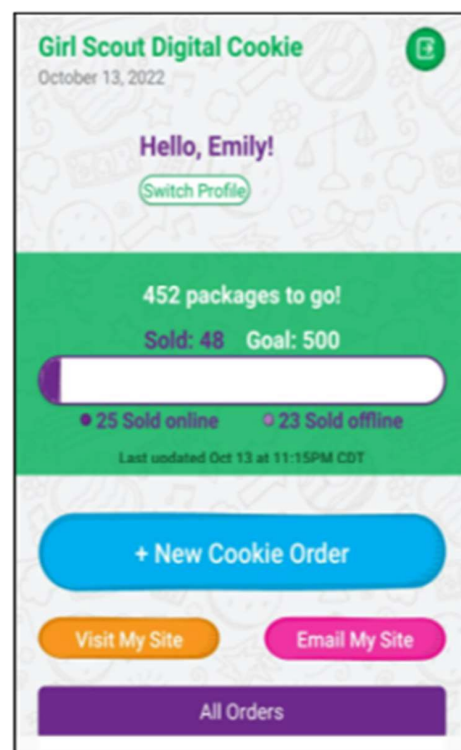
Tabs and their purposes

New Cookie Order: Take cookie orders through the app (in-person options).

Visit My Site: Access QR code for someone to scan.

Email My Site: Send a link to a potential customer who doesn't want to order right now.

All Orders: View all orders by delivery method.



Digital Cookie Booth Payments

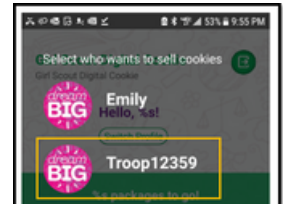
1. Complete Set-up:

From a desktop Web Browser, the Girl Scout and Troop must register, set up, and publish their Digital Cookie sites. On a mobile device, download the Digital Cookie App from the Apple or Google Play Store.

2. Select a Role:

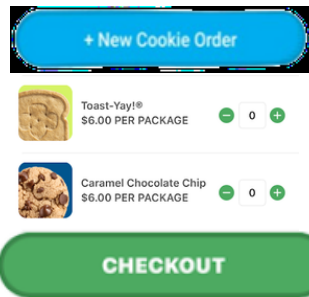
Once you've logged into the app, Girl Scouts will see two role options: their Girl Scout account and the Troop account.

Use the Troop account during Cookie Booths and when using the Troop inventory.



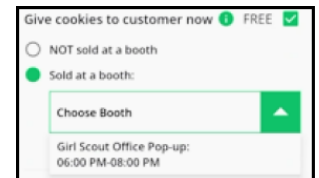
3. Create a Booth Order:

- Click “New Cookie Order”
- Select the Cookie Varieties



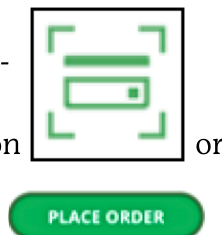
4. Delivery at Checkout:

- Check “Give Cookies to Customer Now”
- Select “Sold At Booth” and Select Your Booth at Dropdown



5. Review Order:

- After reviewing the varieties entered, enter the credit card information click “Scan Card” for faster input
- If all information is entered and



6. Deliver Cookies:

- On the next page, click “Yes” to confirm cookies were delivered.

Delivery
Did you hand the cookies to the customer?



Congratulations! You've completed your Digital



AN ENHANCED DIGITAL COOKIE EXPERIENCE

The Digital Cookie team has been hard at work smoothing out the Girl Scout and Troop Experience for this season. We're excited to let you know that the issues some of you faced last year have been addressed, and we've made some great improvements to the system.

Last Year

Some users had trouble getting in to Digital Cookie or troops and Girl Scouts unable to set up sites

ACCESS



The number of cookies sold was not updating or didn't match what the leader had entered in the baker system

DATA



Customer lists not accessible for some returning users. Trouble sending emails to customers

CUSTOMERS



Some users encountered difficulties placing orders

CHECKOUT



This Year

Our database that manages the data for Girl Scouts, volunteers and troops has been updated to better handle changes. That update will resolve those access issues

The progress bar on user dashboards has been simplified and features a fresh design that now reflects updates in minutes. We've also revamped the data transfer between Digital Cookie and the baker system for faster updates

Returning users will see their existing customer lists. Sending emails has been optimized and tested to get those to customers

Revised prompts and some behind the scenes changes will let customers breeze through checkout.

BONUS! Venmo and Paypal added to the mobile app and required fields reduced. More new features coming in 2025.

Looking forward to seeing you in Digital Cookie this season. We're confident you'll enjoy the improved experience.

Cookie Action Plan

1. Initial Order: January 20-February 9

Troops must have Initial cookie orders and Initial rewards orders entered into eBudde by noon, February 12. Service Units must have both orders submitted by noon February 14.

2. Digital Cookie: January 20-April 27

In person girl delivery orders automatically upload into eBudde during Initial Order. Orders placed after Initial Order appear in eBudde only as dollar amounts on the “After submit” line.

3. Goal Getter: Immediately follows Initial Order, February 10-April 27

These sales can greatly increase the Troop’s profit, Service Unit bonuses, and girls’ rewards. This is an opportunity for girls who missed Initial Order to participate in the sale. This is also a great time to reach out to customers not contacted during Initial Order.

4. Booth Sales: March 7-April 27

A Booth Sale is a direct sale to customers—on a table in a public place, as a “rolling” sale (cookies in a wagon or car), or a drive-thru booth. Encourage troops to have booth sales so that your Service Unit can reach its bonus goal. *The flexibility of the sale gives every girl the opportunity for success.*

Booth Sales

- Cookie orders and selection of council-sponsored booth sites will be through eBudde, date TBD. Select the **“2024-2025 Sales Season”** in the dropdown menu at the top of the screen. Troops can enter “My Sales” locations through the end of the sale. Booth locations will be loaded into Cookie Finder.

Guidelines:

- During the first round of council-sponsored booths (1/27/25), Troops will be able to secure one booth location to give all Troops a fair & equal opportunity. During the second round (1/29/25), Troops will be able to secure any additional booths.
- **Maximum 30 cases per booth.**



Cookie Retirement

The 2025 cookie lineup will be jam-packed with the full spread of the classic cookie flavors, including Thin Mints®, Samoas®, Tagalongs®, and more. However, at the close of the 2025 Cookie Season, Girl Scout S'mores® will be retired. This will be a great opportunity for the girls to talk about this cookie and let their customers know that if there's anyone who's a fan of Girl Scout S'mores®, they should be sure to get their hands on their favorite sweet treat this season by stopping by a booth sale, ordering online for shipping or in-person girl delivery.



More information including printouts & activities can be found here:
www.littlebrowniebakers.com/girl-scout-smores-retirement

Final Season Girl Scout S'mores®!



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Little Brownie
BAKERS®

Rewards and Awards

Girl Rewards

Cookies sold in Initial Order, Booth Sale and Goal Getter Phases count toward patches and final rewards. Girls work toward rewards from the first package sold, until the last day that cookies are available, **April 27**.

Initial Order Rewards

Rewards are earned for reaching 135 and 175 packages on Initial Order. These rewards will be shipped directly to the Service Unit Cookie Chair as soon as the council Initial Order is submitted. Rewards are cumulative. **Please distribute these rewards as soon as possible after you receive them.**

Overall Rewards are offered at these levels:

50+, 150+, 200+, 300+, 400+, 500+, 550+, 600+, 700+, 1000+, and 2000+ packages.

Number bars are earned beginning at 100+ in increments of 100 packages.

Patches for Booth Sales, Gift of Caring, and Digital Cookie can be earned as well; see Order Card for details.

Troop Profit

Troops earn \$1.00 per package.

If Troops attained a PGA of 135 during I/O and sold \$1,200 or more during the 2024 Fall Product Sale, they will earn an additional 10¢ **per package**.

At the end of the sale in April, if a troop has a PGA of 175 or more, they will earn an additional 10¢ **per package**.

Older Girl Troops have the option of Opting Out of rewards and earn 10¢ **more per package if they have attained an Initial Order PGA of 135**. See page 13 for details.

The maximum proceeds a troop can earn is \$1.30.



Rewards and Awards (cont.)

Service Unit Bonuses

Service Units can earn a cash award for increasing their sales over the 2024 cookie program!

Bonuses are earned as follows:

10% increase in sales over 2024 final order—\$100.00

20% increase in sales over 2024 final order—\$200.00

30% increase in sales over 2024 final order—\$500.00

Bonus payments are done via ACH to the Service Unit account after all end-of-year financial reports have been received by the Finance Department. Please be sure your Service Unit Manager and Treasurer know if the Service Unit qualified for a bonus. They will need to ensure that all financial reports have been submitted in a timely fashion so the bonus will not be delayed.

Keep your eye on your Service Unit Sales in eBudde—a few boxes more could mean a bonus!

Tips to Increase Sales

- Encourage Troops to use Digital Cookie. Digital Cookie has helped many Troops sell more cookies. Customers charging cookies generally order more. Collecting online means fewer trips to the bank for Leaders.
- Increase the number of Girls in your Service Unit with year-round recruitment.
- Encourage all Troops to participate in the Cookie Sale Program.
- Encourage all Girls to participate.
- Encourage Girls who are waiting for a Troop to register in the Independent Pathway (Juliette) and encourage all Juliettes to participate in the Cookie Sale Program.
- Set a goal for each Girl to sell one more case than last year.
- Encourage Booth Sales in your Service Unit.
- Find new businesses to host cookie booths.
- Have a Service Unit contest such as a “Bling Your Booth”, highest PGA, highest Initial Order, most post-Initial Order sales, etc.
- Throughout the sale share the Service Unit progress with the Troops .
- Keep checking eBudde figures—you may only need a case or two to reach your bonus!

Gift of Caring (GOC)

The Gift of Caring program allows customers to purchase cookies to be donated to charitable programs/organizations. **GSHH** offers two Gift of Caring options—the Council Gift of Caring (Operation Cookie Drop) and the Troop Gift of Caring. Troops can participate in one or both programs.

**WE LOVE
GIRL SCOUT
COOKIES**

Council GOC: Operation Cookie Drop

In 2024, Girl Scouts Heart of the Hudson, through Operation Cookie Drop (Op Drop), donated over 80,000 packages of cookies to troops abroad, to VA Hospitals within our council area, and to other military-related organizations. This is our Council Gift of Caring Project. There are two options for ordering Op Drop cookies:

“Virtual” These cookies will be held at the warehouses and supplied directly from the warehouses to the Operation Cookie Drop load-in event. Troops/Girls are credited for the sale, but do not physically receive the cookies.

On the Initial Order screen, the first column is for “Op Drop”. Put the total for each Girl’s Op Drop order in that spot. (This year if one hovers the mouse over the OpDrop column, a brief description appears about the purpose of the column.)

“In-Hand” On the Initial Order screen, the last column is for Troop GOC. This can also be used for Op Drop if the Troop wants to use the extras from their Initial Order to fulfill their Op Drop orders. Put in the total number of cookies for each Girl in the “Troop GOC” column.

A combination of both options can be used.



Troop GOC

Troops can identify their own Gift of Caring recipient. These cookies will be taken from the extras Troops have as a result of eBudde rounding up. If there is an insufficient number, then Troops will order the balance of cookies needed from a cupboard or use booth sale extras to fill those GOC orders.

In eBudde, on the Initial Order screen, enter the number of boxes for each Girl in the last column, which is for Troop GOC.



Delivery

Cookie delivery dates are **March 6-March 8**. Delivery dates/locations will be posted in eBudde for troops to choose. Counting is a very important part of delivery! Count, count, and count again! Accuracy is essential.

Council plans to stage delivery like last year: choice of several GSHH locations, and Troop's choice of dates.

NOTE: Please encourage your Troops to choose a location, date & time slot. If they don't, or if they do, but don't pick up their order, they will have to make arrangements with the warehouse.

Clancy Relocation located in Holmes/Patterson, NY



Money Matters

Cookie proceeds owed to Council will be withdrawn directly from Troop bank accounts via ACH. Any funds owed to the Troop will be deposited via ACH into the Troop bank account on file. No physical checks will be issued. Troops are required to provide an ACH authorization form to the GSHH Finance Department if they have not provided the authorization form previously, or their bank account information has changed.

More finance information is detailed in the Troop Cookie Guide.

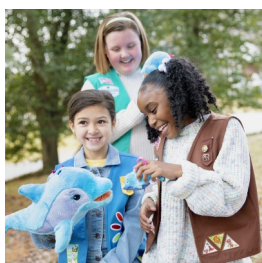
ACH Sweeps

4/11 1st cookie ACH withdrawal (1/3 of balance due).

5/9 2nd cookie ACH withdrawal (1/3 of balance due).

5/23 Final Cookie ACH withdrawal (any remaining balances owed to Council)

If there are any money issues, please contact Member Care at 855-232-4744 or membercare@girlscoutshh.org





SAFETY GUIDELINES

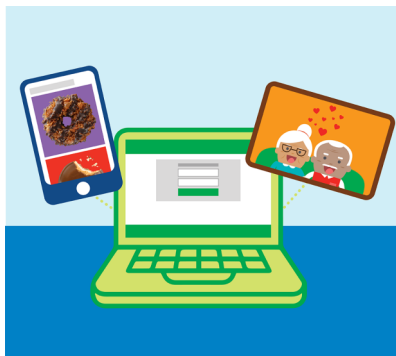
An essential part of your action plan for a successful Girl Scout Cookie Season is reviewing safety guidelines with troop members and their parents or guardians. Girl Scouts of the USA offers resources on girlscoutcookies.org/troop-leaders.

GIRL SCOUTS OF THE USA RESOURCES

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Supplemental Safety Tips for Online Marketing
- Practical Tips for Parents
- Safety Tips for Girl Scout Cookie™ Entrepreneurs
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints

Find safety resources and more at:

- girlscoutcookies.org/troopleaders
- girlscouts.org
- girlscoutshh.org



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Little Brownie
BAKERS

RESOURCES AT A GLANCE

eBudde™ App

LittleBrownie.com/volunteers
wherever you download apps

Digital Cookie®

girlscouts.org/digitalcookie

Troop leader resources

girlscoutcookies.org/troopleaders

Volunteer Essentials

girlscoutshh.org

Cookie Booth Guide

girlscoutcookies.org/troopleaders

Cookie Program Family Meeting Guides

girlscoutcookies.org/troopleaders

Cookie Finder

<https://www.girlscoutshh.org/en/cookies/find-cookies.html>

Digital Marketing Tips for Cookie Entrepreneurs

girlscoutcookies.org/digitalmarketingtips

Girl Scouts® Built by Me Planner

LittleBrownie.com/volunteers

Goal-setting activities & tips

girlscouts.org
LittleBrownie.com

In-Person Cookie Sales Guide & other resources

LittleBrownie.com/volunteers

Safety resources

girlscoutcookies.org/troopleaders

Social media tools and graphics girlscoutcookies.org/troopleaders

LittleBrownie.com/social-resources

Girl Scouts® Cookie VIP eTraining

Vipetraining.littlebrownie.com

Cookie Family Connection Guide

girlscoutcookies.org/troopleaders

Little Brownie Bakers® Family Guide

LittleBrownie.com/families

Cookie badges

girlscouts.org/cookiebadges

Cookie Entrepreneur Family pin

girlscoutcookies.org/entrepreneurfamily

Cookie history, FAQs and nutrition information

LittleBrownie.com

Share the Digital Marketing Tips brochure with cookie entrepreneurs and their families. It can be found girlscouts.org/en/members/for-volunteers/cookie-resources-troop-leaders-volunteer.html

Cookie Materials Distribution

In an effort to reduce waste and make materials more accessible GSHH has posted the Troop Cookie Book, Troop Permission Slip and Family Guide on the GSHH website.

Service Unit	Troop	Girls
Bubble Sheet (1) per troop	Receipt Book (1)	Order Card (1)
Extras:	Jumbo Envelope (1)	Goal Getter Card (1)
Bubble Sheets (5)	Extra Goal Getter Cards (3)	Money Envelope (1)
Goal Getter Cards (5)	Extra Money Envelopes (3)	
Order Cards (10)		
Jumbo Envelopes (2)		
Receipt Books (3)		

We hope you have a successful season and we are always here for you if you have any questions —Your Product Sales Specialists: 914-747-3080

Aurora Orozco

Office x 736
aorozco@girlscoutshh.org

Kathy James

Montgomery Office x 234
30 Scott's Corners Drive
Montgomery, NY 12549
kjames@girlscoutshh.org

Laci Mann

Rockland Office x 423
87 Maple Avenue
New City, NY 10956
lmann@girlscoutshh.org

Regina Shaver

Montgomery Office x 779
30 Scott's Corners Drive
Montgomery, NY 12549
rshaver@girlscoutshh.org

We are happy to help!

GSHH Website: www.girlscoutshh.org

eBudde: ebudde.littlebrownie.com

GSHH Member Care: membercare@girlscoutshh.org

855.232.4744 (GSHH)

2025 Cookie Rewards Opt Out Form for C/S/A Troops and C/S/A Juliettes Only

Troop Number: _____ Level: _____ Service Unit: _____

Troop Leader: _____ # of Registered Girls: _____

Troop Leader Email: _____ Phone: _____

GSHH is offering the opportunity to opt out of the physical rewards to our Girl Scout Cadette/Senior/Ambassador troops and C/S/A Juliettes, who attain a PGA of 135 packages sold during initial order, in exchange for additional proceeds. ***Multi-level troops that have Daisies, Brownies and/or Juniors are not eligible.*** In lieu of physical cookie rewards, the troop or Juliette will receive an additional \$0.10 per package sold during this cookie season. Troops/Juliettes who opt out will receive all of the patches associated with the levels detailed on the order card.

Please discuss with the troop or Juliette what this decision will mean – what will the extra proceeds be used for? Is there anyone who would rather get the rewards? If anyone is hesitant, please **do not** coerce them into opting out.

Each girl in the troop partaking in the sale MUST agree to opt out in order to participate.

After the girls have made their decision, please have them email you or sign the form below. Each girl in the troop participating in the Cookie Sale must send an email or sign the form. Failure to do so will result in opting in to receiving rewards only.

Please fill out the form below with each girl's name and their choice (opt out – YES or opt in - NO) and have them sign it. (We will accept email documentation to serve as signature approval from the girls who aren't available to sign the form. (They will need to include their decision in the email) **Send a copy of this form and the emails from the girls in one email to productsales@girlscoutshh.org.**

The form will need to be sent prior to submitting your Initial Order. **It is due no later than February 5, 2025 by 5 pm.** *If the deadline or PGA are not met, the troop or Juliette will automatically be opted into receiving the rewards.* Please do not submit the Initial Order until you confirm that the Opt Out box in eBudde has been checked off. The troop or Juliette's proceed structure will be finalized once the order is submitted and cannot be changed.

Girl Scouts Name (please print clearly)	Signature	Opt-out Decision
		<input type="checkbox"/> I agree to opt out of receiving Cookie Rewards <input type="checkbox"/> I do not agree to opt out
		<input type="checkbox"/> I agree to opt out of receiving Cookie Rewards <input type="checkbox"/> I do not agree to opt out
		<input type="checkbox"/> I agree to opt out of receiving Cookie Rewards <input type="checkbox"/> I do not agree to opt out
		<input type="checkbox"/> I agree to opt out of receiving Cookie Rewards <input type="checkbox"/> I do not agree to opt out
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		<input type="checkbox"/> I agree to opt out of receiving Cookie Rewards <input type="checkbox"/> I do not agree to opt out
		<input type="checkbox"/> I agree to opt out of receiving Cookie Rewards <input type="checkbox"/> I do not agree to opt out

Thank you for all that you do for the Girl Scouts!

