

Troop Cookie Sale Guide 2025



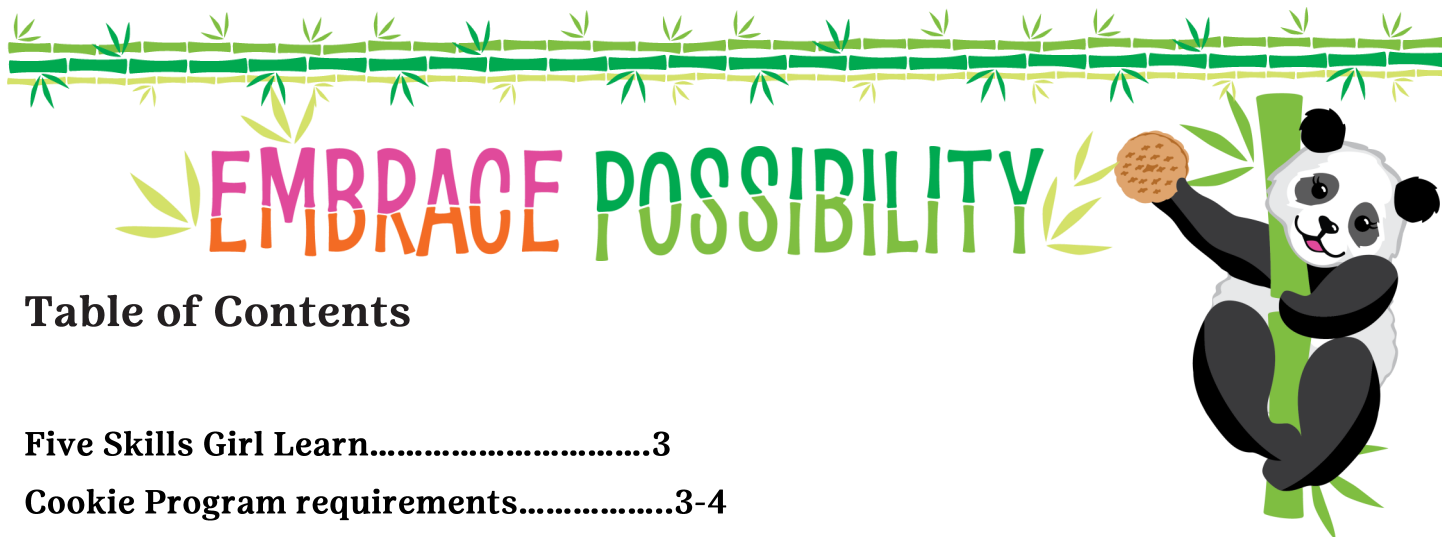


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Five Skills Developed by the Girl Scout Product Program

Girls learn the value of a dollar, how to budget, the difference between wants and needs, how to make tough decisions, how to set big goals, all the while remembering to be honest and fair. During the Fall Product and Cookie Programs, girls are given the resources and chance to decide on the big goal, plan with confidence, and budget for tomorrow. Seize the opportunity to practice a financially independent future.

Goal Setting

Girls set individual Cookie Program goals and with their troop, then create a plan to reach them. Being able to set and reach goals will help girls succeed in school, on the job, and in life.

Decision Making

Girls decide where and when to sell cookies, how to market their sale, and what to do with their earnings. As girls get older making big and small smart decisions is a key life skill.

Money Management

Girls develop a budget, take cookie orders, and handle customers' money. Learning this skill gives girls experience on handling money—from their lunch money to their allowance and their future paycheck.

Girls act honestly and responsibly during every step of the Cookie Program. This matters: employers want to hire ethical employees and customers want a positive experience—and the world needs ethical, positive leaders.

People Skills

Girls learn how to talk (and listen) to their customers, as well as how to work as a team with other girls. This helps them perform better with group projects, sports teams, on the playground, and later at work.

Business Ethics

Participating Troop Requirements

All registered Girl Scouts with a signed permission slip (either signed online or hardcopy—the form can be found on page 36) can participate in the Cookie Program. All troops must be clear of any debt due to council in order to participate. While caregivers with outstanding debt (including those within one year from date of full payment) cannot take orders, their Girl Scouts may still participate in Digital Cookie and cookie booths

- Current annual finance report submitted.
- Troop Bank Information must be on file with GSHH. Troop must have a signed ACH authorization form on file with GSHH Finance. (You can find the form on page 39)
- At least two registered, and background-checked troop leaders.
- A registered, background-checked adult as the troop cookie chair who has signed the troop volunteer agreement in eBudde (this person can be a troop leader but must add this as a role in MyGS).
- To register as troop cookie chair, go to girlscoutshh.org and log into MYGS from the homepage. Update your role to reflect your new title. (The chair can be a troop leader but must add this as a role in MyGS). If you need further assistance contact Member Care at 855-232-4744 or MemberCare@girlscoutshh.org
- If you are a brand new troop, be sure to check out the cookie resources available at girlscouts.org/Cookies

with her troop.

Troop Cookie Chair Requirements

The Troop Cookie Chair is responsible for:

- Being a registered and background-checked volunteer.
- Completing the online troop cookie chair agreement form.
- Collecting and providing receipts whenever cookies or money are exchanged,
- Ensuring all Permission Slips have been completed before distributing cookie order forms. Keep these for the Girl Scout year.
- Distributing girl rewards within two weeks of receiving them.
- Ensuring that funds are in the bank for the ACH sweeps.
- Using eBudde to track troop sales and finances.
- All cookies that are ordered, picked up at a cupboard, or transferred from another troop. (Be sure to always count your product!)



Caregiver Requirements

Caregiver requirements:

- Completing the online Permission slip available from the troop or at girlscoutshh.org/Cookies (The permission slip can be found on page 36)
- Turning in the Girl Scout's Cookie order form to the troop on time.
- All cookies ordered and picked up for their Girl Scout, including Digital Cookie girl delivered orders, are delivered to customers soon after they are received.
- Money collected from customers for the purchase of cookies must be given to the troop by the set deadlines. All checks should be written to GSHH Troop XXXXX and deposited into the troop account.
- Ensuring that all cookies, including cookies ordered after Initial Order, are assigned to girls so they receive their earned reward.



Troop Cookie Chair Checklist

- ❓ Check that your troop is registered with two adult leaders with active background checks. All troops must have Troop Bank account information on file with GSHH. Troop cookie chairs also must be registered with a background check. Be sure troops submitted the [ACH authorization form](#). The form can be found on page 39 of this guide, or on our council website.
- ❓ Complete the Troop Volunteer Agreement Form in eBudde when you first login.
- ❓ Complete training. Council troop training is Tuesday December 17 at 6:30 PM via Zoom. You can register through myGS when you click on “Find Events” or you can go to the calendar on our council site here: girlscoutshh.org/en/discover/activities/event-calendar.html.
- ❓ Hold a caregiver meeting (**see page 15**). Explain deadlines, expectations, and verify caregivers have signed the Permission slip. Distribute order cards to participating girls.
- ❓ Log into eBudde to update your contact information and become familiar with the online cookie management system, eBudde. Verify that all registered girls are listed. If not, contact Member Care at 855.232.4744.
- ❓ Download the eBudde Troop App for access on the go, wherever you are!
- ❓ Log in to Digital Cookie using your access invitation and encourage your Girl Scouts to do the same!
- ❓ Sign up for cookie booths when announced by Council or arrange your own.
- ❓ Frequently refer to the calendar page 34 for important dates.
- ❓ Hold your cookie booths (council-arranged and troop-arranged) and record your sales. Review booth guidelines on pages 23-26.
- ❓ Reconcile sales for each girl, collect the rest of her money due and establish her final reward selections. Complete your cookie allocations to the girl in eBudde (pages 28-29) and make her final reward selections. (**page 33**).
- ❓ Make your final deposits to your troop bank account; save your bank receipts.



Glossary

ACH: Automated Clearing House, system used for debiting and crediting troop accounts

DOC: Digital Cookie Online selling platform

DOC DLVR: Digital Cookie Delivered Orders

DOC DON: Digital Cookie Donated

DOC SHIP: Digital Cookie Shipped

GG: Goal Getter

GSHH: Girl Scouts Heart of the Hudson, your Council

GOC: Troop Gift of Caring Troop Donation Program

IO: Initial Order period : 1/20-2/09

OpDrop: Operation Cookie Drop Council Donation Program to the military

PGA: Per Girl Average

SU: Service Unit: The area of the council where your troop is located

SUCC: Service Unit Cookie Chair (volunteer)



Ways to Participate in the Girl Scout Cookie Program

Get ready for your Girl Scout to make (cookie) boss moves this year! No matter how she takes part in the Girl Scout Cookie Program, she'll grow her people skills, learn to set goals, make smart decisions, and so much more. Talk with her about which options she's excited to explore this year!



Phone or Text Friends and Family

Is this your Girl Scout's first time running her own cookie business? Texting or phoning friends and family is a great way to help her feel comfortable connecting with cookie customers. And if your seasoned cookie boss's free time is limited—hello, school, sports, and extracurriculars!—this option has maximum flexibility.

Digital Cookie

Is your Girl Scout ready to take her digital marketing skills to the next level? With the Digital Cookie® platform, Girl Scouts can ship cookies straight to customers, accept orders for cookie donations, or have local customers schedule an in-person delivery. And she can reach her sales goals no matter what her schedule is like.

[Councils may want to add a link to GSHH Website: Girlscoutshh.org

Door-to-door

They're the perfect way to hone her sales pitch! With door-to-door sales, Girl Scouts can stay local and sell in their neighborhoods—and use door hangers and business cards for customers who aren't home. They'll also grow their people skills by meeting new neighbors (with the necessary adult supervision, of course)

Cookie Stands

Would your Girl Scout feel more comfortable on her own turf? Cookie stands, similar to lemonade stands, are set up in front of a residence on private property, where she'll market her cookies to customers in her neighborhood. They're a great way to ease more introverted girls into connecting with their communities. This can be fun for the whole family!

Cookie Booths

This option has maximum customer interaction, teamwork, and all the fun! Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, bank, mall, or even a drive-through booth in a parking lot) where they can practice their business skills with new customers.

Note: cookie booths must be coordinated by troop cookie managers; may only happen at council-approved locations; and must be legally open to, accessible, and safe for all girls and potential customers.)

Connecting with Her Community

The possibilities are endless! Girl Scouts team up with their parents/caregivers to sell cookies to their employees and coworkers, at places of worship, and at community groups. They could prepare a corporate pitch to sell cookies in bulk to car dealerships, real estate agents, or financial institutions. When these budding entrepreneurs secure a large sale, they get a taste of sweet success!

Participating in the cookie program powers Girl Scouts' adventures throughout the year as they learn key business skills to excel in future careers and in life. By participating in different sales methods, girls gain more skills, including: goal setting, decision making, money management, people skills, and business ethics.

Don't forget: adult supervision is required at all times.

Digital Cookie

Why we love Digital Cookie:

- Cookie customers pay online, so caregivers have no money to collect or orders to log.
- Customers can choose to have their order delivered locally by the girl, donated, or shipped to their doorstep.
- Caregivers have more control over girl delivery orders with the option to approve or decline those orders for girl delivery.
- Girls can share a QR code, making it easy to include their storefront on fliers, door hangers, and more!
- Girls can work with caregivers to share on private social media outlets and practice their digital marketing skills!
- Troops can use a troop storefront to collect payment at in-person booths.
- Funds from purchases are credited to the troop in eBudde—no finances you need to manage!
- Girls earn special rewards just for using Digital Cookie as part of their cookie business!



Digital Cookie Basics

- Initial Order purchases made through Digital Cookie will automatically transfer into the Initial Order tab for each girl in eBudde. Caregivers can enter their paper card orders in DOC, but those will not transfer, only the actual sales through DOC will. Paper orders must be manually entered in eBudde.



- Caregivers will receive a registration access email. If they didn't get the access email, they can easily visit digitalcookie.girlscouts.org and click the "Need Help" link.
- Remind caregivers to approve or deny those orders for girl delivery right away!
- If your troop runs out of cookies, you can get additional cookies from another troop or cupboard. You can also turn off the girl delivery option for your troop link.
- By following the online marketing guidelines, girls can safely manage their cookie businesses online and help hit their goals.
- Caregivers will have to approve Girl Delivered Orders. Denied orders will default to the customer's choice of donation, or canceled.

• Girls can send a welcome email, reminders, and even thank you emails with a custom salutation through Digital Cookie.

- Girl Delivered orders placed after Initial Order must be manually allocated in eBudde, see pages 28-29 for instructions.
- Robust reports available for cookie chairs and caregivers. Track customer details, easily see order varieties, export to a spreadsheet and more.
- Enjoy built-in games and videos.
- Girls can customize their storefront with pictures or video.
- View Cookie Badge and Cookie Pin steps and tracking.
- Girls can track their reward progress and make selections!

Troop Digital Cookie Storefront

- Troop cookie chairs will be able to manage and view the troop site from their volunteer login
- Orders will show up under "Troop Girl"
- You can allocate the "Troop Girl" sales to real girls in the troop, giving girls credit for

the following 6 pages have updates & tips for the Digital Cookie Platform and more information can be found at digitalcookie.girlscouts.org/help/volunteer



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

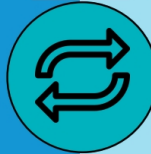
Some users had trouble getting in to Digital Cookie or troops and Girl Scouts unable to set up sites

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.

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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.

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

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

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No Registration Email Received

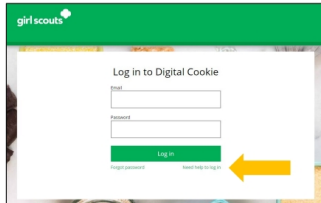
In order to receive a Digital Cookie registration, a Girl Scout must be registered for the current membership year and the Girl Scout council will need to have the correct email address on file for the primary caregiver.

Step 1: Check Inbox

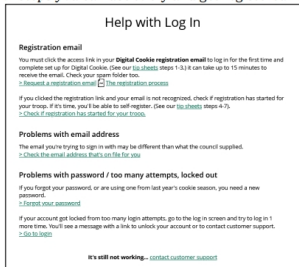
Check your junk/spam/promotions inbox one more time for an email from "Girl Scout Cookies" (email@email.girlscouts.org) with the subject "It's time to register your Girl Scout for Digital Cookie!". If you do not see the email, follow these steps to get registered for Digital Cookie.

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.



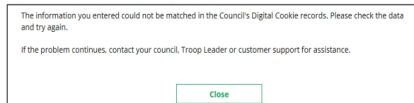
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Step 6: Enter your Girl Scout's first name, last name, and troop number

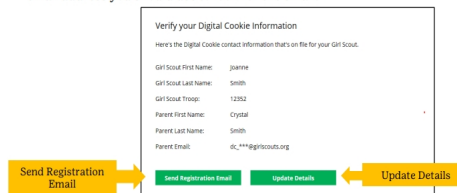
If your Girl Scout's information is not in the system or not in the system the way you entered it, you will get a message letting you know you will need to contact your council, Troop Leader, or customer support for assistance.



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.



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.

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Step 3: Request a Registration Email

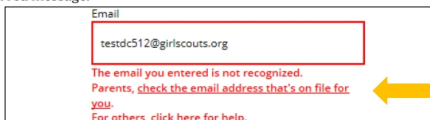
Start by clicking on the "Request a Registration Email" and enter the email address that you used to register your Girl Scout.

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.

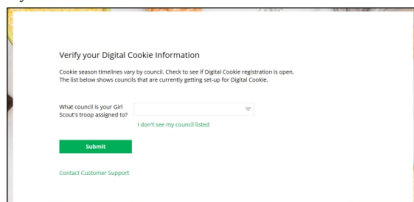
If you get a red message:



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



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Step 8: Updating Wrong Information

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

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.

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

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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.

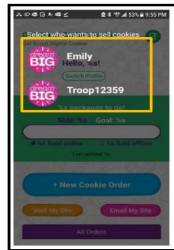
Step 1: Download the Digital Cookie app in from the Apple App or Google Play stores.

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

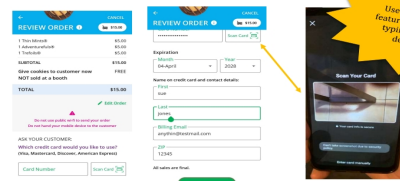
Girl Scout Account

- Use the Girl Scout account when making a sale that uses the Girl Scouts inventory
- Such as door-to-door, direct ship, deliver in person later

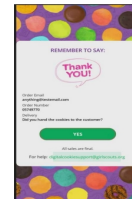
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Scan a Credit or Debit Card

Next to the payment details, there is a button to "Scan Card".



Once the order is placed, the Girl Scout will receive an order confirmation screen.



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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."

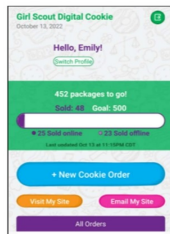
Tabs and their purposes

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



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Logged in as Troop

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

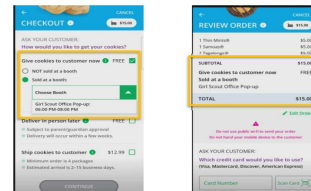
- Steps for accessing these and what they do are the same as Girl Scout view

Troop login means that sales will be credited to the whole troop - such as at a cookie booth.

All cookie booth credit card payments will go through the Troop Login in the Mobile App. Booths will not display in the Girl Scout Login.

New Cookie Order—Troop login view

When processing a new order, during the checkout steps, if the selection "Give cookies to customer now" is selected the user will see additional options. Once a user has selected "Sold at a booth" they will be able to select that specific booth. When reviewing the order users can see which booth was selected.

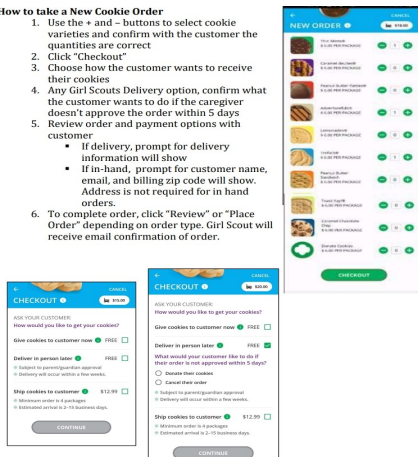


Approving orders: All users when logged in as the troop will be able to view, approve/decline orders the same way Girl Scouts can above. Troop volunteers

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How to take a New Cookie Order

1. Use the + and - buttons to select cookie varieties and confirm with the customer the quantities are correct
2. Click "Checkout"
3. Choose how the customer wants to receive their cookies
4. Any Girl Scouts Delivery option, confirm what the customer wants to do if the caregiver doesn't approve the order within 5 days
5. Review order and payment options with customer
 - If delivery, prompt for delivery information will show
 - If in-hand, prompt for customer name, email, and billing zip code will show. Address is not required for in-hand orders.
6. To complete order, click "Review" or "Place Order" depending on order type. Girl Scout will receive email confirmation of order.

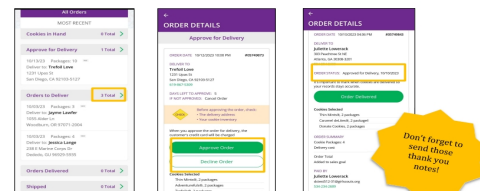


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should discuss with family members how they want the troop orders to be handled prior to using the app.

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.



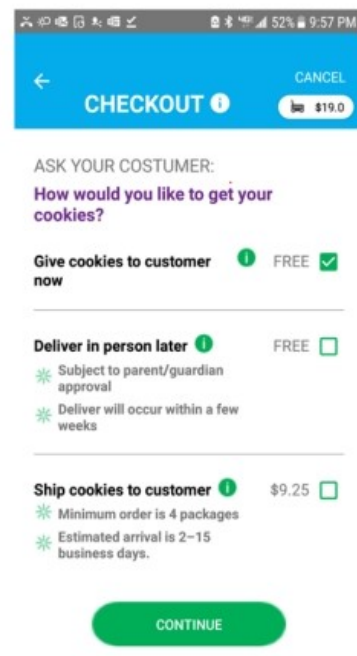
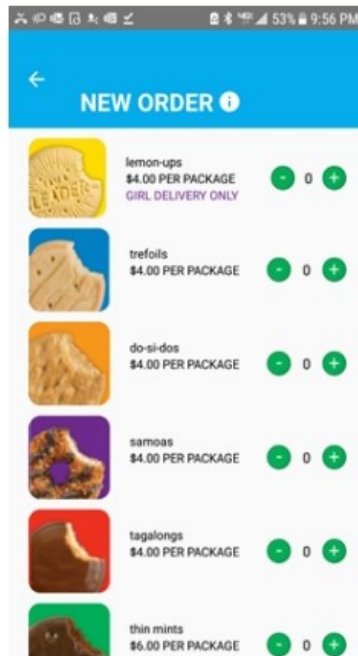
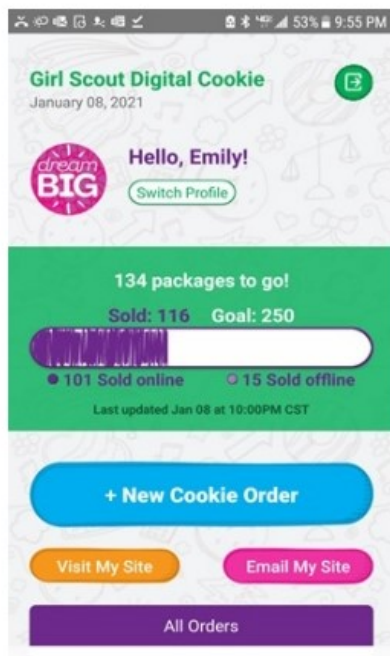
NOTE: You must download the App this year even if you downloaded it previously due to recent updates.

Using the Digital Cookie App at a Booth

Cookies in Hand

- Log into the Digital Cookie App
- Click on +New Cookie Order
- Ask the Customer what cookie varieties and quantities they would like and enter them.
- Click on Checkout
- Please make sure to click on the box for the Give Cookies to Customer now line. This is “Cookies in Hand”.

YOU MUST USE COOKIES IN HAND AT YOUR BOOTH. IF YOU USE GIRL DELIVERY IT WILL ADD BOXES TO YOUR INITIAL ORDER



There are so many ways that girls can support their community, but also so many ways the community can support them!

Operation Cookie Drop (OpDrop)

The GSHH Operation Cookie Drop program offers girls the ease of collecting Girl Scout cookie donations without having to worry about the logistics. Cookies purchased for Operation Cookie Drop will need to be allocated in the OpDrop column so that your troop inventory counts are not affected.

- Troop cookie chairs allocate the packages and funds in eBudde under the OpDrop column.
- Council manages the inventory and delivery of those donated packages so there are no cookies to handle by the troop.
- Girls who sell 20+ donated packages earn rewards.
- Cookies are donated to military, and veteran organizations, and sent to service members overseas.
- Donations purchased through Digital Cookie will automatically apply to Operation Cookie Drop and automatically flow into eBudde, so the troop cookie chair does not have to allocate.
- See page 28-29 for allocation instructions

**Connect with
local businesses**



Gift of Caring (GOC)

Customers can purchase cookies for donation. The difference with the troop Gift of Caring is that the troop will manage the logistics of physically receiving the donations in their troop delivery and then delivering the cookies to the organization the troop chose for donation. All of the logistics are handled by the girls and troop. Packages and payments for the cookies should be allocated in the GOC column in eBudde. This will affect your troop inventory. If your troop doesn't have enough cookies to fulfill GOC purchases, the troop can pick up more at a

Reach out to area businesses to see how they might be interested in supporting your troop's goals. Businesses can purchase cookies to be donated on their behalf, they can host a cookie booth with you, share your virtual cookie booth to their social audience, or purchase cases of cookies for customers or staff appreciation. Connecting with business owners is a great way to help your troop reach your goals while also giving the business an opportunity to support local entrepreneurs.

Caregiver Meeting/Virtual Caregiver Training

Caregiver Meeting

Schedule a meeting or virtual training with your girls and caregivers prior to starting the Cookie Program to explain the program, deadlines, and rules to the girls and caregivers. Recruit volunteers to assist with cookie tasks to help the program run smoothly for your troop.

Meeting Checklist

- Verify your troop roster and contact Member Care for any inaccuracies.
- Visit [girlscouts.org](https://www.girlscouts.org) Cookies+ page and find the Little Brownie Cookie Rookie video, for new troops.
- Consider using GSUSA's Cookie Program Meeting Guides
- Email the Family Guide link to families, explain the Cookie Program and ways to participate.
- Review the Cookie Business Badges and decide if you will work toward them this cookie season.
- Instruct each caregiver to complete the Permission slip, if they have not already.
- Girls in separated households should have each caregiver complete the agreement. Following these guidelines will help avoid issues with money collection and financial responsibility at the end of the program. See more below.
- Remind families that the Cookie Program does not start until **January 20, 2025**. No early order taking!

Return Policy

There is a no return or exchange policy on any cookies. Troops and caregivers who sign for cookies cannot return or exchange them to the troop or to the cupboards/council. If a package is damaged, it



Suggestions for Families with Divorced/Separated/Multiple Caregivers:

- Have each caregiver complete a Permission slip for the Girl Scout, signed by each caregiver.
- Provide each caregiver with a separate Girl Order Card for when she sells while in their custody.
- Each caregiver picks up cookies separately and always receives a receipt.
- Let caregivers know that they will be given access to only one Digital Cookie account per Girl Scout, so they may have to share login information.

Troop Proceeds

Troops earn \$1.00 per package sold.

Troop proceeds are based on the per girl average (PGA) of your participating Girl Scouts. The Troop PGA is based on girls actively selling in the troop only. If someone chooses not to sell cookies, that will not affect those who are.

There are other opportunities for troops to earn extra proceeds:

With a Troop PGA of 135+ during Initial Order + sold \$1200 or more during the 2024 Fall Product Sale, troops can earn an additional \$0.10 cents per package sold.

Troops with a Final PGA of 175+ can earn an additional \$0.10 cents per package sold.

Opt Out of Rewards Option for older girl troops

Older girl troops/Juliettes (Cadette, Seniors and Ambassadors) that attain a 135+ PGA during Initial Order can choose to Opt Out of rewards and earn an additional 10¢ per package sold. The whole troop must agree to not receiving rewards and the troop must submit all the girls' signatures on the Opt Out of reward form at the end of this book. If girls opt out, they will receive all the patches associated with levels detailed on the order card and the additional proceeds in replacement of the physical reward items. **Deadline to submit Opt Out form: 2/05/2025. The form can be found on pages 37-38.**

If the troop chooses to opt out and does not attain a 135+ PGA, the troop will receive rewards as shown on the order card.

Cookie Program Rewards

Rewards Details

Caregivers and girls can review the girl rewards on the Cookie Order Card, in the Digital Cookie app and on the cookie pages at girlscoutshh.org/en/cookies/for-cookie-sellers.html.

Dough Si Dough (DSD)

Girls can choose Dough Si Dough at designated levels. This is an electronic gift card account: serial numbers are emailed directly to the family. Girls can use DSD for:

- Fees for troop and service unit trips approved by GSHH; e.g. travel outside of the council jurisdiction or overnight trips.
- Service Unit camping fees.
- GSHH summer camp fees and purchases at summer camp trading posts.
- GSUSA Destinations program fees.
- Gold and Silver Award project expense reimbursement. (You must have receipts and the project pre-approved. Form is on our website.).
- GSUSA Membership Registration.
- GSHH Council shops.
- GSHH-sponsored trips and program fees.



Your Cookie Management App is: ebudde.littlebrownie.com

eBudde works through tabs at top of page. Click each TAB to enter each page., here are TABS you'll need, and steps to follow.

TO START

All Users

1. Look for your welcome email with link and login information

- After you complete your Troop Cookie Chair agreement and are granted access, you will receive a welcome email with login link.
- Click link, set up your password, Click **CONFIRM**.

2. Set up your troop

- Click the setting tab, then edit setting
- Enter your troop's package goal
- Check level of troop, if incorrect, please contact us
- Click update to save.

3. Confirm registered girls

Go to Girls Tab

1. Girls will be uploaded for you
2. Confirm that all registered girls are loaded and correct.
3. As girls register and are added into your MYGS, they will continue to be loaded into ebudde regularly.
4. If you are missing girls from your roster, contact Member Care for further help: membercare@girlscoutshh.org

Dashboard

On top of your default screen you'll find important messages from GSHH and your SU Cookie Chair, links to resources you'll need throughout the season.

Contacts Tab

1. Review information; edit as necessary.

Settings Tab

1. Set troop goal in packages.

Initial Order Tab

- Enter your troop's order by girl. More detailed instructions are on page 19.
- You cannot change order after it has been submitted. Contact your SUCC or the product sales staff to make changes.
- Print copy for your records.

Sales Report

- Review all sales totals for the group including:
- Final Package numbers
- ACH and DOC payments
- OpDrop and Gift of Caring (GOC) donations

eBudde Troop App

Download the free eBudde Troop App to manage your troop's program while on the go. The app has all the same functions as the desktop version but with the added convenience of access right at your fingertips. More info on the next page!



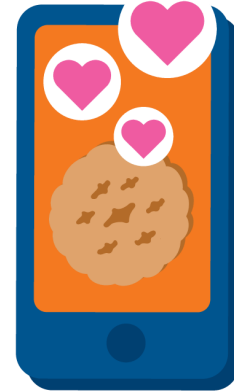
You can download the eBudde app at the Apple App Store or Google App Store

Logging into the App

Detail Steps

1. Enter in your email address
2. Enter in your password
3. Press login button

It is as simple as that!



Troubleshooting

What if login fails? You will get a message that you were unable to log in.

Some things to check:

Are you logging in with eBudde credentials? This would be your eBudde email and eBudde password. If you are not sure, contact your council or volunteer cookie manager.

Are you a troop or service unit user? Only troop and service unit users have access to the troop app.

Are you making sure your password is entered correctly?

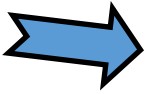
Passwords are case sensitive, so be sure to capitalize appropriately.

Additional step - try logging into eBudde. If you can log into eBudde using the login credentials that you are using for logging into the app, there may be an issue that needs to be resolved. Contact your Council or volunteer product sales specialist.

Watch this video for tips on how to use the app: [youtube.com/watch?v=auAbvWB4e-0](https://www.youtube.com/watch?v=auAbvWB4e-0)

Initial Ordering/Initial Order Rewards

We suggest you collect your girl's order cards a day or two before your Troop order deadline (2/11) to allow time to enter the orders into eBudde. All orders placed through Digital Cookie during the Initial Order Phase (Jan 20-Feb 9) will automatically be added into eBudde for you!



To Place the Initial Order:

1. Go to the "Init. Order" tab. Click on each girl's name.
2. At the bottom of the screen, tab through each column and enter her totals by variety.
3. New this year girls can input their **paper** orders into Digital Cookie, but you will still need to transfer those totals to the Initial Order tab manually. *Shipped and Girl Delivered orders transfer automatically.
4. For Operation Cookie Drop enter under the OpDrop column. For troop Gift of Caring enter under GOC column.
5. Click the "OK" button on the bottom right.

Tip: There are 12 packages per case. Your Initial Order will automatically be rounded up to full cases, which the troop is responsible for. Your troop can use these extras to fill Goal Getter

Place the Initial Order (I/O) Rewards Order

Check the rewards for Initial Orders and submit for your troop in eBudde.

1. Go to the "Rewards" tab, click "Initial Reward Order".
2. View and click "Submit" to submit the troop's Initial Order rewards.
3. Click "OK" in the pop up box to confirm your submission.

Tip: If you notice a girl/your troop is close to an Initial Order or PGA reward, contact caregivers/leader to see if they would like to order extra packages to get to the next level.

Deadline to submit I/O & I/O rewards is February 11

For tips on I/O please watch this video: [youtube.com/watch?v=PSU6RXdI-og](https://www.youtube.com/watch?v=PSU6RXdI-og)



Girl Scouts Heart of the Hudson 2025 Cookie Program Rewards

My Personal Goal: _____

NUMBER OF PACKAGES

Initial Order Rewards



Cooling Headband
135+ I/O pkgs



Hair Towel Panda Hat
175+ I/O pkgs

2026 Membership



Girls that sell 550 Packages will receive Free Membership for the 2026 Girl Scout Membership Year.

Digital Cookie Reward



Techie Patch
100+ DOC pkgs

Booth Sales Reward



Booth Sales Patch
Booth 25+ pkgs

Gift of Caring Reward



Gift of Caring Patch
GOC/OF/Drop 20+ pkgs

Bar Patches

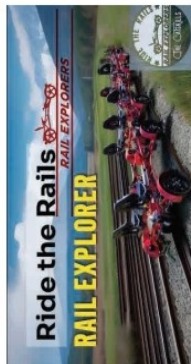
100+
1000+

Bar Patches earned at the highest level sold in 100 package increments up to 1000+.

Dough-Si-Dough
Can be used for membership, program registration, in our shops & more. Will expire September 30, 2026.

Opt Out Option
C/S/A that reach a +135 PGA on I/O may opt out of receiving cookie program girl rewards and earn an additional 10 cents per pkg proceeds, as well as the patches at the levels indicated on the order card. Troops must unanimously agree to forgo rewards. Troops must return the signed Opt Out Agreement form by end of day 2/1/2025.

Exceptional Entrepreneur



Initial Order Top Seller Reward for the girl with the highest sales during the Initial Order period (ends 2/9) will receive 2 tickets for the Catskills Rail Explorers.

Extraordinary Entrepreneur



The girl with the highest sales for the overall cookie season will receive 2 tickets to a Disney Broadway show. (Show & Date TBD)



Embrace Possibility Patch
50+ pkgs



Charm Patch AND Embrace Possibility Charm
150+ pkgs



2025 Year Bar Patch AND Happy Bamboo Plush OR \$10 Dough Si Dough
200+ pkgs



Panda Bento Box
300+ pkgs



"Mei Lan" the Panda AND Girl Scout Glitter Pink Trefoil Charm-it®
400+ pkgs



Bamboo Crossbody Bag
500+ pkgs

2026 Membership



Girls that sell 550 Packages will receive Free Membership for the 2026 Girl Scout Membership Year.



Do-si-dos Duffie Bag
OK \$15 Dough Si Dough
600+ pkgs



LEGO Creator Set AND Girl Scout Pin Charm-it® (sets will vary)
700+ pkgs



Girl Scout Baking Bundle (Comes with Girl Scout Cookbook & Baking Supplies) OR \$25 Dough Si Dough
1000+ pkgs



Gourmet Girl Scout Cookie Cookbook (Comes with Girl Scout Cookbook & Baking Supplies) OR \$25 Dough Si Dough
1000+ pkgs



Splash Down Water Park (2 Seasonal Passes for 2025)
1500+ pkgs



1 week Cabin Program at Rock Hill or 2 weeks at Camp Addison Boyce Day Camp OR \$200 Dough Si Dough
2000+ pkgs

Council reserves the right to make substitutions to the item's color, material or size, or to substitute an item of equal or greater value due to changes or challenges in product availability.

- Arrive exactly at your assigned or chosen time and

Goal Getters/ Preparing for Cookie Delivery

Goal Getter Phase

This second phase of the program occurs between the time when girls turn in their Initial Orders and when they physically receive their cookies from delivery.

Girls can continue to connect with customers to boost their cookie business with traditional or online orders. This phase runs from 2/10-4/27.

Any offline orders placed during the Goal Getter phase should be allocated the same as any other post Initial Orders are entered, see pages 28-29 for allocation instructions.

Filling Goal Getter Orders

Traditional orders or girl delivery orders placed through Digital Cookie during the Goal Getter phase can be fulfilled either from your troop extras from your troop's Initial Order, transfers from another troop, or by placing a pending cookie cupboard order. See page 27 for further details on placing cookie cupboard orders.

Vehicle Type	Case Capacity
Compact Car	1-23
Standard Sedan	20-45
Standard Wagon* Standard Pickup**	45-70
SUV/Minivan*	50-100
Standard Van	150-200

*SUVs/Wagons need to have rear seats folded down to reach the case capacity. Wagons or smaller SUVs like Honda CR-Vs, Toyota Rav4s, and Ford Escapes may hold closer to the 50-75 case capacity.

**A standard pickup truck, without straps, a tarp, or cap will hold only around 35-50 cases in the bed.

Preparing for Cookie Delivery

Each delivery site is a bit different, but here are the basics:

- Print or screenshot your delivery ticket from eBudde in the Delivery tab.

location.



Follow further instructions given at the location check-in.

- Be prepared with proper transportation. See the chart (left) for assistance and be sure your vehicle(s) are cleared out and ready for cookie cases to be loaded!
- Dress for the weather, as you may be asked to step out of your vehicle to verify counts, and locations are outdoors.
- Delivery sites will be adhering to any potential CDC health and safety guidelines.
- If your troop misses your scheduled pick-up, please contact Member Care or your Council Product Sales Manager coordinator right away.
- If you are concerned about counts, pull off to the side before leaving the premises to recount and verify your inventory.
- Shortage errors cannot be fixed once you leave the site. Always count, count, and recount!

Cookie Delivery March 6-8

Delivery days are March 6-8, 2025. Delivery dates, times and locations vary for each site; eBudde will list specifics in January when you will select a date/time/location for pick up.

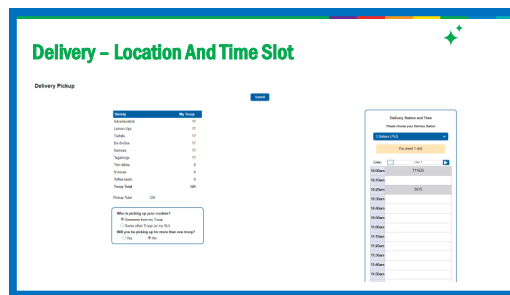
Mega Drops

GSHH troops will participate in large-scale pickups known as "mega drops," At some locations, multiple drive-up lanes are available for cookie chairs to pull in and load your troop's orders in your vehicle.

Choose the location, date, and arrival time most convenient for you or your troop volunteers. If your reservation shows more than one "line" be sure to drive to the designated "line" for pick up. Arrive on time.

Selecting your Delivery Location and Time in eBudde

Council will notify you when the delivery selection is open for reservations in eBudde.



After Cookie Pickup:

- Sort cookies by each girl's total order.
- Prepare receipts for both you and the caregivers to verify counts and sign. Receipts should be given every time cookies or money are exchanged with caregivers.
- Notify caregivers and make arrangements for pickup.
- Provide each girl with a money envelope (included in cookie materials kit) and write their total amount due and the money due date on the outside.
- Remind caregivers to deliver cookies to their customers right away and to collect funds at the time of delivery (except for those purchases made through Digital Cookie).
- Remind girls that they can continue to collect orders through the end of the program. (Troop cookie chairs can order additional cookies through cookie cupboards, use extras, transfer from another troop.)



Cookie Booths

Cookie Booth Basics

Cookie booths allow girls another opportunity to reach their goals. Use your extra cookies or pickup additional cookies from a cupboard to stock your booth. Connect with the general public by setting up a cookie "store" in high-traffic locations around town. There are many ways troops and girls can participate in cookie booths.

Troop-Arranged Cookie Booths

Did you know your troop can secure locations at businesses not already listed in eBudde to discuss setting up a troop-arranged booth? Troop booths are a great option for troops, reaching their own community. Small businesses usually are more inclined to accommodate requests from troops rather than requests from council because there is a personal relationship between the troop and the business, which benefits the troop! See pages 23-26 for a full list of Cookie Booth Guidelines.

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 timeslots 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."
- Enter location information and 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.
- If you do receive approval in a timely fashion, please contact your SU Cookie Chair or Council for approval.

The screenshot shows the 'Booth Sites' tab in the eBudde system. At the top, there are four tabs: 'Txn Pickups', 'Cookie Exch', 'Rewards', and 'Booth Sites'. Below the tabs, there is a dropdown menu labeled 'My Sales'. The main form area is titled 'Business Name:' followed by a text input field. Below this is a section titled 'Location and Contact Info.' with a 'Map' link. This section contains several input fields: 'Address:', 'Address2:', 'City:', 'ST:', 'Zip:', 'Contact:', 'Phone:', and 'eMail:'. At the bottom of the form, there is a line for 'Format: 10/25/2011 for dates 9:00am for times.' followed by 'Sale Date:', 'Start:', 'End:', and an 'Approval' dropdown menu.

Tip: It's always a good idea to let the SU Chair know that you listed a booth and are awaiting approval.

Cookie Booths cont.

Other Types of Troop Booths

Booth or cookie stand locations not located on personal property should be submitted in eBudde for approval following the troop-arranged booth process.

Drive-Thru Booths

Generally held in the parking lot of a business, church, or other organization where troops can safely take convenient drive-up orders from customers in cars.

Cookie Stands

These are cookie booths run by a girl and her caregiver, many times in their front yard or a business. Think of a lemonade stand!



Council-Arranged Cookie Booths



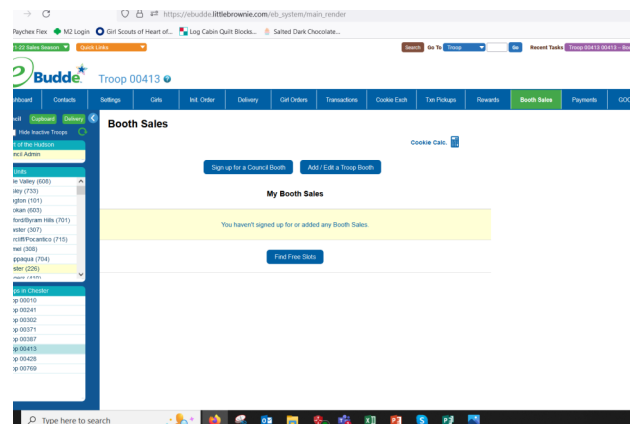
These booth locations are set up by council staff and are generally larger council partners. All council booths are listed in eBudde and are available for sign up during designated dates and times. Troops can sign up for slots at each chain with limits to allow for a more fair sign-up process. These partners cannot be solicited for additional times or hours, as extensive communication was already agreed upon with council. More locations or slots may be added as the program progresses.

Selecting Council-Arranged Booth Locations

- Enter in the Booth Sites tab in eBudde
- Click Council sites
- Select town convenient for troop
- Or click Free slots

Add/Edit Booth Location

- Add your own location, include all details.
- Notify the SU Cookie Chair that you have added site and request approval.
- Once approved, your site will appear in Cookie Finder for those searching the internet for booths.



a

Cookie Booths cont.

Cookie Booth Guidelines

- Minimum of 2 adults, at least one registered, and 2 girls with a maximum of 4 girls during a timeslot with the exception of Cookie Stands, which can have 1 caregiver and 1 girl at a Troop-Arranged Booth location. Drive-thru booths may have more girls and adults on site as needed to assist with directing traffic.
- Print your booth confirmation so you have verification for your records, and arrive only at your scheduled slot.
- Dress appropriately for the weather and in Girl Scout gear, when possible.
- Bring your own table and chairs unless specifically noted in eBudde. Mall locations provide tables and chairs.
- Do not block doorways or harass people by yelling or running. Always be respectful and attentive to the customers and employees.
- No smoking, vaping, or alcohol at the booth – no exceptions! Girls should also not be eating or drinking in front of customers.
- Leave the space nicer than you found it by cleaning up empty boxes and trash around you.



- Girls may ask for cookie donations, but directly soliciting funds from individuals or organizations is prohibited. This includes no solicitation for monetary donations during your cookie booth and no donation jars should be set out at your booth.
- Work the entire booth time slot scheduled unless unforeseen circumstances arise such as inclement weather, or your troop sells out of cookies!
- Release booths you can no longer attend. Cookie booths are linked to the national Cookie Finder for consumers to see where and when you'll be set up. If you are unable to attend a scheduled booth, you must release the booth slot in eBudde as soon as you are aware you will no longer be available. If the booth is a Troop-Arranged Booth, be sure to delete it out of eBudde to remove it from the Finder or ask another troop to take the slot.
- Remember, your troop is representing Girl Scouts in the community as well as their own cookie business; live the Girl Scout Law at all times! Failure to follow rules could result in cancellation of all booths

Cookie Booth Best Practices

- Always count cookie inventory and cash before and after your booth time.
- If adult volunteers need to switch midway during the booth, count and verify cookie inventory and money balance. Write a receipt to account for everything during the switch.
- Carry a cash box with you to make change. Keep roughly \$30-\$60 in mixed bills – do not ask the business to make change for you!
- Set up your booth so it's easily visible with great signage, well organized and each girl has a specific role to manage.
- Girls in uniform are always a great way to showcase their association with Girl Scouts, but pins, signs and other Girl Scout gear are all great options too.
- If the troop has a specific goal for their cookie profits, girls should be able to state the goal/ what they plan to do with their money.

Cookie Booths cont.

Cookie Booth Inventory

Booths can be stocked with inventory from your troop's extras after Initial Order or by placing a Cookie Cupboard order at a nearby cupboard location. See page 27 for details on how to place a cupboard order.

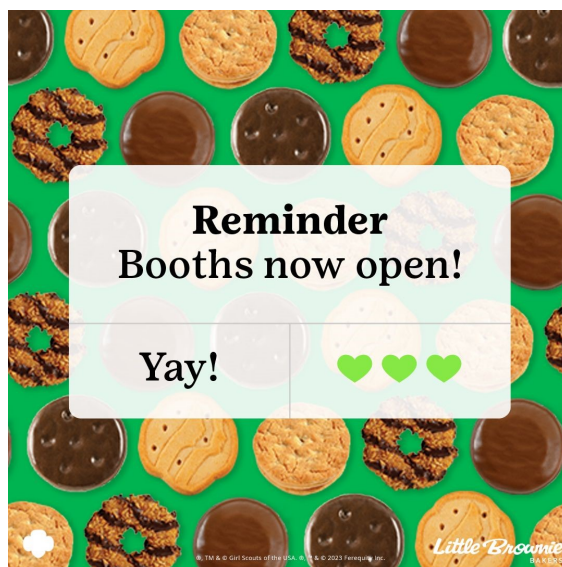
How to Release a Cookie Booth

If you can no longer attend a scheduled cookie booth, you must release it in eBudde to remove it from the CookieFinder or allow another troop to choose the opportunity. This can be done quickly from the Dashboard or from the Booth Sites tab in eBudde.



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Little Brownie
BAKERS.



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Little Brownie
BAKERS.

Below is the average percentage of each variety sold at cookie booths. We suggest you order with these percentages in mind.

Thin Mints®	26%
Samoas®	19%
Tagalongs®	14%
Trefoils®	8%
Do-si-dos®	9%
Lemon-Ups®	7%
Girl Scout S'mores®	5%
Toffee-tastic®	3%
Adventurefuls™	9%



Little Brownie
BAKERS.

Cookie Cupboards

Cookie Cupboards

Cookies can be picked up at any cupboard convenient for you.

- Cupboards are at council offices and volunteer's homes or businesses. Each location has its own schedule and rules for the space, please see the notes section in the specific cupboard you're planning to visit for exact details.
- Troop cookie chairs or another designated adult can pick up cookies from cupboards. Caregivers should not be sent to cupboards for their own orders.
- Any cookies picked up from a cupboard are the responsibility of the troop and troop cookie chair until they are given to a girl and a receipt is signed.
- Cupboards allow for single package pickups except during march booth period..
- Keep cupboard receipts from pick up, to maintain your records.
- There are no returns or exchanges on any cookies. The only exception is damaged packages/cases which you can exchange for another. Contact the cupboard manager to make those arrangements.

Placing a Cookie Cupboard Order

All pending orders should be placed in eBudde at least 3 days ahead of pickup. Changes to orders can be made only by council. Let us know if you need to alter your order.

1. In the Transactions tab in eBudde, click "Add a Transaction."
2. Choose date, time or timeslot if applicable. If a timeslot is not available, then all times are full. You may choose another cupboard or contact the cupboard manager if you are in need as they may be able to make other arrangements with you.
3. Choose type "
4. "Normal" and select desired location from in the dropdown list.
5. Product Movement should say "Add Product."
6. Enter desired quantities in either package or case totals.
7. If someone else is picking up, change the contact person to their name and info Click "Okay" This will take you back to the transaction screen.
8. Click "Save" to complete the transaction. If you miss this last step, the transaction will not save properly in the system. Most saved orders will show as pending until they are picked up from the cupboard.

Product	Case	Package
Adventure	0	0
Lemon Lips	0	0
Trailmix	0	0
Do Si Do	0	0
S'mores	0	0
Thin Mints	0	0
Stewies	0	0
Thin Mints	0	0
Totals	0	0

Watch this video for tips on how to make a cupboard order with the eBudde app:
[youtube.com/watch?v=M7--XY42Kro](https://www.youtube.com/watch?v=M7--XY42Kro)



Allocating Cookies

Allocation is a crucial step to ensure that your girls earn all their rewards and your records are up to date! By allocating your sold cookies, you will be able to keep better track of your troop finances and girls will receive the credit for their hard work.

Use the steps on this page to keep your Girl Order tab accurate.

This year, the Girl Order tab has gotten an update to make it easier for you to track your girls' sales and balance everything out at the end of your cookie season. You can also easily check your difference line to see what might be over/under allocated.

OpDrp:

Council Gift of Caring, these boxes are “virtual inventory,” council will donate on your behalf to the military and veterans and you will never physically handle these packages. Allocating packages here does not subtract from your inventory. Package cost is \$7.

GOC:

Troop Gift of Caring, these are donations that your troop will physically deliver to an organization of your choosing. Allocating here takes the packages out of your inventory. Package cost defaults to \$7.

Girl Totals:

This is the total your girls have sold based on what you have allocated to them.

Troop Order:

This is your total inventory, Initial Order, plus Cupboard Orders, Transfers, and Digital Cookie shipped orders.

Difference:

The difference between what has been allocated to the girls and what you have in your inventory. If at the end of the season you have sold all your cookies, the lines should all equal zero. Negative numbers mean you have cookies left to allocate and/or sell.

A positive number means you have over allocated, giving a girl credit for cookies she did not sell.

Total Due:

What a Girl Scout has sold in total dollar sales.

Paid:

Any payments you have entered for a girl plus her Digital Cookie payments

Balance Due:

Keep the payments up to date with cash/check/credit from a girl for accurate accounting. Total Due - Paid = Balance Due

Record Booth Sale:

Use this button to enter sales from a Council or Troop-Arranged Booth. This will attach the sale totals to that location and update the girl tab automatically along with payment. In order for a girl to earn the booth patch she must have at least 12 packages allocated to her from a booth. Once submitted, these cannot be edited, but you can move packages with negative transactions, if needed.

The screenshot shows a web form titled "Council Booth Signups" with a blue header. Below the title, there are two main sections: "Council Sales" and "Council Sales" (repeated). The "Council Sales" section on the left has a "Cancel" button and a "New Unavailable" button. It contains a list of locations with their respective sales data. The "Council Sales" section on the right has a "Submit" button and a "Cancel" button. It contains a form for entering sales data, including a "Choose a Girl and Enter Sales" dropdown, a "Sales" input field, and a "Submit" button. The form is designed to be user-friendly with clear labels and buttons.

Allocating Cookies cont.

Digital Cookie Allocation

Digital Cookie is a great tool to help girls conveniently grow their business and try their hand at online marketing. As troop cookie manager, you'll just need to ensure eBudde is updated since girls or families do not have access to this system.

During Initial Order, you do not need to do ANYTHING with Digital Cookie. Totals will automatically update when you submit your Initial Order. After Initial Order, any Girl Delivered orders must be allocated to the girl, once you give them the packages they need.

DLVR: Girl Delivered

DON: Donated

SHIP: Shipped

Shipped and Donated orders through Digital Cookie do not need to be allocated, payments and packages will update automatically in eBudde.

Girl Delivered orders will have payments in eBudde, but you must allocate the packages.

For example, a Girl Delivered order will show DLVR M55555: 0 packages and -\$15 as paid. Once you allocate the 3 packages for this order, it will add a Total Due of \$15, so the -\$15 and the \$15 will cancel each other out for a balance due of zero. These will be on separate lines.

Sally S.		\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00	\$ 5.00				
♦Comment	♦Bth	♦CGOC	♦Advf	♦LmUp	♦Tre	♦D-S-D	♦Sam	♦Tags	♦TMint	♦SMr	♦Toff	♦TGOC	♦Total	♦Total Due	♦Paid	♦Bal. Due
Init. Order "Locked"		22	15	9	10	11	20	25	30	5	2	0	149	\$ 752.00	\$ 0.00	\$ 752.00
DLVR M55555	✓	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 15.00	\$ -15.00
DC Order 3/2		0	0	0	0	0	0	0	3	0	0	0	3	\$ 15.00	\$ 0.00	\$ 15.00

You can check Digital Cookie Orders by logging into Digital Cookie, downloading reports in eBudde. You can also click on the "All Orders" dropdown when drilled into each girl.

Troop Digital Cookie Storefront

If you are using Digital Cookie's option for a Troop Online Storefront, you will need to move orders from the troop girl to an actual girl. Go through the allocation steps but create a negative transaction under the troop, then add a positive transaction under a girl. Add comments to help you track. For example: "Move to Sally S. 3/5". Don't forget to move any payments as well! At the end of your season, your troop girl should have a ZERO total.

How to Allocate Cookies

1. Click the "Girl Orders" tab
2. Click on girl's name you want to allocate cookies to
3. Click "Add a Trans." or "Add Payment"
4. Enter comments for the transaction (Be specific! Ex: Additional Orders 3/5, PAID CASH 2/16)
5. Enter package counts in appropriate columns based on what was sold or payments under Paid.
6. Click "Ok" and then click "Save" before moving on to another girl.
7. Check "Booth" when allocating booth sales.

Girl	Bth	CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	TGOC	Total	Total Due	Paid	Balance Due
✓ Andrea L.	18	12	12	12	12	12	12	12	12	12	12	12	144	\$ 720.00	\$ 0.00	\$ 720.00
✓ Cindy M.	25	15	15	15	15	15	15	15	15	15	15	15	180	\$ 900.00	\$ 0.00	\$ 900.00
✓ Madison D.	15	15	15	15	15	15	15	15	15	15	15	15	180	\$ 900.00	\$ 0.00	\$ 900.00
✓ Madison M.	15	15	15	15	15	15	15	15	15	15	15	15	180	\$ 900.00	\$ 0.00	\$ 900.00
✓ Sarah S.	15	15	15	15	15	15	15	15	15	15	15	15	180	\$ 900.00	\$ 0.00	\$ 900.00
✓ Troop Totals	73	67	67	67	67	67	67	67	67	67	67	67	828	\$ 4140.00	\$ 0.00	\$ 4140.00

Cookie Exchange

The eBudde Cookie Exchange allows troops to exchange cookies with one another during the program.

- Click “Cookie Exch” tab
- Search for available cookies or enter cookies your troop has available to exchange

Troops may connect with other troops through Facebook service unit groups to search for area inventory as well.

Once the exchange has happened, cookie chairs will be responsible for receipting and adding the transaction

Troop Cookie Transfers

Troop to troop transfers can be done between troop cookie chairs. If a troop has cookies that you need, simply swap or transfer them and add the transaction in eBudde.

Entering a Cookie Transfer (the giving troop must do this)

1. Both parties must sign a paper receipt for the transaction after verifying counts.
2. Enter in eBudde in the “Transactions” tab.
3. Add a Transaction.
4. Select type: Normal.
5. Choose Second Party: Troop; Troop # enter troop number you are giving product to.
6. Under “Product Movement” select “Remove Product.”
7. Enter the inventory quantities you are giving to the other troop, either in packages or cases.
8. Click “ok” then Save to complete the transaction. This will now show up for both troops under the Transactions listings.

Keep an eye on inventory as you near the end of the cookie program. Ideas for selling extra packages: 1) list extras in Cookie Exchange in eBudde, 2) alert caregivers in your troop of your varieties available for sale, 3) arrange a booth sale.

Leftover Cookies Near End of Program



If your troop has leftover cookies beyond the last day of the program, your troop is still responsible for paying the entire balance due to council. The ACH withdrawal will withdraw the total amount due, regardless if there are unallocated cookies left. This will short your troop proceeds, so you may continue to sell your remaining inventory to help recoup your troop proceeds.

Your troop can also ask for donations for the unsold cookies and then donate those packages to troop-selected organization.

Money Matters

Collecting Payment

When collecting payments for cookies from customers or caregivers, remember that safety and protection are important! Keep all money safely stored and make bank deposits often. There are several ways troops and girls can accept cookie payments.

Credit Card: Through Digital Cookie, customers can purchase cookies and pay for them safely online with their credit card.. Funds from credit card purchases made through Digital Cookie will deposit to council and reduce the amount owed to Council.

Checks: Your troop can accept checks from customers. Checks should be written out to GSHH Troop XXXX (insert your troop number). You'll deposit checks into your troop bank account same as you would cash. Should you accept a check that later bounces, complete the ACH Extension and Discrepancy Form at girlscoutshh.org for financial assistance from council.

Cash: Troops and girls are always welcome to accept cash as payment for delivered cookies or at booths. Make troop bank account deposits often and keep deposit receipts for your records. Consider purchasing a counterfeit pen to have at booths.

Electronic payments apps: GSHH permits troops to use Square and similar apps to take payment for cookies, however, troops cannot add fees to the customer's cost for cookies. Troops must absorb any payment fees and cookies must be sold at the council-set price of \$7, varying by variety. We encourage troops to use the Digital Cookie app.

4/11/2025 1st ACH (1/3 amount due council)

5/9/2025 2nd ACH (1/3 amount due council)

5/23/2025 Final ACH (remaining balance)

Outstanding Troop Balances with Council

Troops that currently have a 2024 outstanding balance with Council **will not be permitted** to sell until they have cleared their accounts before the 2025 season.

Amount due Council/ACH sweeps

To get ready for your ACH sweep review your sales report: check all transactions and deposits. All funds collected by a girl or troop should be deposited into the troop bank account. At the end of the cookie program, your troop Sales Report will show how much you owe to council. These funds will be automatically withdrawn from your troop's bank account through the ACH. Customer payments made through Digital Cookie are directly deposited to council and will show as payments on your Sales Report.

Be sure the troop has an [ACH Authorization form](#) on file with Finance. The form can be found on page 39 of this guide.



Money Matters cont.

Money Owed:

For any issues with owing money, please contact Member Care at membercare@girlscoutshh.org or 855-232-4744.

Cookies are \$7 per package

- Troop profit is \$1.00 per package sold. If the PGA (Per Girl Average) for a troop's Initial Order is 135 packages or above and the troop sold \$1200 or more during the 2024 Fall Product Sale, the troop will earn \$.10 cents more for every package sold.
- If a troop attains a 175+ PGA for the entire cookie sale, they will receive \$.10 cents more per package sold.
- Cadette, Senior, Ambassador troops & C/S/A Juliettes opting out of rewards will earn \$.10 cents more per package, provided they have met all criteria for this option. See page 16.

Troop Profit Belongs to the Troop

Money earned from cookie sales belongs to the troop as a whole, not individual girls.



Making Rewards Selections

Before you can enter the girls' final rewards, you must allocate all SOLD cookies. If your troop has cookies left you do not allocate those to the girls. See pages 28-29 for allocation instructions.

In the directions below, we suggest using the "Edit All" feature to make the girls' selections all on the same page. There is not a save feature, be prepared to complete all reward selections at once.

The Operation Cookie Drop, Digital Cookie, and Cookie Booth rewards will be ordered for the troop automatically based on eBudde allocations.

All troops must submit final rewards, to be sure girls receive any earned patches, and girl rewards.

Selecting and Submitting Final Rewards

All sold cookies should be allocated so that girls earn credit for those sales.

1. Click rewards tab.
2. Click "Fill Out" next to the Final Rewards Order.
3. Click "Edit All" and enter choices under each girls' name.
4. Select "Submit All Reward Orders." If you left anything blank, the system will alert you.
5. Click "Submit Reward Order" once you have completed every girl's selections. You can only submit once, so if you make a mistake, contact your SUCC.

EXAMPLE

All Girl Final Rewards

Girls	Init. Order	Delivery	Girl Orders	Transactions	Txn Pickups	Cookie E
Bth 1			Booth Sales Patch (1 booth pkgs)			
180			Koala or Digital Dough (pick 1) <input type="checkbox"/> \$5 Digital Dough <input checked="" type="checkbox"/> Koala Plush			
210			Shirt or Digital Dough (pick 1) <input checked="" type="checkbox"/> Koala Tee (sized) <input type="radio"/> YM <input type="radio"/> YL <input checked="" type="radio"/> YXL <input type="radio"/> AS <input type="radio"/> AM <input type="radio"/> AL <input type="radio"/> AXL <input type="radio"/> A2XL <input type="checkbox"/> \$6 Digital Dough			

Make any selections needed according to each girls' choices/sizes

Cancel Submit All Girl Orders

Reward Reminders

Rewards will ship to Service Unit Cookie Chairs in June. They will contact you when they have been counted, sorted and are ready for distribution.

Rewards should be distributed to girls within 2 weeks of receiving them.

If you have a damaged or missing reward, contact your SUCC right away for assistance. Additional items cannot be ordered.

Keep in mind the Dough Si Dough is awarded via email sent directly to the girl's caregiver. Crossover patches are also mailed directly to girls.

Important Cookie Dates

Date*	Day	Activity
Early January		SU Cookie Chairs distribute Cookie Materials to Girl Scouts registered for MY2025
12/17/2025	Tuesday	Virtual Troop Cookie Chair Training 6:30pm (register here: girlscoutshh.org/en/sf-events-repository/2024/troop-cookie-chair-training.html)
1/10/2025	Friday	Digital Cookie® opens for volunteers
1/18/2025	Saturday	GSHH Cookie Rally 10am-12pm (register here: girlscoutshh.org/en/sf-events-repository/2025/gshh-2025-cookie-rally.html)
1/19/2025	Sunday	Digital Cookie® opens for families
1/20/2025	Monday	Cookie Sale begins. Initial Order & Digital Cookie®
1/20/2025	Monday	Troops can begin selecting their I/O Delivery Stations for March
1/27/2025	Monday	Booth sales sign ups begin at 7 pm (1 per troop for the first round)
2/05/2025	Wednesday	Troop Opt Out Forms due by 5pm (C/S/A troops and C/S/A Juliettes only)
2/09/2025	Sunday	Initial Order period ends
2/10/2025	Monday	Goal Getter period begins
2/11/2025	Tuesday	Troop I/O & I/O Rewards due in eBudde
2/12/2025	Wednesday	Troop Delivery Station choice due
2/27/2025	Thursday	Council Cupboards Open**
3/6-3/8/2025	Thurs-Sat	Cookie Delivery Council Cupboards will be closed during this time
3/07/2025	Friday	Booth Sales begin
4/11/2025	Friday	1 st ACH from troop bank accounts
4/27/2025	Sunday	Last day for Booth Sales & Digital Cookie ordering
4/29/2025	Tuesday	Troops 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)
5/31/2024	Wednesday	Digital Cookie ® 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.****

Resources at a Glance

Girl Scouts of the USA

About Girl Scout Cookies®
girlscouts.org

Troop Leader Resources
girlscoutcookies.org/troopleaders

Cookie Business Badges
girlscouts.org/cookiebadges
Your council's website

Cookie Entrepreneur Family Pin
girlscouts.org/entrepreneurfamily

Cookie Family Connection Guide
girlscoutcookies.org/troopleaders

Cookie Program Family Meeting Guides
girlscoutcookies.org/troopleaders

Digital Cookie® Platform
girlscouts.org/digitalcookie

Digital Marketing Tips for Cookie Entrepreneurs
girlscoutcookies.org/digitalmarketingtips

Virtual Cookie Booth Guide
girlscoutcookies.org/troopleaders

Volunteer Essentials
girlscoutshh.org

Girl Scouts' Safety Guidelines

One of the most essential steps you can take to go bright ahead this season is to review all safety guidelines with troop members and their parents or guardians.

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Practical Tips for Parents
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints (*You'll find Supplemental Safety Tips for Online Marketing and all other safety documents here.*)

Find information about Girl Scouts' safety resources and more:

- girlscoutcookies.org/digitalmarketingtips
- girlscouts.org
- Your council's website

Little Brownie Bakers®

Cookie History, FAQs and Nutrition Information
LittleBrownie.com
eBudde™ App
LittleBrownie.com/volunteers and wherever you download apps

FAQs
LittleBrownie.com/pages/faq

Embrace Possibility Toolkit
LittleBrownie.com/volunteers

Girl Scouts® Built by Me Cookie Planner
LittleBrownie.com/volunteers

Girl Scouts® Cookie Captains
LittleBrownie.com/teens

Girl Scouts® Cookie Rookies
LittleBrownie.com/girls

Girl Scouts® Cookie VIP eTraining
Vipetraining.littlebrownie.com

Girl Scouts® My Cookie Friend
LittleBrownie.com/volunteers

Goal-setting Activities and Tips
LittleBrownie.com
Also on girlscouts.org

In-Person Cookie Sale Guide
LittleBrownie.com/volunteers

Little Brownie Family Guide
LittleBrownie.com/families

Social Media Tools and Graphics
LittleBrownie.com/social-resources
girlscoutcookies.org/troopleaders

Resources for Girls
LittleBrownie.com/girls

Need Inspiration?

Find Little Brownie on Pinterest for quick, easy and exciting ways to make the Girl Scout Cookie Program® a success.

FOLLOW
Little Brownie
Bakers®
on Pinterest
[@lbbakers](https://www.pinterest.com/lbbakers)

Dear Girl Scout Family:

Everybody loves Girl Scout cookies! They practically sell themselves because there's a Girl Scout standing behind them. One of the great experiences in Girl Scouting is the opportunity to participate in the Cookie Program, the nation's premier entrepreneurship program for girls.

Everything girls do in Girl Scouting is designed to help them grow into leaders of Courage, Confidence and Character. The 5 Skills they discover through the Girl Scout Cookie Program are an important ingredient in the Girl Scout Leadership Experience:

Goal Setting • Decision Making • Money Management • People Skills • Business Ethics

Your Girl Scout will connect with other scouts and their community while participating in booth sales and door-to-door order taking. They will have fun, discover a network of community partners, and develop lifelong friendships.

The Girl Scout Cookie Program also allows girls to take action by participating in service projects that are funded in part, or entirely, through earnings from the cookie sale.

- You can help them in some simple but important ways:
- Ask about their personal and troop cookie goals
- Listen to plans for managing their cookie business
- Talk about what she learned each day
- Encourage her along the way, especially if she is disappointed.
- Most of all, have fun together!

All of the proceeds from the Girl Scout Cookie Program stay within our local areas. Our Girl Scouts benefit from the cookie profits they earn in many ways. Just as an example, "Dough Si Dough" can be used to pay for Girl Scout programs, annual membership fee, camp and more.

Thank you for supporting your Girl Scout and their troop through the Girl Scout Cookie Program.

For more information on the cookie sale, please visit www.girlscoutshh.org

***Cut here and return signed bottom portion to Troop Cookie Chair or Troop Leader**

Permission and Responsibility Form for the 2025 Cookie Sale



My Girl Scout, _____, a member of Troop # _____ or an Individual Girl Scout (Juliette) _____, has my permission to participate in the 2025 Cookie Program. I will see that they honor the official start date of **January 20, 2025** and that they have adult supervision and guidance while selling cookies. I acknowledge that my Girl

Scout must be a registered member for the 2024/2025 program year in order to participate in the Cookie Program. I agree to accept FULL financial responsibility for all cookies ordered and money due for the orders my Girl Scout receives.

Caregiver Name (please print): _____

Signature _____ Date _____

Home Address _____

Home Phone _____ Cell Phone _____

(Include Area Code for each phone number)

Email (please print) _____

Girls are not required to participate in any activity. It is the sole discretion of each individual family and their comfort level with the planned activity.

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
		<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
		<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



BANK ACCOUNT REQUEST FORM

Every Girl Scout troop and community/service unit is required to maintain a bank account. The account must be opened using the tax identification number of Girl Scouts Heart of the Hudson, Inc., which is **13-2985898**.

It is mandatory that there are at least two non-related **registered, background checked**, adult signers on the account. However, only one signature will be required to transact business. Also, this account cannot be linked in any way to the personal account(s) of either of the two non-related registered adult signers.

The account name will read as follows:

Girl Scouts Heart of the Hudson, Inc.
(Insert Your Community/Service Unit Name) Community/Service Unit
Troop # (Insert Your Troop Number)

The address of the primary signer may be added to checks, but it is not required or recommended. Account statements are to go to the address of the primary signer. *Please do not have your statements mailed to the Council administrative office.*

NOTE: All banks require a minimum balance and will close your account if you have a zero balance for 30 days. Be sure to ask your bank what their minimum amount is in order to keep your account open.

By June 30th, troops are required to submit to their community/service unit treasurer, a year-end financial report accompanied by a copy of the May 31st bank statement. Receipts from troop finances are to be kept with troop records and not submitted with the report.

Today's Date _____

Only one account per form please: ☐ Troop Account ☐ Community/Service Unit Account

Troop Number: _____ Community/Service Unit: _____

Primary Signer
Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Second Signer Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Home Phone: _____ Mobile Phone: _____ Email: _____

Please indicate your preferred financial institution:

☐ Hudson Valley Credit Union ☐ TD Bank ☐ PCSB/ Putnam County Savings Bank
☐ Ulster Savings Bank ☐ Bank of Millbrook ☐ M & T Bank ☐ Jeff Bank

Branch Location Address for Opening _____

Please email your completed form to GSHH Member Care at membercare@girlscoutshh.org

Council Contacts

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
GSHH Member Care: membercare@girlscoutshh.org
855.232.4744 (GSHH)

eBudde: ebudde.littlebrownie.com
Digital Cookie: digitalcookie.girlscouts.org

