

2022
Girl Scout
Cookie Program

Jan. 2-March 20

IRM Guide



Climb into Cookies Kickoff Contest

Sun., Jan. 2-Tues., Jan 4

Girls get entered into drawings to win awesome rewards by setting up their Digital Cookie site and sending 10+ emails. Follow GSOH Product Program on Facebook to join the fun! More information can be found at gsoh.org/cookie-resources/!

@GSOHProductProgram



Cookie Lingo

IRM: Individually Registered Member (That's your Girl Scout!)

TCPC: Troop Cookie Program Coordinator (That's you!)

VRF: Volunteer Responsibility Form

DOC: Digital Order Card, how Digital Cookie appears in eBudde

OPSAL: Operation Salute

PGA: Per Girl Average

Program Admissions: Admissions earned by IRMs for selling cookies.

SUCBC: Service Unit Cookie Booth Coordinator

Cookie Program Background

The Girl Scout Cookie Program is an iconic Girl Scout tradition dating back more than 100 years—all the way to 1917—just five years after Juliette Gordon Low formed the first Girl Scout troop. Today, more than 1 million girls across the United States participate in the cookie program—having fun, developing valuable life skills, and making their communities a better place every step of the way.

Contact Us!

Council Headquarters
1700 Watermark Drive
Columbus, OH 43215
gsoh.org

Staff Contact: Dakota Thorn,
Product Program Manager
Email: dthorn@gsoh.org
Phone: 614-340-8858
Best time to reach: Monday–
Friday, 7:30 a.m.–4:30 p.m.

Welcome to the 2022 Girl Scout Cookie Program!

This IRM Cookie Guide covers everything you need to manage your Girl Scout's cookie program and is organized into five sections. You are the troop cookie program coordinator (TCPC) for your Girl Scout—consider your girl as a troop of one for the duration of the program.

- Getting Started, Pages 2–5: cookie basics, your role, family meeting, and reward structure.
- Programs, Patches, and Events, Pages 6–7: patch programs, new cookie business badges, and cookie events.
- Rewards, Pages 8–11: girl and troop rewards
- Program Details, Pages 12–19: the cookies, proceeds, how the phases, deliveries, cupboards, Digital Cookie, and program wrap up work.
- eBudde, Pages 20–25: step-by-step instructions on all eBudde tasks
- Extras, Pages 26–28 – contests, social media toolkit, Girl Scout shop information, and key program dates checklist

You'll also find QR code icons throughout this guide that link directly to additional tutorials, webinars, and details on the GSOH website. Remember that if you need any help throughout the cookie program, Dakota Thorn, product program manager, is here to support you through the program; dthorn@gsoh.org. You should have received the following pieces in your packet:

- 2022 IRM Cookie Guide
- Cookie Transaction Receipt Book (for troop-to-troop transfers)
- Girl Order Card
- Goal Getter Order Form
- Money Collection Envelope
- Instant reward items (to be given to your Girl Scout as she earns)
- Instant Rewards and Super patch tracker

Best wishes to you and your Girl Scout and have fun!

— The GSOH Product Program Team

The Five Skills



Goal Setting

Girls learn to trust their strengths as goal setters, both individually and with their sister Girl Scouts, developing cooperation and team building skills along the way.



Decision-making

Girls become decision makers who decide how to spend their cookie program proceeds, using critical thinking and problem-solving techniques.



Money Management

Girls become money managers and determine the real costs associated with the goals they want to achieve. They manage their participation level, gaining practical life skills and improving their financial literacy.



People Skills

Girls practice online and in-person communication skills by asking their families and communities to help them reach their goals while educating them on the importance of Girl Scouts.



Business Ethics

Girls grow to appreciate the value of responsibility and honesty while becoming entrepreneurs and running their own businesses.

Program Overview

Program Phases

Initial Order Phase – Sun., Jan. 2–Sun., Jan. 23

Girls begin taking pre-orders for cookies they'll deliver in February on Sunday, January 2 and can earn exclusive girl rewards for cookies sold during this phase.

Goal Getter Phase – Mon., Jan. 24–Thurs., Feb. 10

This short phase takes place after Initial Order ends but before cookies are delivered. Girls connect with customers they may have missed, get ready for the Booth Phase, and can earn special rewards.

Booth Phase – Fri., Feb. 11–Sun., March 20

In the final phase of the cookie program, girls deliver pre-ordered cookies and bring cookies into the community through booth sales, walkabouts, virtual cookie booths, and additional orders.

Ways to Participate

Discuss the different ways to participate in the cookie program with your troop and choose what ways are best for them, it might be all the ways!

- **Order Taking:** The tradition lives on! Girls collect orders and record them on order cards. Money is not to be collected until the cookies are delivered.
- **Digital Cookie:** Girls reach more customers and learn new skills through online sales.
- **Cookie Booths:** Troops set up shop at pre-approved locations around the community.
- **Operation Salute:** Customers donate Girl Scout Cookies to military personnel, veterans, and their families.
- **Walkabouts:** Girls load up a wagon, cart, or even a basket and walk door-to-door in residential areas. Walkabouts are a great add-on if your troop is close to their goal.
- **Cookie badges:** Girls can earn Cookie Business and Financial Literacy badges and Cookie Entrepreneur Family pins for every year they participate in the cookie program.
- **Cookie program activities:** Girls who participate in rallies, events, and the Cookie Rookie program learn ways to enhance their experiences and earn patches for their uniforms!



A special thank you to the PNC Foundation for being our partner for the 2022 Girl Scout Cookie Program!

Who Can Participate

- All registered **Girl Scouts** with a signed permission slip.
 - Any girls with outstanding debt may not take traditional cookie orders on an order card but may participate on Digital Cookie and at a cookie booth with their troops.
- *Note: Caregivers with outstanding debt to council cannot handle cookies without pre-payment.*



Online Resources

- Girl Scout Cookie Program Opportunity Guide
- Cookie Entrepreneur Family Pin requirements
- Program information and patch completion forms
- And more online at <https://www.gsoh.org/cookieresources>

CLIMB
WITH
COURAGE



IRM Support

Troop Cookie Program Coordinator Role

As the troop cookie program coordinator for your Girl Scout you will facilitate your IRM's cookie program by supporting her and using eBudde and Digital Cookie to be sure all cookie orders are filled in a timely manner. As a caregiver, you are personally financially responsible for:

- **All cookies ordered through eBudde.**
 - Be aware of the total number of cookies submitted and doublecheck for extra large numbers before submitting.
 - Count and sign for all cookies received.
 - Understand that a signed delivery ticket or cupboard receipt is final and that there are no exchanges, replacements, or adjustments. All initial cookie orders are rounded up to the full case. These will be your responsibility to sell or transfer to another troop.
 - Provide receipts to caregivers for all cookie inventory that is ordered and distributed.
- **All money received.**
 - Request receipts for all money turned into the council.
 - Turn all money in to council promptly and frequently.
 - Take personal financial responsibility for any funds lost or stolen while in your custody.
- **All girl rewards earned.**
 - Pick up girl rewards from your selected Girl Scout service center office.

Using the Volunteer Responsibility Form

Before receiving your 2022 IRM packet you signed a Volunteer Responsibility Form (VRF) that acknowledges your role and responsibility.

- Take a picture of your signed VRF to keep on your phone before turning in a copy to productprogram@gsoh.org.
- You will show your VRF (or a picture on your phone) when checking in at cookie deliveries and cookie cupboards.
 - TCPCs arriving at deliveries or cupboards without proof of a signed VRF will not be able to receive cookies.
- Use the "For Product Pickup Authorization Only" section to give another adult in your family permission to pick up cookies on your behalf.
 - Both the TCPC and the additional adult being authorized to pick up will sign the form and keep a paper copy or a photocopy on their phone.

These are some key ways to get the information you need when you need it:

- **Your Training**
 - 2022 Cookie Program for IRMs. This video training will be sent in your welcome email and will walk you through all the important information you need to know to support your girl through this program.
 - The Product Program team offers webinars during the program that walk you through the details and answer your questions live.
- **Your Team**
 - The Product Program team sends out emails every Friday to all volunteers who are entered into eBudde (that's you!). These emails keep you up to date with reminders, timely tips, and links to great information.
 - Dakota Thorn, Product Program Manager, dthorn@gsoh.org.
- **Your Resources**
 - The GSOH website has great resources for you at <https://www.gsoh.org/cookieresources>.
 - Find Digital Cookie tip sheets, marketing resources, contest information, and much more!
 - Check out the GSOH Product Program YouTube channel for tutorial videos that teach you exactly what you need to know in just a few minutes. Discover the tutorials here: bit.ly/GSOHPP_YouTube.
 - Also use the eBudde Help Tab for great how-to information at your fingertips.
 - Join the IRM Facebook page, GSOH Individually Registered Girl Members, <https://www.facebook.com/groups/GSOH.IRM>.



Patch Programs



G. Operation Salute

Make a difference by donating Girl Scout Cookies to the military! Achieve 10+ Operation Salute packages donated to earn this special patch. Will be received with final rewards.

H. Shoe That Grows

Participate in The Shoe That Grows philanthropic reward option. Patches will be included with the girl's final rewards in May 2022.

I. Stellar Seller

Reach 1,000+ packages of cookies to become a Stellar Seller! Girls are also invited to a Stellar Seller celebration on Saturday, May 21, 2022 at Camp Ken-Jockety.

J. Double Stellar Seller

Reach Stellar Seller level during both the 2021 fall product program AND the 2022 cookie program to be one of the elite Double Stellar Sellers! In addition to attending the Stellar Seller Celebration, enjoy an additional day of celebration in the spring of 2022 exclusively for our Double Stellar Sellers.

A. Cookie Crossover Patch

Girls who created a Me2 avatar and sent 18 emails in the 2021 Girl Scout Fall Product Program and reach 275+ packages in the cookie program. Patches will be mailed directly to girls in May 2022.

B. Cookie Techie Patch

Achieve 50+ packages of cookies through the Digital Cookie platform. Will be received with final rewards.

C. Super Patch

Your IRM creates their own path to achieve goals and earn this patch. Given by TCPC to girls as an instant reward.

D. Goal Getter Patch

Reach 30+ packages in the Goal Getter phase, including digital and paper orders. Will be received with final rewards.

E. Booth Sales Patch

Reach 48+ packages in the Booth phase. Will be received with final rewards.

F. Bar Patches

Girls earn Bar Patches at the highest level they achieve beginning at 200+ packages. Will be received with final rewards.



Programs and Events

Council Cookie Event Day

Sat., Jan. 15, 2022

Girl Scouts will complete activities to earn one of the NEW Cookie Business Badges for their grade level. These events will take place in Hilliard, Ohio. **Register through My GS by Wed., Jan. 5.**

- **NEW! Cookie Business Basics:** Daisies, Brownies, and Juniors will practice and polish business basics as they start their own cookie businesses by building their cookie teams, creating and practicing their pitches, and learning creative ways to connect with customers.
- **NEW! Cookie Business Beyond:** Cadettes, Seniors, and Ambassadors will join Girl Scouts of Ohio's Heartland staff and guests to take their cookie programs to the next level by exploring influencing, networking, and researching for their cookie businesses while developing business skills to use during the cookie program and beyond.

For more information about these events and other exciting details, visit gsoh.org/cookies.



NEW Cookie Business Badges

Girls at every level can enhance their cookie experiences with new Cookie Business Badges! Girls can work on these badges on their own or as a troop.

- Daisies will learn to run their own cookie businesses.
- Brownies will find out how to get new customers and keep them coming back!
- Juniors will learn the secret to success is teamwork.
- Cadettes will expand their knowledge and make connections between their cookie businesses and real-world business management.
- Seniors will learn to leverage their network including their team, customers, and people who support their cookie businesses.
- Ambassadors will build marketing skills and more as they translate their skills into a resume and portfolio that they can use to prepare for the future.



Cookie Details

Introducing Adventurefuls!

A new member is joining the cookie family your girls and customers already know and love this cookie program—meet Adventurefuls!

Adventurefuls symbolize how Girl Scouts are always up for an adventure whether they're exploring their talents, getting to know the world around them, or "Climbing with Courage" into the cookie program! These delicious additions to the cookie line-up are brownie-inspired crisp with caramel flavored crème filling and a hint of sea salt.

Follow GSOH Product Program on Facebook and stay tuned for exciting opportunities for girls and customers to share their cookie adventures and win prizes.

Check out bit.ly/GSOHCookieResources for activities to do with your troop to help them learn about this new cookie!



Where do the funds go?

54% Girl Programs & Leader Training

23% Cost of Product

23% Proceeds & Rewards



Thin Mints



Do-Si-Dos



Samoas



Tagalongs



Trefoils



Toffee-tastic



Girl Scout S'mores



Lemon-Ups



Adventurefuls

All Cookies are \$5

IRM Program Admissions

Individually Registered Members earn program admissions based on the number of packages sold in lieu of troop proceeds. Girls will continue to earn girl rewards at these levels. These **are cumulative**, like final rewards, and part of the rewards structure for individually registered Girl Scouts.

Packages	Program Rewards
200+	Earn two admission tickets to attend the Halloween Hike in the fall of 2022 at Camp Ken-Jockety.
300+	Earn an age appropriate Badge in a Box to be picked up with final rewards in May!
400+	Earn two admission tickets to either Taste of Camp on June 18, 2022 (Daisies/Brownies) or Camp Classics on May, 28, 2022 (Juniors-Ambassadors). Both are held at Camp Ken-Jockety.
650+	Earn a week of Girl Scout Day Camp

Program details may be adjusted to comply with any state or local public health regulations at the time of the event.

Girl Rewards

Instant Rewards

Reward your Girl Scout as they reach each instant reward level, no waiting necessary!



30+ Packages
Instant Reward
"Climb with Courage"
Theme patch



60+ Packages
Instant Reward
Cookie decals



90+ Packages
Instant Reward
Koala bag tag



250+ Packages
Motivational waterbottle OR
\$5 Reward card OR
The Shoe that Grows - 1/2 shoe



300+ Packages
Koala slipper socks OR
\$5 Reward card OR
The Shoe That Grows - 1/2 shoe



400+ Packages
Eco koala hip pouch OR
\$10 Reward card OR
The Shoe That Grows - one shoe



1,000+ Packages
Stellar Seller event May 21, 2022
at Camp Ken-Jockety.



1,200+ Packages
2022 American Girl Doll of the Year OR
Apple AirPods OR
Kelty 2-person tent OR
\$100 Reward card OR
The Shoe That Grows - four pairs

Reward cards can be used for GSOH programs, camp, and Girl Scout Shop purchases, or toward Girl Scout Destinations and approved travel.

Due to availability a comparable item may be substituted for any reward item.



125+ Packages
Instant Reward
Mini adventure journal



165+ Packages
Koala bracelet



200+ Packages
Plush Koala OR
\$5 Reward card OR
The Shoe that Grows - 1/2 shoe



500+ Packages
Camp cushion OR
Girl Scout uniform OR
The Shoe That Grows – one pair



650+ Packages
Beach towel OR
\$20 Reward card OR
The Shoe That Grows – one pair



800+ Packages
Camp duffel and koala journal OR
\$20 Reward card OR
The Shoe That Grows – one pair



1,600+ Packages
Custom Nalgene & Osprey Backpack OR
2 tickets to Zoombezi Bay OR
Fitbit Tracker OR
\$100 Reward card OR
The Shoe That Grows – four pairs



2,022+ Packages
One session of GSOH resident camp OR
Animal Programs Tour at Columbus Zoo
on June 4, 2022 OR
The Shoe That Grows – 20 pairs



Other Rewards

Stellar Seller and Double Stellar Seller

Girls who reach 1,000+ packages of cookies are Stellar Sellers. They will receive a special patch and are invited to an exclusive Stellar Seller celebration on Saturday, May 21 at Camp Ken-Jockety.

Girls who reach the Stellar Seller level during both the 2021 fall product program AND the 2022 cookie program are Double Stellar Sellers. In addition to attending the Stellar Seller Celebration, enjoy an additional day of celebration in the spring of 2022 exclusively for our Double Stellar Sellers.

Patches will be distributed to girls at the events.



The Shoe That Grows

Girls can choose to donate shoes in place of receiving rewards with The Shoe That Grows reward option. This philanthropic reward is part of the cumulative reward structure. Girls can mix and match donating shoes and picking rewards at different levels.



Operation Salute

Operation Salute encourages girls and community members to make a difference by donating Girl Scout Cookies to military personnel, veterans, and their families. Operation Salute rewards will be included with girls' final rewards in May.



10+ Packages
Operation Salute patch



20+ Packages
Cooling fabric bandana



40+ Packages
Reversible bucket hat

Digital Cookie

Girls earn these rewards when they reach each level of cookies sold using their Digital Cookie site. Digital Cookie rewards will be included with the girls' final rewards in May.



50+ Packages
Cookie techie patch



125+ Packages
Samoas desk mat



275+ Packages
Samoas Adventures Please hoodie

Other Rewards

Troop Rewards

IRMs can earn troop rewards!

PGA for IRMs is calculated by the total number of packages sold.

200+ PGA – Climb with Courage T-Shirt

Troops that achieve a final average of 200+ packages per girl at the end of the cookie season will receive a Climb with Courage T-shirt for each participating girl in the troop, as well as one for the TCPC.

**Note: If a T-shirt size is not indicated in eBudde, Daisies and Brownies will receive a youth large. All other levels will receive an adult large.*

Other qualified troop adults may purchase a T-shirt if they wish. Order information will be emailed out toward the end of the cookie program.

250+ PGA – Zoobilee Event

Troops that achieve a final average of 250+ packages per girl at the end of the cookie program will receive a ticket to attend our Girl Scout Zoobilee at the Columbus Zoo and Aquarium for each participating girl, plus volunteer tickets based on the National Standard Adult Ratio for events by Girl Scout level.

The Zoobilee event includes a day at the zoo with a fun scavenger hunt, educational activities, and giveaways. Zoobilee tickets are offered for either Sunday, May 22, 2022 or Saturday, June 4, 2022. Troops that earn this reward will select their preferred date in eBudde.

300+ PGA – Zoobilee Event Desserts

Troops that achieve 300+ PGA at the end of the cookie season will earn dessert coupons for each participating girl to use within the Columbus Zoo and



Initial Order & Goal Getter Phases

Initial Order Phase

Sun., Jan. 2–Sun., Jan. 23

Girls participate in two important ways.

- **Order Card:** Girls use order cards to take pre-orders for cookies that they deliver to customers in February.
 - Girls reach out to family, friends, neighbors, and previous customers.
 - Girls can go door-to-door and take their order cards to other activities.
 - Caregivers may take order cards to their workplaces, if allowed.
- **Digital Cookie:** Girls personalize their Digital Cookie sites with pictures, videos, and stories to share with family and friends about their goals.
 - Customers can select to have cookies shipped to them, to donate cookies to Operation Salute, or for the girl to deliver their cookies in February.
 - Digital Cookie orders are automatically synced with eBudde during this phase and count toward all reward levels.

Rewards Earned During the Initial Order Phase

Initial Order rewards are earned **exclusively** during this phase of the program. Troops receive the following items at cookie delivery in February and distribute to the girls along with the cookies.

- **Initial Order Girl Rewards:** Girls who reach 165+ packages will earn the **koala clip-on** and those who reach 200+ packages earn a **rain poncho**.
- **Initial Order Troop Reward:** Troops that achieve an average of 170+ packages per girl will receive a **crossbody tote** for each participating girl.

Girls' progress during the Initial Order Phase also counts toward instant rewards and final rewards totals.

- **Instant Rewards:** Your opportunity to recognize each girl's success and growth immediately as she reaches 30-125+ packages sold.
- **Final Rewards:** Determined by a girl's final total at the end of the program, celebrating achievements all the way up to 2,022+ packages sold!



Girls focus on the following skills during Initial Order and Goal Getter:

- **Goal setting** sets them up for success in school, the workplace, and throughout their lives.
 - Girls set personal and troop goals, deciding what levels they want to reach and how to get there.
 - Younger girls may want to earn a specific reward while older girls might work together toward earning enough troop proceeds for their next adventure.
- **Decision making** helps Girl Scouts make all life decisions big or small.
 - Girls decide where and when to sell cookies, how to promote their program, and what to do with their earnings.
 - Girls work with their troops and families to decide what badges, patches, and pins they complete during the program.
- **People skills** are used throughout life as girls advocate for themselves, share their stories, and communicate expectations.
 - Girls practice people skills as they call, email, and visit family and friends to share their goals and take orders.
 - Girls build confidence and communication skills while sharing their favorite Girl Scout activities, recommending cookie varieties, and telling customers when cookies will be delivered.

Goal Getter Phase

Mon., Jan. 24–Thurs., Feb. 10

The Goal Getter Phase is the time between when troops submit their Initial Orders and when cookies arrive and the Booth Phase begins.

- Girls continue to take orders using a special Goal Getter order card and through Digital Cookie.
- All Digital Cookie and Operation Salute orders entered during this phase count toward girls' Goal Getter totals, helping them earn **exclusive** Goal Getter rewards.

Girls can participate in the following ways:

- Contact customers they missed during the Initial Order Phase or share their Digital Cookie links.
- Set goals to help reach the next reward level.
- Send a second round of emails through Digital Cookie.
- Hold virtual cookie booths.
- Use tools from the Cookie Promotional Kit and from the eBudde Help Center.
- Post their goals where they can see them and update them throughout the program.
- Contact local businesses for sales and suggest they buy by the case.



Digital Cookie

What is Digital Cookie?

Digital Cookie is the online portion of the 2022 Girl Scout Cookie Program. Going digital gives girls more ways to participate and more ways to learn!

As a TCPC, your role is to support your Girl Scout's program by setting up her Digital Cookie site and making the best use of its features to grow her skills and meet her goals. You'll track girl delivered orders to make sure they're correctly logged in eBudde and that you have the cookies your Girl Scout needs to fill orders.

Digital Cookie helps prepare girls to be leaders in a fast-paced e-commerce world. Girls experience a new level of learning, taking the five skills they have already gained through the Girl Scout Cookie Program and adding engaging, exciting, and interactive digital tools. Girls can customize the way they earn and learn, using technology in a whole new way and earning cool badges while they do it! Using Digital Cookie, girls can:

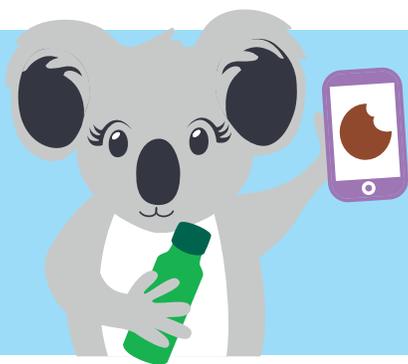
- Promote their cookie business and inspire more support than ever with more ways to sell and engage customers!
- Keep track of cookie customers because an organized cookie boss is a rock star!
- Take orders from customers using credit card payments because customers appreciate the ability to easily pay for their cookies.
- Offer customers the choice of having their cookies shipped directly to them or delivered by the girl in person so customers near and far can support a girl's cookie goals.
- Offer customers the chance to donate through Operation Salute.

All Digital Cookie orders count toward the girl's Instant, Initial Order, Goal Getter, Operation Salute, and Final girl rewards.

Digital Cookie Access

Look for registration emails on Saturday, January 1, 2022. Registration emails will come from "Girl Scout Cookies" (email@email.girlscouts.org) with subject "Register for the Digital Cookie Platform Today." Only those who've opted in to receive emails from Girl Scouts will receive this email.

***Note:** If you don't receive an email, make sure to search your "Promotions/Clutter/Spam" folders, then visit https://gsoh.formstack.com/forms/digital_cookie if you still need assistance.



Digital Cookie for Families and Caregivers Webinar

Sat., Jan. 1, or Tues., Jan. 4, 8:00–9:00 p.m.

Learn how to get started in Digital Cookie, manage girls' orders, reach more customers, and help girls learn new skills! This is a great webinar/resource to promote with families and caregivers of Girl Scouts in your troop.

Register here:

<http://bit.ly/22cookies-Jan1>

<http://bit.ly/22cookies-Jan4>

Following Social Media Safety Guidance

Girls may use the internet to share their cookie program sales links, stories, and learnings with the following guidelines:

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a girl while also being supervised by her caregivers.
- Girls engaging in online sales and marketing must review and apply the Digital Marketing Tips for Cookie Entrepreneurs and Their Families.
- Girls, volunteers, and caregivers must review and adhere to the Girl Scout Internet Safety Pledge, the Digital Cookie Pledge, the Supplemental Safety Tips for Online Marketing, and Girl Scouts' Safety Activity Checkpoints for Computer and Internet Use and Cookie and Product Sales (with the exception that they may share beyond friends and family).
- Sales links should never be posted to online resale sites (eBay, Facebook Marketplace, etc.).
- Be aware posts on Facebook containing the use of a dollar sign (\$) may automatically move the post to Facebook Marketplace. To prevent this from occurring, you must disable the automated function.
- Social media ads should not be purchased or donated to promote sales links.
- Girls should consider removing their last name when using social media sites to protect their identity.

Ways to Participate in Digital Cookie Girl Delivered — Sun., Jan. 2–Fri., Mar. 4

Customers can choose the Girl Delivered option when ordering cookies from a girl's Digital Cookie website beginning January 2. The customer enters their credit card payment information when they place their order. Customers also select what they want to have happen with their order if the caregiver declines the order or does not approve it in the approval time frame. The last day customers can place girl delivered orders is March 4. As a caregiver, you must approve or decline all girl delivered orders. When the caregiver approves the order, Digital Cookie processes the customer's payment.

Shipped and/or Donated Orders — Sun., Jan. 2–Sun., Mar. 20

Customers can have cookies shipped directly to them at any time during the program. Customers pay for the cookies and shipping and handling with a credit card. These orders are added into eBudde and count toward the girl's total packages sold. eBudde also records payment for the cookies.

Customers can also order cookie packages for donation to Operation Salute. Customers pay for the cookies with a credit card—no shipping and handling charges apply. Donated cookie orders pull into eBudde with payment information and add cookies to the girl's Operation Salute totals.

Credit Card Processing — Fri., Feb. 11–Sun., Mar. 20

The Digital Cookie app is available in the app stores for download now. Caregivers can access the app after they register for Digital Cookie and set up their accounts. You can use the app to process contactless credit card payments when selling cookies in hand during Walkabouts and Cookie Booths.

Girl Scouts can also use the app to view their Digital Cookie platform profiles, check their goal progress, access safety and selling tips, place cookie orders for customers, and share their site URLs via email.

Approval of Orders

You should check your girl's account daily for new orders awaiting approval. Digital Cookie will send notification emails if a new order isn't approved by midnight the day it is placed.

1. Click on the **View Orders Awaiting Approval** button in the email.
2. Click on the **Cookie Orders** tab at the top of the dashboard to see what orders are pending approval and all orders needing approval will be listed including order number, number of packages, and number of days to approve.
3. Check the boxes in front of the orders you want to approve or decline and then click either **Approve Order** or **Decline Order**.

After you approve the order, you will receive an email letting you know payment for the cookies was received and a copy of the order.



Cookie Delivery

Thurs., Feb. 10–Fri., Feb. 18

Deliveries are when volunteers pick up Initial Order Phase cookies and rewards at the time and location they selected in eBudde when submitting Initial Orders.

- Central: Mega Delivery, **Thurs., Feb. 10 and Sat., Feb. 12.**
- Regional: Multiple locations throughout council, **Mon., Feb. 14–Fri., Feb. 18.**

What to Bring

- Your Volunteer Responsibility Form (VRF) (paper copy or photo) and your driver's license or state issued ID.
- Printed Delivery Confirmation Report from eBudde. This provides a confirmation of your pickup date, time, location, and full order in cases to compare to bubble sheet we will provide you with.
- Sign with your troop number written large and bold displayed on the driver's side of the dashboard.
- Vehicles large enough to transport your entire cookie order.

How It Works

1. Checking in:
 - Arrive at your scheduled time, pull behind the last vehicle in line and remain in your vehicle.
 - If you have multiple vehicles, wait in the designated area until everyone has arrived and can go through the line together.
 - Show your driver's license or state issued identification and VRF when greeted.
 - Receive your bubble sheet indicating the number of cases of each variety of cookies you will receive.
 - Place the bubble sheet on your dashboard in the passenger window.
 - Receive your Initial Order Girl Rewards and count them.
 - Pull forward as directed to have cookies loaded into your vehicle.
2. Receiving cookies:
 - Count each case of cookies as it is placed into your vehicle.
 - Ask loaders to slow down if they are moving too quickly. Ask for a recount if you are unsure.
 - Pull forward toward the checkout after all cookies are loaded and counted correctly.
3. Checking out:
 - Sign the bubble sheet, indicating that you received the correct number of cookie cases and girl rewards.
 - No shortages will be replaced after the signed bubble sheet is turned in.
 - Return bubble sheet to check out volunteers.
 - Receive program flyers.
 - Exit.



Delivering Cookies to Customers

- Girls should have all Initial Order and Goal Getter cookies delivered by **Tuesday, March 1.**
 - Girls will use their money envelopes to collect the money owed while delivering cookies.
 - Checks should be made payable to your troop.
- Girls should give checks and cash collected to the TCPC frequently to ensure prompt deposits into the troop account.
- Customer receipts, thank you cards, and other marketing materials that can be used when delivering cookies are available in the **Cookie Promotional Kit at gsoh.org/cookiepromo.**

Use this guide to estimate how many cases of cookies will fit in your empty vehicle using all space except the driver's seat. Fewer cases will fit in your vehicle if another person is riding with you.

Cargo Van (seats in)
200 cases



Mini Van (seats out)
150 cases
Mini Van (seats in)
75 cases

Pick-Up Truck (full bed)
100 cases



Station Wagon
75 cases



Sport Utility Vehicle
60 cases



Mid-size sedan
35 cases



Hatchback Car
30 cases



Compact Car
23 cases



Cookie Cupboards

Cookie cupboards are locations where troops can pick up cookies for orders and booth inventory.



- Mega Cupboard: Cupboard runs during our Mega Delivery on Thurs., Feb. 10 and Sat., Feb 12. A pending order must be placed in eBudde by 9:00 a.m. Mon., Feb. 7.
- Franklin County cupboards: East, West, and North Central locations begin opening **Mon., Feb. 14 and close the last weekend of the program.**
- Regional cupboards: Multiple locations throughout council begin opening **Fri., Feb. 18** with staggered closing dates.
- You will receive a flyer listing cupboard locations and schedules during Cookie Delivery and through email.
- Join us for a webinar on how to submit cupboard orders. Scan here to register now!

Pending Orders

All cookie cupboards require pending orders in eBudde to pick up cookies. This tells the cookie cupboard how many packages of each variety you need.

Priority will be given to orders placed at least 24 hours in advance. IRMs who do not submit a pending order at least 24 hours in advance risk not receiving cookies if cupboard inventory is reserved for pending orders.

Pending orders for pickup at all cupboards must be placed in full cases through **Mon., Feb. 21.**

- All cases contain 12 packages of cookies.
- **If the order submitted is less than a full case, the order will be rounded up to a full case.**
 - For example: If you place an order for eight packages of Thin Mints, this will automatically be rounded up to 12 packages.

Picking Up

Only authorized adults who have signed and returned a VRF may pick up cookies from a cupboard.

- We recommend all troop volunteers complete the For Product Pickup Authorization Only portion of the form in advance in case they need to pick up cookies on the Girl Scout's behalf.

Volunteers must bring the following to each cupboard pickup:

- A copy of their signed VRF or a photo of the signed form.
- A driver's license or state-issued ID.
- A printout of the transaction from eBudde.

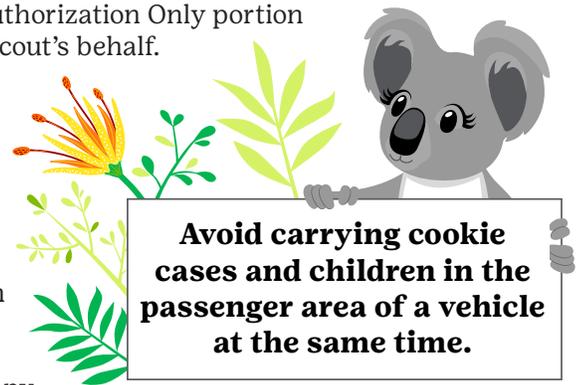
Each cupboard location is unique but use the following basic process:

1. Check in with the cupboard manager and show your VRF and ID.
2. Count the cookies to ensure they match the cases and packages of each variety listed on your receipt.
3. Load the cookies into your vehicle.
4. Sign the receipt. The cupboard and the pickup volunteer each keep a copy.
5. Cupboard managers will "unpend" transactions after they are picked up and signed for.

Cookies should be distributed to girls or used at cookie booths or walkabouts as soon as possible. Please keep all copies of cupboard receipts with your cookie paperwork.

Customer Satisfaction

- Council does not accept returns on cookies unless there is damage to the cookies or package. Examples of damaged packages include:
 - crushed
 - sealed but empty
 - unsealed
- TCPCs will complete a **Damaged Cookie Form** when returning damaged packages to a cookie cupboard. This form can be found on our website at www.gsoh.org/cookie-resources.
- Damaged packages can be exchanged at a cookie cupboard for a non-damaged package of the same variety.



Booth Phase

Fri., Feb. 11–Sun., Mar. 20

Cookie booths are an eagerly anticipated aspect of the Girl Scout Cookie Program. Girls learn important communication skills, practice networking, and manage their own business while bringing sweet cookie treats to the public.

The Booth Phase provides many opportunities for girls to increase their sales, learn the five skills, and continue their cookie program adventure. Girls work individually or together and can participate in any combination of:

- **Cookie booths:** Setting up fun and eye-catching tables at approved public locations, reaching new customers, and meeting goals.
- **Mobile booths or walkabouts:** Taking cookies on the go, charting a course through a neighborhood, and fulfilling socially distant cookie orders.
- **Virtual booths:** Motivating customers to help girls meet their goals by buying packages through Digital Cookie.

Cookie Booths

Cookie booths fall into three categories: Council Hot Spots, Service Unit Gems, and Troop Treasures. Signups for booths are completed in eBudde for troops.

Council Hot Spots

These locations are managed at the council level, so troops may not contact them to set up booths. The following hot spot locations will be listed in eBudde for signups beginning **Saturday, January 22 at 8:00 a.m.**

Colony Square Mall
CVS
Indian Mound Mall
Kmart
Polaris Fashion Place
Richland Mall
River Valley Mall
REI
Sam's Club
The Mall at Tuttle Crossing
Walgreens
Walmart



Service Unit Gems

These are booth locations set up by the service unit cookie booth coordinator and initially reserved for troops within each service unit. Service unit cookie booth coordinators manage signups beginning in January 2022. Troops may not contact these locations to set up booths. Ask your service unit team for more information.

Troop Treasures

You can secure troop treasure cookie booth locations and add them to eBudde to be approved and included in the Cookie Locator. Service unit cookie booth coordinators will approve or deny location requests through eBudde.

**Note: Booths cannot be held at locations that girls themselves cannot enter.*

Virtual Cookie Booths

Troops can host virtual cookie booths on social media and share their Digital Cookie troop link to collect orders. This gives girls a way to achieve their goals and connect with family, friends, and neighbors.

Note: We no longer have a partnership with Kroger. **Do not approach any Kroger stores.*

Walkabouts

Walkabouts, also known as mobile booths, can be used in place of or in addition to in-person cookie booths and virtual booths. Girls get to try something new, practice people skills and map-reading, and can purchase a fun patch to celebrate their successes!

Here's how it works:

- Chart a course through a neighborhood.
 - Bonus: Girls can leave door hangers in the neighborhood in advance to take preorders and let people know when they are coming.
- Decorate a wagon or vehicle so cookie customers see them coming.
- Only do walkabouts when there's daylight, stay on sidewalks, and obey all traffic rules.
- Use the Digital Cookie app to take credit card payments.
- Leave behind door hangers with the girl or troop's QR code if no one answers the door.



Closing Your Program

Final deadlines:

- **Sun., March 20** – 2022 Girl Scout Cookie Program ends.
- **Mon., March 21** – All money is due to the council.

Financial Procedures

All IRM payments must be mailed to Council Headquarters or dropped off in person to the closest service center by Monday, March 21, 2022. If payments are not received, the Product Program team will contact you first by email and then by phone, before passing on your information to the GSOH Finance Department. All girl rewards and program admissions will be held until all payment is received. To find your total due, log into eBudde, click the **Sales Report** tab and look at **Total Troop Sales**. Subtract **Total DOC Payments** to find total to pay council. Disregard the **Amount You Owe to Council** as your IRM will not receive troop proceeds, but instead will receive program credits.

Address to Mail Money Orders/Checks:
 Council Headquarters, Attn: Meg Dinan
 1700 Watermark Drive
 Columbus, OH 43215

All checks/money orders to be made out to: Girl Scouts of Ohio's Heartland.

Pkgs Received				Payments Made		
01/27	Initial Order	---	0	Date	Reference	Amount
02/22	C999	DOC 43250458	6	2021-02-22	DOC SHIP 43250458	\$ 30.00
03/02	C1001	DNR000	27	2021-03-05	DOC SHIP 44164897	\$ 55.00
03/05	C999	DOC 44164897	11	2021-03-06	DOC SHIP 44232367	\$ 130.00
03/06	C999	DOC 44232367	26	2021-03-16	Cash to Council	\$ 115.00
03/21	C999	DOC 45221517	10	2021-03-16	Check to Council	\$ 20.00
				2021-03-21	DOC SHIP 45221517	\$ 50.00
OpSal pkgs.			0	Total Payments		\$ 400.00
Total Pkgs Received			80	Total DOC Payments		\$ 265.00
Total DOC Pkgs Received			53			
Total DOC Charity Pkgs Received			0			
In addition there was:						
Total DOC Delivered Pkgs Received			0			

Total Troop Sales	\$ 400.00	Council Proceeds	\$ 344.00
Troop Proceeds	- \$ 56.00	Payments Made	- \$ 400.00
Council Proceeds	\$ 344.00	Amount You Owe Council	\$ -56.00

Signature: _____

[View report in CASES](#)

[Print Page](#)

[Show as PDF](#)

Using eBudde

eBudde is the online system used to track girls' individual sales, payments, and rewards and manage your troop's orders. Check the GSOH Product Program YouTube channel for detailed tutorial videos on using eBudde throughout the cookie program.

Initial Login

Step 1: Receive welcome email with login link.

***Note:** Check your spam folder if you did not receive the login email. The link expires seven days after it is sent. Email productprogram@gsoh.org if your link expires.

Step 2: Click the link and set your password. Confirm and click **Change My Password**.

Step 3: Enter your personal profile information. All profile fields are mandatory except for Address line two. Enter current password. Click **Update Profile**.

Step 4: Click on the **eBudde** icon.

Troop Dashboard

You will see the Dashboard tab every time you log into eBudde. It will show you important messages from the Product Program Department and has a checklist for tracking activity in eBudde. You can print the information on the tab for reference if needed.

Troop Setup

Step 1: Click the **Settings** tab.

Step 2: Click the **Edit Settings** button.

Step 3: Enter your **Troop Goal** (in packages).

Step 4: Click **Update**.

Step 5: Click the **Girls** tab.

Step 6: Add each girl's sales goal, set girls' T-shirt sizes (if known), and make any edits to caregiver emails.

Step 7: Click **Update**.

Introduction to eBudde and Digital Cookie Webinars

Tues., Dec. 14, 2021 and Thurs., Jan. 6, 2022

8:00 – 9:00 p.m.

We'll walk you through the different tabs in eBudde so that you feel prepared for the start of the cookie program. We'll also cover how to get Digital Cookie set up for your troop and how both systems work together. This is ideal for first-time troop cookie program coordinators and is a great refresher for returning volunteers as well.

Register here:

<http://bit.ly/22cookies-Dec14>

<http://bit.ly/22cookies-Jan6>



Jan. 6



Dec. 14

Join us for a webinar to learn more about eBudde and Digital Cookie. Scan here to register now!

Submitting Initial Order

Initial Orders include cookies that girls have received committed orders for during the Initial Order Phase as well as all Digital Cookie girl delivered orders placed before Tuesday, January 25.

Complete the following steps by noon on Tuesday, January 25.

Step 1: Click the **Initial Order** tab.

Step 2: Click on each girl's name. Squares will appear at the bottom of the screen where you will enter the order from the girl's order card.

Step 3: Tab through the columns entering package orders by variety. Each variety has its own column.

**Note: Enter Operation Salute cookies in the OpSal column. These packages will be delivered by council. The troop does not receive these physical packages.*

Step 4: Click **OK** on the bottom right side of the screen.

Step 5: Click **Save** at top of the screen.

Step 6: Repeat process for each girl.

Step 7: Click **Submit Order**. You can save and edit as many times as you need to, but you can only submit your order once. After you submit, you will not have access to change any order information.

Initial Orders are places in full cases. There will be a number in the line that reads Others+Extras-Charity, which is the number of packages that your troop will receive as packages are rounded up to full cases. These cookies are the responsibility of the troop to sell or transfer to another troop.

Choosing Delivery Site

Step 1: Click the **Delivery** tab.

Step 2: Select if you are picking up or another individual will be picking up your troop's cookie order.

Step 3: Select if you will be picking up for more than one troop.

Step 4: Choose delivery station.

Step 5: Choose a pickup time and lane (if applicable).

Step 6: Click the **Submit My Info** button at the top of the screen. The system will confirm that your delivery information was updated.

Submitting Initial Reward Order

After the troop Initial Order is submitted, the TCPC will submit the Initial Reward order. Initial Order rewards are the girl rewards for each girl who reaches predetermined levels during her Initial Order. eBudde will calculate and populate the Initial Order girl rewards based on the number of packages sold.

Initial Order girl rewards are received at cookie delivery. Troops who choose to opt out of final rewards still earn the Initial Order girl rewards and troop rewards.

**Tip: Check the sales report in eBudde for PGA Selling to determine if girls have earned troop rewards.*

Step 1: Click the **Reward** tab.

Step 2: Click **Fill Out** next to **Initial Order Girl Reward Order**.

Step 3: Click **Submit**.

Confirming Delivery Signup in eBudde

Step 1: Log into eBudde and click the **Delivery** tab.

Step 2: Click **View Confirmation**.

Step 3: Print this report and bring it with you to your cookie delivery.

**Note: If you did not choose a delivery location when you submitted your Initial Order, one was selected for you. You must pick up at the assigned location and time.*

Entering Goal Getter Orders

Only orders entered by 11:59 p.m. on Sunday, February 13 count toward Goal Getter rewards. A cookie cupboard order may need to be placed before you can add an order for a girl.

Step 1: Click the **Girl Orders** tab.

Step 2: Click on the girl's name.

Step 3: Click the **Add Transaction** button.

Step 4: Green boxes will appear across the bottom of the screen.

Step 5: Record the total number of packages in the **Other** or **OPSAL** column.

Step 6: Repeat for each girl.

Step 7: Click **OK**.



Digital Cookie in eBudde

Shipped and Donated Orders

You can look in eBudde on the **Girl Orders** tab to see how many packages each girl has sold. You will also see a credit for the full amount paid for those orders and you will notice the amount as a deposit in your **Deposits** tab as well as on the **Sales Report** tab.

The screenshot shows the 'Girl Orders' tab for Taylor H. in Troop 12356. The table lists transactions with columns for #DOC, #Comment, #Qty, #GOC, #Sales, #Tro, #D-S-D, #Sum, #RRR, #Tags, #Mint, #Toll, #Total, #Total Due, #Paid, and #Bal. Due. A pink box highlights a row with the comment 'Shipped Order'. Other labels point to the '#Total' and '#Total Due' columns.

#DOC	#Comment	#Qty	#GOC	#Sales	#Tro	#D-S-D	#Sum	#RRR	#Tags	#Mint	#Toll	#Total	#Total Due	#Paid	#Bal. Due
✓	DOC DLVR 08822821	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 48.00	\$ -48.00
✓	DOC DLVR 08822823	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 16.00	\$ -16.00
✓	DOC DON 08822833	1	0	0	0	0	0	0	0	0	0	1	\$ 4.00	\$ 4.00	\$ 0.00
✓	DOC DLVR 08822728	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 48.00	\$ -48.00
✓	DOC SHP 08822805	0	0	0	0	0	6	0	0	0	0	6	\$ 24.00	\$ 24.00	\$ 0.00
✓	DOC SHP 08822807	2	0	0	0	2	0	0	0	0	0	2	\$ 24.00	\$ 24.00	\$ 0.00
	HE Order "Lacke"	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
												\$ 52.00	\$ 164.00	\$ -112.00	

Goal Getter and Booth Phase Girl Delivered Orders

When caregivers approve girl delivered orders during the Goal Getter Phase, only the payment information will pull over into eBudde. The TCPC must place a cookie cupboard order to fill the order and then allocate these cookies to her in eBudde and arrange for the girl to pick them up. Once the parent approves the order, the amount the customer paid will show as a credit on the **Girl Orders** tab for that girl.

Note: During the Goal Getter and Booth Phases, eBudde does not assign girl delivered cookies to the girl. You will need to allocate cookies to her on the **Girl Orders tab. You may need to pick up more cookies from a cupboard to allocate additional cookies to her. We recommend when assigning cookies under the **Girl Orders** tab that you utilize the comment field to label with the date you received the order or gave the cookies to the Girl Scout as appropriate. This will help with organization and tracking of order fulfillment.*

The screenshot shows the 'Girl Orders' tab for Taylor H. in Troop 12356. The table lists transactions with columns for #DOC, #Comment, #Qty, #GOC, #Sales, #Tro, #D-S-D, #Sum, #RRR, #Tags, #Mint, #Toll, #Total, #Total Due, #Paid, and #Bal. Due. Labels point to the '#Total' and '#Total Due' columns.

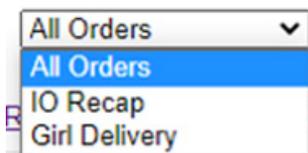
#DOC	#Comment	#Qty	#GOC	#Sales	#Tro	#D-S-D	#Sum	#RRR	#Tags	#Mint	#Toll	#Total	#Total Due	#Paid	#Bal. Due
✓	DOC DLVR 08822821	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 48.00	\$ -48.00
✓	DOC DLVR 08822823	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 16.00	\$ -16.00
✓	DOC DON 08822833	1	0	0	0	0	0	0	0	0	0	1	\$ 4.00	\$ 4.00	\$ 0.00
✓	DOC DLVR 08822728	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 48.00	\$ -48.00
✓	DOC SHP 08822805	0	0	0	0	0	6	0	0	0	0	6	\$ 24.00	\$ 24.00	\$ 0.00
✓	DOC SHP 08822807	2	0	0	0	2	0	0	0	0	0	2	\$ 24.00	\$ 24.00	\$ 0.00
	HE Order "Lacke"	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00
												\$ 52.00	\$ 164.00	\$ -112.00	

Viewing Digital Cookie Girl Orders in eBudde

Viewing All Orders

To view all orders for a girl, click on the **Girl Order** tab. Click on the Girl Scout name you wish to view orders for. Then select the **All Orders** drop-down box. This allows you to see the girl's records in three different views. This will ensure all packages are allocated and help if there are questions from caregivers.

The **All Orders** drop-down box is located in the upper right-hand corner of the girl's screen. **All Orders** is the default that you will see so you can see all the girl's records including Digital Cookie, booth records, payments, and any record keyed in by you.



All Orders:

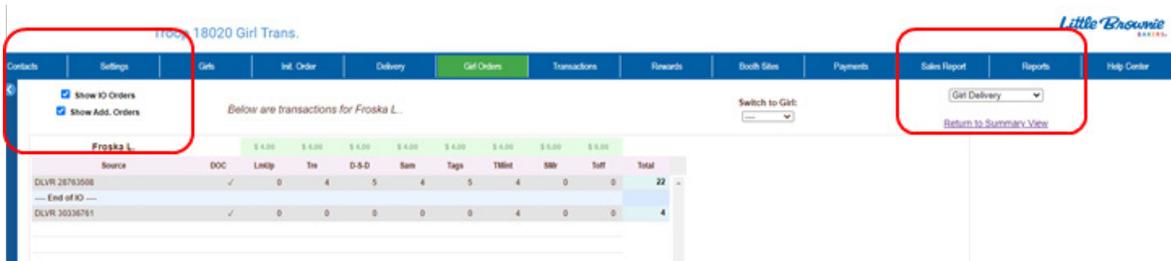


Viewing Orders from Initial Order

Under the same Girl Orders tab, you can adjust the drop-down box from **All Orders** to **IO Recap**. This will show you by girl Digital Cookie orders that came in until the troop submitted their Initial Order. There is a switch to girl feature and you can use a drop-down menu to view another girl from your troop.

Viewing Girl Delivered Orders

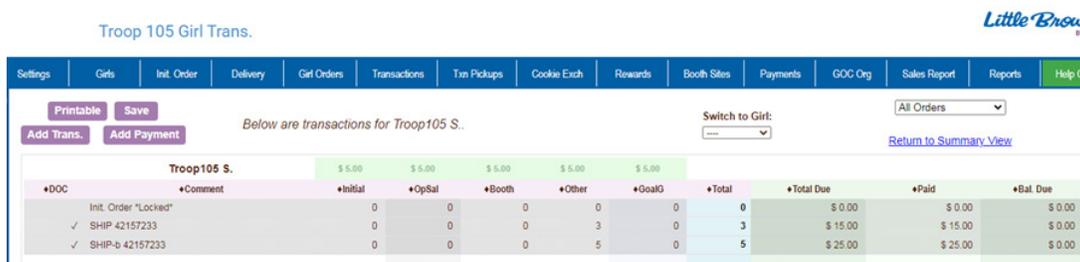
Under the same **Girl Orders** tab, you can adjust the drop-down box from **All Orders** to **Girl Delivery**. This will allow you to view all parent approved girl delivery orders from Digital Cookie. You can even select the check boxes on screen to filter and just view orders from after the Initial Order Phase.



Allocating Packages Sold from Troop Link

An important part of wrapping up your program is to properly allocate any sold packages to credit girls toward earned rewards. If the troop has sales through your troop Digital Cookie link please allocate those packages and payment away from that “troop girl” in eBuddy.

Allocating Packages Away from Troop Link



Step 1: Click the **Girl Orders** tab.

Step 2: Click on the troop girl’s name (i.e.-Troop105 S.)

Step 3: Click the **Add Transaction** button.

Step 4: Green boxes will appear across the bottom of the screen.

Step 5: Under the comment, list troop girl allocation and a date.

Step 6: Under the **Other** column, enter a negative transaction to remove the total of the sold packages.

Step 7: Under the **Paid** column, enter a negative transaction to remove the funds being applied as sold to the “troop girl.”

Step 8: Click the **OK** button on the bottom right or hit **Enter**.

Step 9: Click the **Save** button on the top left.

Allocating Troop Link Packages to Girls

Step 1: Click on the girl’s name that you wish to allocate these packages under the **Girl Orders** tab.

Step 2: Click the **Add Transaction** button.

Step 3: Under comment, list troop link and date of allocation.

Step 4: Click the **OK** button on the bottom right or hit **Enter**.

Step 5: Click the **Save** button on the top left.

Cookie Booths in eBudde

Signing Up for Cookie Booths

- Step 1: Click on the **Booth Sites** tab.
- Step 2: Select the **Council Booth Sales** from drop-down menu.
- Step 3: Click on the **plus sign (+)** next to the area you would like to hold a booth sale.
- Step 4: Choose the store and location by clicking the plus sign next to it.
- Step 5: Choose the date and time range.
- Step 6: Click on your preferred time and then click **Submit**. You will receive a message that your time is reserved.

Checking Your Booth Sign Ups

- Step 1: Click **Current Sign Ups** from the **Booth Sites** tab.
- Step 2: Verify your booth assignments in the pop-up window.
- Step 3: Check for door assignments and any special instructions!

Releasing a Booth

- Step 1: On your **eBudde Dashboard**, locate the **Calendar** box on the right side of the screen.
- Step 2: Click the red **Release** button under the booth you want to release.
- Step 3: Click **OK** to confirm.
- Step 4: Your booth signup is now canceled.

Finding a Specific Booth

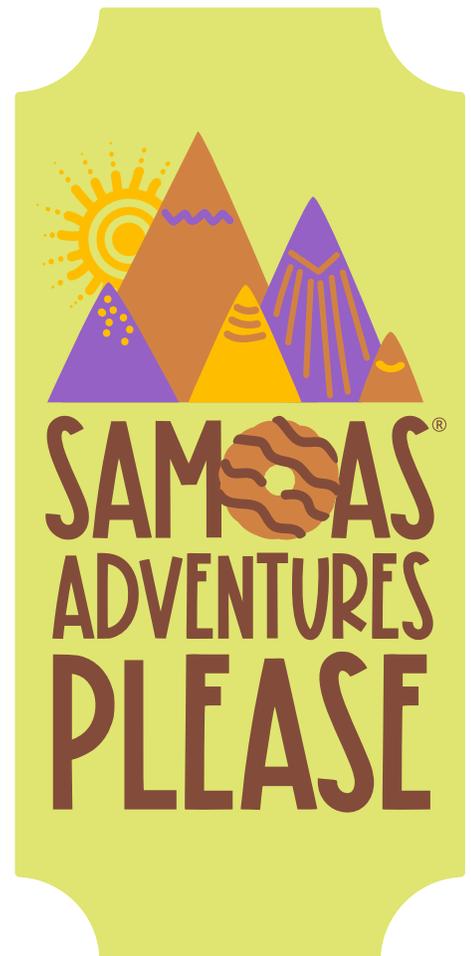
- Step 1: Click the **Free Slots** button from the **Booth Sites** tab.
- Step 2: Fill in:
 - business name
 - city
 - date
 - time
- Step 3: Click **Get Report**.

Submitting a Troop Treasure

- Step 1: Choose **My Sales** from the drop-down list from the **Booth Sites** tab.
- Step 2: From the left window, click **Add Location**.
- Step 3: Fill in the business information with address and contact information for the business.
- Step 4: Click **Add**. Your booth is submitted and is pending approval and will appear on your **My Sales** list.
 - Blue = pending approval
 - Orange = denied
 - Green = approved

Placing Cupboard Orders

- Step 1: Click the **Transaction** tab.
- Step 2: Click **Add a Transaction**. A new cookie transaction window will appear.
- Step 3: Choose the following information from the drop-downs:
 - Type = Normal
 - 2nd Party = Cupboard
 - Choose the Cupboard Name (the city in which it's located)
 - Product Movement = Add Product
- Step 4: Click **Pickup** and choose the pickup date and time and click **Done**.
- Step 6: Fill in the number of packages needed by variety.
- Step 7: Click **Save/Print** to save the transaction and print the transaction receipt to take with you to the cookie cupboard for pickup. If you are not printing immediately, click **OK**. Click the **Save** button in the top left of the screen to save the transaction.
- Step 8: Verify that your troop shows a pending transaction on the **Transaction** tab.



Transferring Cookies to Another Troop

A Cookie Transaction Receipt must be completed any time cookies are moved between troops and each party must retain a copy for their records. The receiving party is responsible for entering the transaction in eBudde.

Step 1: Click the **Transaction** tab.

Step 2: Click the **Add Transaction** button. A new cookie transaction window will appear.

Step 3: Choose the following information from the drop-down boxes:

- Type = Normal.
- 2nd Party = Troop.
- Troop Number = Troop number of the providing troop.
- Product movement = Add product.

Step 4: Fill in the number of packages received from the other troop.

Step 5: Click **OK**.

Step 6: Click the **Save** button on the top left of the screen.

Step 7: Verify that your troop shows a pending transaction on the **Transaction** tab.

**Note: The troop will show an increase in cookies and money due.*

Allocating Girl Orders

Step 1: Click the **Girl Orders** tab.

Step 2: Click on the girl's name.

Step 3: Click the **Add Transaction** button.

Step 4: Green boxes will appear across the bottom of the screen.

Step 5: Record the total number of packages in the appropriate column.

- OpSal
 - Record cookies ordered for Operation Salute.
- Booth
 - Record cookie packages sold and appropriate dollar amount sold at cookie booths.
- Other
 - Record any additional orders submitted by girls.

Step 6: Click the **OK** button on the bottom right or hit **Enter**.

Step 7: Click the **Save** button on the top left.

Recording Girl Payments

Step 1: Click the **Girl Order** tab.

Step 2: Click the girl's name.

Step 3: Click the **Add Payment** button.

Step 4: Green boxes will appear across the bottom of the screen.

Step 5: Record the date and method of payment in the green comment box.

Step 6: Record the total amount paid in the **Paid** column.

Step 7: Click the **OK** button on the bottom right or hit **Enter**.

Selecting Final Rewards

Use girls' permission slips to submit each girl's reward choices by noon Tuesday, March 22.

**Note: Girls in troops opting out of rewards still receive patches and troop rewards.*

Step 1: Click the **Rewards** tab.

Step 2: Click the **Fill Out** button on the **Final Rewards Order** line.

Step 3: Each girl participating in the cookie program will be listed under **GIRL ORDERS**.

- Red "size/catalog selection needed" = girls with action needed.
- Green "size/catalog selection needed" = girls whose reward choices are complete.

Step 4: Click on each girl's name, enter her reward choices and sizes as indicated, and click **Submit Girl Order**.

Step 5: Review your **TROOP ORDER**, listing all girl rewards to be received by your troop.

Step 6: Enter your volunteer T-shirt size and select your preferred Zoobilee date, if earned.

Step 7: Click **Submit Reward Order**.



Contests

Girl Contests

Bling Your Booth

Your Girl Scouts can earn prizes and show that they are the most creative cookie entrepreneurs around by letting their innovative sides soar during the 2022 Bling Your Booth Contest! Nothing will generate more excitement and attract more customers to your booth like a blinged out cookie booth!

Submit photos of your booth by Friday, March 25, 2022 to productprogram@gsoh.org and you can win!

Digital Cookie Video Contest

The Digital Cookie Video Contest gives Girl Scouts the opportunity to stretch their techie skills, creativity, and people skills by creating a promotional video for their Digital Cookie site. Videos are a great way to promote your young entrepreneurs' online businesses! See gsoh.org/cookie-resources for more information.

All individual submissions will be included in a weekly drawing for a \$25 program card for the duration of the 2022 cookie program with winners announced every Friday from January 2 to March 20.

Great Job, Girl Scout

Girl Scouts of Ohio's Heartland will have cookie detectives roaming the council looking for exceptional cookie booths. If girls are spotted at an exceptional booth, they will be rewarded on the spot with this fun patch!



2021 Bling Your Booth contest winner!



Customer Contests

5 for 5

Customers will receive a contest entry for a chance to win five cases of cookies for every five packages they buy! The Product Program department will announce five randomly selected winners twice throughout the duration of the contest. Entries to the contest must be received by 11:59 p.m. EST on March 1, 2022 or March 20, 2022. You will receive flyers at delivery and can pick up more at cookie cupboards.

Tips:

- Offer cookie suggestions by grouping together five packages of related items. (Example: Offer a "Peanut Butter Lover's 5-Pack" containing only packages of Do-si-dos and Tagalongs.)
- Display five cases of cookies near the 5 for 5 promotional flyer you can find in the Cookie Promotional Toolkit to generate excitement.



Promotions

Girl Scout Shop

Our GSOH Girl Scout Shops can help support your 2022 Girl Scout Cookie Program with these fun promotional items. Visit one of our locations to see what will make your cookie selling skills stand out!

Locations: Columbus, Chillicothe, Mansfield, and Zanesville. Contact Customer Care at 614-487-8101 or send an email to customer-care-team@gsoh.org for shop hours at each location. You can also scan the attached QR code to find out more!

Items we have available for purchase:

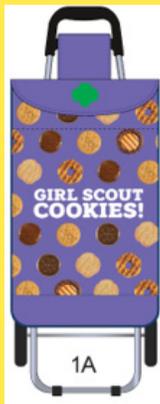
- cookie carts
- yard signs
- buttons
- magnets
- notepads
- bank bags
- tote bags
- cookie banners
- tablecloths



These fun items will be available while supplies last!

The shops also have fun patches available to support your program, beginning **Monday, December 6, 2021**.

- National Girl Scout Cookie Weekend: Show everyone your girls “Climb with Courage” during National Girl Scout Cookie Weekend, **Friday, February 11–Sunday, February 20, 2022**.
- Cookies on the Go: Participate in a week of selling cookies on the move during Walkabout Week, **Monday, March 7–Sunday, March 13, 2022**.
- Cookie Star: Take the Girl Scout Cookie Program to new heights and develop an entrepreneurial mindset while practicing the five skills! Find the steps to earn this patch and report guidelines on the GSOH website. Report forms must be turned into the GSOH shop before purchasing these patches.



Cookie Promotional Kit

Get ready and start promoting Girl Scout Cookies this year! Troop volunteers, girls, and families can find great resources in the Cookie Promotional Kit:

- social media graphics
- Operation Salute resources
- door hangers, recipe cards, and more

You can find these and more at gsoh.org/cookie-resources.



Important Dates

Check off each date as it passes!

December

- Weekly Friday Cookie Update emails begin.
- Hold family meeting to discuss goals and plans.

Thurs., Dec. 2, 2021

- Start Your 2022 Cookie Adventure! webinar
<http://bit.ly/22cookies-Dec2>

Tues., Dec. 14, 2021

- Introduction to eBudde and Digital Cookie webinar
<http://bit.ly/22cookies-Dec14>

January

Sat., Jan. 1, 2022

- Caregiver access to Digital Cookie begins.
- Digital Cookie for Families and Caregivers webinar
<http://bit.ly/22cookies-Jan1>

Sun., Jan. 2, 2022

- 2022 Girl Scout Cookie Program begins.

Sun., Jan. 2, 2022–Sun., Jan. 23, 2022

- Girls take Initial Orders.

Sun., Jan. 2, 2022–Fri., Mar. 4, 2022

- Girl delivered period of Digital Cookie.

Tues., Jan. 4, 2022

- Digital Cookie for Families and Caregivers webinar
<http://bit.ly/22cookies-Jan4>

Thurs., Jan. 6, 2022

- Introduction to eBudde and Digital Cookie webinar
<http://bit.ly/22cookies-Jan6>

Thurs., Jan. 13, 2022

- Cookie Program Q&A webinar
<http://bit.ly/22cookies-Jan13>

Sat., Jan. 15, 2022

- Cookie Business events

Tues., Jan. 18 or Thurs., Jan. 20, 2022

- Submitting Initial Orders and Scheduling Booths webinars <http://bit.ly/22cookies-Jan18> and <http://bit.ly/22cookies-Jan20>

Sat., Jan. 22, 2022

- Booth Phase location sign-up in eBudde available at 8:00 a.m.

Mon., Jan. 24–Thurs., Feb. 10, 2022

- Girls participate in Goal Getter phase.

Tue., Jan. 25, 2022

- Caregiver enters troop Initial Order and Initial Order girl rewards into eBudde by noon.
- Caregiver selects delivery location and time in eBudde by noon.

February

Thurs., Feb. 3, 2022

- Taking Your Cookie Adventure to New Heights webinar
<http://bit.ly/22cookies-Feb3>

Mon., Feb. 7, 2022

- Mega Cupboard orders must be submitted in full cases and due in eBudde by 9:00 a.m.

Tues., Feb. 8, 2022

- Submitting Goal Getter and Cookie Cupboard Orders webinar <http://bit.ly/22cookies-Feb8>

Thu., Feb. 10 and Sat., Feb. 12, 2022

- Mega Delivery and Mega Cookie Cupboard.

Fri., Feb. 11, 2022

- Booth phase begins.

Mon., Feb. 14, 2022

- First Franklin County Cookie Cupboards open.

Mon., Feb. 14–Fri., Feb. 18, 2022

- Regional Cookie Deliveries.

Thurs., Feb. 17, 2022

- Cookie Program Q&A webinar

<http://bit.ly/22cookies-Feb17>

Fri., Feb 18–Sun., Feb. 20, 2022

- National Girl Scout Cookie Weekend

Fri., Feb. 18, 2022

- Cookie Cupboards outside Franklin County begin to open.

Mon., Feb. 21, 2022

- Cookie cupboard orders can be picked up in individual package quantities.

Tues., Feb. 22, 2022

- Taking Your Cookie Adventure to New Heights webinar
<http://bit.ly/22cookies-Feb22>

March

Mon., March 7–Sun., March 13, 2022

- Walkabout Week.

Sun., March 20, 2022

- 2022 Girl Scout Cookie Program ends.

Mon., March 21, 2022

- Mail in all money collected with a copy of the Troop Sales Report to GSOH Council Headquarters or submit to your service center. Any payment mailed in should be sent in the form of a check or money order. *Do not send cash through the mail.*

Tues., March 22, 2022

- Caregiver allocates cookie orders, girl payments, and final Girl Rewards order into eBudde by noon.

April–May

- Pick up girl rewards from your service center.

Wed., May 4, 2022

- Last day to submit girl rewards adjustment request to productprogram@gsoh.org.



IRM Support Emails

Look for these emails from Dakota Thorn throughout the program:

- At the end of each program phase.
- A program wrap-up email.
- Regarding balance due.
- Rewards ready for pick up.