

2023-2024 Girl Scout Cookie Program®

OCMT Cookie Manual

Digital Cookie Sales Only (no in-person cookie sales)



NEW!



**Redesigned
LittleBrownie.com**

Check out cookie resources
on the baker's new website

Girl Scouts® Cookie Rookies Video

Show first-time
entrepreneurs how it's done

Girl Scouts® Cookie Captains Video

Inspire seasoned Girl Scouts

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OWN YOUR magic



Whether they're a social butterfly, creative thinker or strategic innovator, every Girl Scout entrepreneur has their own kind of magic. And Girl Scout Cookie Season is the perfect time to harness that magic and achieve their goals!

The information in this guide was crafted to help you empower each and every Girl Scout — from newcomers planning their first cookie booth to seasoned pros upgrading their digital strategies.

There's no limit to what Girl Scouts can achieve with your help, and we know you're excited to get started. So go ahead, own your magic!



Three cheers for our volunteers!

It's a fact: Cookie season couldn't happen without the hard work of our volunteers. Thank you for serving as a Troop Cookie Manager! In this guide, you'll find tips, tricks and resources you can use to make this season the best one yet.



Section I: USAGSO Cookie Basics

COOKIE CALENDAR 2023-2024

September 2023

- 15:** Cookie trainings available in gsLearn
Cookie Merchandise Online Store opens
- 21:** OCMT exclusive Cookie Bite Workshop

October 2023

- 1:** eBudde access available
- 12:** OCMT exclusive Cookie Bite Workshop
- 23:** Cookie orders due to USAGSO
- 31:** Last day OCMT [bulk registration for Virtual Rally & Cookie Rally Kits](#)
Last day OCMT can order from the [Cookie Patches Online Store](#)
Last day OCMT [Cookie Printed Material Opt-out](#)
Update your OC mailing address [HERE](#)

November 2023

- 2:** Cookie Bite Workshop – *What's New in 2024!*
- 10:** USVI cookie pre-orders start

December 2023

- 7:** Cookie Bite Workshop – *Cookie Rally & Badges*
- 4:** USVI pre-orders end
- 8:** USVI Cookie orders due to USAGSO

January 2024

- 4:** Cookie Bite Workshop – *Digital Cookie & Developing a Cookie Sales Strategy*
- 13:** Virtual Cookie Rally
- 16:** Volunteer access *Digital Cookie Strategy*
- 24:** Parent/Girl access *Digital Cookie*
- 31:** [OC Girl Rewards Optout](#)

February 2024

- 1:** Cookie Bite Workshop – *Q&A Session*
- 2:** In-person Cookie Sales & Digital Cookie Sales BEGIN
- 16-18:** National Girl Scout Cookie Weekend

March 2024

- 7:** Cookie Bite Workshop – *Q&A Session*
- 17:** All cookie sales END
- 24:** [Digital Cookie Donations to Donate Locally Form](#) due to USAGSO
[Final Cookie Inventory Report form](#) due to USAGSO
Submit girl rewards in eBudde

April 2024

- 4:** Cookie Bite Workshop – *Celebrate, Relax, and Rejuvenate*
- 5:** Cookie final invoices due to communities
[Submit Cookie Program Evaluation](#)
- 15:** Cookie payments due

Only applies to in-person cookie selling communities.



Section I: USAGSO Cookie Basics

ABOUT THE GIRL SCOUTS COOKIE PROGRAM

The Girl Scout Cookie Program prepares girls with the business smarts they need to take on the world! **The Girl Scout Cookie Program** is the largest girl-led entrepreneurial program in the world. Much more than a fundraiser, it's a unique, hands-on way for girls to develop five essential skills that are core to the Girl Scout Leadership Program: Goal setting, Decision-making, Money management, People skills and Business ethics.

USAGSO's 2024 Girl Scout Cookie Program Sale Dates:

February 2 to March 17: In-person Cookie Sales & Digital Cookie Sales

ELIGIBILITY & WAYS TO PARTICIPATE

USAGSO operates a limited Cookie Program, primarily due to the restrictions around the importation and sale of American food products outside of the United States. With the guidance of GSUSA's legal team, USAGSO is able to offer the cookie program to all registered USAGSO Girl Scouts meeting the criteria for each type of sale. Let's learn more about who and how girls can participate in the Cookie Program.

In-person Cookie Sales: In-person cookie sales refers to cookie sales that are done in-person- such as at a Girl Scout cookie booth. Communities participating in in-person cookie sales must order their cookies in the fall so that they can be shipped overseas before cookie sales begin in February. These USAGSO communities and their members are eligible to participate in in-person cookie sales.

- U.S. military installations in Asia, Europe, Guantanamo Bay, and Kwajalein
- U.S. Virgin Islands, Northern Mariana Islands, and American Samoa
- Select U.S. Embassies in Cairo, Lisbon, Tokyo, Frankfurt, and North Athens

Digital Cookie Sales: Digital cookie sales refer to cookie sales that take place using the Digital Cookie® platform. This platform allows girls to create their own cookie website where customers can purchase cookies and have them shipped directly from the baker to their home. The below USAGSO members are eligible to participate in the digital cookie program.

- All Girl Scouts eligible for in-person sales in military communities and select embassy communities in Cairo, Lisbon, Tokyo, Frankfurt, North Athens, Madrid, Sarajevo, and Pristina
- All Girl Scouts in the EU, USVI, & Mariana Islands
- US embassy or consulate affiliated WITH a US address on her GS account if out of the EU

PROCEEDS & COMMUNITY REWARDS

Communities that are eligible to conduct in-person cookie sales are authorized to receive profits from cookie sales in their community. This includes digital and in-person sales. These profits must be used to support Girl Scout activities that benefit entire troops or groups of girls across the community. Cookie profits cannot benefit an individual girl.

Communities that are not eligible to conduct in-person cookie sales but have girls who are eligible to participate in the digital cookie program are not authorized to receive profits from cookie sales. Instead, these communities can earn community cookie rewards to support their Girl Scouting activities. For every 100 boxes sold communities can earn a \$160 cookie coupon to be used in the USAGSO online shop, programs, and more! Communities must meet minimum requirements to earn community cookie rewards.

In addition to cookie proceeds or community rewards, girls and troops can earn digital cookie rewards. See page 13 to learn more about our Cookie Reward program.



Girl Scouts® Cookie Rookies video

This educational video introduces first-time entrepreneurs to the magic of running their very own cookie business — including how they can make their mark online!

Girl Scouts® Cookie Captains video

Experienced entrepreneurs have so much knowledge to share. This video will help them add to their list of amazing marketing strategies, plus encourage them to lift up other entrepreneurs!

Go to Videos

Share tips that helped you grow your cookie business!

Cookie Rookie

Cookie Captain

New patch alert!
Reward your rookies with this new patch!

Reward your captains with this new patch!

Little Brownie BAKERS.

OUR COOKIES OUR STORY GIRL SCOUT COOKIE BUSINESS COOKIE SEASON RESOURCES

COOKIE ROOKIES & CAPTAINS

- Clip Art & Illustrations
- Photography
- Theme Graphics
- Rally Guide & Activities
- Virtual Backgrounds
- Digital Marketing
- Print Materials
- Cookie Rookies & Captains
- Girl Scout Stories
- Girl Scout Resources

Find these materials in the Cookie Season Resources section of LittleBrownie.com

Section I: USAGSO Cookie Basics

WHAT'S NEW 2024



Share the link to the new LittleBrownie.com

Did you know Little Brownie Bakers® started making Girl Scout Cookies® in 1973? They've been baking with heart for 50 years now! Join us in celebrating their milestone by checking out their new website.

One-stop shop for volunteers and entrepreneurs

LittleBrownie.com is filled with tons of materials to help entrepreneurs grow their cookie businesses. Build digital and in-person marketing campaigns with resources like clip art, cookie photography, virtual backgrounds, booth signage and recipes.





Girl Rewards Opt-Out

New This year, girls who participate in the cookie program whether in-person or Digital Cookie sales, can earn rewards for all boxes sold combined.

Cookie Selling Communities can select to opt-out of Cookie Girl Rewards for additional proceeds only at the community level, **not** the troop level.

Communities that decide to opt out of rewards will receive the USAGSO Cookie Participation patch for girls who participate in the Digital Cookie program, AND, receive an additional \$5.00 per cookie community coupon. See page 16 to learn about community cookie coupons.



The decision to participate in the opt-out option should be decided by all girls participating in the 2024 Cookie Program in your community. All participating girls must be present to sign the opt-out agreement flyer included in the Additional References of the OCMT Cookie Training in gsLearn and the Appendix of this manual and turn it into the Overseas Committee Chair or Cookie Manager by January 15, 2024, to submit the [Opt-Out Girl Rewards form](#) to USAGSO by **January 31, 2024**.

Tips for Opt-Out troop discussions:

- Discuss OC, troop budget and OC, troop goals
- Have girls calculate troop proceeds and how much additional proceeds would be earned if opt out
- Explain opt out must be 100% agreed upon by all girls.

Section I: USAGSO Cookie Basics

MEET THE COOKIES



2023-2024 Girl Scout Cookies®

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

The World's Most Flavorful Lineup



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt
 Approximately 15 cookies per 6.3 oz. pkg.
 \$____
 Ⓢ



Lemon-Ups®

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits
 Approximately 12 cookies per 6.2 oz. pkg.
 \$____
 Ⓢ



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe
 Approximately 38 cookies per 9 oz. pkg.
 \$____
 Ⓢ



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling
 Approximately 20 cookies per 8 oz. pkg.
 \$____
 Ⓢ



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes
 Approximately 15 cookies per 7.5 oz. pkg.
 \$____
 Ⓢ



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating
 Approximately 15 cookies per 6.5 oz. pkg.
 \$____
 Ⓢ



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint
 Approximately 30 cookies per 9 oz. pkg.
 \$____
 Ⓢ



Girl Scout S'mores® • Made with Natural Flavors • Real Cocoa

Graham sandwich cookies with chocolaty and marshmallowy flavored filling
 Approximately 16 cookies per 8.5 oz. pkg.
 \$____
 Ⓢ



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits
 Approximately 14 cookies per 6.7 oz. pkg.
 \$____
 Ⓢ



The GIRL SCOUTS® name, mark, and all associated trademarks and logotypes, including the Trefoil Design, are owned by Girl Scouts of the USA. Little Brownie Bakers, a division of Ferrero U.S.A., is an official GSUSA licensed vendor. LITTLE BROWNIE BAKERS® name and mark, and all associated trademarks, are trademarks of Ferrero Group. © 2023 Girl Scouts of the USA.



ACCEPTED

Section I: USAGSO Cookie Basics

COOKIE VARIETIES AND PRICING

Girl Scout Cookies® are \$6 per package for core varieties and for specialty cookies. Digital Cookie sales are only in US dollars. For in person sales, cookies may be sold in US dollars and local currency.

The Euro, GBP (British pound sterling), JPY (Japanese Yen), and KRW (South Korean won) price per box will be established in January 2024 and posted on our website for in-person sales.

Digital Cookie Shipping Fees

Digital Cookie shipping fees are incurred by the customer when a customer orders cookies to ship directly to a recipient. Girl Scouts of the USA negotiates the best pricing for Digital Cookie and will generally have updated pricing available in the fall each year.

2024 Digital Cookie Shipping Fees

Digital Cookie's minimum order for shipping is 4 packages. The base shipping price is 4-8 packages at \$12.99 and 9-12 packages at \$14.99. Below is a list of shipping costs for cookie orders at the different levels.

Packages		Shipping Cost
4	8	\$12.99
9	12	\$14.99
13	20	\$27.98
21	24	\$29.98
25	32	\$42.97
33	36	\$44.97
37	44	\$57.96
45	48	\$59.96
49	52	\$72.95

The above pricing is calculated as follows:

- 13 packages of cookies: tier B (12 packages) + tier A (1 more package) = \$27.98
- 25 packages of cookies: tier B x 2 (24 packages) + tier A (1 more package) = \$42.97

There is a \$5.00 surcharge to orders shipping to Hawaii, Alaska, Puerto Rico, APO/FPO/DPO, Guam and US Virgin Islands.

Cookie varieties

Core: \$6 per package



Specialty: \$6 per package



Section I: USAGSO Cookie Basics

SKILL DEVELOPMENT FOR GIRLS



Skills they build

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

1 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.

2 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.

3 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.

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

5 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. They can also consider offering a cookie donation option.



Good for Girl Scouts, good for the planet!

Packages of Samoas® now have reduced plastic packaging, and cases of Thin Mints® use 26% recycled content (and 18% less packaging material).



Did you know?
100% of our rewards packaging is recyclable or reusable!



Section I: USAGSO Cookie Basics

BADGES FOR GIRLS



Cookie business badges

Entrepreneurs can earn these official Girl Scouts recognitions by completing requirements that help them develop new business skills.

Learn more at girlscouts.org!

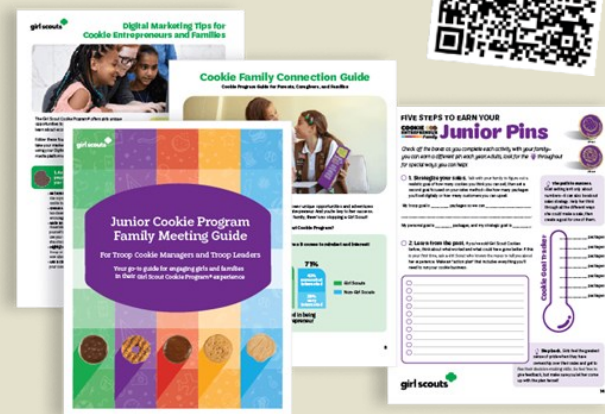


Getting families involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

Inspire families to get involved by reviewing these resources:

- [Cookie Program Family Meeting Guides](#)
- [Cookie Entrepreneur Family Pins](#)



Market their business online



Your #1 strategy

Girl Scouts can expand their customer base by promoting their cookie business online. Here are a few ways they can take their digital marketing to the next level.

- Digital Cookie®: Personalize their site by uploading weekly videos. Offer cookies through direct shipping or in-person delivery.
- Social Media: Create a digital marketing campaign to stand out and spread the word to far-away family and friends. For tips and best practices, visit [Digital Marketing Basics](#) on LittleBrownie.com.
- Text or Call: Reach out to customers who may not be online and follow up for reorders.



Find ready-made graphics, announcements and other digital resources:

Find inspiration on social! Follow and share posts to kick-start a digital campaign.

Plan your content with the Digital Marketing Basics

Download posts

Girl Scouts® Little Brownie Bakers®

The collage includes a calendar for January 2024 with a blue circle highlighting the 9th and 16th, and a text box that says "Kick off the official start of the Girl Scout Cookie Season!". Below the calendar are several social media-style posts: a "Reminder Booths now open! Yay!" post with a heart icon, a "Happy Women's Entrepreneurship Day!" post with a photo of a woman, and a "Samoas" cookie post with a photo of the cookie. A large QR code is also present, with a blue arrow pointing to it from the "Download posts" text. At the bottom are icons for Facebook, Twitter, Instagram, Pinterest, and Facebook again.

Safety resources

Girl Scouts and their caregivers must read, agree to and abide by the guidelines linked below before engaging in online marketing and sales efforts through the cookie program. You can also ask your council about the Volunteer Essentials and Safety Activity Checkpoints. These include basic facts, forms, tips and more!

- [Girl Scout Internet Safety Pledge](#)
- [Digital Cookie® Pledge](#)

Section I: Cookie Basics

REWARDS











This year, OCMTs have the option to opt out of girl rewards at a community level only to receive an additional \$5 per community cookie coupon. If community opts out of girl rewards, please inform troop leaders, girls and parents to let them know that girls in your community are not eligible to earn Girl Rewards this season. For more information about Digital Cookie Only community cookie coupon and how to qualify see page 15.

USA Girl Scouts Overseas 2024 Girl Rewards



My Personal Goal: _____ NUMBER OF PACKAGES

Girl Rewards for all boxes sold, in-person and Digital Cookie. Girl Rewards are not available in communities who have opted out for additional proceeds. Please check with your OCMT to find out if you are eligible to earn Girl Rewards this season. All rewards are cumulative except for Girl Experiences. USAGSO reserves the right to make substitutions to the item's colors, material, or size or to substitute an item of equal or greater value due to changes or challenges in product availability.

 <p>USAGSO Cookie Program Participation Patch 1 per Girl</p>	 <p>Cookie Techie Patch 10+ Digital Cookie packages</p>	 <p>Axolotl Action Patch 25+ packages</p>	 <p>Lanyard 50+ packages</p>	 <p>DIY Playing Card Set With double stamp marker 100+ packages</p>
 <p>Axolotl Socks 150+ packages</p>	 <p>Collapsible Camp Cup 225+ packages</p>	 <p>Axolotl Pillow 300+ packages</p>	 <p>Crossbody Bag 400+ packages</p>	

Stellar Sellers

Girl Experiences

(Non-cumulative exclusive program experience with all necessary supplies included. If you reached any of these levels, USAGSO will contact you after the end of cookie sales to submit your option choice.)



500+ Bronze
Yoga bliss!
OR Art Masters!



600+ Silver
Rad robotics!
OR Both Bronze level experiences



700+ Gold
Outdoor adventurers!
OR All Bronze and Silver level experiences

Digital Cookie Gift of Caring (GOC) Rewards (for all participating communities)



Gift of Caring Patch
15+ packages



Bandana
40+ packages



Wallet Pouch
With wrist lanyard
80+ packages

Celebrate each step of the way!

10% Number of pkgs	20% Number of pkgs	30% Number of pkgs	40% Number of pkgs	50% Number of pkgs	60% Number of pkgs	70% Number of pkgs	80% Number of pkgs	90% Number of pkgs	100% My Personal Goal
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Keeping track of your goals is easy! Start by writing in your total Girl Scout Cookie® package goal in the space that says 100%, and be sure to include your smaller goals along the way. (Ask a caregiver to help if you need it.) Celebrate by coloring the banners as you make your magic.

Girl Rewards for all boxes sold, in-person and Digital Cookie. Girl Rewards are not available in communities who have opted out for additional proceeds. All rewards are cumulative except for Girl Experiences. USAGSO reserves the right to make substitutions to the item's colors, material, or size or to substitute an item of equal or greater value due to changes or challenges in product availability.



USAGSO Stellar Sellers Rewards



500+ Boxes Sold: Bronze Experience

Option 1: Yoga bliss!

Qualifying girls will receive a yoga kit with everything you need to achieve total zen – a mat, blocks, and strap. Put your new yoga gear to use during a live virtual 1-hour guided practice with a certified yoga instructor.

Option 2: Art masters!

Qualifying girls will receive everything you need to create a painting masterpiece – a canvas, paint, and brushes. Put your new art supplies to use and create a beautiful Girl Scout painting during a live virtual 1-hour instructor-led painting class.



600+ Boxes Sold: Silver Experience

Option 1: Rad robotics!

Qualifying girls will receive a STEM kit with everything you need to design, construct, and code your own robot! Get your STEM on as we build our robots during a live virtual 2-hour class, led by a STEM professional.

Option 2: Both Bronze level experiences.



700+ Boxes Sold: Gold Experience

Option 1: Outdoor adventurers!

Qualifying girls will receive the ultimate outdoor adventure pack – a 2-person tent, 2 cold-weather rated sleeping bags, 2 mess kits, and a solar powered lantern. Get ready for adventure and learn how to stay safe during an introductory level live virtual 2-hour wilderness survival skills course.

Option 2: All Bronze and Silver level experiences.

Digital Cookie Only Communities

Cookie Coupons give Girl Scouts in communities selling only through Digital Cookie the opportunity to work with their community and troop to meet common goals. Girl Scouts become entrepreneurs in the Girl Scout Cookie Program as they identify goals, create a marketing plan, build a network, resolve challenges, track progress and realize their dreams. The Cookie Coupon Reward Program allows members in areas with restricted sales the opportunity to set financial goals. While individual eligible Girl Scouts may earn rewards through Digital Cookie sales, the Cookie Coupon program helps members understand collaboration and enterprise. **Eligible communities must have at least 5 girls participating in Digital Cookie, 3 OCMT members and one serving as cookie manager. Use this [LINK](#) to complete the OCMT Commitment form.**

Cookie Coupon Rewards Program Cookie Coupon Breakdown

Eligible communities receive a \$80 coupon for every 50 boxes sold through Digital Cookie.



0-49 boxes sold, No Cookie Coupons earned

50-99 boxes sold, \$80 Cookie Coupons earned

100-149 boxes sold, \$160 Cookie Coupon earned

150-199 boxes sold, \$240 Cookie Coupon earned

200-249 boxes sold, \$320 Cookie Coupon earned

Coupons continue in increments of 50.

It's time to own your magic! Let youth members decide how they earn.

Opt out of girl rewards and earn an additional \$5 per coupon!



Cookie Coupons can be redeemed for any of the following:



Purchases at the USAGSO Girl Scout World Shop **OR** GSUSA Shop

Registration



USAGSO Online Programming



In-Person Programs



Important Digital Cookie Sales Reminders:



Non-EU Girl Scouts must have a US or US based addresses (APO, FPO, DPO) **AND** association with US embassy or consulate

Customers must have US or US based address (APO, FPO, DPO) **AND** US bank card



Cookies are shipped directly to the customer **AND** Are not for resale

Use this [LINK](#) to complete the OCMT Commitment Form

Section I: Cookie Basics

COOKIE PATCHES SHOP & COOKIE RALLY



Cookie Paches Shop

In addition to cookie rewards, communities have an opportunity to purchase additional cookie merchandise to give out to girls in their community. Communities have until **October 31** to shop for additional cookie merchandise. Browse our selection of items and place your order using our [USAGSO Cookie Patches order form](#). We ask that each overseas communities share this information with their volunteers and place only one order for the entire community. The items purchased in the online shop can either be paid for once sales close (October 31) or charged to your community cookie account and paid out at the end of the cookie season. If charged to your community cookie account, your cookie merchandise can be deducted from your community cookie proceeds (in-person eligible communities) or your community cookie rewards (digital cookie only eligible communities). Supplies are limited, and USAGSO will confirm your order after sales close on **October 31**.

Cookie Rally

Cookie rallies are a great way for girls and volunteers to get excited for the cookie season and learn more about the 5 essential skills. This cookie rally guide provides volunteers with activities and information to help you plan your own community cookie rally. USAGSO is also hosting a virtual cookie rally to kick off the cookie season. At \$8 a person, girls can join the fun, learn more about cookies, and receive a virtual rally patch.

Bulk Registration & Cookie Rally Kits

Let USAGSO help you get ready for the cookie season. This year USAGSO will be hosting a live virtual cookie rally designed to introduce members to the cookie theme, mascot, and flavors. OCMT's who bulk register their community for the USAGSO virtual cookie rally by **October 31st** will receive a Cookie Rally Patch, one Magical Marker per girl, Journal Sketch Pad and entry to Our Virtual Cookie Rally, AND for the OCMT Five S'Amazing Aprons (while supplies last) at no additional cost. Learn more and [bulk register](#) your community today!



Section I: Cookie Basics

ADDITIONAL RESOURCES AND TRAININGS



Cookie Bite Workshops

This year USAGSO is excited to host a series of live Cookie Bite Workshops designed to provide volunteers with bites of Cookie Program news and information. Volunteers can register to attend these live workshops in gsLearn and each workshop is offered twice—6 p.m. in JST & again at 6 p.m. in CET/CEST. Recordings will be available in gsLearn following each workshop. Below are the workshop dates and topics.

OCMT exclusive Cookie Bite Workshop (OCMT only): **September 21 & October 12**

Cookie Bite Workshops (all volunteers)-First Thursday of every month

November 2: What's New in 2024!

December 7: Cookie Rally & Badges

January 4: Digital Cookie & Developing a Cookie Sales Strategy

February 1: Q&A Session

March 7: Q&A Session

April 4: Celebrate, Relax, and Rejuvenate



Additional Resources from GSUSA & the Baker

Troop Leader Resources: girlscoutcookies.org/troopleaders

Cookie Badges: girlscouts.org/cookiebadges

Cookie Entrepreneur Family Pin: girlscoutcookies.org/entrepreneurfamily

Cookie History, FAQs and Nutrition Information: LittleBrownie.com

Cookie Program Family Meeting Guides: girlscoutcookies.org/troopleaders

Digital Cookie®: girlscouts.org/digitalcookie

Digital Marketing Tips for Cookie Entrepreneurs: girlscoutcookies.org/digitalmarketingtips

eBudde™ App: LittleBrownie.com/volunteers

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

Goal-Setting Activities & Tips: girlscouts.org & LittleBrownie.com

In-Person Cookie Sales Guide & Other Resources: LittleBrownie.com/volunteers

Safety Resources: girlscoutcookies.org/troopleaders

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

Virtual Cookie Booth Guide: girlscoutcookies.org/troopleaders

Virtual Cookie Sales Tools: LittleBrownie.com/volunteers

Volunteer Essentials: www.usagso.org

Cookie Family Connection Guide: girlscoutcookies.org/troopleaders

Little Brownie Bakers® Family Guide: LittleBrownie.com/families



COOKIE MANAGER

Thank you for taking on the role of cookie manager for your overseas community. The Cookie Program is a fundamental part of the Girl Scout experience, and your role is vital to its success. We encourage you to reach out to your volunteers and OCC for support - it's a labor of love and you are not alone.

OCMT Cookie Manager Position Description

Your primary role is to work with volunteers in your community to plan and conduct the Girl Scout Cookie Program. A full job description can be found online [HERE](#) and we ask that you submit an OCMT online commitment form once you have reviewed and are ready to step into this role.

Learn about the Cookie Program

Your first responsibility is to learn all about the cookie program. Complete your Cookie Manager training in gsLearn and attend our Cookie Bite Workshops to continue exploring different cookie topics. Here are some questions you should know after completing your gsLearn trainings and reading through this manual.

- What are the eligibility requirements to participate in digital cookie? Who can participate?
- What are the 5 essential skills? How can you share this with volunteers and families?
- When will volunteers gain access to the digital cookie program? When will families gain access to the digital cookie program?
- What are the digital cookie girl rewards? What are the digital cookie community rewards? And does your community qualify for community wide rewards?

How will you inform your parents and volunteers about the cookie program?

Once you have learned all about the Cookie program, how will you share that information with volunteers and families in your community? Will you schedule a Zoom meeting with all volunteers? Will you send an email to your families? How will you make sure volunteers and parents know the eligibility requirements, rewards program, and key cookie program dates?

How will you educate girls on the cookie program?

How will girls in your community develop their 5 essential skills? How will they learn about the cookies flavors and the digital cookie platform? Cookie Rallies are a great way for girls to learn about the program and develop their 5 skills all while having fun. Check out this [COOKIE RALLY GUIDE](#) for tons of ideas!

Create a cookie program plan

Once you know how you will educate the volunteers, families, and girls about the cookie program, put your plan on paper and share with your OCMT for approval and assistance.

Section II: Communities Eligible for In-Person & Digital Cookie Sales

COOKIE DO'S & DON'TS



- 1. COOKIES MAY NOT BE SOLD ON THE LOCAL ECONOMY OR INTERNATIONAL SCHOOLS.** Selling cookies on the economy is forbidden. It is in violation of the agreement under which cookies are brought into the overseas locations. Selling cookies on the local economy puts your girls at risk for being stopped by local police officials and puts the entire Girl Scout Cookie Program at risk for future sales. Please stress this with your girls and parent/guardian/adult volunteers.
2. Cookies purchased through the digital cookie program may not be resold. Customers wishing to purchase cookies must do so directly through a digital cookie website or through an authorized in-person cookie sale location.
3. For more Do's and Don'ts check the Cookies web page www.usagso.org.



Section II: Communities Eligible for In-Person & Digital Cookie Sales

BULK COOKIE MAILINGS



There are several bulk mailings that your community may receive throughout the cookie season- either directly from the baker or from USAGSO. Please be sure to have a cookie manager assigned to your community and submit [THIS FORM](#) to give us an address for these mailings. The bulk mailings and approximate arrival dates are listed below. *Please note - arrival dates are subject to change.*

Cookie Taster Pack – December

Communities with an assigned Cookie Manager and a community US mailing address will be mailed boxes of cookies for the girls and volunteers to taste. The actual number of boxes will depend upon your community size and availability of cookies, but anticipate enough cookies for girls and adults to try each flavor.

Virtual Cookie Rally Kits- December

If your community bulk registered for the USAGSO virtual rally and cookie kits (registrations due by October 31), your cookie rally kits will be mailed from the vendor directly to your community in December.

Cookie Patches Shop– January/May

If your community ordered cookie patches using our online form (due by October 31) items will be mailed directly from the vendor to your community in January except for the Cookie Rookie, Captain and Super patches mailed in May.

Cookie Rewards- May

Cookie rewards will be mailed from the vendor in April. You should expect them by end of May.

Section II: Digital Cookie Sales

DONATIONS



Where do Digital Cookie donations go?

Cookies purchased for donation through Digital Cookie from Digital Cookie Only communities will be shipped at the end of the cookie season directly from the baker to the **Soldiers' Angels**. Visit www.SoldiersAngels.org to find out more about the Soldiers' Angels organization.

Section III: eBudde Tutorials

eBudde™ Login

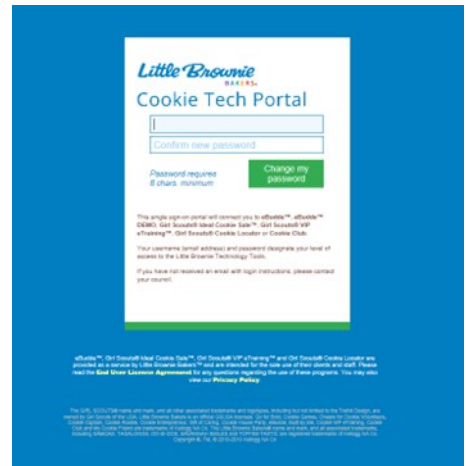


eBudde is our cookie sale management system and digital cookie inventory system. Volunteers have access to eBudde to place cookie orders, receive cookies and assign cookies to troops, review and mark active girls, view sales, and run basic reports. <https://cookieportal.littlebrownie.com>

eBudde Login

When accessing eBudde™ for the first time this season:

1. You will receive a welcome email with a LOGIN link.
2. Click on the LOGIN link within the email.
3. On the PASSWORD screen, set up your new password and confirm.
4. At the PROFILE screen, enter the new password you set up. Review/update all additional information. eBudde only takes US addresses- you may use the USAGSO NA office address if you do not have a US address. Unit 31401 Box 123, APO, AE 09630.
5. Click Update Profile
6. Select eBudde™ from the list provided from the cookie portal.



Did not receive the Welcome email from eBudde or Forgot Password

1. Go to <https://cookieportal.littlebrownie.com>
2. Click Forgot your password
3. Enter email (users are initially set up with the us-agso.org email address assigned to OCMT position)
4. Click Send me reset password instructions
5. You will get an email with a new password link
6. Click the link in the email.
7. Enter the password you would like to use for the system, confirm your password and click Change My Password.
8. Update your profile. If you do, enter the same password that you entered on the previous screen in all three sections and review/update profile.
9. Click Update Profile
10. Select eBudde™ from the list provided from the cookie portal.
11. You will also receive an email to confirm that you changed your account for security purposes. Click the Confirm Your Account to complete the process.

Section III: eBudde Tutorials

eBudde™ Overview



Once you enter the system, you will notice that the screen is divided into two sections. The top section will include your service unit (OCMT) name and number. The bottom section will include the troops in your community.

Service Unit Tabs

Click on your Service Unit (OCMT) name and number located in the top section of your navigation screen. On the service unit level the following options are available using a tab method similar to file folders in a filing cabinet. To access a tab, click the tab name and the system will display the appropriate page. Below are the Service Unit tabs you will find in eBudde. There are tabs that may exist on your dashboard but are not used by USAGSO



Dashboard – The dashboard gives you an up-to-minute snapshot of your troop’s orders, goals, financials and per girl averages.

Contacts - The contacts tab is used to view the service unit level users name, personal information, email and passwords.

Settings – The settings tab will allow a service unit to specify how the data will be entered for the service unit and to add additional service unit level users.

Troops – The troops tab is for adding, changing, and/or deleting troops.

Init Order – The Inuit Order tab is to submit the community order to the council.

Delivery – The delivery tab is used by service units to select their service unit delivery station (does not apply to USAGSO)

Transactions - This tab is to move cookies from the service unit to the troops.

Txn Pickups—This tab allows you to see cookie orders made to the cupboard x (does not apply to USAGSO)

Payments - This tab is to view or enter troop payments. (does not apply to USAGSO)

Rewards – The rewards tab is for service units to verify troop reward orders and submit order to the council.

Booth Sites– This tab will allow service units to approve troop booth site requests. (does not apply to USAGSO)

Reports – The reports tab is for service units to print reports for cookie orders, reward orders, and inventory transactions.

Help Center – The Help Center will provide you additional information on the eBudde system.

Section III: eBudde Tutorials

eBudde™ Troop Tabs



Click on a troop name and number located in the bottom section on your navigation screen to access the **troop leader view**. eBudde™ provides a variety of features for troops to track their cookie sale information. There are tabs that may exist on your dashboard but are not used by USAGSO.



Dashboard – Default screen that shows important messages, calendar, checklist and dates

Contacts – Allows you to edit your contact information. This includes name, address and phone number. This DOES NOT include changing the email address. That must be done from the login screen.

Settings – This allows you to change the number of girls selling, registered, and program age level. You can also add additional troop contacts.

Girls – This allows you to enter girl names, grade, id and goal information

Init Order – This option is for entering your troop initial cookie order (does not apply to USAGSO)

Delivery – This option is for selection of delivery site and a printout of cookies order, delivery site, and pick-up time (does not apply to USAGSO)

Girl Orders - Track girl initial, booth and additional orders and payments

Booth Sales – This option allows you to select council booth sale sites and/or request a troop booth sale site. (does not apply to USAGSO)

Transactions – List all cookie transactions, including initial transfer from SU, and troop-to-troop transactions.

Cookie Exchange – Post that you have available cookies by variety and see what is available from others. (does not apply to USAGSO)

Rewards – Troop reward ordering

Payments – Troop payment to council recording (does not apply to USAGSO)

GOC Org. – This option allows you to record troop donation organizations. (Optional)

Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, payments and submitting total Gift of Caring numbers (if applicable)

Reports – Two reports available for troops. Cupboard listing and delivery site listing. (does not apply to USAGSO)

Help Center – The Help Center will provide you additional information on the eBudde system.

Section III: eBudde Tutorials

eBudde™ Adding/Moving Girls



To add, edit, or move girls, click on the girl's troop and then open the "Girls" tab and click "Add" button to add a girl, or "Edit" button to edit girl information. If you encounter an error adding, editing, or moving a girl member, contact overseascustomer@girlscouts.org for support.

Add/Edit a Girl

If a new member has joined a troop after the initial eBudde upload, open her troop and enter in the information below. You can use the TAB key to move between the boxes. Click the "Edit" button to save the information. The fields below can also be edited for existing girls. Note: Girls who are no longer participating with a troop should be marked as Inactive. Girls cannot be deleted from eBudde.

First Name – Enter the girl's first name

Last Name – Enter the girl's last name

GSUSA ID - Enter the girl's GSUSA ID. This can be visible from the troop leader's mgs account.

ID – Click this button to assign a girl a temporary ID if the GSUSA ID is not available.

Inactive? – (Optional) If the girl is inactive in the troop, check the box. A girl cannot be marked inactive if she has boxes sold.

Grade – Enter the girl's grade, K - 12

DOC Eligible – This column is checked by the system if the girl qualifies as part of Digital Cookie.

Please click this box when adding a girl to eBudde

Rag's? – If the girl is registered, check the box

Shirt Size – (Optional) Enter the girl's shirt size

Sales Goal – (Optional) Enter the girl sales goal in boxes.

Moving Girls

If a girl scout needs to be assigned to a different troop in eBudde, click the "Move" link next to her name and input her new troop information.

The screenshot shows the eBudde interface for Troop 10431. The 'Girls' tab is selected in the navigation bar. Below the navigation bar, there is a 'Show Inactive' checkbox (checked) and a '+Add' button. The main content area displays a list of girls, each with a name, an 'Edit' button, and a set of details including Sales Goal, T-Shirt Size, Registered status, Grade, Inactive status, DOC Eligible status, Caregiver, DOC Emails, and GSUSA ID.

Name	Sales Goal	T-Shirt Size	Registered	Grade	Inactive	DOC Eligible	Caregiver	DOC Emails	GSUSA ID
Ashley Emerton	50	YS	yes	12	no	yes	blakeemerton@bellsouth.net		TEMP799...4311796
Cindy Wright	0	YS	yes	6	no	yes			TEMP799...4311798
Madison Denman	0		yes	12	no	yes	mdenman22@aol.com		103728992
Becky Wright	0	--	yes	2	yes	yes			TEMP799...4311797

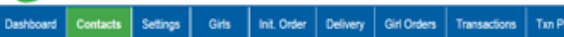
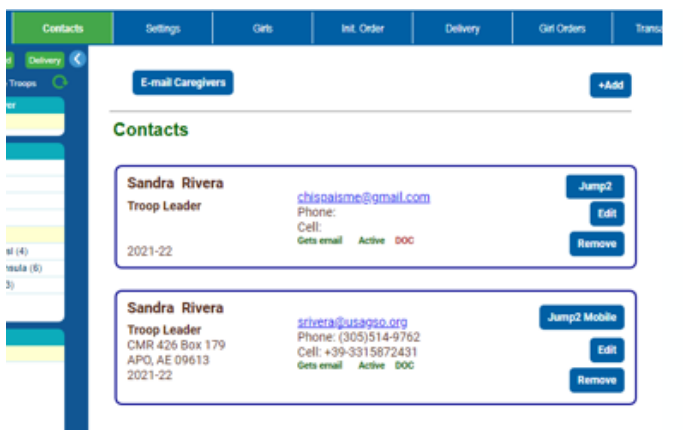
Section III: eBudde Tutorials

eBudde™ Adding Troop Volunteers



Troop Leaders and Troop Cookie Coordinators will be added to eBudde and sent a welcome email before the cookie season starts. If a troop cookie volunteer is missing, follow the steps below to add a volunteer to the system.

1. **Open** eBudde and click on your service unit name to access your service unit view
2. **Click** the “Troops” tab
3. **Click** the “Add” button to add a new contact.
4. **Add** the email, first, and last name of the volunteer. New this year, enter in your GSUSA ID number if available.
5. **Scroll all the way down** and **Click “Update”** to add the volunteer
6. **Click Save** to save the contact OR **Click Cancel** to not add the contact.
7. The added contact can gain access to eBudde by going to the eBudde link: <https://ebudde.littlebrownie.com>



Add A Troop Contact

Cancel

Save

NOTE: Email field is required.

Role:

Troop Leader

First Name:

Last Name:

Email:

GSUSA ID:

Active?

Receives email?

Primary?

Add to all seasons?

Role:

Troop Leader

Troop Leader

Troop Cookie Chair

Troop Booth Recorder Only User

Troop Cookie Pickup Only User

Troop View Only User

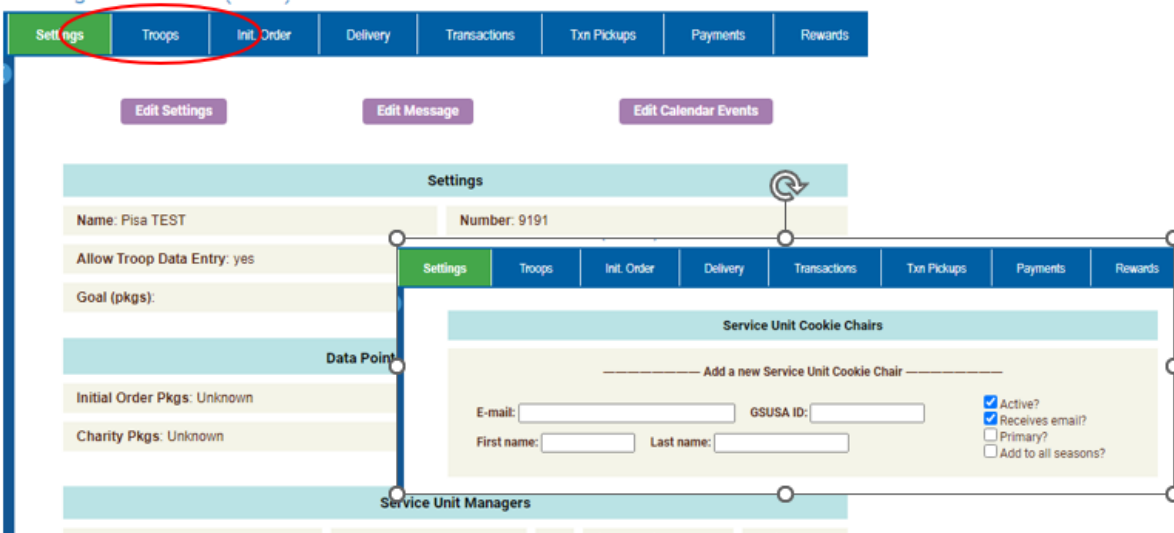
Section III: eBudde Tutorials

eBudde™ Adding Cookie Manager (Cookie Chair) Volunteers



Cookie Managers will be added to eBudde and sent a welcome email before the cookie season starts. If a Cookie Manager volunteer is missing, follow the steps below to add a volunteer to the system.

1. **Open** eBudde and click on your service unit name to access your service unit view
2. **Click** the “Settings” tab
3. **Click** “Edit Setting” on the left corner
4. **Scroll down to Add** in the “Service Unit Cookie Chairs” section the missing volunteer’s email, first, and last name of the volunteer. New this year, enter in your GSUSA ID number if available.
5. **Click** “Update” to add the volunteer
6. Once added, the volunteer can request a password reset to gain access to eBudde



Viewing Sales in eBudde- the Girl Orders Tab

This tab allows you to enter, by girl, booth sales packages sold and digital girl delivery/in-hand order flavors . You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl’s detail. The system defaults to the troop summary view.

Troop Summary View

Troop 55600 Little Bm

Settings | Girls | Init. Order | Delivery | **Girl Orders** | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports

Girl Orders Summary

Show Inactive Record a Booth Sale

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions select the appropriate row.

Use doc	Girls	CGOC	Ad-f	LmUp	Tre	D-S-O	Sam	Tags	TLmt	SMr	Toff	TOOC	Total	Total Due	Paid	Bal. Duw
✓	Ava W.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Caroline D.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Emerson D.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Hailee A.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Janice A.	6	0	1	4	0	6	4	6	0	5	0	32	\$165.00	\$165.00	\$0.00
✓	Juliet S.	2	0	0	3	5	7	11	22	0	3	0	53	\$268.00	\$268.00	\$0.00
✓	Kiyomi R.	30	0	12	15	9	19	8	19	0	6	0	118	\$596.00	\$596.00	\$0.00
✓	Mabel O.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Marcushire F.	21	0	9	5	7	13	7	8	2	5	0	77	\$392.00	\$392.00	\$0.00
	Girl Totals	59	0	22	27	21	45	30	55	2	19	0	280	\$1421.00	\$1421.00	\$0.00
	Troop Order (Actual plus*CGOC)	59	98	123	99	99	285	150	307	82	43		1283			
	Difference	0	-98	-101	-72	-48	-240	-120	-252	-80	-24		-1013			

Section III: eBudde Tutorials

eBudde™ Viewing Sales- the Girl Orders Tab



Viewing Sales in eBudde- the Girl Orders Tab

This tab allows you to enter, by girl, booth sales packages sold and digital girl delivery/in-hand order flavors . You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl’s detail. The system defaults to the troop summary view.

Troop Summary View

Troop 55600 Little Bn.

Settings | Girls | Init. Order | Delivery | **Girl Orders** | Transactions | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | H

Girl Orders Summary

Show Inactive Record a Booth Sale

Below are your troop sales broken down by Girl.
To viewedit a Girl's Transactions select the appropriate row.

Units GOC	Girl	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00	Total	Total Due	Paid	Bal. Due
		CGOC	Ad-f	LmUp	Tre	D-D-D	Sam	Tag	TMint	SMr	Toff	TGOC				
✓	Ava W.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Caroline D.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Emerson D.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Hailee A.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Janice A.	6	0	1	4	0	6	4	6	0	5	0	32	\$165.00	\$165.00	\$0.00
✓	Juliet S.	2	0	0	3	5	7	11	22	0	3	0	53	\$268.00	\$268.00	\$0.00
✓	Kiyomi R.	30	0	12	15	9	19	8	19	0	6	0	118	\$596.00	\$596.00	\$0.00
✓	Mabel O.	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Marcushire F.	21	0	9	5	7	13	7	8	2	5	0	77	\$392.00	\$392.00	\$0.00
Girl Totals		59	0	22	27	21	45	30	55	2	19	0	290	\$1421.00	\$1421.00	\$0.00
Troop Order (Actual plus+CGOC)		59	99	123	99	99	285	150	307	82	43		1293			
Difference		0	-99	-101	-72	-48	-240	-120	-252	-80	-24		-1013			

The troop summary view shows a total row for each girl. Each column stands for a cookie flavor or gift of caring (GOC). Cookie quantities listed in the Girl orders tab are in packages.

The **Troop Order** row tells you how many cookies are allocated to the troop. Cookies sold in-person (either at a booth or through digital cookie girl delivery or in-hand delivery) will need to be manually tracked in eBudde by a troop volunteer. If physical cookie sales are entered into eBudde following the instructions below, the **Difference** row will reflect the number and flavors of cookies that remain in your inventory, and the total balance due for all girls will be \$0.00. Tracking your physical cookies sales in eBudde is strongly encouraged.

Girl View

Troop 55600



Troop 55600																Little Brownie BAKERS																																									
Settings																Girls			Init. Order			Delivery			Girl Orders			Transactions			Cookie Exch			Tm Pickups			Rewards			Booth Sales			Payments			GOC Org			Sales Report			Reports			Help Center		
Kiyomi R.																+Order			+Pay			+CC																																			
Switch to Girl: Kiyomi R.																																																									
DOC	Comments	lev	Bth	GOC	Ad-Fr	LimDp	Tre	D-S-D*	Sam	Tag	Time	SM	Toff	TODC*	Total	Total Due	Paid	Bal. Due																																							
✓	DOC SHIP 54465206	0	0	1	0	1	1	1	1	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00																																							
✓	DOC SHIP 54487020	0	0	1	2	0	0	0	1	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00																																							
✓	DOC SHIP+ 54696508	1	0	1	1	0	1	0	0	0	0	1	0	0	5	\$26.00	\$26.00	\$0.00																																							
✓	DOC DON 54725344	3	0	0	0	0	0	0	0	0	0	0	0	0	3	\$15.00	\$15.00	\$0.00																																							
✓	DOC SHIP 55089369	0	0	2	2	0	0	0	0	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00																																							
✓	DOC SHIP 55174618	0	0	1	3	1	0	0	3	0	0	0	0	0	8	\$40.00	\$40.00	\$0.00																																							
✓	DOC SHIP 55343120	0	0	0	0	1	0	2	1	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00																																							
✓	DOC SHIP+ 55497147	10	0	1	2	0	1	0	2	0	1	0	0	0	17	\$86.00	\$86.00	\$0.00																																							
✓	DOC SHIP 55788039	0	0	0	0	0	0	3	0	1	0	0	0	0	4	\$20.00	\$20.00	\$0.00																																							
✓	DOC SHIP 55874063	0	0	2	0	1	1	1	1	1	0	0	0	0	6	\$30.00	\$30.00	\$0.00																																							
✓	DOC SHIP 56292185	0	0	0	1	1	0	1	1	1	0	0	0	0	4	\$20.00	\$20.00	\$0.00																																							
✓	DOC SHIP+ 58121763	1	0	1	0	0	2	0	0	0	0	2	0	0	6	\$32.00	\$32.00	\$0.00																																							
✓	DOC SHIP 60682969	0	0	1	0	1	1	1	1	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00																																							
✓	DOC SHIP 60680831	0	0	0	0	1	6	1	4	0	1	0	0	0	13	\$66.00	\$66.00	\$0.00																																							
Totals		30	0	12	15	0	10	8	19	0	0	0	0	0	118	\$598.00	\$598.00	\$0.00																																							

The girl view will show you the detail transactions for the girl as well as the troop link. Cookies purchased through the digital cookie platform will show up as a letter-number combination. The letters stand for the type of order and the number is the order number. The order number can be used to look up the transaction in digital cookie. Let's take a look at different types of digital cookie orders:

SHIP- Cookies ordered through digital cookie with direct ship from the baker to the customer. No changes need to be made to these orders. The quantity, flavor, total due, and paid columns will be automatically filled. The balance due for shipped orders should be \$0.00, since all information is imported into eBudde. No adjustments need to be made to these transactions.

DON- Cookies ordered through digital cookie for donation. The total quantity ordered will show in the gift of caring (GOC) column. Unless you request to donate cookies locally using GOC transactions, these cookies will be shipped at the end of the cookie season directly from the baker to the organization designated to receive donated cookies from USAGSO. The total due and paid columns are automatically filled and balance due should be \$0.00. No adjustments need to be made to these transactions.

DLVR- These cookies have been ordered through digital cookie with girl delivery as the delivery method. Only the total paid is imported into eBudde. Quantity and flavors are not imported into eBudde and the balance due will show a negative amount. A troop volunteer must manually add a transaction to include the quantity and flavors of cookies delivered. This only applies to in-person cookie selling communities.

INHAND- These cookies have been purchased using the digital cookie app at a cookie booth or similar location. Unlike girl delivery, customers receive their cookies at the time of purchase and delivery does not need to be arranged. These transactions show up in eBudde just like Girl Delivery (DLVD) transactions and volunteers must manually add the quantities and flavors into eBudde. This only applies to in-person cookie selling communities.

In addition to transactions imported from digital cookie, volunteers can add a transaction using the "Add Trans" button to record the quantity and flavors of cookies sold at booth sales. This only applies to in-person cookie selling communities.

Section III: eBudde Tutorials

eBudde™ app



A must-have for Girl Scout Cookie™ volunteers

The eBudde cookie management system offers calendar reminders, reports, training and much more — on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.

Quick tips to get you started:

- Download the eBudde app
- Once you've been added to the system, you will receive an email with a link and login information from do_not_reply@littlebrowniebakers.com
- Set up your troop — review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings
- Explore the dashboard on both the desktop and app versions, where you'll find messages, links to tools and resources you'll need throughout the season
- Visit the eBudde Help Center for any questions related to tech and training



Visual learner?

There's a video for that on the Little Brownie Bakers® YouTube channel! Check out this playlist for step-by-step eBudde training videos.



Watch videos!



Section IV: Digital Cookie



Overview

The digital cookie platform

Through the digital cookie platform, girls flex their entrepreneurial skills by setting up their own digital cookie website and selling to family and friends back home. In addition, troops and Communities can also create troop digital cookie website to accept credit card payments at cookie booths, offer customers a way to pay online and receive their cookies later, or purchase cookies that are shipped directly from the baker.

Let's look at how both girls and troops/communities can use the digital cookie platform to sell cookies.

Digital Cookie Girl Links- Shipping only (no inventory required) and Girl Delivery (inventory required)

Before digital cookie sales launch on **February 2**, families will receive a welcome email inviting them to login and help their daughter setup her digital cookie website. The digital cookie platform allows girls to set goals, play games, earn badges, and more!

This year Digital Cookie Girl Links within USAGSO will only allow customers to purchase cookies for :

Direct Ship— The baker will ship the cookies directly to the customer and girl delivery. This means no local inventory is required for digital cookie sales on girl links. Donated cookies purchased through a girl's digital cookie website will be shipped directly from the baker to a stateside non-profit organization. Communities selling cookies in-person may request to use digital donated cookie purchases towards inventory donated locally.

Girl Delivery only available for in-person cookie selling communities—Girl hand delivers cookies to customer. Cookies come from local OCMT inventory. Please note that at USAGSO, Digital Cookie Girl Delivery orders can **only** be delivered on U.S. military installations grounds in Asia, Europe, Guantanamo Bay, Bahrain, and Kwajalein and select embassy communities in Cairo, Tokyo, Lisbon, Frankfurt, North Athens, Madrid, Sarajevo, and Pristina, **except** for US Virgin Islands, Northern Mariana Islands.

Digital Cookie girl sites are designed to support individual girls in their entrepreneurial efforts. We encourage communities selling cookies in-person to also support their Girl Scouts in setting up their own digital cookie site to sell to family and friends outside of their community. This gives friends and relatives in the states a way to support their Girl Scout overseas!

In person selling communities—For every cookie sold on the digital cookie platform and shipped directly from the baker, your community will receive a \$1.60 credit to your final cookie invoice, and girls can earn digital cookie rewards.

Digital Cookie only communities—Eligible communities receive \$80 for every 50 boxes sold on digital cookie platform. See page 16 for details.

Section IV: Digital Cookie



Volunteer Registration/Login

1. Watch for your registration email from the Girl scout Cookie Program. You will receive your registration email before Digital cookie sales open in January, and before parents have access.
2. In the email is a “Register Now” button. Click the button.
3. Create a new password (if requested).
4. Use your new password to log in. Remember to use the same email address where you received your registration email.

Tips to access Digital Cookie

1. First make sure you have logged into eBudde as a cookie volunteer
2. Check your junk/spam/promotions inbox for your registration email.
3. Go to digitalcookie.girlscouts.org and click “Need help to log in”
4. Still having trouble? Contact overseascustomercare@girlscouts.org

Navigation

The Digital Cookie platform provides an intuitive interface for volunteers, parents, and girls. Additional digital cookie training can be found directly in the digital cookie platform. Let’s take a quick look at a couple key tabs in the digital cookie system.

TROOP TABS

Dashboard- As a volunteer you will have access to a handful of reports and graphs providing information on your cookie sale. These are available on your main dashboard.

Orders- View your troop cookie orders and issue refunds.

My Troop & My Troop Orders- View your girl and troop orders.

Virtual Booths- *This tab is not used by USAGSO.*

PARENT/GIRL TABS

Home- Here parents and girls can view snapshots of their sales, sales goals, access their cookie site link, and more!

Badges- View steps to earn cookie related pins and badges.

Learning- Here you can learn more about the program or access additional games and videos.

Site Setup- Girls and parents can click this tab to setup their cookie site.

Customers- View and email your customers.

Orders- Parents can view orders and mark orders as delivered. *Note: girls will have “girl delivery” turned OFF in their account.*

My Rewards- Girls can view rewards and select their rewards once they have been earned.

Section IV: Digital Cookie



About Troop Links

Troops and communities participating in in-person sales have the option to setup troop links in order to take credit card payments for booth sales. If your troop or service unit would like to use digital cookie to support your in-person sales, please submit [THIS FORM](#) telling council to turn ON girl delivery for your troop site. Activating Girl Delivery gives customers the option to order cookies for local pickup directly on your troop site. Please allow up to 3 business days for processing.

Approving Orders

To approve girl delivery orders in troop or community link, go to the “ORDERS” tab. Review each order and select “approve” if able to fulfill the order. If you are unable to fulfill the order, simply select “decline”. Approved orders will then move to “orders to deliver”. These orders can be reviewed and be sure to mark cookies as “delivered” once the cookies have been delivered or picked up by the customer.

Refunding Orders

Direct shipped order cannot be refunded. Only Girl Delivery orders can be refunded. To refund a Girl Delivery order in the troop or community link, click on the “ORDERS” tab. Search for the order by entering the order number, customer name, or customer email. Once you have found the order, click on the order number in green. When you have done that you can see the order. Click “Refund” and select full or partial refund. If offering a partial refund, select the flavor and quantities to be refunded. Then select the refund reason from the drop down box and make a note about why you are offering the refund. At that point the order will be refunded by digital cookie. Please note that it may take several weeks for the customer to see that refund reflected in their bank.



[My Account](#) [Log Out](#)

You are viewing as:

[Troop 1006 of Service Unit SU101](#) ▾

[Dashboard](#) [Orders](#) [My Troop Link](#) [My Troop Orders](#) [Virtual Booths](#) [Troopcheers](#)

Order #	<input type="text"/>	First Name	<input type="text" value="ros"/>	Girl First Name	<input type="text"/>	Council Name	<input type="text" value="Colorado"/>
Date Range	<input type="text"/> to <input type="text"/>	Last Name	<input type="text" value="ruiz"/>	Girl Last Name	<input type="text"/>	Council Code	<input type="text" value="512"/>
Order Status	<input type="text" value="Choose an option"/>	Phone	<input type="text"/>	GSUSA ID	<input type="text"/>	SU Name	<input type="text" value="UAT 16#8799500948001"/>
Payment Status	<input type="text" value="Choose an option"/>	Email	<input type="text"/>	Site URL	<input type="text"/>	SU ID	<input type="text" value="1016"/>
				Parent Email	<input type="text"/>	Troop #	<input type="text" value="12359"/>

Orders

<< search

Order Details		Customer Details	
Order Number:	05119734	Order Paid By:	Rosario Ruiz
Order Date:	11/3/2021 10:34 PM CDT	Email:	dctest512-82@girlscouts.org
Order Type:	Pick Up	Billing Phone:	792-057-2097
Order Status:	Processing	Billing Address:	Rosario Ruiz 1602 Kepner Dr Anchorage, Alaska 99504-2428
If Not Approved:	Cancel Order		
Payment Status:	Payment Captured Refund		
Delivery Status:	Not Picked up		
Baker Status:	Order Sent - 11/4/2021 12:30 AM CDT		
IO Status:	Removed - 11/4/2021 12:30 AM CDT		



Volunteer Action Plan
Resources at Glance

It's Cookie Time!



Thin Mints®



Trefoils®



Dos-si-dos®

Volunteer action plan



The first step to a successful Girl Scout Cookie Season is to plan for it. Use the space below to map out the

Primary Contacts

Key Dates

eBudde™ Sign-Up Info

Key Actions

Resources at a glance



All resources can be found at girlscouts.org/cookieresources

[About Girl Scout Cookies®](#)

[Troop Leader Resources](#)

[Cookie Business Badges](#)

[Cookie Entrepreneur Family Pin](#)

[Digital Cookie®](#)

Girl Scouts' safety guidelines

One of the most essential steps you can take to have a magical season is to review all safety guidelines with troop members and their caregivers.

- Practical Tips for Parents
- Safety Tips for Product Sales
- Volunteer Essentials and Safety Activity Checkpoints

For more information visit: girlscouts.org/cookieresources



Found at LittleBrownie.com

Digital Marketing Basics

FAQs and Nutrition Information

Girl Scouts® Cookie Captains and Cookie Rookies

Social Media Tools and Graphics

Own Your Magic Resources

Resources for Girl Scouts to Grow Their Cookie Businesses

Need Inspiration?

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

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