



**BRAVE.
FIERCE.
FUN!**

2026 Cookie Troop Guide

Kick Off Contest

Thurs., Jan. 15-Sat., Jan. 17

Girl Scouts earn a chance to win awesome rewards by publishing their Digital Cookie sites and sending 10+ emails. **All qualifying girls will be automatically entered to win.**



Keep up to date on contests throughout the program! Follow GSOH Product Program on Facebook to join the fun.

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girl scouts 
of ohio's heartland

Welcome

The Girl Scout Cookie Program is the largest girl-led entrepreneurship program in the world. By participating, Girl Scouts learn valuable life and leadership skills through hands on experience interacting with customers, working as a team, creating budgets, and speaking with confidence.

While learning, Girl Scout cookie entrepreneurs earn money to fund activities like troop travel, camping, service projects, and more! They also earn individual rewards to enjoy, and help sustain Girl Scouting in their communities.

As a Troop Cookie Program Coordinator (TCPC), you are an invaluable part of the Girl Scout Cookie Program and we are so happy you're here! As a TCPC, you are uniquely positioned to encourage and empower Girl Scouts to develop an entrepreneurial mindset and achieve their goals. Thank you for volunteering your time and talents to this role!

We have many resources, tools, and tips to support you, including this guide's four sections:

- 1 **Getting Started**.....pages 2-7
- 2 **Girl Engagement**.....pages 8-13
- 3 **Program Details**.....pages 14-21
- 4 **Process Manuals**.....pages 22-27

You'll also find QR codes linking directly to additional information throughout the guide.

If you need any help, your Service Unit Cookie Volunteer team, Customer Care team, and Product Program team are all here to support you! Best wishes to you and your troop, and have fun!

*The Girl Scouts of Ohio's Heartland
Product Program Team*

The Five Skills

The Girl Scout Cookie Program helps Girl Scouts develop real-world skills in five essential areas:



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them. **How you can help:** Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.



Decision Making

Girl Scouts learn to make decisions on their own and as a team. **How you can help:** Talk about how they plan to spend the troop's cookie earnings.



Money Management

Girl Scouts learn to create a budget and handle money. **How you can help:** Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.



People Skills

Girl Scouts find their voices and build confidence through customer interactions. **How you can help:** Ask them about new ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.



Business Ethics

Girl Scouts learn to act ethically, both in business and life. **How you can help:** Talk to them about the importance of delivering on their promise to customers.

Next Steps

Now that your cookie adventure is underway, here's what to do next:

- 1 Review this guide and reach out to your Service Unit Cookie Program Coordinator with questions.
- 2 Follow GSOH Product Program on Facebook and YouTube.
- 3 Register for webinars and add important dates to your calendar.
- 4 Schedule a family meeting and discuss logistics with your troop leadership team.
- 5 Log in to eBudde and Digital Cookie for the first time.

Program Overview

Troop Proceeds

Troops are guaranteed a minimum of \$.80 in proceeds on all packages of cookies sold, plus any additional bonuses earned, which are outlined below. Most troops earn additional proceeds, with GSOH troops averaging \$.97 per package.

Per Girl Average (PGA)	Rate	Who Earns it
1-200	80¢	$\frac{\text{Total Packages Sold}}{\text{Number of Girls Selling}} = \text{Troop PGA}$
201-279	90¢	
280 and up	\$1.00	
Possible Bonuses	Rate	Who Earns it
Early Renewal	+5¢	Troops that renewed 100% of their Girl Scouts for the 2025-26 membership year by June 30, 2025.
Early Renewal & Fall Participation	+2¢	Troops that earned the Early Renewal bonus and participated in the 2025 Fall Product Program.
Fall Success	+3¢	Troops that achieved 50% participation and \$300 PGA during the 2025 Fall Product Program.
Council Cookie Goal	+5¢	All participating troops if the council reaches the Council Cookie Goal of 2,050,000 during the 2026 Girl Scouts Cookie Program.
Reward Opt-Out	+5¢	Troops that opt out of final Girl Rewards.

Program Phases

The cookie program is divided into two main phases:

- **Initial Order Phase – Thurs., Jan 15–Sun., Jan. 25**
Girl Scouts and troops can earn exclusive rewards by taking pre-orders for cookies they'll deliver in February.
- **Booth Phase – Fri., Feb. 13–Sun., March 29**
Girl Scouts bring cookies into the community through cookie booths, walkabouts, and additional orders.

Webinars

Whether it's your first time participating, or you just need a refresher, you'll discover something in these live webinars to help your Girl Scouts run successful businesses, learn the five skills, earn rewards, and fund future adventures. All webinars are 8-9pm unless otherwise indicated. Visit gsoh.org/cookieresources to register.

Resources & Support

- Read the **Friday Cookie Update emails** for reminders, timely tips, and links to important information.
- Reach out to your **service unit cookie program coordinator** (SUCPC) for support.
- Contact your **service unit cookie booth coordinator** (SUCBC) for information about cookie booth locations and tips for cookie booths.
- Check out our **YouTube channel** for tutorials that teach you what you need to know in just a few minutes at bit.ly/GSOHPP_YouTube.
- Visit gsoh.org/cookieresources for resources such as tip sheets, social media tools, contest information, and much more.
- Can't find the answer you're looking for? **Contact Customer Care** at customercare@gsoh.org.

Meet the Cookies



Exploremores **NEW***

Sandwich cookies with chocolate, marshmallow, and almond flavored creme



Thin Mints

Crispy chocolatey cookies made with natural oil of peppermint



Trefoils

Iconic shortbread cookies inspired by the original Girl Scout recipe



Samoas

Crisp cookies with caramel, coconut, and chocolate stripes



Tagalongs

Crispy cookies layered with peanut butter and covered with a chocolate coating



Do-si-dos

Oatmeal sandwich cookies with peanut butter filling



Adventurefuls

Indulgent brownie-inspired cookies topped with caramel flavored creme with a hint of sea salt



Lemon-ups

Crispy lemon cookies baked with inspiring messages to lift your spirit



Toffee-tastic

Gluten free! Rich, buttery cookies with sweet, crunchy toffee bits

All Cookies are \$6!



What Cookies Fund

Girl Scout cookie entrepreneurs earn individual rewards and earn money for their troops to fund travel, camping, service projects, and more. All funds generated by the Girl Scout Cookie Program remain in the Girl Scouts of Ohio's Heartland council to help:

- Provide financial assistance to make Girl Scouting available for all.
- Keep programs and camp fees at a reasonable rate for all members.
- Improve and maintain camps and other sites.
- Train and support adult volunteers.

Where Do the Funds Go?

23%

Proceeds & Rewards

23%

Cost of Product

54%

Girl Programs & Volunteer Training



Getting Started

Goal Setting

Help your troop practice goal setting, decision making, and money management by choosing how they want to use their proceeds from the 2026 Girl Scout Cookie program and mapping out how they'll meet their goal.

1 Set Your Goal:

How does the troop plan to use its Cookie Program proceeds?

2 Determine the Cost:

How much does the troop need for their plan?

\$ _____

How much does the troop currently have? -

\$ _____

How much does the troop need to earn? =

\$ _____ (A)

Need to Earn

\$ _____ (A)

Estimated Troop Proceeds

÷

\$ _____

Packages needed to reach goal

=

Cookie Family Meeting

Hold a family meeting to set goals and discuss how caregivers can support the troop. Family Meeting Guides with step-by-step instructions for each program level can be found online at girlscoutcookies.org/troopleaders.

Family meeting tips:

- Involve the Girl Scouts in planning. Get input from younger Girl Scouts and let them present their ideas during the family meeting. Help older Girl Scouts plan who will do what and to set troop proceed goals.
- Review cookie season materials in advance so you're ready to answer questions. If a parent asks something you don't know, let them know you'll get back to them soon. Come back to your resources and make sure you have the correct information first.
- Decide key deadlines for your troop based on council deadlines.



Sample Agenda

- ☐ For each participating Girl Scout, provide a Family Envelope containing:
 - ☐ Family Guide
 - ☐ Girl Scout Order Card
 - ☐ Money envelope
- ☐ Discuss how the Girl Scout Cookie Program helps Girl Scouts build critical-thinking skills by tackling problems thoughtfully and getting real-world experience managing money.
- ☐ Have the Girl Scouts present their goal or work as a group to set a goal with their families.
- ☐ Discuss how the troop will use Cookie Program proceeds to pay for troop meeting supplies, snacks, badges and materials for activities, fund travel, field trips, and other events, or fund impactful service projects.
- ☐ Share the caregiver role and outline how families can help the troop during the program.
- ☐ Discuss ways to participate and have adults sign up to support the troop.
- ☐ Instruct caregivers to complete the Girl Scout Permission at go.gsoh.org/cookie-permission.
- ☐ Review deadlines.
- ☐ Provide your contact information and share how and when to contact you with questions and orders.

Ways to Participate

Troop Cookie Program Coordinators and families should work together to pick the right experiences to help their Girl Scouts learn, grow, and reach their goals.

	Order Taking	Girl Delivery	Shipped Orders	Cookie Booths	Operation Salute
	Use order cards and collect payments when cookies are delivered.	Learn new skills through prepaid online orders in Digital Cookie.	Reach more customers with orders shipped directly to customers through Digital Cookie.	Set up shop at pre-approved locations around the community.	Motivate customers to donate cookies to military personnel, veterans, and their families.
Girl Scout Experience	Hands-on practice with people and money management skills while interacting with customers they know and trust.	Practice setting and sharing goals, learn how to create a video, practice digital safety and wellness, then deliver orders and thank customers.	Share goals with friends and family near and far promote their business online safely and fairly.	Work as a team to reach new customers while communicating their goals, interacting with customers, and safely handling money with adult support.	Practice discussing a philanthropic effort and the value of giving back to the community.
Family Experience	Help Girl Scout contact friends and family, go door-to-door, submit orders to TCPC, deliver cookies, collect payments, and submit money to the TCPC.	Help track sales, request inventory from the troop, and deliver cookies to customers without handling money. All sales are prepaid through Digital Cookie.	Support their budding entrepreneurs without handling cookies or money.	Help with decorations, practice money math, or volunteer as a booth chaperone, either one-on-one with your Girl Scout or as an approved volunteer supporting the troop.	Track progress toward goals and help brainstorm creative ways to engage customers.
TCPC Experience	Collect orders, pick up cookies, collect payments, and deposit money in the troop bank account.	Pick up cookies to fill online orders without having to collect and deposit money.	This method requires the least action for troop leadership.	Sign up for cookie booths, schedule Girl Scouts and approved adults to work the booths, and provide them with inventory. Then collect money earned, deposit it into the troop bank account, and keep records of packages sold.	Track orders accurately and congratulate the troop for participating in the effort to give back!
Tips	Encourage using Digital Cookie to submit Initial Orders to streamline the process for the troop.	Set clear troop deadlines. <i>Ex: Submit by Tuesdays at noon. Pick up orders on Saturdays from 11am-1pm.</i>	Encourage Girl Scouts to use Digital Cookie to email their cookie link, send reminders, and thank their customers.	This is a great way to get families to start volunteering with the troop. Girl Scouts report one of their favorite things about running their cookie business is spending time with family.	Context matters. Spend time learning about the council Operation Salute partners and what they do. Pick one or two the troop is excited about and practice talking about them with family.

Caregiver Role & Responsibilities

Caregivers are key to every Girl Scout's success. There's no stopping a girl when she has support, assistance, and encouragement from her family! Families will help their Girl Scouts set up their Digital Cookie sites, follow all rules and safety guidelines, and have fun engaging the whole family in supporting their Girl Scouts.

Caregiver responsibilities:

- Notifying the TCPC when they need additional cookies, picking up all cookies ordered for their Girl Scout, and signing a receipt every time they receive cookies from the troop.
- Approving or declining Girl Delivered Digital Cookie Orders and delivering orders promptly.
- Following all GSOH financial policies, including not accepting checks at cookie booths or from customers they do not know.
- Submitting all payments to the troop by the given deadlines and signing a receipt each time.
- Any lost or stolen money is the responsibility of the caregiver who signed the Girl Scout's permission slip.

Troop Cookie Program Coordinators Role & Responsibilities

Troop Cookie Program Coordinators help Girl Scouts grow, learn and come into their own while running their own small businesses. As a Troop Cookie Program Coordinator, you will:

- **Manage** the troop's orders, inventory, payments, and plans.
- **Meet** deadlines set by council and service unit volunteers.
- **Communicate** due dates and program deadlines with families.
- **Encourage** Girl Scouts and caregivers to think creatively and challenge themselves.
- **Respond** promptly to questions from the troop, Service Unit Cookie Program Coordinator, or GSOH Product Program team.
- **Remind** families of rules and safety guidelines.

TCPCs are personally and financially responsible for all cookies ordered through eBudde without a signed receipt transferring responsibility to a caregiver or another troop.

- Count and sign for all cookies upon receiving them and when distributing them to Girl Scouts. All signed bubble sheets or cupboard receipts from council are final.
- Provide a signed receipt to each caregiver every time cookies are distributed, ensure that the caregiver also signs, and that the troop keeps a copy for its records.

TCPCs are personally and financially responsible for all money received from caregivers or cookie booths without a signed bank receipt verifying transfer to the troop bank account or troop treasurer.

- Provide a signed receipt to each caregiver every time money is turned in, ensure that the caregiver also signs, and that the troop keeps a copy for its records.
- Promptly deposit all money received in the troop bank account or transfer possession to the troop treasurer.

Cookie Stands

Hold a cookie booth in your yard or driveway.

Set up and decorate a lemonade-style cookie stand near home.

Help Girl Scout set up and decorate booth, fill orders, and take payments, using existing inventory or new cookies received from troop.

Fill cookie orders, collect payments, and track progress in eBudde.

This is a great no-risk, low-effort option because Girl Scouts can use inventory they already have and go for as long or as little as they like and makes great family memories.

Walkabouts

Take cookies door-to-door.

Go door-to-door with help from their family to sell their cookie inventory, practice people and money management skills.

Help Girl Scout make a safety plan, fill orders, and take payments, using existing inventory or new cookies received from troop.

Fill cookie orders, collect payments, and track progress in eBudde.

Encourage inexperienced families to take less inventory. This minimizes the risk of taking too many cookies. They can always come back for more and turn in money as they go.

Building Your Cookie Team

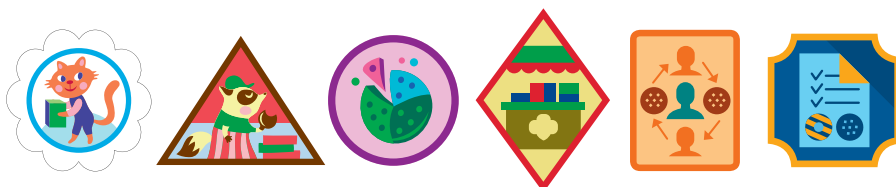
Family support also makes a significant impact at the troop level. Ask each family in your troop to sign up to help at least once during the Cookie Program. Being the Troop Cookie Program Coordinator shouldn't mean doing it all yourself!

Here are some tasks that benefit the whole troop and can be easily delegated to your troop's families. We've also included some spaces to add tasks that are specific to your troop. Most do not require much time commitment or being a registered volunteer:

Task	Sign Up #1	Sign Up #2
Help troop create Digital Cookie video for troop site		
Lead a troop meeting or activity during the Cookie Program		
Create a troop calendar		
Help pick up cookies as a driver or to help count		
Help sort and distribute cookies		
Pick up cookie booth decoration supplies		
Lead booth decoration activities with Girl Scouts		
Attend a cookie booth as an approved volunteer		
Pick up cookie cupboard orders as an approved volunteer		
Help sort and distribute rewards and patches		

Badges & Pins

Girl Scouts can earn badges and pins each year they run their Girl Scout Cookie businesses and explore their own business ideas. Talk to your troop's leadership team and families about enhancing their Girl Scouts' experiences individually or as a troop.



Promoting Your Program

Contests

Booth Decorating Contest

Nothing will generate more excitement and attract more customers than a decorated and organized cookie booth! Submit photos and photo releases for all Girl Scouts pictured by **Fri., April 3**, for a chance to win one of five \$50 reward cards and troops have a chance to win the \$250 reward card grand prize!

Enter Contest: go.gsoh.org/booth-decorating



Cookie Pitch Challenge

Girl Scouts will stretch their techie skills, creativity, and people skills by creating videos for their Digital Cookie site. Individual entries will be entered in a weekly drawing for a \$25 program card. All troop entries will be entered in a monthly drawing for a \$75 reward card on the last Friday of each month.

Enter Contest: go.gsoh.org/cookie-pitch



Great Job, Girl Scout Detectives

Our cookie detectives will be roaming the council looking for exceptional cookie booths so they can reward Girl Scouts on the spot with a special patch!

5 for 5

The 5 for 5 contest is a chance for customer to win five cases of cookies for every five packages they buy at a cookie booth. Troops will receive 5 for 5 tickets with unique codes to hand out and can use this contest to encourage customers to purchase more packages. We'll randomly select five winners on **Mon., Mar. 9** and **Mon., Mar. 30**.

Remind your Girl Scouts to write their initials and troop number on their 5 for 5 tickets! The Girl Scouts whose customers are drawn as winners will receive credit for an additional 12 packages in eBudde!



Social Media Graphics & Tools

Troop volunteers, girls, and families can find great resources in the Cookie Promotional Kit! You can find these and more at go.gsoh.org/cookie-resources:

- Social media graphics
- Operation Salute resources
- Door hangers, recipe cards, and more



Council Shop Items

Visit a Girl Scout Shop in Columbus, Chillicothe, Mansfield, or Zanesville to discover promotional items to enhance or celebrate your troop's cookie program and spend \$30 or more on cookie merchandise to receive 10% off your entire purchase!

Visit go.gsoh.org/girlscoutshop for more info



Patches

Girl Scouts receive these patches after the program ends and display them on the back of their sashes or vests to show their successes!



2026 Year Patch
Troop Choice Instant Reward



Ferret Action Patch
Sell 25+ Packages



Booth Sales Patch
Achieve 50+ packages during the Booth Phase.



Bar Patches
Girl Scouts earn Bar Patches at the highest level they achieve between 200+ and 1,000+ packages.



Operation Salute
Achieve 10+ Operation Salute packages donated to active and veteran members of the military and their families.



Shoe That Grows
Participate in The Shoe That Grows philanthropic reward option. You can select this option instead of receiving a reward beginning at the 300+ package level.



Stellar Seller
Reach 1,200+ packages of cookies!



Double Stellar Seller
Reach Stellar Seller level during both the 2025 Fall Product Program AND the 2026 Cookie Program!



Cookie Crossover
Girl Scouts who created a Me2 avatar and sent 18 emails in the 2025 Fall Product Program plus reach 275+ packages in the 2026 Cookie Program earn this patch.

Initial Order Rewards

Earned exclusively for cookies purchased during the Initial Order phase Jan. 15-25.
TGPCs will receive these rewards at their cookie delivery in February and distribute them to Girl Scouts right away.



200+ Packages Individual Initial Order
Ferret Plush Dangler



180+ Packages Troop Initial Order Per Girl Average
Matching Girl Scouts of Ohio's Heartland Beanies for each participating Girl Scout

*Troops achieving this level can purchase additional beanies

Instant Rewards

Girl Scouts receive these items right away as they achieve each level, no waiting necessary!



25+ Packages
BFF Action Patch



100+ Packages
Window Art Kit



Troop Choice
2026 Bar Patch

Final Rewards

Girl Scouts earn these rewards based on their total packages achieved by the end of the cookie program.



230+ Packages
Ferret Plush or \$10 Cookie Reward Card



300+ Packages
Crossbody Bag w/ Cookie Charms
or \$10 Cookie Reward Card



400+ Packages
BFF Pillow Set or \$15 Cookie Reward Card



500+ Packages
Personalized Long Sleeve T-Shirt & Bracelet Hair
Tie Set or Girl Scout Uniform or Membership



700+ Packages
Custom Retro Trucker Hat or Personalized
LED Name Sign or \$30 Cookie Reward Card



900+ Packages
Sewing Machine & Accessory Set or Osprey
Hydration Backpack & or Choice of Field
Guide or Journal or \$50 Cookie Reward Card



1,200+ Packages
Stellar Seller Event



1,600+ Packages
American Girl Doll or 2 tickets to Columbus Crew
game or One session of 2026 or 2027 GSOH
resident camp or \$120 Cookie Reward Card



2,000+ Packages
Two-Person Inflatable Kayak & PFD or
Animal Encounter Experience at the
Columbus Zoo & Aquarium

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

Cookie Rewards



Girl Scouts who achieve 1,200+ packages will earn an invitation to the **Stellar Seller** Celebration at the Columbus Clippers game at Huntington Park in Columbus on May 2. Each Girl Scout can bring one adult caregiver. Parking, food, and beverages will be provided.



Girl Scouts who achieve the \$1,200 level during the 2025 Fall Product Program AND reach 1,200+ packages during the 2026 Cookie Program will also earn a 2-hour Open-Air Safari Tour at The Wilds in Cumberland, Ohio, for them and a caregiver in May or June 2026.

Caregivers of Girl Scouts earning the Stellar Seller and Double Stellar Seller events will be contacted directly. Patches will be distributed to Girl Scouts at each event.

Reward Options

- Junior through Ambassador troops can receive an additional \$0.05 per package if all participating Girl Scouts vote to Opt Out of individual rewards. Girl Scouts in troops selecting this option are still eligible to receive all patches, Initial Order, and troop rewards, if earned.
- At most levels, Girl Scouts can choose to receive a physical reward item, donate to The Shoe That Grows, or receive a GSOH reward card.
- Help us reach our council goal of donating 125 pairs of shoes. The Shoe That Grows expands five sizes for children to wear for school, chores, or play in the harsh conditions in refugee camps.
- Reward Cards can be used towards GSOH memberships, programs, shops, camp, site usage, Girl Scout Destinations, or GSOH approved travel. Girl Scouts receive one card with the total amount they earned after the cookie program ends.

Reward Cards

To use a Reward Card to register for Council programs:

- 1 Find a program at gsoh.org/activities and begin registration.
- 2 At check-out, select **Apply for Program Credits** and submit the registration.
- 3 Once you have submitted the order, contact Customer Care at 614-487-8101 ext. 6030 or customer care@gsoh.org with your Reward Card information. *Important: Registration is not complete, and space cannot be held until payment is applied. Registrations left unpaid will be cancelled.*
- 4 If the Reward Card does not cover the full balance, the remainder can be paid online through your myGS account or over the phone.

Questions? Contact Customer Care at customer care@gsoh.org or 614-487-8101.

Troop Rewards

A troop's Per Girl Average (PGA) is the total number of packages sold by the troop divided by the number of Girl Scouts participating in the Girl Scout Cookie Program.

- All Girl Scouts with one or more packages allocated to them in eBudde are counted in the troop's PGA.
- Girl Scouts with no cookies allocated to them in eBudde are not counted.

230+ PGA



Girl Scout T-Shirts

Troops that achieve a final average of 230+ packages per participating Girl Scout will receive one t-shirt for each participating Girl Scout and two for volunteers.

Order information for other troop volunteers interested in purchasing t-shirts will be sent out at the end of the program.

250+ PGA



Troop Outing

Troops that achieve a final average of 250+ packages per participating Girl Scout will receive tickets to a troop outing for each participating Girl Scout, plus volunteer tickets based on safety ratios by Girl Scout level.

Troops can choose their own dates to go on one outing to:

- Franklin Park Conservatory
- Columbus Zoo and Aquarium
- Ohio State Fair (July 29-Aug. 9)

300+ PGA



Matching Theme Socks or Jumbo Snack Pack

Troops that achieve a final average of 300+ packages per participating Girl Scout will receive their choice of Matching Theme Socks (one pair for each participating Girl Scout and two pairs for volunteers) or a Jumbo Snack Pack to take on their troop outing.

Digital Cookie

Digital Cookie is the online portion of the Girl Scout Cookie Program, helping prepare Girl Scouts to be leaders in a fast-paced e-commerce world. All Digital Cookie orders count toward Instant, Initial Order, Operation Salute, and final rewards.

Girl Scouts	TCPCs
Customize how they earn and learn, using technology in a whole new way and earning badges while doing it!	Provide Girl Scouts the information they need to set up their Digital Cookie sites.
Promote their cookie business and inspire more support from customers!	Remind troop members to approve and deliver orders promptly.
Offer customers the option of having their cookies shipped directly to them, delivered by the Girl Scout, or donated through Operation Salute.	Help Girl Scouts think creatively about how to use Digital Cookie to meet their goals.
Enter their Initial Order paper order card totals.	Review, finalize, pick up, and distribute orders to Girl Scouts.
Use the app to accept credit card payments when delivering orders, at cookie booths, or while taking in person orders.	Track orders, ensuring they're correctly logged in eBudde and that Girl Scouts have the cookies they need to fill orders.

Access Dates



Volunteers will receive registration emails from “Girl Scout Cookies” (email@email.girlscouts.org) with subject “Register for the Digital Cookie Platform Today” on **Mon., Dec. 15**. Caregivers will receive registration emails inviting them to set up their Girl Scouts’ sites on **Mon., Jan. 12**.

If you don’t receive a Digital Cookie registration email, search your Spam folders, then visit ***gsoh.formstack.com/forms/digital_cookie*** if you still need assistance.

Digital Cookie: Ways to Participate

Paper Order Card Entry

Fri., Jan 23-Sun., Jan. 25

Girl Scouts use the **My Cookies** tab in Digital Cookie to enter the totals from their paper order cards to be included in the troop's Initial Order.

Credit Card Processing

Fri., Feb. 13-Sun., March 29

Girl Scouts take credit card payments while delivering paper order card orders or taking additional in person sales using the Digital Cookie app.

Girl Delivered

Thurs., Jan. 15-Fri., Mar. 20

Customers prepay for cookies for the Girl Scout to deliver after cookies arrive in mid-February:

- 1** Customer selects girl delivery, enters payment information, and selects whether they want the order canceled or donated if the caregiver declines it or does not approve it within five days.
 - 2** Caregiver approves or declines the order (considering customer location, if they know and are comfortable delivering to the customer, Girl Scout and troop cookie inventory, troop deadlines for additional orders, etc.)
 - 3** Customer's payment is processed.
 - 4** Girl Scout receives cookies and delivers order.
- **Orders approved during Initial Order Phase:** Girl Scout receives the cookies with the rest of her Initial Order in mid-February and delivers to customer by **Sat., March 7**.
 - **Orders approved after Initial Order Phase:** Caregiver notifies TCPC, TCPC picks up more cookies (if needed), arranges pick up with caregiver, and records the packages in eBudde, Girl Scout delivers to customer within one week of approving the order.

Shipped & Operation Salute

Customers pay for cookies shipped directly to them or donated through Operation Salute at any time during the program. These orders and payments automatically sync to eBudde.

Troop Link

Troops can set up their own Digital Cookie storefronts, which allows them to take orders as a troop and then distribute packages and payments to individual Girl Scouts. This generates two Digital Cookie links – one for shipped and donated orders only and one that allows all ordering options. Setting up the troop link also allows the troop to easily take and record credit card payments at cookie booths.



Initial Order Phase

Thurs., Jan. 15-Sun., Jan. 25

Girl Scouts use Digital Cookie and paper order cards to collect pre-orders from customers. TCPCs then combine the totals from these orders with the troop's first booth inventory to place the troop's Initial Order, which they pick up at a Cookie Delivery.

In Person Order-Taking

- Girl Scouts reach out to family, friends, neighbors, and previous customers.
- They can go door-to-door and take their order cards to other activities they attend.
- Many Girl Scouts ask caregivers to take order cards to their workplaces, if allowed.

Girl Scouts can use the **My Cookies** tab in Digital Cookie to enter the totals from their paper order cards instead of giving their order cards to their TCPCs to enter. TCPCs will review the submissions in eBudde and submit them with the troop's Initial Order.

Vehicle Suggestions

Estimate how many cases of cookies will fit in your empty vehicle using all space except the driver's seat. Avoid carrying cookie cases and children in the passenger area of a vehicle while transporting large amounts of cookies.



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

Online Orders

- Girl Scouts personalize their Digital Cookie sites with pictures, videos, and stories to share with family and friends.
- Customers can select to have cookies shipped to them, to donate cookies to Operation Salute, or for the Girl Scout to deliver their cookies in February.
- Digital Cookie orders are automatically synced with eBudde during this phase.

All cookies ordered during this phase count toward Initial Order rewards but only in-person cookies – paper order card orders and online Girl Delivered orders – will display on the **Initial Order** tab.

Finalizing the Troop Initial Order

At the end of the Initial Order phase, TCPCs:

- Review and approve totals submitted through Digital Cookie or collect Girl Scouts' order cards and enter totals in eBudde.
- Determine if the troop is ordering any additional cookies for its own inventory to use for cookie booths or additional orders and add those cookies in full cases to the troop's Initial Order.
- Review and submit any Initial Order rewards earned.
- Select the Delivery location and time where the troop will receive the troop's Initial Order and all Initial Order girl and troop rewards, if earned.
- Arrange help with picking up cookies, including driving, counting, unloading, and distributing to Girl Scouts.

Cookie Delivery

Wed., Feb. 11–Wed., Feb. 18

Volunteers pick up Initial Order Phase cookies and rewards at the Cookie Delivery they select in eBudde when submitting their troops' Initial Orders.

- **Large Order pick up:** Wed., Feb. 11 and Thurs., Feb. 12. Troops with the largest orders will schedule a time slot to pick up their cookies from the warehouse in Columbus.
- **Mega Deliveries:** Thurs., Feb. 12–Sat., Feb. 14. Available in Southeast Columbus and West Columbus.
- **Regional:** Mon., Feb. 16–Wed., Feb. 18. Available in Zanesville, Chillicothe, Mansfield, Wooster, Lucasville, Marion, Hillsboro, Newark and Lancaster.

How It Works

What To Bring:

- A photo ID.
- Sign displayed on your dashboard with your troop number written large and bold.
- No more than three vehicles with enough combined space to fit your entire cookie order. Additional vehicles will be asked to wait offsite in case they are needed.
- A buddy to ride along with you to help drive or count cookies as they're loaded.

On Your Delivery Day:

- 1 Plan to get out of your vehicle – dress for the weather and wear appropriate shoes.
- 2 Arrive at your scheduled time, remain in your vehicle, and show your ID when greeted.
- 3 Receive your bubble sheet indicating the number of cases of each variety of cookies you will receive.
- 4 Receive and count your Initial Order Girl Rewards.
- 5 Count each case of cookies as it is placed into your vehicle and ask for a recount if you are unsure.
- 6 Sign the bubble sheet indicating that you received the correct number of girl rewards and cookies and return it to a volunteer at check out.

Distributing Cookies to Girl Scout Families

Distribute cookies to Girl Scouts within five days to encourage prompt delivery to customers.

- Share pre-scheduled pick uptimes in advance.
- Fill out a receipt with the date and name each time a caregiver picks up cookies from the troop and delivers money to the troop to create a record of who is financially responsible.
 - ▶ Caregiver receives the yellow copy, and TCPC keeps the white copy.
 - ▶ Without receipts, TCPCs are responsible for the troop's entire balance due to council at the end of the program.

Delivering Cookies to Customers

Girl Scouts should deliver Initial Order cookies by **Sat., March 7.**

Cookie Cupboards

Thurs., Feb. 19-Sun., Mar. 29

Cookie cupboards are locations where troops can pick up cookies for orders and booth inventory. You will receive a flyer listing cupboard locations and schedules during Cookie Delivery and through email in February.

- **Delivery Cupboards:** Opportunity to pick up a second order at the largest delivery locations – both Mega locations, Chillicothe, Zanesville, and Mansfield. Pending orders must be placed in eBudde by **Mon., Feb. 9 at 8:00 a.m.**
- **Franklin County cupboards:** East, West, and Lewis Center locations are open **Tues., Feb. 17** through last weekend of the program.
- **Regional cupboards:** Locations throughout council with varying schedules beginning **Thurs., Feb. 19**

Pending Orders

All cookie cupboards require a pending order in eBudde indicating how many packages of each variety are needed. Pending orders submitted less than 24 hours in advance risk adjustments on the spot. All orders remain “pending” until they are signed for at a cookie cupboard.

Council staff and cupboard managers make every effort to ensure that all pending orders can be fulfilled in full. However, orders may be adjusted at the time of pick up based on current inventory. Join the GSOH Cupboard Updates Facebook group for real-time updates on cupboard conditions and inventory.

Pending orders at all cupboards must be placed in full cases through Mon., Feb. 23.

- Orders for less than a full case will be rounded up to a full case of 12 packages of cookies.
- Example: an order for eight packages of Thin Mints will be rounded up to 12 packages.

Customer Satisfaction

Council does not accept returns on cookies unless the package is crushed, sealed but empty, unsealed, or otherwise damaged. Damaged packages can be exchanged at a cookie cupboard for a non-damaged package of the same variety.

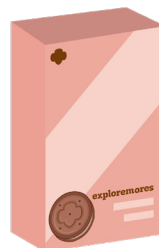
Picking Up

Only TCPCs and any adults they authorize to sign out cookies on their behalf may pick up cookies from a cupboard.

Cupboards are at warehouses, council offices, volunteer’s homes, and businesses. Each location is unique, but all follow the same basic process:

- 1 Check in with the cupboard manager and show your 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 pick up volunteer each keep a copy.
- 5 Cupboard managers will “unpend” transactions after they are picked up and signed.

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



1 Package of Cookies



**1 Case of Cookies
(12 Packages Total)**

Booth Phase

Fri., Feb. 13-Sun., Mar. 29

The Booth Phase provides Girl Scouts the opportunity to work individually or as a troop to increase their sales, learn the five skills, and continue their cookie program while bringing sweet cookie treats to the public. Cookie booths are an eagerly anticipated aspect of the Girl Scout Cookie Program as Girl Scouts and troops set up eye-catching tables at approved public locations.

Types of Cookie Booths

1 Council Hot Spots

These locations are managed at the council or national level, and volunteers may not contact them to set up booths. eBudde Signups begin **Sat., Jan. 24, at 8:00 a.m.**

- Colony Square Mall
- Easton Town Center
- Indian Mound Mall
- Polaris Fashion Place
- Richland Mall
- River Valley Mall
- The Mall at Tuttle Crossing
- Sam's Club
- Walmart
- JOANN
- Lowe's

2 Service Unit Gems

Service Unit Gems are popular locations within each service unit, such as chain stores and local businesses not set up at the council level. Service unit cookie booth coordinators secure these booths and hold signups for troops within the service unit before making them available to all troops in eBudde. Your SUCBC will share the process for your service unit.

3 Walkabouts

Walkabouts allow Girl Scouts to practice people skills and map-reading.

- 1 Chart a course through a neighborhood.
- 2 Decorate a wagon or vehicle, so cookie customers see you coming.
- 3 Only do walkabouts when there's daylight, stay on sidewalks, and obey all traffic rules.
- 4 Use the Digital Cookie app to take credit card payments.
- 5 Leave behind door hangers with the Girl Scout's or troop's QR code if no one answers the door.

4 Troop Treasures

Troops may secure their own cookie booths at locations they have a personal relationship with, such as their schools, community events, places of worship, or businesses owned by immediate family members, within these guidelines:

- Troops must secure prior approval from their SUCBC or the GSOH Product Program team before any volunteers or caregivers approach a location to request to hold a booth there.
- SUCBCs will evaluate whether the location is appropriate for a troop booth based on:
 - ▶ If it is reserved as a Council Hot Spot or SU Gem.
 - ▶ Proximity to other booth locations.
 - ▶ If it is an establishment that minors can enter.
 - ▶ If they or another volunteer from the service unit has already contacted that location.
- SUCBCs may require that booths at locations not owned by the immediate family of troop members are made available to other troops in the service unit as well.
- Troop booths must be submitted in eBudde at least five days in advance for SUCBC to approve or deny.

This process is critical to respecting the relationships service unit volunteers have cultivated in the community and ensuring that community partners and businesses are not being contacted by multiple troops or asked to extend booth opportunities they've already denied or limited. Contact the GSOH Product Program team at productprogram@gsoh.org to discuss exceptions and special circumstances.

5 Cookie Stands

Girl Scouts can hold booths in the yards or driveways of their homes without requesting prior approval. These booths are a great opportunity for Girl Scouts to plan, promote, and decorate a booth that inspires their neighbors to help them meet their goals. **Cookie stands or "lemonade stand" booths should not be added to eBudde** to avoid publicly posting a Girl Scout's home address.

Booth Phase

Preparing for Cookie Booths

Sales at a two-hour cookie booth can range from 100-250 packages, depending on the day, time, and location. How engaged your Girl Scouts are in talking to customers also plays a big part! Talk to your Service Unit Cookie Booth Coordinator and other volunteers in your service unit about booth locations in your community when preparing for cookie booths. Then evaluate your troop's current cookie inventory to determine how many packages of cookies you'll need and your plan cupboard orders accordingly.

Sample inventory for a 2-hour booth at a busy location:

Thin Mints	36-48	Exploremores	15-20
Samoas	36-48	Trefoils	15-20
Tagalogs	24-36	Lemon-Ups	10-12
Do-si-Dos	24-36	Toffeetastic	5-10
Adventurefuls	15-20	Total	180-250

Did You Know?

When a troop signs up for a booth or adds a troop treasure in eBudde, it's added to the Cookie Locator so that customers can find it when they search for booths in their area! **Find instructions for signing up or releasing a booth in eBudde on page 26.**

Booth Rules

Remember that for many customers, a cookie booth may be the only time they interact with Girl Scouts all year! To prepare, have your troop discuss what it means to model the Girl Scout Law and be a sister to every Girl Scout.

- 1 Arrive on time with all your supplies and decorations.
- 2 Wear Girl Scout uniforms or other clothing that identifies you as Girl Scouts.
- 3 Girl Scouts must participate in setting up/cleaning up, engaging customers, filling orders, and taking payments.
- 4 A Girl Scout must always be present at a booth. Plan for shorter or overlapping shifts if breaks are needed.
- 5 Booth participants may not chew gum or eat while at a booth.
- 6 Booths must be pet-free and smoke-free.
- 7 Be courteous of booth hosts, neighboring businesses, and other troops.
- 8 Take all empty cases, trash, and supplies with you when you leave. Do not use nearby trash cans.

Make a checklist of everything you need to bring.

- | | |
|--|--|
| ☐ A table and cash box. | ☐ Signs for marketing your cookies. |
| ☐ Cash for change. | ☐ 5 for 5 and credit card signage. |
| ☐ Pens, clipboards, and booth tracking forms. | ☐ Trash bags. |
| ☐ Tablecloth or other decorations. | ☐ Phone charger. |

Check eBudde a few hours in advance to confirm your booth assignment and check for any specific rules for that location, including door locations. **Release booths in eBudde if the troop is unable to attend.**

Closing Your Program

Mark Your Calendar!

Troops may choose to set their own deadlines to fit schedules or to achieve their goals within the following final deadlines:

- **Sun., March 29:** 2026 Girl Scout Cookie Program ends.
- **Mon., March 30:** All money is due to the TCPC.
- **Wed., April 1 at 11:59pm:** All Outstanding Debt Reports are due to the council.

Collecting Payments from Girl Scouts

Set clear deadlines and send reminders for Girl Scout's caregivers to submit final orders and payments. All girl payments should be received by **Mon., March 30:**

- Both the TCPC and caregiver should each sign and keep a copy of the receipt every time a payment is made.
- Log payments in eBudde and use the remaining balance owed to determine what a Girl Scout still needs to pay.
- Keep all receipts organized by Girl Scouts.

Reporting Girl Debt

Do not use troop funds to pay a Girl Scouts' debt if she has a balance due to the troop at the end of the cookie program.

- Submit an Outstanding Debt Report for each Girl Scout who has an unpaid balance. go.gs/oh.org/Cookies-ODR by **Wed., April 1 at 11:59pm**.
- Debt reported after **Wed., April 1 at noon**, will not be accepted and will become the responsibility of the troop to collect.
- Council will attempt to collect this debt before it is referred to collections. Referral to collections could impact credit rating and/or result in legal action.

Managing Remaining Cookie Inventory

Evaluate your troop's remaining inventory to plan how to use it and if any additional cookies are needed for outstanding orders:

- Check cupboard closing dates and schedules and plan pickups accordingly.
- Talk as a troop about how to sell the remaining inventory.
- Use the Cookie Exchange to post unneeded cookies and then do a troop to troop transfer.

If a troop ends the cookie program with unsold inventory, they can use troop funds to pay for packages equaling up to 1% of their total troop sales (in packages).

- These packages can be donated to a charity of their choice, given out as thank you gifts or used as troop meeting snacks.
- **Any unsold cookies remaining above 1% after March 29 are the personal financial responsibility of TCPC.**
- Troop funds may not be used to pay for excess cookies over 1% of the troop's total sales.

Preparing for ACH Withdrawals

Evaluate your troop's remaining inventory to plan how Banks usually have a processing time before money becomes available for withdrawal. Plan accordingly to ensure money is available in your account before each ACH date:

- **Mon., March 2:** \$1 per package from Initial Order minus any payments the council receives through the Initial Order Phase. If the ACH amount would be less than \$50, your troop won't have money withdrawn.
- **Mon., March 23:** \$2 per package from Initial Order minus all payments received by March 11 (including the March 3 ACH, if applicable). If the calculated ACH amount is less than \$50, your troop won't have money withdrawn.
- **Mon., April 13:** Amount you owe council, as shown on Troop Sales Report in eBudde.



Digital Cookie Manual

Tip Sheets



For more detailed instructions on tracking and reconciling Digital Cookie orders in eBudde, check out our tip sheets at gsoh.org/cookieresources.

Troop Link Set Up



Begins Sat., Jan. 24 In preparation for the Booth Phase beginning Fri., Feb. 13, TCPCs should set up their Troop Links in Digital Cookie. This will help the troop accept and record credit card payments at cookie booths and give them a generic link they can share with customers to support the troop as a whole. **Troop Link cannot be set up before Sat., Jan. 24.**

IMPORTANT NOTE: As a troop cookie program coordinator, you will set up and manage the Troop Link from the Parent role in Digital Cookie. Digital Cookie was originally intended solely for individual Girl Scouts and their caregivers, so for troops to have their own storefronts, the system creates new profiles under each troop that the TCPC can manage as if it was a Girl Scout in the troop and they were the caregiver.

- **If you are also a caregiver of a Girl Scout** participating in the Cookie Program, you will see both the Troop Link and your Girl Scout listed when you are in the Parent Role and selecting a Girl Scout to manage.
- Be careful not to set up your Girl Scout's account under the Troop Link. This is fixable, but can make tracking orders more challenging.
- Contact customercare@gsoh.org if you accidentally set up your Girl Scout's account under the Troop Link or do not see the Troop Link and your Girl Scout(s) listed in the Parent Role.

Getting Started

- 1 Log in as a Volunteer. You may need to use the dropdown menu at the top right of the page to the left of the pink arrow to switch roles.
- 2 Under **Troop Cookie Site**, click start.
- 3 Enter a zip code when prompted and select which volunteer will be managing the troop link.
- 4 Using the Select Role dropdown to the right of the pink arrow at the top of the page, select the Parent role, and then select the Troop from the list of Girl Scouts in your household.
- 5 Follow the prompts to complete the registration process. This will look very similar to setting up an individual Girl Scout's account.
- 6 Do not edit the Preferred First name. This needs to be your troop number for the URL to work correctly.

This link will function the same as any Girl Scout's link. You can copy and share the URL or QR code and can turn Girl Delivery on or off as you wish.

Should you need a link that only allows shipped or donated orders, you will find this beneath the Troop Virtual Booth link on the troop's dashboard. This link will also be sent to the National Girl Scout Cookie Finder in February, which allows customers on GSUSA's cookie program website to search by zip code for troops to support through shipped and donated orders.



Viewing Digital Cookie Orders in eBudde



Troop Link Orders

TCPs who set up their Troop Link in Digital Cookie will see a **“Girl Scout”** listed on the Girl Orders tab in eBudde called “Troop Site.” Clicking on the “Troop Site” line will show a list of all packages and payments received through Digital Cookie that need to be distributed to Girl Scouts in your troop. This may include:

- Payments for credit card payments at cookie booths or walkabouts.
- Packages and payments for shipped or donated orders.
- Payments for girl delivered orders (if the troop approves them).

To distribute packages and payments to Girl Scouts:

- Use **+DOC Payment** to move payments to a specific girl that are from girl delivered orders or in-hand transactions. Refer to page 26 for cookie booth allocating cookie booth payments.
- Use **+Distribution** to allocate packages and payments for shipped or donated orders from the troop site to one or more girls (this will look similar to the Booth Sale Recorder, page 26).

Shipped and Donated Orders

The **Girl Orders** tab shows 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.

Girl Delivered Orders

On the **Girl Orders** tab in eBudde, Digital Cookie girl-delivered orders placed during the Initial Order phase will be included in the locked Initial Order line under each Girl Scout. Afterwards, the payment information for girl-delivered orders will display on the **Girl Orders** tab, but the packages associated with each order must be manually added using the **+Order** button.

To see the total number of girl-delivered packages ordered during different parts of the program:

- 1 Click on the **Girl Orders** tab.
- 2 Click on the name you wish to view orders for.
- 3 Click the **All Orders** dropdown box to select how you want to filter orders:
 - Each row will display a girl-delivered order number and number of packages.
 - The total girl-delivered packages based on your selection will display at the bottom.
- 4 Use the **Switch** to Girl dropdown to switch to another girl or click **Cancel** to return to the **Girl Orders** troop summary screen.



Note

Use this information to help determine what cookies Girl Scouts need to fill orders — make sure to check with Girl Scout caregivers to ensure they have not already reported these orders to you before placing pending cupboard orders for the cookies or arranging to receive them from another troop.

eBudde Manual

eBudde is the system used to track girls' individual sales, payments, and rewards and manage your troop's orders. Access eBudde online (desktop or mobile) at go.gsoh.org/littlebrownie-ebudde or through the eBudde app go.gsoh.org/volunteers-ebudde-app.



Training

The following pages contain step-by-step instructions for using eBudde. You can also view or participate in eBudde demonstrations by checking out our webinars and tutorials:

Introduction to eBudde and Digital Cookie Webinar

We'll walk you through eBudde and Digital Cookie to help you prepare for the start of the cookie program. This is ideal for first-time troop cookie program coordinators and is a great refresher for returning volunteers. **Thurs., Dec. 11** go.gsoh.org/introduction-to-eBudde

YouTube Tutorials

Check the GSOH Product Program YouTube channel for detailed tutorial videos on using eBudde throughout the cookie program. Check out more here: go.gsoh.org/GSOHVideos

Troop Setup

- 1 Click the **Settings** tab.
- 2 Click **Edit Settings**.
- 3 Enter your **Troop Goal** (in packages).
- 4 Click **Update**.
- 5 Click the **Girls** tab.
- 6 Click **Edit** next to a Girl Scout's name, add a sales goal, t-shirt size (if known), add caregiver email (if missing), and click **Save**.
- 7 Repeat for each Girl Scout.

Contact your SUCPC if you are missing any registered Girl Scouts in your eBudde troop roster. All registered Girl Scouts will be added to eBudde weekly.



eBudde Manual: Submitting Initial Order

Initial Orders include cookies for which Girl Scouts have received committed orders during the Initial Order Phase, including all Digital Cookie girl delivered orders to date.

Submitting Cookie Order

- 1 Click the **Initial Order** tab.
- 2 Locate the Girl Scout's name and check whether her order is flagged as **No Order**, **Review Parent IO**, or **Saved**.
 - **No Order** – the Girl Scout's caregiver has not entered her order in Digital Cookie and the TCPC has not manually entered her order.
 - ▶ Remind the caregiver to enter her Girl Scout's paper order card totals in Digital Cookie by **Sun., Jan. 25 at 11:59 p.m.**
 - ▶ If the caregiver does not enter her Girl Scout's totals by the deadline, the TCPC will manually enter her order card totals by clicking on her name and entering the total packages by variety from her order card.
 - ▶ Enter Operation Salute cookies in the OpSal box. The troop does not receive these physical packages – they will be delivered by council.
 - ▶ Do not enter Digital Cookie girl delivered orders – they are automatically added to your order for this phase of the program.
 - ▶ Click **Save**.
 - **Review Parent IO** – the Girl Scout's caregiver has entered her paper order card totals in Digital Cookie.
 - ▶ Click on the Girl Scout's name to view her order.
 - ▶ Make any necessary changes by entering new totals in the box next to each cookie variety.
 - ▶ The **PIO** = note next to each variety will show the totals her caregiver originally entered in Digital Cookie, for your reference.
 - ▶ Click **Save**.
 - **Saved** – the Girl Scout's order has been approved or manually added and no action is needed.
- 3 Review or enter each Girl Scout's initial order until each participating Girl Scout shows as **Saved**.
- 4 Review extras and add additional packages.
 - Initial Orders are placed in full cases of 12 packages each. The **Extras** line will display the number of extra packages that your troop will receive as orders are rounded up to full cases.
 - Optional Click **Booth** or **Other** to add additional packages your troop will use for booth sales or other additional orders.
 - Packages added to these lines will contribute to the troop's Initial Order PGA and will be received with all other Initial Order cookies at Delivery but do not count toward any individual Girl Scout's initial rewards.
- 5 Click **Submit Troop IO**.
 - You can save and edit as many times as needed, but you can only submit your order once. After you submit, you will not have access to change any order information.
 - This order now appears on the **Girl Orders** tab under each Girl Scouts' individual totals.

Choosing Delivery Site

- 1 Click the **Delivery** tab.
- 2 Select if someone from your troop is picking up or if someone from another troop will be picking up your troop's cookie order. If another troop is picking up this troop's orders, then steps 3-6 don't apply.
- 3 Select if you will be picking up for more than one troop.
- 4 Choose delivery station.
- 5 Choose a pick up time and lane (if applicable).
- 6 Click **Submit**.

If you do not choose a delivery location, one will be selected for you. You must pick up at the assigned location and time.

Submitting Initial Reward Order

eBudde will calculate the Initial Order rewards based on each Girl Scout totals.

- 1 Click the **Reward** tab.
- 2 Click **Fill Out** next to **Initial Order Girl Reward Order**.
- 3 Click **Submit**.

Confirming Delivery Signup

- 1 Click the **Delivery** tab.
- 2 Click **View Confirmation**.
- 3 Review your cookie order and pick up details, including the estimated number of vehicles needed to transport your order.

Recording Orders and Payments

After the Initial Order phase, the **Girl Orders** tab is used to allocate cookie packages from the troop's inventory to each Girl Scout to give them credit for booth sales, Digital Cookie orders, and any other additional orders.

Each order added for an individual Girl Scout on the Girl Orders tab in eBudde deducts from the number of unallocated packages. This is reflected in a negative number at the bottom of the Girl Orders tab and is what eBudde thinks the troop's current inventory is. If the troop does not have enough unallocated inventory for the order being added, a cookie cupboard order or troop to troop transfer may be needed before you can add the order.

Cookie Booth Sales

- 1 Click the **Booth Sales** tab.
- 2 Click **Record Sale**.
- 3 Enter the total packages of each variety sold at the booth.
- 4 Enter the total number of **Operation Salute** donations made at the booth in the Operation Salute box.
- 5 Enter the total dollar amount of credit card payments received through Digital Cookie at the booth in the **Digital Cookie Payment** box.
 - This will deduct the payments from the Troop Link's totals and credit it to each Girl Scout who participated in the booth.
 - eBudde will assume the rest of the payments were taken as cash and credit each Girl Scout appropriately.
- 6 Click **Go to Distribute**.
- 7 Check the box next to the name of each Girl Scout who participated in the booth.
 - Click **Distribute** to divide the packages and payments evenly amongst them.
 - Use the drop-down arrows next to each Girl Scout's name to manually distribute packages, if needed.
- 8 Click **Save**.

Payments

Recording Girl Scout's payments in eBudde will adjust their balance owed to reflect what remains to be paid.

- 1 Click the **Girl Order** tab.
- 2 Click the Girl Scout's name.
- 3 Click **+Payment**.
- 4 Record the date, method of payment, and your initials in the **Comment** box. For example:
 - Feb. 10 - \$250 check - MP
 - 3/12/2026 - \$150 cash - JM
- 5 Record the total amount paid in the **Paid** box.
- 6 Click **Save**.

Additional Orders

After the Initial Order phase, use this process to record any cookies distributed to Girl Scouts to fill orders that didn't occur at cookie booths.

- 1 Click the **Girl Orders** tab.
- 2 Click on the Girl Scout's name.
- 3 Click **+Order**.
- 4 Record the date, type of order, and your initials in the **Comment** box. For example: Payment box.
 - Feb 10 - Additional Orders - MP
 - 3/12/2026 - Digital Cookie - JM
- 5 Record the total number of packages.
 - **OpSal** - Packages ordered for Operation Salute.
 - **Booth** - Packages sold from walkabouts or individual girl cookie booths
 - **Other** - Packages from additional orders, Digital Cookie girl delivered orders, etc.
- 6 Record any cash or check payments submitted with the Girl Scout's order in the Paid box.
- 7 Click **Save**.
- 8 Use the **Switch to Girl** drop down to view a different Girl Scout's record or click Cancel to return to the troop summary screen.

Cookie Inventory Management

Placing Cupboard Orders

Cupboard managers fill orders in the order received. Submit at least 24 hours in advance and join the GSOH Cupboard Updates Facebook group for details: www.facebook.com/groups/gsohcupboards

- 1 Click the **Transaction** tab.
- 2 Click **+Add**.
- 3 Select a cupboard and enter a pick uptime and date.
- 4 Enter the number of packages needed by variety.
- 5 Click **Save**.
- 6 Verify a pending transaction on the **Transactions** tab.

Transferring Cookies to Another Troop

The receiving party must enter the transaction in eBudde.

- 1 Click the **Transaction** tab.
- 2 Click **+Add**.
- 3 Click **Troop**.
- 4 Enter the troop number providing the cookies and the date and time.
- 5 Enter the number of packages received by variety.
- 6 Click **Save**.
- 7 Verify that your troop shows a pending transaction on the **Transactions** tab.

Cookie Booths

Signing Up for Cookie Booths

- 1 Click on the **Booth Sales** tab.
- 2 Click **Sign up for a Council Booth**.
- 3 Select the area you would like to hold a booth sale.
- 4 Select the store and location.
- 5 Select the date and time range.
- 6 Click on your preferred time and then click **Submit**.

Submitting a Troop Treasure

- 1 On the **Booth Sales** tab, click **Add/Edit a Troop Booth**.
 - 2 Click **+Add**.
 - 3 Fill in the business information with address and contact information for the business.
 - 4 Click **Save**. Your booth is submitted and is pending approval.
- Blue = pending approval • Orange = denied • Green = approved

Checking Your Booth Sign Ups

- 1 Click on the **Booth Sales** tab.
- 2 Select your booth sign up to view more details or click **Email Signups** to have a report of your troop's signups emailed to you.

Finding a Specific Booth

- 1 Click the **Find Free Slots** button from the **Booth Sales** tab.
- 2 Fill in the business name, address, and booth date/time.
- 3 Click **Email xlsx**.

Releasing a Booth

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

Closing Your Program

Finalizing Troop Orders and Payments

Verify that all troop transfers, booth sales, orders and payments have been recorded correctly. Be sure to check:

- 1 That Girl Scouts have received credit for all Digital Cookie orders.
- 2 That all cookies in the troop's inventory have been allocated.
 - The **Difference** line on the **Girl Orders** tab should be 0.
 - A negative number indicates the number of unallocated cookies.
- 3 That all packages and payments have been allocated away from the troop link (if used).

Selecting Final Rewards

Use permission slips to submit each Girl Scout's reward choices by noon **Wed., April 1**.

- 1 Click the **Rewards** tab.
- 2 Click **Fill Out** on the **Final Rewards Order** line.
- 3 Each girl participating in the cookie program will be listed with the total number of rewards earned.
 - Red "size/catalog selection needed" = Girl Scouts with action needed.
 - Green "size/catalog selection needed" = Girl Scouts whose reward choices are complete.
- 4 Click on each Girl Scout's name, enter her reward choices and sizes as indicated, and click **Submit Girl Order**.
- 5 Review your **TROOP ORDER**, listing all rewards to be received by your troop.
- 6 Enter your volunteer T-shirt sizes and select your preferred troop outing date, if earned.
- 7 Click **Submit Reward Order**.

Troop Sales Report

Click the **Sales Report** tab to view a summary of the troop's cookie program including the proceeds level and any additional proceeds earned, all payments received by the troop through Digital Cookie, total proceeds earned, and the "Amount due to council" that will determine the final ACH amount on **Mon., April. 13**.

The sales report is also a required component of the Troop Finance Report. At the end of the cookie program, download the sales report for your records or to give to the troop bank account signers if you are not one.





January

Mon., Jan. 12

- ☐ Caregiver access to Digital Cookie begins.

Thurs., Jan. 15

- ☐ 2026 Girl Scout Cookie Program begins.
- ☐ Kickoff Contest Begins.

Sat., Jan. 24

- ☐ Cookie booth location signup in eBudde available at 8:00 a.m.

Sun., Jan. 25

- ☐ Initial Order phase ends.

Tues., Jan. 27

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

February

Mon., Feb. 9

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

Wed., Feb. 11–Sat., Feb. 14

- ☐ Mega Delivery and Large Order Pickup.

Fri., Feb. 13

- ☐ Booth Phase begins.

Fri., Feb. 13–Sun., Feb. 15

- ☐ National Girl Scout Cookie Weekend.

Mon., Feb. 16–Wed., Feb. 18

- ☐ Regional Cookie Deliveries.

Thurs., Feb. 19

- ☐ Franklin County Cookie Cupboards open.
- ☐ Regional Cookie Cupboards begin to open.

Mon., Feb. 23

- ☐ Cookie cupboard orders can be picked up in individual packages.

March-April

Mon., Mar. 2

- ☐ \$1 per package from the Initial Order minus payments received through the Initial Order deducted from troop account by ACH.

Fri., Mar. 20

- ☐ Final day for Girl Delivered orders in Digital Cookie.

Mon., Mar. 23

- ☐ \$2 per package from Initial Order minus payments received by March 12 deducted from troop account by ACH.

Sun., Mar. 29

- ☐ 2026 Girl Scout Cookie Program ends.

Tues., Mar. 31

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

Wed., April 1

- ☐ TCPC submits Outstanding Debt Report to the GSOH Finance department by 11:59 p.m.

After the Program

Mon., April, 13

- ☐ Amount due to council deducted from troop bank account by ACH.

April–May

- ☐ TCPCs receive final rewards from SUCPC, distribute to Girl Scouts, and report any missing or damaged rewards.

