



Cookie Troop Guide



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Participate in the
Cookie Program

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**Questions?
Contact Us!**

Need help with Digital Cookie or have a question your Troop
Cookie Program Coordinator can't answer? Submit a help
request at [**go.gs/oh\(cookie-support\)**](https://go.gs/oh(cookie-support)).

girl scouts 
of ohio's heartland

It's Cookie Time!



Welcome to the largest girl-led entrepreneurship program in the world! Girl Scout cookie entrepreneurs earn money for troop activities, travel, camping, service projects, and more. They also earn individual rewards and help sustain Girl Scouting in their communities.

Troop Cookie Program Coordinators (TGPCs) are an invaluable part of the Girl Scout Cookie Program. They 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!

If you need any help, your Service Unit Cookie Volunteer team, Customer Care team, and Product Program team are all here to support you. We also have many resources, tools, and tips, including this guide's four sections:

- 1 Getting Started..... pages 2-7
- 2 Girl Engagement..... pages 8-14
- 3 Program Details..... pages 15-23
- 4 Process Manuals..... pages 24-31

Best wishes to you and your troop and happy Cookie Season!

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

Cookie Support Forms

Need help with Digital Cookie or have a question your Service Unit Cookie Program Coordinator can't answer? Submit a help request at go.gsoh.org/cookie-support.



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:** Guide them 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. Discuss together 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

Program Phases

The 2027 Cookie Program is divided into two main phases:

Initial Order Phase – Tues., Jan. 12–Sun., Jan. 24

Girl Scouts and troops can earn exclusive rewards by taking pre-orders for cookies they'll deliver in February.

Booth Phase – Fri., Feb. 12–Sat., March 27

Girl Scouts bring cookies into the community through cookie booths, walkabouts, and additional orders.

Troop Proceeds

Troops earn a minimum of \$.80 proceeds on all packages of cookies sold, plus any additional bonuses earned. On average, Girl Scouts of Ohio's Heartland troops earn \$.97 per package sold.

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 2026-27 membership year by June 30, 2026.
Early Renewal & Fall Participation	+2¢	Troops that earned the Early Renewal bonus and participated in the 2026 Fall Product Program.
Fall Success	+3¢	Troops that achieved 50% participation and \$300 PGA during the 2026 Fall Product Program.
Council Cookie Goal	+5¢	All participating troops if the council reaches the Council Cookie Goal of 2,050,000 during the 2027 Girl Scout Cookie Program.
Reward Opt-Out	+5¢	Troops that opt out of final Girl Rewards.

What Cookies Fund

All funds generated by the Girl Scout Cookie Program remain in the Girl Scouts of Ohio's Heartland council to:

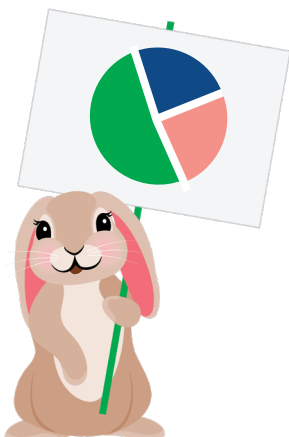
- Provide financial assistance to make Girl Scouting available for all.
- Keep program and camp fees at a reasonable rate for all members.
- Improve and maintain camps and other sites.
- Train and support adult volunteers.

Where Do the Funds Go?

23%
Proceeds & Rewards

23%
Cost of Product

54%
Girl Programs & Volunteer Training



Meet the Cookies

Available for Order Taking, Cookie Booths, and all Digital Cookie orders. All varieties are \$6 per package and are packed 12 packages per case.

Adventurefuls

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



Lemon-ups

Crispy lemon cookies baked with inspiring messages to lift your spirit



Trefoils

Iconic shortbread cookies inspired by the original Girl Scout recipe



Do-si-dos

Oatmeal sandwich cookies with peanut butter filling



Samoas

Crisp cookies with caramel, coconut, and chocolaty stripes



Tagalongs

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



Thin Mints

Crispy chocolaty cookies made with natural oil of peppermint



Exploremores

Rocky Road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and nutty toasted crème



Toffee-tastic

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



NEW Specialty Cookies

Available only through Digital Cookie shipped orders, while supplies last. Help Girl Scouts think creatively about how to share these special varieties with their cookie customers.

Girl Scout Sparkables by Partake

Oatmeal chocolate chip cookies
with sprinkles. Allergen friendly
and delicious!



\$7 per package

Patch Pals by BARK

Girl Scouts' first dog cookie!

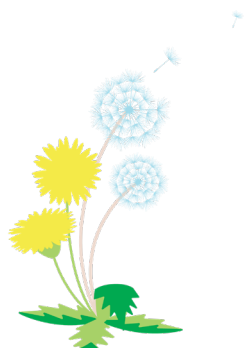


\$10 per package

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 2027 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?

= \$ _____

3 Determine your package Goal:

Needed to Earn (from above)

\$ _____

Estimated Troop Proceeds, per package

÷ \$ _____

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 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. Some troops purchase badges, snacks, materials for activities, or troop meeting supplies. Others fund events, field trips, travel, or 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.

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 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		

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, deliver orders, and thank customers.	Share goals with friends and family near and far to 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.	Encourage Girl Scouts to reach new customers through Shipped Orders. How can they promote the new specialty cookies?	Sign up for cookie booths, schedule Girl Scouts and approved adults to work the booths, and provide them with inventory. Receive and count money collected, 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.



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. It also makes great family memories.

Walkabouts

Take cookies door-to-door.

Go door-to-door with help from their family to sell their cookie inventory, and 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.

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 Coordinator 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 until a signed receipt transfers 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 until funds are deposited into the troop bank account or until a signed receipt transfers responsibility to the 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.

Contests & Promotions

Kickoff Contest

Tues., Jan. 12-Sun., Jan. 17

All Girl Scouts who publish their Digital Cookie sites and send 10+ emails by **Sun., Jan. 17** will be automatically entered to win exclusive Kickoff Rewards. Rewards and winners will be announced on **Wed., Jan. 20**, and rewards will be distributed to troops at Initial Order deliveries in February. Follow GSOH Product Program on Facebook to join the fun!

Ready to Explore Contest

Tues., Jan. 12-Sun., Jan. 31

Every shipped order a Girl Scout receives during January automatically earns her an entry in a drawing for 300 exclusive bunny hats! Winners will be announced on **Wed., Feb. 3**, and rewards will be distributed to troops at Initial Order deliveries.



Great Job, Girl Scout Patch Program

Fri., Feb. 12-Sat., March 27

Cookie booth experts will be on the lookout for Girl Scouts at exceptional cookie booths to reward them on the spot with a special patch! Things to practice and prepare for:

- Following all booth rules
- Having a clean, well-organized booth
- Sharing your goals with customers
- Promoting Operation Salute
- Answering questions about the cookies and making suggestions



Cookie Promotional Toolkit

Troop volunteers, girls, and families can find these and more at [gsoh.org/cookie-resources](https://go.gsoh.org/cookie-resources):

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

Cookie Content Creator Contest

go.gsoh.org/cookie-content

Join the challenge for an opportunity to enter a weekly drawing for a \$50 reward card! Weekly themes and winners will be announced by email and on the GSOH Product Program Facebook page on Mondays.

Jan. 4-10: Share your goals for the 2027 Cookie Program with a Digital Cookie video!

Jan. 11-17: Feature your pets and/or plushies to celebrate Patch Pals in a Digital Cookie Video!

Jan. 18-24: Feature Girl Scout Sparkables in your Digital Cookie Video!

Jan. 25-31: Coming Soon

Feb. 1-7: Coming Soon

Feb. 8-14: Cookie Crush! Show us which cookie variety you love the most and why.

Feb. 15-21: Show us your first cookie booth of the year!

Feb. 22-28: Show us a simple, well-organized booth

March 1-7: Show us your extravagant, decked-out booths!

March 8-14: Walkabouts or Cookie Stands

March 15-21: Show us your colorful or rainbow-themed booths

March 22-28: Coming Soon

5 for 5 Promotion

Use this contest to encourage customers to purchase more packages! Troops receive 5 for 5 tickets with unique codes. Girl Scouts then add their initials and troop number to each ticket. Give customers one ticket for every five packages they buy at a booth, and show them the QR code to submit their contact information and unique code for a chance to win five cases of cookies. We'll randomly select five winners on **Mon., Mar. 8**, and **Mon., Mar. 29**. As an extra bonus, Girl Scouts with winning customers get credit for an additional 12 packages sold in eBuddle!

Council Shop Items

Visit a Girl Scout Shop in Columbus, Chillicothe, Mansfield, or Zanesville to discover promotional items for your troop's cookie program. Spend \$30 or more on cookie merchandise to receive 10% off your entire purchase! Learn more at go.gsoh.org/girlscoutshop.

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!



Theme Patch
25+ Packages



Action Patch
Troop's Choice



Booth Sales Patch
Achieve 50+ packages recorded as Booth Sales



Bar Patches
Girl Scouts earn Bar Patches at the highest level they achieve between 100+ 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. Girl Scouts can select this option instead of receiving a reward beginning at the 300+ package level.



Cookie Crossover
Girl Scouts who created created an avatar, sent 18 emails, shared their site in the 2026 Fall Product Program and achieved 275+ packages in the 2027 Cookie Program earn this patch. *Mailed directly to Girl Scouts in Summer 2027*

Entrepreneurship Badges & Pins

Girl Scouts can earn badges and pins each year they run their Girl Scout Cookie businesses and explore their own business ideas. ***Available for purchase in GSOH shops***



Instant Rewards

TCPs will receive these rewards at their cookie delivery in February and distribute them to Girl Scouts as they achieve each level of total packages sold.



25+ Packages
Theme Patch



100+ Packages
Scrunchie Trio

Initial Order Rewards

****Earned exclusively for cookies purchased during the Initial Order phase Jan. 12-24.**** TCPs will receive these rewards at their cookie delivery in February and distribute them to Girl Scouts with their Initial Orders.



200+ Packages – Individual Initial Order
Mini Bunny Dangler



180+ Packages – Troop Initial Order PGA
Matching Girl Scouts of Ohio's Heartland Beanies for each participating Girl Scout & two volunteers

Final Rewards

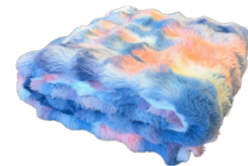
Girl Scouts earn these rewards based on their total packages achieved by the end of the cookie program.



235+ Packages
Bunny Plush OR \$10 Cookie Reward Card



300+ Packages
Bottle Sling OR \$10 Cookie Reward Card



400+ Packages
Bubble Blanket OR \$15 Cookie Reward Card



500+ Packages
Ready to Explore Duffle Bag OR Girl Scout Uniform OR Membership



700+ Packages
Personalized Baublebar Necklace OR Coleman 2-Person Skydome Tent OR \$30 Cookie Reward Card



900+ Packages
Hammock Camping Chair OR Create Your Own Perfume Kit OR \$50 Cookie Reward Card

1,200+ Packages
Stellar Seller Celebration at Scene75 on May 1, 2027. Learn more on pg. 13.



1,600+ Packages
American Girl Doll OR 2 Tickets to Columbus Fury match OR One session of 2027 or 2028 GSOH resident camp OR \$120 Cookie Reward Card



2,000+ Packages
Animal Encounter Experience at the Columbus Zoo & Aquarium or Mini 3D Printer

Cookie Rewards

Reward Options

Opt Out

- 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 rewards, and troop rewards, if earned.
- **To Opt Out of rewards:**
 - 1 Go to the **Settings** tab in eBudde.
 - 2 Click **Edit**.
 - 3 Select **Opt out of rewards for add. Proceeds**.

The Shoe That Grows Philanthropic Reward

- 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 250 pairs of shoes. The Shoe That Grows expands five sizes for children to wear for school, chores, or play in harsh conditions in refugee camps.

Reward Cards

- 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.
- **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 Email customer care@gsoh.org or call 614-487-8101 with your Reward Card number(s). *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.



Girl Scouts who achieve 1,200+ packages will earn an invitation to the **Stellar Seller** Celebration at Scene75 in Columbus on May 1, 2027. Each Girl Scout can bring one adult caregiver. Food, beverages, and attraction passes will be provided.



Girl Scouts who achieve the \$1,200 level during the 2026 Fall Product Program AND reach 1,200+ packages during the 2027 Cookie Program will also earn a Splatter Paint Party at Studio18 in Columbus, for them and a caregiver on April 10, 2027.

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.

240+ PGA



Girl Scout T-Shirts

Troops will receive one t-shirt for each Girl Scout participating in the cookie program, as well as two additional t-shirts for volunteers in the troop. Order information for purchasing additional volunteer t-shirts will be sent out at the end of the program.

250+ PGA



Troop Outing

Troops will receive tickets to their choice of **one** outing for each participating Girl Scout, plus volunteer tickets based on safety ratios by Girl Scout level. Tickets expire Dec. 31, 2027.

- Franklin Park Conservatory
- Columbus Zoo and Aquarium
- Cinemark Movie Theaters

300+ PGA



Each Ready to Explore t-shirt earned will be customized with the troop number on the back.

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.

Digital Cookie Access



Registration emails come from “Girl Scout Cookies” (email@girlscouts.org) with subject “Register for the Digital Cookie Platform Today.” If you don’t receive a Digital Cookie registration email, search your Spam folders. Then visit go.gsoh.org/cookie-support if you still need assistance.

All volunteers and caregivers will register through their Digital Cookie registration email every year, regardless of whether they used Digital Cookie during a previous Cookie Program. Digital Cookie cannot be accessed for the first time each year without accessing the website from the link in the registration email. Registration cannot be completed through the Digital Cookie app, only a web browser. Digital Cookie app can be used once Registration is complete and Cookie Season has begun.

- **Mon., Dec. 14:** Registration emails will be sent to all volunteers with eBudde access. Volunteers added to eBudde after this date will receive registration emails at that time.
- **Fri., Jan. 8:** Registration emails will be sent to the primary caregiver on file for all Girl Scouts on your troop’s Girls tab in eBudde. Girl Scouts added to eBudde after this date will receive registration emails at that time.

Troop Site

The troop link can be set up under the volunteer dashboard in Digital Cookie beginning **Fri., Jan. 8**.

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

GSUSA and GSOH will be heavily promoting the National Cookie Finder, which is a tool for customers to search for local troops to support with shipped and donated orders – only troops with active troop links will be listed in the Cookie Finder. Setting up the troop link is also necessary for taking and recording payments at cookie booths.

Set up your troop link by **Tues., Jan. 12** to be entered to win one of 50 Ready to Explore weekendер totes!



NEW Online Exclusives

Online-exclusive products give Girl Scouts new ways to reach customers and invite people to shop their online storefront. They help girls connect with people who may not have bought before, share products in new ways, and build skills like digital marketing and customer engagement, all without needing to manage extra inventory. Girls can learn how to promote products online, talk to various kinds of customers, and think more creatively about how to grow their sales.

The new Girl Scout **Sparkables by Partake (\$7)** and **Patch Pals by BARK (\$10)** will only be available for customers to purchase as shipped orders through Digital Cookie, while supplies last.

- Every council has pre-purchased a limited supply of these specialty varieties that is guaranteed to be available for their customers until the council sells out. This means that unlike other, previous online exclusive opportunities, the warehouse won’t “run out” due to differences in program schedules between councils.
- **These cookies may not be sold in person in any fashion. Troops and Girl Scouts are not permitted to place shipped orders for these varieties to resell at cookie booths.**
- **Troop funds cannot be used to pay for Digital Cookie shipping fees.**

Digital Cookie: Ways to Participate

Paper Order Card Entry

Fri., Jan. 22-Sun., Jan. 24

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.

Digital Payments

Fri., Feb. 12-Sat., March 27

Girl Scouts use the Digital Cookie app to take credit card, Venmo, or PayPal payments for cookies while delivering paper order card orders, at cookie booths, or making in person sales during the Booth Phase. This is the only approved method of accepting digital payments and does not require or connect to your personal account information.

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.

Girl Delivered

Tues., Jan. 12-Fri., Mar. 19

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., Feb. 28**.
 - **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.

Digital Cookie Role Breakdown

Girl Scouts	TCPCs
Customize how they earn and learn, use technology in a whole new way and earn 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.

Initial Order Phase

Tues. Jan. 12-Sun., Jan. 24

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. 10- Wed., Feb. 17

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

- **Wed., Feb. 10–Sat., Feb. 13:** Columbus-area, Chillicothe, and Mansfield Cookie Deliveries
- **Mon., Feb. 15:** Zanesville Cookie Delivery
- **Tues., Feb. 16:** Hillsboro and Wooster Cookie Deliveries
- **Wed., Feb. 17:** Lucasville and Marion Cookie Deliveries



How It Works

What To Bring:

- A photo ID.
- Sign on your dashboard with 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 up times 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 TPCP keeps the white copy.**
 - ▶ **Without receipts, TPCPs 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 6.**



Cookie Cupboards

Tues., Feb. 16- Sat., March 27

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. 8 at 8:00 a.m.**
- **Franklin County cupboards:** East, West, and Lewis Center locations are open **Tues., Feb. 16** through last weekend of the program.
- **Regional cupboards:** Locations throughout council with varying schedules beginning **Thurs., Feb. 18.**

Pending Orders

All cookie cupboards require a pending order in eBudde indicating how many packages of each variety are needed. Plan to submit pending orders for the week by each Monday at 9 a.m. Orders not placed 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. 22.

- 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.

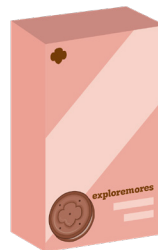
Picking Up

Only TCPCs and adults authorized by the TCPC may pick up cookies from a cupboard for the troop.

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

- 1 Check in with the cupboard manager, provide your troop number, 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. 12- Sat., March 27

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. 23, at 8:00 a.m.**

- Colony Square Mall
- Easton Town Center
- Indian Mound Mall
- Polaris Fashion Place
- Ontario Center
- River Valley Mall
- Sam's Club
- Walmart
- 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 (SUCBCs) 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 during daylight hours. Stay on sidewalks, and obey all traffic rules., 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 patronize.
 - ▶ 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@gsok.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.

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 plan your 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	Toffee-tastic	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 eBudde instructions for signing up or releasing a booth on page 28.**

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, engaging customers, filling orders, taking payments, and cleaning up.
- 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 Troops may not use a donation jar to solicit monetary donations.
- 8 Be courteous of booth hosts, neighboring businesses, and other troops.
- 9 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:

- **Sat., March 27:** 2027 Girl Scout Cookie Program ends.
- **Mon., March 29:** All money is due to the TCPC.
- **Wed., March 31 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 caregivers to submit final orders and payments. All girl payments should be received by **Mon., March 29:**

- 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 Scout.

Reporting Girl Debt

Do not use troop funds to pay a Girl Scout's 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.gsah.org/Cookies-ODR by **Wed., March 31 at 11:59pm**.
- Debt reported after **Wed., March 31**, 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 regularly 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 27** 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.

Troop Finance Report Preparation

Troop Finance Reports (TFRs) for **ALL** troops and service units are due on **May 10, 2027**. In preparation for submitting TFRs, ensure that all funds associated with the cookie product program are deposited into your troop bank account and clearly noted in your ledger as cookie deposits.

- A **Cookie Calculator** tool is available to help ensure your cookie deposits match your sales. **Download the file** and make changes to your own personal copy—you will only need to fill in the gray cells.
- Use your eBudde sales report to enter your **Total Troop Cookie Sales** and your **Digital Cookie (DC) online sales**. Contact your Membership Manager with questions.



Preparing for ACH Withdrawals

Troops pay for cookies received through ACH withdrawals from troop bank accounts.

- **Wed., March 3:** ACH withdrawal for \$1 per package from the Initial Order minus payments received by **Sun., Jan. 24.**
- **Mon., April 12:** Withdrawal for total amount owed to council. This will be indicated on the eBudde Sales Report by a positive dollar value under Amount You Owe Council. This means that the total cash payments collected by the troop is more than the total proceeds earned by the troop, so the troop will keep the troop proceeds and council will withdraw the remainder owed to council.
- **Fri., April 16:** Deposit for total amount owed by council. This will be indicated on the eBudde Sales Report by a negative dollar value under Amount You Owe Council. This means that the total cash payments collected by the troop is less than the total proceeds earned by the troop, so council needs to pay the troop the remainder from payments received through Digital Cookie. *The ACH will begin processing on Fri., April 16th but may take until Mon., April 19th to clear to the troop's bank account.
- **Only** troops with a negative dollar value under Amount You Owe Council receive a deposit from council.

What to deposit:

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:

- 1 On the **Sales Report** tab in eBudde, locate your troop's **Total Troop Sales** and **Total DC Payments** (all payments received through Digital Cookie) amounts.
- 2 Subtract **Total DC Payments** from **Total Troop Sales**.
- 3 This is the total amount of cash your troop should have collected from customers and should be the total amount deposited in the troop bank account by **April 1.**

Cash deposits for money collected during the Cookie Program should be deposited separately from everything else being deposited in the troop bank account (ex. making one deposit for troop dues and second deposit for cookie money).

Final Checklist

- ☐ Review all cupboard receipts, check that they match eBudde, and allocate all packages so that the Unallocated Inventory line on the Girl Orders tab is zero.
- ☐ Review all booth recorder entries for accuracy and to ensure Operation Salute packages were entered correctly.
- ☐ Ensure all Digital Cookie girl delivered orders received by Girl Scouts and the troop link have been approved, delivered, and credited to Girl Scouts.
- ☐ Distribute all orders and payments received through the troop link to Girl Scouts.
- ☐ Ensure that if the troop is Junior level or older and voted to opt out of rewards, the troop has changed the Opt Out status on the **Settings** tab.
- ☐ Record all payments from Girl Scouts within eBudde.
- ☐ Submit Outstanding Debt Reports for any Girl Scouts with money owed to the troop at the end of the program.
- ☐ Deposit any booth starting cash withdrawn from the troop's account and all money received from Girl Scouts and customers into the troop bank account.

When all the above is complete:

- ☐ Refer to permission slips to make rewards selections for every Girl Scout on the **Rewards** tab.
- ☐ Select the troop's preferred troop rewards, if earned.



Manual

Digital Cookie

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., Jan. 7** go.gsoh.org/ebudde-webinar

Troop Setup

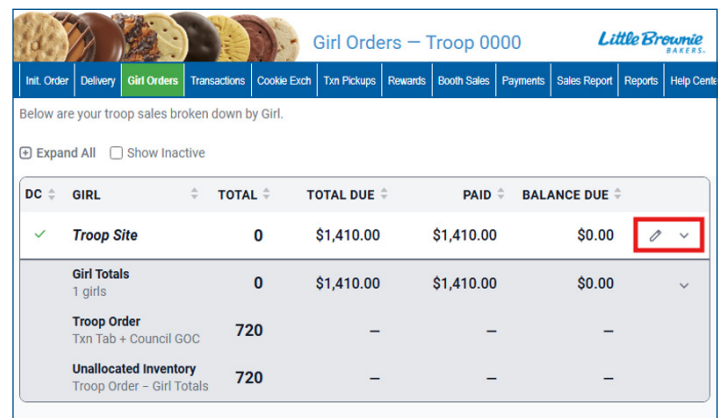
- 1 Log in to Digital Cookie.
- 2 Tap the caret next to your current role and select **Troop**.
- 3 Go to the Our Troop Cookie Site section.
- 4 Click **SET UP YOUR SITE**.
- 5 Click **ACTIVATE** to register the site.
- 6 Click **ACCESS SITE** to start setting up.
 - Enter your troop's sales goal.
 - Write your troop story.
 - Upload a photo or video.
- 7 Confirm your troop's zip code (or enter one).
- 8 Click **SEE YOUR SITE AND PUBLISH**.

Sharing the Troop Link

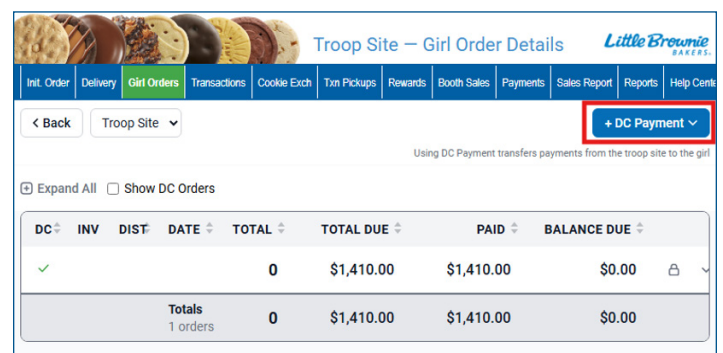
- 1 See your troop site link QR code and tap the print button to print the QR code.
- 2 Tap the copy button, then choose which link you want to copy (troop site or ship only link)
- 3 Tap the share button, choose which link you want to share, then share the link through your mobile device.
- 4 You'll also have access to the mobile app.
 - **Troop Site Link:** This link works just like a Girl Scout's personal link, so customers can choose from Shipping, Donation, Delivery, or In-Hand (via the app) orders. You can turn delivery off for the troop link the same way a caregiver can for their Girl Scout.
 - **Troop Ship Only Link:** This link is for Shipped and Donated orders only. Once your site is published and the National Girl Scout Cookie Finder is live, your Troop Ship-Only link will automatically appear for customers searching for troops nearby. Links go live on the cookie finder starting **Tues., Jan. 12**.

Managing Troop Link Orders

- **Digital Cookie:** The Troop Orders page displays all orders placed through your troop's site and allows you to approve or decline orders, view detailed order information, mark orders as delivered or picked up, and more.
- **eBudde:** The **Girl Orders** tab summarizes all sales in the **Troop Site** row at the bottom of the list of Girl Scouts.
 - ▶ Click the down arrow to view details



DC	GIRL	TOTAL	TOTAL DUE	PAID	BALANCE DUE	
✓	Troop Site	0	\$1,410.00	\$1,410.00	\$0.00	
	Girl Totals 1 girls	0	\$1,410.00	\$1,410.00	\$0.00	▼
	Troop Order Txn Tab + Council GOC	720	—	—	—	
	Unallocated Inventory Troop Order - Girl Totals	720	—	—	—	



DC	INV	DIST	DATE	TOTAL	TOTAL DUE	PAID	BALANCE DUE	
✓				0	\$1,410.00	\$1,410.00	\$0.00	
	Totals 1 orders			0	\$1,410.00	\$1,410.00	\$0.00	

eBudde

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.



YouTube Tutorials

Check the GSOH Product Program YouTube channel for detailed tutorial videos on using eBudde throughout the cookie program.

Check out more here: <http://bit.ly/GSOHVideos>

Troop Setup

- 1 Click the **Settings** tab.
- 2 Click **Edit**.
- 3 Enter your Troop Goal (in packages).
- 4 Click **Save**.
- 5 Click the **Girls** tab.
- 6 Click **Edit** next to a Girl Scout's name, add/edit her sales goal or caregiver email and click **Save**.

***Note:** This only updates the email address stored within eBudde for messages sent by the system and does not update the email address her caregiver will use to access Digital Cookie.

- 7 Repeat for each Girl Scout.

Submit a help request at go.gsoh.org/cookie-support if any registered Girl Scouts are missing from your eBudde troop roster.



eBudde

Submitting Initial Order

Submit Initial Order

Expand All Print Show Inactive All numbers to be entered as packages.

GIRL / CATEGORY	TOTAL	
Daisy M	89	
\$6.00 OPSAL 5 \$6.00 ADVF 4 \$6.00 LMUP 10 \$6.00 TRE 10 \$6.00 D-S-D 10 \$6.00 SAM 10 \$6.00 TAGS 10 \$6.00 TMINT 10 \$6.00 EXP 10 \$6.00 TOFF 10		
Elizabeth a	500	
Natalie G	124	
Violet M	0	
Booth/Other	0	
Totals 4 girls	713	
Cases To Order	62	
Unsold Pkgs Due to Rounding	39	

Submitting Cookie Order

Individual Initial Orders are packages Girl Scouts have received from committed orders during the Initial Order Phase, including all Digital Cookie girl delivered orders to date. TCPCs combine the totals from these orders with the troop's first booth inventory to place the troop's Initial Order, which they receive at a Cookie Delivery.

- 1 Click the **Initial Order** tab.
 - 2 Click **Expand All** to view the details for all Girl Scouts or click on one Girl Scout at a time to view them each individually.
 - 3 If a caregiver has submitted an Initial Order for a Girl Scout, **Needs Review** will display next to her name in yellow.
 - 4 Click the pencil icon to edit or review the order the caregiver submitted.
- All orders display as packages in the **PARENT IO** column.
 - Click **Copy Parent → Order Card** to save the entire order to your troop's order and/or edit the quantities in the **ORDER CARD** column.
 - **Needs Review** will be displayed on the Initial Order summary page.
 - Existing quantities remain unchanged until reviewed and the new quantities are available for comparison.
 - All rows where amounts vary will be highlighted yellow.
 - **Saved** and **Parent IO Updated** will be noted beside the name on the Initial Order detail page.

Daisy M Saved All numbers to be entered as packages.

OPSAL 5

ADVF 4 LMUP 11 TRE 10 D-S-D 10 SAM 10 TAGS 10 TMINT 10 EXP 10 TOFF 10

Save Cancel

- 5 Click **Save** and repeat until all **Needs Review** flags are cleared.
- 6 Review **Unsold Pkgs Due to Rounding** and add any additional packages the troop wants to order.
 - 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.

- 7 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**.

Init. Order
Delivery
Girl Orders
Transactions
Cookie Exch
Txn Pickups
Rewards
Booth Sales
Payments
Sales Report
Reports
Help Cen

Delivery Pickup ?

Variety	My Troop
Adventurefuls	10
Lemon-Ups	10
Trefoils	10
Do-Si-Dos	11
Samoas	11
Tagalongs	3
Thin Mints	3
Exploremores	3
Toffee-tastic	1
Troop Total	62
Pickup Total including any other pickups	62

Delivery Station and Time

Please choose your Delivery Station

Chillicothe (18)

You need 1 slot.

Line: Line 1

9:00am	
9:06am	
9:12am	
9:18am	
9:24am	
9:30am	
9:36am	T0000
9:42am	
9:48am	
9:54am	
10:00am	
10:06am	
10:12am	

Who is picking up your cookies?

☒ Someone from my Troop

☐ Some other Troop (or my SU)

Will you be picking up for more than one troop?

☐ Yes ☒ No

Submit

eBudde

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.

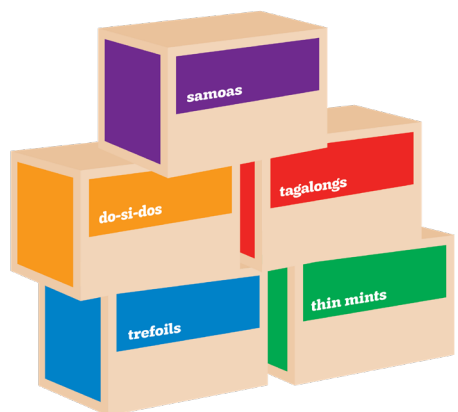
Each order added for an individual Girl Scout on the **Girl Orders** tab in eBudde deducts from the number of unallocated packages. This is reflected in a negative number at the bottom of the Girl Orders tab and is what eBudde thinks the troop's current inventory is. If the troop does not have enough 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.

Girls	Init. Order	Delivery	Girl Orders	Transactions	Cookie Exch	Txn Pickups	Rewards	Booth Sales	Payments	Sales Report	Reports	Help Center
Below are your troop sales broken down by Girl.												
☒ Expand All ☐ Show Inactive												
GIRL	TOTAL	TOTAL DUE	PAID	BALANCE DUE								
Daisy M	99	\$594.00	\$200.00	\$394.00								
Elizabeth a	496	\$2,976.00	\$0.00	\$2,976.00								
Natalie G	128	\$768.00	\$0.00	\$768.00								
Violet M	0	\$0.00	\$0.00	\$0.00								
Girl Totals 4 girls	723	\$4,338.00	\$200.00	\$4,138.00								
Troop Order Txn Tab + Council GOC	762	—	—	—								
Unallocated Inventory Troop Order - Girl Totals	39	—	—	—								

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 **Record Payments:**
 - Enter the total dollar amount of cash payments received in the Cash box.
 - Enter the total dollar amount of credit card payments received through Digital Cookie in the **Digital Cookie - Troop Site box**. This will deduct the payments from the Troop Link's totals and credit it to each Girl Scout who participated in the booth.

- 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 among them. Use the drop-down arrows next to each
 - Girl Scout's name to manually distribute packages, if needed.
- 8 Click **Save**.



Booth Sale Recorder

Cancel

Go to Distribute

Walmart: 2026-08-02 4:00pm

All information should be specific to this booth ONLY.

You must click **Go to Distribute** to give girls package and payment credit.

* Note: Cash and other payments **do not** affect distributions to Girl or Troop Site records and are shown for informational purposes only.

Product	Packages	Gift Of Caring	Packages
Adventurefuls \$6.00	0	Operation Salute (Cash/other) \$6.00	0
Lemon-Ups \$6.00	0	Operation Salute (DC - Troop Site) \$6.00	0
Trefoils \$6.00	0		
Do-Si-Dos \$6.00	0	Total Gift of Caring	0
Samoas \$5.00	0		
Tagalongs \$6.00	0		
Thin Mints \$6.00	0		
Exploremores \$6.00	0		
Toffee-tastic \$6.00	0		
Total	0		

Payments	Dollars
Cash *	0
Other *	0
Digital Cookie - Troop Site	0
Total Payments	\$0.00

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:
 - 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
- 7 Girl Scout's order in the Paid box.
- 8 Click **Save**.
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.

< Back

Comment / Description

3/12/2027 - DC girl delivered orders - JM

☐ Booth Sale (Indicates the transaction is Booth Sale related)
 ☒ DC Sale (Indicates the transaction is Digital Cookie related)
 ☐ DC Inventory (Sends inventory and/or payment data to Digital Cookie)

Cookie Quantities

\$6.00 ADVF 1	\$6.00 LMUP 1	\$6.00 TRE 0	\$6.00 D-S-D 2	\$6.00 SAM 4	\$6.00 TAGS 0	\$6.00 TMINT 4	\$6.00 EXP 0
\$6.00 TOFF 0	\$10.00 PATCH 0	\$7.00 SPARK 0					

Council GOC

\$6.00
OPSAL
0

Order Total (\$)

\$72.00

Amount Paid (\$)

0.00

Save Order

Cancel

eBudde

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**.

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.

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.

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**.

Cookie Inventory Management

Placing Cupboard Orders

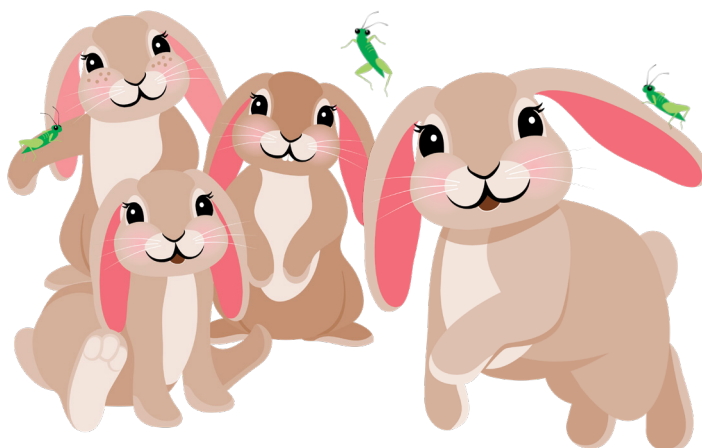
Cupboard managers fill orders in the order received. Submit at least 24 hours in advance and join the GSOH Cupboard Updates Facebook group for details: www.facebook.com/groups/gsohcupboards

- 1 Click the **Transaction** tab.
- 2 Click **+Add**.
- 3 Select a cupboard and enter a pick up time 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.



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 **Unallocated Inventory** 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).



Unallocated Inventory											
Troop Order – Girl Totals											
\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$10.00	\$7.00
OPSAL	ADVF	LMUP	TRE	D-S-D	SAM	TAGS	TMINT	EXP	TOFF	PATCH	SPARK
—	11	4	-2	-1	-3	7	3	7	1	—	—

Reward Opt Out

TCPCs can set the opt out status for their troops in eBudde if the troop is Junior level or older and has unanimously voted to opt out of individual rewards in exchange for an additional \$.05 per package sold by the troop in troop proceeds. Girl Scouts must have completed a permission slip. With this selected, or voted unanimously as a troop

- 1 Go to the **Settings** tab.
- 2 Click **Edit**.
- 3 Select **Opt out of rewards for add. Proceeds**.
- 4 Click **Save**.

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**.



January

Fri., Jan. 8

- ☐ Caregiver Digital Cookie access begins

Tues., Jan. 12

- ☐ 2027 Girl Scout Cookie Program begins.

Tues., Jan. 12-Sun., Jan. 17

- ☐ Cookie Kickoff Contest

Sat., Jan. 23 at 8 a.m.

- ☐ Cookie booth sign-up begins in eBudde

Sun., Jan. 24

- ☐ Initial Order phase ends

Tues., Jan. 26 at noon

- ☐ Deadline for TCPCs to submit troop Initial Order cookies and rewards and select delivery location and time in eBudde

Fri., Jan. 29 at 5 p.m.

- ☐ Delivery cupboards open for placing additional orders in eBudde

February

Mon., Feb. 8 at 8 a.m.

- ☐ Deadline for TCPCs to submit delivery cupboard orders in eBudde

Mon., Feb. 8 at noon

- ☐ Regional cupboards open for orders in eBudde

Wed., Feb. 10-Sat., Feb. 13

- ☐ Columbus-area Cookie Deliveries

Fri., Feb. 12

- ☐ Booth Phase begins

Sat., Feb. 13

- ☐ Chillicothe and Mansfield Delivers

Mon., Feb. 15

- ☐ Zanesville Cookie Deliveries

Tues., Feb. 16

- ☐ Hillsboro and Wooster Cookie Deliveries

Wed., Feb. 17

- ☐ Lucasville and Marion Cookie Deliveries

Tues., Feb. 16 - Fri., Feb. 19

- ☐ Cookie Cupboards open for troops to pick up orders, beginning with Franklin County

Fri., Feb 19-Sun., Feb. 21

- ☐ National Girl Scout Cookie Weekend

March-April

Wed., March 3:

- ☐ ACH withdrawal for \$1 per package from the Initial Order minus payments received by Sun., Jan. 24

Fri., March 19

- ☐ Final day for Girl Delivered orders in Digital Cookie

Sat., March 27

- ☐ 2027 Girl Scout Cookie Program ends

Sun., March 28:

- ☐ Final day for shipped orders and in-person payments in Digital Cookie

Mon., March 29

- ☐ Deadline for Girl Scouts to submit final payments to TCPCs

Wed., March 31 at noon:

- ☐ Deadline for TCPCs to allocate cookies, enter payments, and select rewards in eBudde

Wed., March 31 at 11:59 p.m.

- ☐ Deadline for TCPCs to submit Outstanding Debt Reports for all Girl Scouts with balance owed to the troop

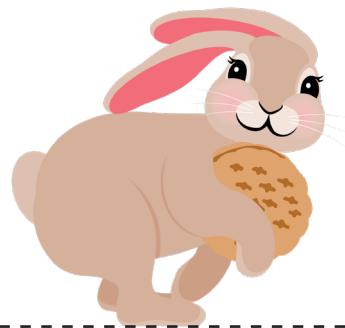
After the Program

Mon., April 12

- ☐ ACH withdrawal for **Amount You Owe Council**, as shown on Sales Report tab in eBudde

Early May:

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



PLACE SUCPC CONTACT
INFORMATION LABEL HERE!