

2023-2024 Girl Scout Cookie Program®

# OCMT Cookie Manager Manual



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

# Table of Contents



## **Section I: USAGSO Cookie Basics**

Cookie Theme  
Cookie Calendar 2023-2014  
About the Girl Scout Cookie Program  
Eligibility & Ways to Participate  
What's New 2024  
Meet the Cookies  
Skills Development & Badges for Girls  
Rewards  
Cookie Merchandise Shop & Cookie Rally  
Additional Resources & Trainings

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

OCMT Role  
Cookie Manager Role  
Planning for the Cookie Sale & Ways to Sell  
Proceeds & Finances  
Cookies Do's & Don'ts  
About your Cookie Order  
Bulk Cookie Mailings  
Cookie Pickup  
Digital Cookie Donations  
Final Invoice & Cookie Season Wrap-up

## **Section III: eBudde Tutorials**

eBudde Login  
Overview  
Placing your Order  
Documenting Damages & Missing Cookies  
Moving Cookie Inventory to the Troops  
Adding/Moving Girls  
Adding Troop Volunteers  
Viewing Sales in eBudde- the Girl Orders Tab  
Tracking Booth Sales  
Tracking DLVR Transactions on Troop/SU Links  
Digital Cookie Donations

## **Section IV: Digital Cookie Tutorials**

Overview  
Volunteer Registration/Login  
Navigation  
About Troop Links  
Digital Cookie Girl Rewards Order

## **Appendix**

Girl Permission Form  
Troop Cookie Training Outline  
Cookie Distribution Agreement  
ACH Enrollment Forms  
Helpful Information  
Volunteer Action Plan  
Resources at Glance



# 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.



Explore the site and share the link with your troop!





## 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 in-person or Digital Cookie program, AND, receive \$0.10 cents per box to be credited towards the community's cookie account.



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. 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.



### Cookie varieties

#### Core: \$6 per package

-   Thin Mints®
-   Samoas®
-   Tagalongs®
-   Trefoils®
-   Do-si-dos®
-   Lemon-Ups®
-   Adventurefuls®

#### Specialty: \$6 per package

-   Girl Scout S'mores®
-   Toffee-tastic®

# 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](https://girlscouts.org)!

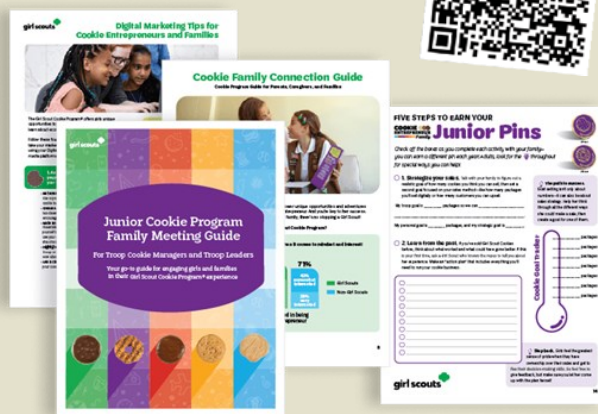


### Getting families involved

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](#)



# Section I: Cookie Basics

## REWARDS












This year, OCMTs have the option to opt out of girl rewards at a Service Unit/Overseas Committee level only to receive \$0.10 per box credit towards the community's cookie account. If SU/OC 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.

### 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.

 <b>USAGSO Cookie Program Participation Patch</b> 1 per Girl	 <b>Cookie Techie Patch</b> 10+ Digital Cookie packages	 <b>Axolotl Action Patch</b> 25+ packages <small>Arm rotates</small>	 <b>Lanyard</b> 50+ packages <small>Includes phone case ring insert</small>	 <b>DIY Playing Card Set</b> With double stamp marker 100+ packages
 <b>Axolotl Socks</b> 150+ packages	 <b>Collapsible Camp Cup</b> 225+ packages <small>Measuring marks inside</small> <small>English Spanish</small>	 <b>Axolotl Pillow</b> 300+ packages	 <b>Crossbody Bag</b> 400+ packages <small>Zipper and card pockets</small>	

### 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! 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.

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
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------	--------------------------

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 Digital Cookie Level 7 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.**

# Section I: Cookie Basics

## COOKIE PATCHES SHOP & COOKIE RALLY



### Cookie Patches 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](https://girlscoutcookies.org/troopleaders)

**Cookie Badges:** [girlscouts.org/cookiebadges](https://girlscouts.org/cookiebadges)

**Cookie Entrepreneur Family Pin:** [girlscoutcookies.org/entrepreneurfamily](https://girlscoutcookies.org/entrepreneurfamily)

**Cookie History, FAQs and Nutrition Information:** [LittleBrownie.com](https://LittleBrownie.com)

**Cookie Program Family Meeting Guides:** [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

**Digital Cookie®:** [girlscouts.org/digitalcookie](https://girlscouts.org/digitalcookie)

**Digital Marketing Tips for Cookie Entrepreneurs:** [girlscoutcookies.org/digitalmarketingtips](https://girlscoutcookies.org/digitalmarketingtips)

**eBudde™ App:** [LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

**Girl Scouts® Built by Me Planner:** [LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

**Goal-Setting Activities & Tips:** [girlscouts.org](https://girlscouts.org) & [LittleBrownie.com](https://LittleBrownie.com)

**In-Person Cookie Sales Guide & Other Resources:** [LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

**Safety Resources:** [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

**Social Media Tools and Graphics:** [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders) & [LittleBrownie.com/social-resources](https://LittleBrownie.com/social-resources)

**Virtual Cookie Booth Guide:** [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

**Virtual Cookie Sales Tools:** [LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

**Volunteer Essentials:** [www.usagso.org](https://www.usagso.org)

**Cookie Family Connection Guide:** [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

**Little Brownie Bakers® Family Guide:** [LittleBrownie.com/families](https://LittleBrownie.com/families)





# OCMT & COOKIES

Every member of the OCMT plays an important role in the Girl Scout Cookie Program. Let's look at the main responsibilities of the OCMT and list a few ways each OCMT member can help make this cookie season a success!

## **OCMT Primary Responsibilities**

- Places Cookie Order in eBudde by **October 23, 2023**
- Provides for a safe and enriching program
- Accounts for all proceeds and unsold cookies
- Provides updates of the Cookie Sale progress to USAGSO
- Remits final payment to USAGSO by April 15, 2023

## **USAGSO Primary Responsibilities**

- Contracts with bakery and orders cookies
- Monitors shipments and deliveries
- Pays baker and shipper
- Provides bonding and liability insurance

## **Overseas Committee Chair**

The Overseas Committee Chair, or OCC, works closely with the Cookie Manager and OCMT to make sure Cookie Program related events and tasks are completed. If a volunteer role is vacant, such as the Cookie Manager position, the OCC is responsible for ensuring those tasks are complete.

## **Key Tasks:**

- Appoint a Cookie Manager to the OCMT & ensure the volunteer is registered and trained.
- Help the Cookie Manager form the Cookie Program Plan and identify who will complete each task.
- Make sure your community cookie order is placed in eBudde by **October 23, 2023**. Work with
- cookie Manager and OCMT to determine order size and obtain local approvals (if needed) prior to order.
- Keep in contact with the Cookie Manager to ensure pick up and sales run smoothly
- Review the final invoice with your Cookie Manager and treasurer before initiating or receiving payment.



## Secretary

The Secretary helps the Cookie Manager and OCMT obtain required approvals for cookie sales and may be responsible for a variety of other tasks such as communicating with girls, families, and the community about the program.

### Key Tasks:

- Review the Cookie Program Plan with the OCMT.
- Submit required paperwork and obtain approval to sell cookies before the initial cookie order due date—October 23, 2023—and obtain approval for booth sales locations.

## Treasurer

The Treasurer helps track cookie proceeds, payments, and appropriately allocates funds for troop use. The treasurer is also responsible for making sure volunteers and girls spend cookie proceeds appropriately.

### Key Tasks:

- Review the Cookie Program Plan with the OCMT and confirm how the OCMT will split the cookie profit.
- Pay cookie related expenses and deposit cookie proceeds throughout the year.
- Review the final invoice and initiate payout or submit banking information to receive funds.

## Other OCMT Members

There are many other ways OCMT members can support the Cookie Program and we encourage you to get all members of your team involved! Here are some additional ways your OCMT can make this Cookie Program our best yet:

- **Register!** Make sure all girls and parent volunteers are registered. All adults at booth sales must be registered members.
- **Plan a community Cookie Rally!** Have your event coordinator plan an amazing Cookie Rally event to inform and excite girls about the cookie season.
- **Publicize the program!** Your PR or communications lead on the OCMT can blast the news on all local channels to make sure everyone knows it's cookie time.
- **Make it Girl-led!** Remind your troop leaders and volunteers that this is a girl-led program. Encourage girls to be a part of the program—from cookie pickup to cookie cleanup.

# 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.

Let's look at how your responsibilities fall throughout the Girl Scout year, and then explore some of these in more detail.

## Cookie Manager Timeline

### September-October

- Complete the USAGSO Cookie Program trainings in gsLearn.
- Register in gsLearn & attend an OCMT exclusive Cookie Bite Workshop
- With OCC, create a Cookie Program Plan and recommended order.
- Present the Cookie Program Plan and cookie order to OCMT for approval.
- Obtain local approval for cookie sales, if required.
- Place the cookie order in eBudde by **October 23, 2023** (Europe & Asia communities only).
- Order extra girl reward items in the online Cookie Patches Shop, register your community for the USAGSO Virtual Cookie Rally & order a community Cookie Rally Kit by **October 31, 2023**.

### November-December

- Register in gsLearn & attend the all-volunteer monthly Cookie Bite Workshops.
- Work with Registrar and troop leaders to ensure community rosters are accurate and all parent volunteers are registered.
- Obtain approvals for booth sale locations and create a schedule and signup for troops and/or girls.
- Plan & hold Troop Cookie Coordinator trainings to share your Cookie Program Plan & important processes. Be sure to provide girl permission forms and collect/store prior to in-person sales.
- With OCMT Event Coordinator or similar volunteer, plan a Community Cookie Rally for January.

### January

- With OCC, complete AAFES Cookie Distribution Agreement by **January 9, 2023** (optional for Europe)
- Accept delivery of cookies, verify delivery numbers, and move cookies to clean, dry storage area.
- Record and submit damaged cases/boxes or shortages through eBudde within 10 days of delivery and transfer cookies to troops in eBudde.
- Prepare inventory control sheet for troop or booth pick-up.
- Attend the USAGSO Virtual Cookie Rally & then host your own Community Cookie Rally!

### February-March

- Digital Cookie and In-person sales launch **February 2, 2024!**
- Maintain contact with cookie volunteers & continuously account for cookies and proceeds. Coordinate with Treasurer to deposit cash as needed throughout the sales.
- All cookie sales close **March 17, 2024!**
- Decide how much remaining inventory will be donated locally using digital cookie donations and notify USAGSO AND submit girl rewards order n eBudde by **March 24**.

### April-May

- Receive final cookie invoice by **April 5**. Make sure Treasurer pays balance due or provides bank information to receive funds.
- With Treasurer, distribute/allocate money to troops.
- Thank your volunteers.
- Receive & distribute girl rewards.
- CELEBRATE!

## **Your Cookie Team**

The Cookie Manager works with a team of volunteers to make the cookie season run successfully. Let's look at each volunteer role that plays a key part in cookies.

### **Troop Cookie Coordinator**

Troop Cookie Coordinators are adult members who volunteer to support a troop with the cookie program. They work closely with the Troop Leaders and parents to share information and learn what they can about cookies. While this role is optional, we encourage Troop Leaders to find a Troop Cookie Coordinator who can take on the extra roles and responsibilities of the cookie program at a troop level. Troop Cookie Coordinators are your main point of contact in the troop when it comes to the logistics of the cookie program. Volunteers can become a troop cookie coordinator by completing this [online commitment form](#).

### **Troop Leaders**

If no Troop Cookie Coordinator is assigned to a troop, the troop leaders will serve as the main points of contact for during the cookie program. Troop leaders and Troop Cookie coordinators receive the same cookie training and information from USAGSO, and have access to the same systems, such as eBudde, to support girls and their troop during the cookie season. When sending information and communications, or holding training for troop volunteers, be sure to include all troop leaders and troop cookie coordinators.

### **Overseas Committee Chair (OCC)**

The OCC manages the entire OCMT and is responsible for making sure you have the local tools and resources you need to succeed. Your OCC is your partner during the year. From planning in the fall to wrap up in the spring, work closely with your OCC.

### **Overseas Committee Management Team**

The OCMT is responsible for approving your cookie plan and supporting the overall cookie program on a community level. From financial planning and obtaining local approvals to publicity and cookie rallies, reach out and ask your fellow OCMT members to help elevate cookies.

### **Community Volunteers & Parents**

The Cookie season is a great time to get additional volunteers involved in Girl Scouting. The volunteers can help in various ways during the cookie season, such as monitoring cookie booths, helping at the cookie delivery, running an activity at your cookie rally, and more. Think of ways you can plug in community volunteers to get them involved with the cookie program.

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

### PLANNING FOR THE COOKIE SALE



#### What is a Cookie Program Plan?

The Cookie Program plan defines responsibilities and establishes timelines and procedures for the cookie season. As the Cookie Manager, you are responsible for developing a plan to account for and protect all cookies and money that are entrusted to you for safekeeping. This plan **MUST** be approved by the OCMT before cookies arrive.

Consider each of the following as you develop your Cookie Program Plan.

- How will your community sell cookies in-person? Will you use the digital cookie platform to support cookie sales?
- How many layers and flavors of cookies will you order? Make sure to request permission to conduct the sale from your Commanders according to the regulations of the appropriate service (if applicable) **before placing your cookie order on October 23.**
- How will the OCMT and Troops split cookie proceeds? How much will go directly to the troop and how much will go to support OCMT or community wide functions?
- Will there be a community wide Cookie Rally? If so, who will plan this and where will it take place?
- Will your community order additional reward items from the Cookie Patches online shop? (*orders must be placed by October 31*)
- What are your policies and procedures for money accountabilities at the Troop and OCMT level? Ensure that policies are in effect for the handling of cookie money to include collection from all parties and stress the importance of paper trail for accountability. A paper trail using a cookie receipt book for distribution of cookies, distribution of petty cash, receiving of money, and the receiving of unsold cookies is the best method for accountability!
- Where will **girls** sell the cookies? Obtain permission to sell in public areas such as PX/BX, libraries, banks, etc. Non-military communities must apply for permission to sell cookies at local business locations.
- Who will assist with cookie delivery? Counting mass quantities of cookies can be time consuming, so having several individuals assisting will ensure an accurate count for submission to USAGSO **within 10 days of delivery.**
- When and where will cookies be stored? The storage unit must be cool, dry, clean, rodent-free, and lockable.
- How will the Troops get cookies? How will you fairly determine the number of times groups can sell cookies?
- How will the Cookie Manager ensure a signed permission form for each girl participating has been received?
- What type of plan will the OCMT use to sell slow-moving cookies? Do you plan to use digital cookie donations to donate locally?
- What date will the Cookie Manager conduct training for the Troop Cookie Coordinators and Troop Leaders? How will you communicate with troop volunteers and parents throughout the cookie season?



## Ways to Participate in the Girl Scout Cookie Program

Ready to help your Girl Scout get the most out of cookie season? No matter how they take part in the Girl Scout Cookie Program,<sup>®</sup> they'll grow their people skills, learn to set goals, make smart decisions, and so much more. Talk with them about which options they're excited to explore this year!



### Text or Call Friends and Family

Is this your Girl Scout's first time running their own cookie business? Texting or calling friends and family is a great way to help them feel comfortable connecting with cookie customers. If your Girl Scout has a busy schedule, this is a flexible option.

### Digital Cookie<sup>®</sup>

Girls create a customized webpage and send the link to family and friends asking them to buy Girl Scout Cookies. Customers purchase cookies through the webpage, and they are shipped directly to their home (US, APO, FPO and DPO address only). Shipping and handling charges apply. Orders appear automatically in eBudde and girls can track their progress and send follow up messages.

### Door-to-Door Deliveries

Going door-to-door is a great way for your Girl Scout to perfect their sales pitch! Get out in your community and sell in your own neighborhood. Use door hangers and business cards for customers who aren't home. They'll also grow their people skills by meeting new neighbors (with the necessary adult supervision, of course).

### Cookie Stands

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

### Cookie Booths


Cookie Booths are a great way to interact with new customers, develop teamwork, and have fun. Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, mall, bank, or even a drive-through booth in a parking lot) where they can practice their business skills with new customers.

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

### Connect With Your Community

The possibilities are endless! Girl Scouts team up with their parents/caregivers to sell cookies to their employees and coworkers, at places of worship, and at community groups. From preparing a corporate pitch to selling cookies in bulk to car dealerships, real estate agents, or financial institutions, there are so many ways to grow your cookie business.

Participating in the cookie program helps power Girl Scouts' adventures throughout the year. It's also a fun way to learn important skills for future careers and in life including goal setting, decision making, money management, people skills, and business ethics.

 Ways available only in the USVI, Saipan, and Pago Pago communities.

# 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, a 'Reminder Booths now open!' post, a 'Happy Women's Entrepreneurship Day!' post, a QR code, and social media icons for Facebook, Twitter, Instagram, and Pinterest.

## 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](#)

# Market their business in person



## Share the magic, face-to-face

If your troop is planning in-person cookie events, there are lots of ways they can creatively rise to the occasion!

- **In the Neighborhood:** Girl Scouts can stay local and ask their neighbors to buy cookies using their cookie order card. (Only in the USVI, Saipan and Pago Pago)
- **Cookie Stands:** Entrepreneurs can set up shop in front of a residence or private property and market their cookies to customers who live nearby. (Only in the USVI, Saipan and Pago Pago)
- **Cookie Booths:** Preapproved locations like, PX, NEX, Commissary, grocery stores, banks, malls or even parking lots are great places to set up a booth and connect with cookie lovers\*.

\*Cookie booths must be coordinated by Troop Cookie Managers, may only happen at approved locations and must be legally open to, accessible, and safe for all girls and potential customers. For more details, visit [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders).

## Cookie menu lanyard

On-the-go Girl Scouts will love these handy Girl Scout Cookie™ menus!

They fit easily into plastic holders on lanyards so they're protected from all types of weather. Entrepreneurs can wear them at booths and encourage customers to scan their QR code to go to Digital Cookie®. It's especially handy if booth inventory in a certain variety is running low!

Girl Scouts can also pop them into their backpacks for customers to scan anytime.

Lanyard inserts can be personalized with marketing messages and cookie prices.



Found at [LittleBrownie.com](https://LittleBrownie.com)

Only need one printed insert per Girl Scout!





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



### PROCEEDS AND FINANCES

The Girl Scout cookie program gives troops and girls the opportunity to earn money while strengthening their entrepreneurial skills. OCMT's eligible to sell cookies in-person receive **\$1.60 for each box of cookies sold**. This is the same for in-person and digital cookie sales. The remainder of the cookie sale goes to pay the baker, distribution agent, digital cookie platform fees, leadership development for girls and adults, and girl rewards and recognitions.

Each OCMT decides how to split the OCMT profit (\$1.60 per box) between the OCMT and troops. Make sure to include this amount in your Cookie Program Plans. USAGSO recommends that the troops receive the greater portion of the split.



Traditional Cookies \$6/box		
\$1.60	OCMT & Troop Profit	26%
\$1.11	Baker	19%
\$0.11	Distribution Agents (AAFES & Bob Lynch)	2%
\$0.10	Girl Rewards	2%
\$3.08	Leadership development for girls & adults	51%

Specialty Cookies \$6/box		
\$1.60	OCMT & Troop Profit	27%
\$2.09	Baker	35%
\$0.21	Distribution Agents (AAFES & Bob Lynch)	3%
\$0.10	Girl Rewards	2%
\$2.00	Leadership development for girls & adults	33%

Digital Cookie Traditional Cookies \$6/box		
\$1.60	OCMT & Troop Profit	26%
\$1.11	Baker	19%
\$0.30	Credit Card Transaction Fees	5%
\$0.10	Girl Rewards	2%
\$2.89	Leadership development for girls & adults	48%

Digital Cookie Specialty Cookies \$6/box		
\$1.60	OCMT & Troop Profit	27%
\$2.09	Baker	35%
\$0.30	Credit Card Transaction Fees	5%
\$0.10	Girl Rewards	2%
\$1.91	Leadership development for girls & adults	32%

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

### PROCEEDS AND FINANCES



#### Your Community Cookie Account

USAGSO will create a cookie account for your Girl Scout community after your initial cookie order is placed in October. Throughout the cookie season, we will add charges and credits to your account, and provide you with an account snapshot. A final invoice will be sent at the close of the cookie season, and payments to USAGSO or money owed to you should be sent by April 15. Let's look at the charges and credits that can be incurred on your account.

#### Cookie Order- Charge

Cookies ordered through eBudde and shipped to your community, less damaged cookies reported on the eBudde system within 10 days of delivery, will be charged to your community and must be paid out at the end of the cookie season. The charge is \$4.40 for each traditional and specialty box of cookie. The amount charged to your community is the cost of the box \$6 minus your OCMT profit of \$1.60. This charge will be added to your account after your initial cookie order.

#### Cookie Rally Registrations/Kits & Cookie Patches Shop- Charge

Your community will have the option to charge cookie rally bulk registration and kits (\$8 per girl) and additional cookie patches purchases to your community cookie account. If you select the option to pay at the end of the cookie season, these expenses will be added as a charge to your cookie account.

#### Missing/Damaged Cookies - Credit

Damaged or missing cookies that are properly reported following the instructions in this guide will show as a credit on your account.

#### Digital Cookie Orders- Credit

Your community will receive a **\$1.60 credit** for every box of cookies purchased through the digital cookie platform with direct shipping from the baker. This credit will be added to your community's cookie account at the end of the cookie season.

For every box of cookies purchased through the digital cookie platform that comes from your local inventory (i.e. girl delivery or in-hand purchases on a troop digital cookie link, or digital cookie donations coming from inventory), your community will instead receive a credit for the full amount of the cookies which is **\$6** per box, depending on the type of cookie. This credit will be added to your community's cookie account at the end of the cookie season.

#### Final Cookie Invoice Timeline

Your community will receive a final cookie invoice after the cookie sales end. We estimate invoices will be sent to community by **April 5**. This final invoice will include all the charges and credits on your cookie account through the end of the cookie season. We ask that you review this invoice and contact us immediately with any questions. See page 35 for more information about your final cookie invoice and payment.

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

### COOKIE DO'S & DON'TS



1. Overseas Committees **do not take pre-orders or make “cookie reservations”** (like our Girl Scout sisters in the US). Because communities do not order the same number of each type of cookie, girls cannot guarantee that pre-orders or “cookie reservations” will be filled. This allows girls to participate in the popular overseas method of selling at booth sales. (Does not apply to USVI, N. Mariana Islands, and American Samoa.)
2. Door to door sales is forbidden on US Military Installations. Take time to learn the local rules and regulations for fundraising within your community and follow that guidance closely. Communities **MUST** abide by all local rules and regulations.
3. **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.
4. 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.
5. Read and discuss the Safety Activity Checkpoints (Cookie and Product Sales), and Volunteer Essentials.
6. Accountability for monies and cookies is an important part of the Cookie Program. Cookie Managers ensure that policies are in effect for the handling of cookie monies to include collection from all parties including Cookie Coordinators. Cookie Managers must stress the importance of a **Paper Trail** for accountability during the Cookie Program. A **Paper Trail** means using the cookie receipt book for distribution of cookies, receiving of money, and receiving of unsold cookies.
7. For more Do's and Don'ts check the Cookies web page [www.usagso.org](http://www.usagso.org).

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

### ABOUT YOUR COOKIE ORDER



## PLACING YOUR COOKIE ORDER

Communities in Asia and Europe must place their cookie order in eBudde, our online cookie system, **no later than October 23**. The US Virgin Islands cookie order deadline is **December 8, 2023**. See page 41 for step-by-step instructions to place your order in eBudde.

### Financial agreement

When the Cookie Order is submitted, the order becomes a binding Financial Agreement between the OCMT and USAGSO. All OCMTs will be billed for the number of cookies they have ordered following delivery minus any damage that is reported on the eBudde system – if submitted within 10 days of delivery of the cookies. The OCMT is financially responsible to pay any amount owed in the final cookie invoice sent to the OCC, cookie manager, and treasurer official usagso emails.

### How to determine the cookie order

The Overseas Committee Chair (OCC) together with the Cookie Program Manager and OCMT will decide how many cookies to order. Some facts that may impact this decision are:

- **Membership:** Will you have more or less girls than last year? How will this impact the sale?
- **Population:** Will people have come in or moved away since last year's sale? Will there be large deployments during the sale period?
- **Prior Year Sales:** How many cookies did you sell per girl member in the previous year? (Subtract what you had left from the number of packages you ordered and divide by the number of girls selling.)
- **Overseas Committee Needs:** What program activities or events have girls planned to do? Will the OC budget financial assistance for members to attend USAGSO events? Is the OC hosting a large program? What will the cookie money be used for?
- **Extras:** How many boxes will the OC need for public relations, sampling, thank you's and Cookie Program Rally?
- **Other:** Review the USAGSO Rewards program that applies to your location as well as the USAGSO Recommended Cookie Order.

One case of cookies contains **12 individual boxes**. Many Overseas Committees figure the number of cases to order by determining how many boxes each girl could potentially sell. Regardless of how the Overseas Committee figures its cookie total, the OCMT must order full cases of cookies, by full layers and/or full pallets.

If you are a small community, you may not be able to sell complete layers or pallets of cookies. Thus, smaller communities will be part of a depot at a larger community.

Overseas Committee Depot	Overseas Committee served by Depot
Ramstein	Kaiserslautern
Rota	Lisbon
Vicenza	Camp Darby
Alconbury	Midlands
Anglia	Hillingdon
Camp Foster	Kinser
Yokota	Tokyo
Wiesbaden	Frankfurt

Cookie Managers who are served by a depot should contact that Cookie Program Manager or Overseas Committee Chair **early in the cookie planning** if less than a full layer of a type of cookie is desired. OCs acting as a Depot or OCs who are part of a Depot can share a layer **when the sharing has been agreed upon by both parties before the orders are placed**. Contact the depot Cookie Manager or OCC to share a layer of cookies with them. *Email account default* OCC: [communitynamegirlscouts@usagso.org](mailto:communitynamegirlscouts@usagso.org), Cookie Manager: [communitynamecookiemanager@usagso.org](mailto:communitynamecookiemanager@usagso.org)

If you are close to another OC but not part of a “Depot” set-up, you can still split layers. This arrangement must be coordinated between OCMT’s, with one community ordering the entire layer and then transferring cases to the other community. If you have pre-arranged to share a layer of cookies, you must notify USAGSO office via email at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org) and provide the name of the community you are sharing with and the quantities sharing.

**All cookies must be ordered in full pallets or complete layers. A layer of cookies cannot contain more than one type of cookie** (i.e. if a layer is comprised of 16 cases of Trefoils, then you must order 16 cases of Trefoils only). **Full layers are required in order to ensure safe shipment of the cookies**. Listed below are the numbers of cases that make a layer for each type of cookie. Use this when completing your order. Quantities for ordering **complete layers or pallets** by variety are:

Cookie Type	# cases in layers	# layers on a pallet	# cases on a pallet
LEMON UPS	21	8	168
TREFOILS	16	10	160
DO-SI-DOS	20	10	200
SAMOAS	15	12	180
TAGALONGS	16	10	160
THIN MINTS	20	10	200
S'MORES	15	10	150
TOFFEE-TASTIC	17	12	204
ADVENTUREFULS	16	10	160

Please note: An OCMT **is not required** to order all nine varieties of cookies.

All orders will be verified for compliance with the full layer/full pallet requirement. If a discrepancy is found, the OCC will be contacted to provide a correction **immediately**. Any OCC who does not respond to the request for a correction by the given deadline will have their order reviewed by the USAGSO Product Program Manager and be **increased** to meet the complete layer requirement.

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

### BULK COOKIE MAILINGS



Each community will receive items from Little Brownie Baker and USAGSO throughout the cookie season. Below are the primary mailings from the baker and estimated arrival date for each. Items will be shipped to the OCMT community mailing address we have on file. Submit [THIS FORM](#) to update your community's bulk mailing address at any point in the cookie season. Please note- arrival dates are subject to change.

#### **Community Cookie Materials – mid-November**

These cookie materials will be sent from our baker stateside to your overseas community. Below are some of the items that may be included in this mailing.

- Custom Order Cards (1 per girl, 1 per OC)
- Money Envelopes (1 per girl, 3 per troop)
- Jumbo Envelopes to place all forms in to give to the Cookie Coordinators at training (1 per Troop, 4 per OC)
- Receipt Books (1 per girl, 3 per Troop)
- A sampler of 8 boxes of cookies (1 per OC)
- A box of Samoas cookies (1 per Troop)

*\*Want to save paper? [Submit this form](#) by **October 31** to opt out of receiving these printed materials.*

#### **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: Communities Eligible for In-Person & Digital Cookie Sales

### COOKIE PICK UP



### **Pickup- If the entire delivery is for one Overseas Committee**

1. First, the OCC and Cookie Manager receive expected date of delivery and tracking number from USAGSO, provided by the baker and shipping agent, (AAFES Distribution Center for Europe, Asia and NMI locations. Bob Lynch for the USVI locations). For Europe, Asia and NMI locations, local AAFES will contact the OCC and/or Cookie Manager to confirm the exact date of arrival and coordinate pick up. Bob Lynch will do the same for the USVI locations. If you are unable to get a hold of your local AAFES point of contact, **please contact your Membership Manager** for additional support.
2. Notify volunteers who are helping with counting as soon as there is a confirmed cookie delivery date, including place, date and time.
3. Count cookies received. Record any damaged cases/boxes or shortages IMMEDIATELY following the instructions below.
4. Ensure the safe, secure storage of all cookies received.
5. Troops and girls receive cookies based on the Community Cookie Program Plan. **Sales start February 2, 2024, and end March 17, 2024.** If the community cannot sell their cookies during the established period, the OCC or Cookie Manager must contact the USAGSO Product Program Manager to request alternate sales dates via email at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org). Additionally, the OCMT must request and receive approval for alternate sales dates from their local approving authority for sales within their community. Alternate sales dates will be authorized only if agreed upon by both USAGSO and the OCMT.

**NOTE:** If you wish to give cookies to another community or receive cookies from another community, USAGSO Product Program Manager must be notified **BEFORE** the transaction takes place via email at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org). This transaction needs to be entered in eBudde after transaction takes place.

## How to Record Damages/Shortages

1. Record any damaged cases/boxes or shortages on the shipping agent Delivery Sheet **before** you sign it and obtain a copy for your records. If the delivery person does not have a Delivery Sheet, clearly annotate the number of damaged cases/boxes or shortages on paper in lieu of the Delivery Sheet and have the Shipping Agent attendant sign it.
2. Send a copy of the signed delivery sheet or signed annotation of damages/shortages by email to [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org). Subject line: *Community Name – Shipping Agent Delivery Sheet*.
3. Record the number of damaged/missing cases/boxes in the eBudde system. See the eBudde section of this manual for step-by-step instructions. You must submit this information **within 10 days after the OC has signed for the cookies**. *If this is received by USAGSO within 10 days of delivery, your Overseas Committee will not be billed for damaged/missing cookies.* Otherwise, your community will be billed for the number of cases that were ordered in eBudde, regardless of the condition of boxes. It is recommended that the OCC follow up with the Cookie Manager to ensure the damaged and or missing cases and boxes have been recorded and submitted in the eBudde system.
4. The number of damaged or missing boxes should be reduced evenly across the troops and/or girls. This ensures that not just one troop or girl is affected.
5. Damaged boxes/cases should not be sold and do not need to be returned to the baker or USAGSO. If damaged cookies are unopened, are not stale, and there is no evidence of exposure to animals, you may use them for sample bites (cookies broken into small bites), snacks at meetings, day camp and community events.

## Europe: If the Overseas Committee is acting as a Cookie Depot

Typically, larger communities will serve as a Cookie Depot for smaller communities. In some situations, a small community may act as a Cookie Depot for a cluster of small communities. The consolidated cookie total will be forwarded, via email, by the USAGSO Product Program Manager to the community acting as a depot for use when cookies are received.

1. Notify the volunteers from each OC as soon as there is a confirmed cookie delivery date, including location, date, and time of delivery. Notify each Cookie Manager served by your depot of the delivery and schedule a date, time, and location for each community to pick up their cookies.
2. Count all cookies received. Please refer to “how to record damages/shortages” above, which details the procedure used when shortages or damages occur.
3. Cookies are to be distributed to each community based upon the consolidated Depot cookie order provided by USAGSO. (Remember – each community is financially responsible for the number of cookies ordered within their community jurisdiction.) The only time these numbers should change is if there were damaged cases/boxes or shortages received by the depot at delivery time.
4. If there is damage, the number of overall cookies to distribute is reduced; the Depot distributes damaged cases/boxes evenly across the communities receiving cookies from that depot, with each community receiving a reduced number of cookies so that no single community is affected more than others.
5. Record the number of cases distributed to each receiving community on a Cookie Receipt from the Cookie Receipt books received from Little Brownie Bakers. Have the receiving community verify and sign for their cookie order. The Depot retains the original receipt and provides a legible copy to the community upon receipt of the cookie order. This receipt serves as documentation of the transferred cookies.

**NOTE:** If you wish to give/transfer cookies to another community or receive cookies from another community, the USAGSO Product Program Manager must be notified **BEFORE** the transaction takes place via email at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org). This transaction needs to be entered in eBudde after transaction takes place.



## If the community picks up cookies from a Cookie Depot

1. The community receiving cookies from a Cookie Depot should provide a contact name and telephone number so when cookies arrive there is no delay in notification regarding pick up. Communities must make their own transportation arrangements to pick up and transport their cookies to their storage facility.
2. The community receiving cookies from a Cookie Depot will be notified by the Cookie Depot and work together to find an agreed upon date, time and location will be scheduled for pick up. The receiving community will arrive at the Cookie Depot with sufficient transportation to transport the entire cookie order, slated for pickup.
3. The community receiving cookies from a Cookie Depot will verify the number of cases with their Cookie Order Confirmation; discrepancies can occur due to shortages or damages received by the Cookie Depot Please refer to “how to record damages/shortages” above, which details the procedure used when shortages or damages occur.
4. The Cookie Depot will prepare a Cookie Receipt detailing the number of cases by type of cookie and a total case count. The receiving community will count and sign for the cookies being received. The Depot will retain the original Cookie Receipt for their records and provide a legible copy to the receiving community for their records. This receipt serves as documentation of the cookies transferred and will be used if there are discrepancies in the number of cases annotated on the eBudde system.

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

### DIGITAL COOKIE DONATIONS



Girl Scouts make the world a better place- and one way we give back is by donating cookies to local organizations and deployed troops to show our gratitude and support for their services. While communities and troops can continue to give customers an option to purchase boxes for donation at booth or in-person sales, the digital cookie platform now gives customers the opportunity to purchase cookies for donation online. Cookies purchased for donation on the digital cookie platform are also referred to as the gift of caring. These cookie donations are \$6 and cover the cost of a traditional box of cookies.

#### **Where do digital cookie donations go?**

Cookies purchased for donation through Digital Cookie will be shipped at the end of the cookie season directly from the baker to the **Soldiers' Angels**. Visit [www.SoldiersAngels.org](http://www.SoldiersAngels.org) to find out more about the Soldiers' Angels organization.

#### **Can I use digital cookie donations to donate our cookies locally?**

Yes! Communities that wish to use all or a portion of their online digital cookie donations to cover the cost of boxes donated locally, to an organization or unit of your choosing, must submit [THIS ONLINE REQUEST FORM](#) before March 24 to use donated cookies for local donation. USAGSO will then verify your request, adjust your eBudde inventory accordingly, and credit your community cookie account **\$6 per box** of cookies donated using your local inventory. We ask that communities and volunteers NOT adjust donated cookie inventory in eBudde - this will be done by USAGSO.

#### **Does it matter what flavor we donate locally?**

Your community will only receive \$6 per box of cookies that you donate locally using digital cookie donations. This will cover the full cost of any flavor. However, it is up to your community which cookie flavors you decide to donate. USAGSO recommends that you wait until the end of the cookie season to see what flavors you have remaining.

#### **Where can I donate cookies?**

Cookies can be donated to local charities, first line workers in your community, or sent downrange to our deployed soldiers. Always check with the community commander regarding any regulations that might prohibit donations.

#### **Tips for donating cookies in your community**

- Volunteers delivering donated cookies must contact the receiving organization beforehand to confirm they are ready and willing to accept the donation.
- If taking photos of delivery - USAGSO would like to share on social media and our website and showcase Girl Scouts efforts overseas., Ensure subjects of the photos know they will be showcased on our public platforms and agree to it before sharing the photos with us.
- When delivering cookies and posing for photos, have the subject in identifying uniform if possible (i.e., Girl Scout t-shirts/uniforms, Commissary employee behind the cash register, etc.).
- Girls create "thank you" notes for customers and donation recipients.
- Donated boxes are individually marked with a big X or by attaching a non-removable label to prevent the box from reentering market circulation. Otherwise, volunteer will provide a letter of agreement to the recipient of the Donated Cookies making clear terms and conditions of the donation. For example:
- The use of donated cookies does not allow recipient to SELL, TRADE, BARTER or OTHERWISE TRANSFER THE DONATED COOKIES FOR MONEY, PROPERTY, OR SERVICES FOR THE RECIPIENT NOR CAN DONATED COOKIES BE USED FOR FUNDRAISERS, RAFFLES, AUCTIONS, OR SOLD TO RETAIL STORES, WEB SITES, FLEA MARKETS, OR OTHER VENDOR IN ANY OTHER MANNER.

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

### FINAL INVOICE & COOKIE SEASON WRAP-UP



To wrap up the cookie program, please make sure to congratulate the girls on their job well done! Thank parents/guardians/adult volunteers, distribute rewards if applicable and notify the OCMT, Troop Leaders, and girls of the profit that they have earned.

USAGSO will send out one cookie invoice after the end of cookie sales. This invoice will be sent to the OCC, Cookie Manager, and Treasurer @usagso.org email accounts **the week of April 5**. Any money owed to USAGSO must be paid by **April 15, 2024**. If your community is unable to make payment by this date, please contact USAGSO immediately at [overseascustomercare@girlscouts.org](mailto:overseascustomercare@girlscouts.org) and we will work with you to establish reasonable payment due date. If money is owed to our community, USAGSO will initiate payment by April 15, so long as you have provided us with the necessary banking information. See below for more details on sending or receiving payments.

#### Left Over Cookie Inventory

Do you have leftover cookie inventory? Submit this [Final Cookie Inventory Report form](#) by **March 24** to let us know how many cookies are leftover and available for other communities to purchase for donation within your community.

Did you sell out? Do you have extra digital cookie online donations that are not being applied towards your local inventory? Submit this [Final Cookie Inventory Report form](#) by **March 24** to notify USAGSO of your digital cookie online donation preference- would you like these cookies donated to the Soldier's Angels stateside or within another overseas community?

#### Cookie Program Evaluation Form

The OCC and Cookie Manager should submit the [Cookie Program Evaluation form](#) by **April 5**. It is important that you use this opportunity to let USAGSO know what worked and what needs to improve in the Cookie Program. Your input is very valuable to us and it helps us plan for the next cookie season.

## PAYMENT TO USAGSO

#### Types of Payment

USAGSO only accepts payment for cookies by check, money order, ACH, bank deposit (Community Bank), or wire transfers. Payments must be made in US dollars. Cookie payments cannot be made by Credit Card or PayPal.

**USD CHECKING DEPOSIT** **CREDIT** 809-100 (3/15/17)

**CommunityBank**  
Member Bank of America

ACCOUNT NUMBER  
\* 3700041159

Date \_\_\_\_\_  
Name USA Girl Scouts Overseas - North Atlantic

CASH  
DEPOSIT  
CASH RECEIVED

DIS-TOTAL  
LESS CASH RECEIVED  
\$

CHECKS AND OTHER ITEMS ARE ACCEPTED FOR DEPOSIT ONLY. DEPOSITORS ARE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED.

Acknowledge Receipt of Cash Referenced by Signing Name. Deposits may not be available for immediate withdrawal.

*ex. Camp Darby/Registration fees*  
*\*write your OC name + breakdown of deposit*

**Wire Information for U.S. Military in Europe, EU communities, select embassies in Cairo, Lisbon, Frankfurt, North Athens, Madrid, Sarajevo, and Pristina.**

For US Financial Institutions  
(ex: Global Credit Union, Community Bank, USAA)

**ABA (routing #):** 114-017-714  
**Account #:** 3700041159  
**Bank:** Bank of America Military Bank Overseas  
San Antonio, TX

For European Financial Institutions  
(ex: Netherlands Bank, Banca d'Italia, Deutsche Bank)

**IBAN:** DE 10 50110900 3700041159  
**Bank:** Bank of America  
**BIC CODE:** MNB IDEF1  
**Address:** Bank of America NA  
Kastle Storage Station  
Postface 140154  
65208 Wiesbaden – Germany

**Wire Information for U.S. Military in Asia, Guantanamo Bay. Kwajalein, select embassies in Tokyo, as well as in the USVI, Saipan, and Pago Pago, American Samoa.**

**Routing Number:** 256074974  
**Checking Account Number:** 7018817473  
Navy Federal Credit Union  
PO Box 3000  
Merrifield, VA 22119-3000

**Mail payment Information**

Depending on your location, make checks payable to:

(Communities in U.S. Military in Europe, EU communities, select embassies in Cairo, Lisbon, Frankfurt, and North Athens.)

**USA Girl Scouts Overseas – North Atlantic**  
**Unit 31401 Box 123**  
**APO AE 09630**

(Communities in U.S. Military in Asia, Guantanamo Bay. select embassies in Tokyo, as well as in the USVI, Saipan, and Pago Pago, American Samoa.)

**USA Girl Scouts Overseas - Asia**  
**PSC 705 Box 85**  
**APO AP 96338**

**RECEIVE PAYMENT FROM USAGSO**

If your community has a credit on your cookie account, your final invoice will show a balance owed to your community. Please fill out and return the appropriate bank form to USAGSO.

**ACH Enrollment Form- West Pacific (U.S. Military in Asia, Guantanamo Bay. Kwajalein select embassies in Tokyo, as well as in the USVI, Saipan, and Pago Pago, American Samoa)**

**ACH Enrollment Form- North Atlantic (U.S. Military in Europe, EU communities, select embassies in Cairo, Lisbon, Frankfurt, North Athens, Madrid, Sarajevo, and Pristina.)**

# Section III: eBudde Tutorials

## eBudde™ Login

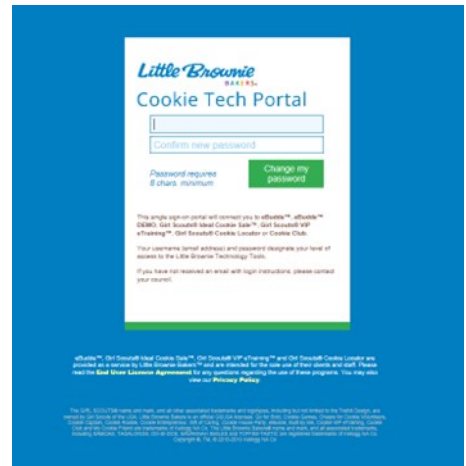


eBudde is our cookie sale management system and digital cookie inventory system. Volunteers have access to eBudde to place cookie orders, receive cookies and assign cookies to troops, review and mark active girls, view sales, and run basic reports. <https://cookieportal.littlebrownie.com>

## 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.

**Inuit 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

**Inuit 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™ Placing the Cookie Order



Use the following steps to complete your order in eBudde:

1. Log into eBudde.
2. Go to the Initial Order Tab, scroll all the way down and click on the word SU with your unit number.
3. Click in the first input box at the bottom of the page, the line will highlight.
4. Enter the cookie quantities for the SU(OC) order. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the OK button. Then click the Submit Order button.
5. Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.
6. **Note:** Users can only submit the cookie order ONCE! If a change needs to be made, the user will need to contact Sandra Rivera at [overseascustomercare@girlscouts.org](mailto:overseascustomercare@girlscouts.org) to make the change to an order.

Alconbury (625) Initial Order

Contacts Settings Troops **Init. Order** Delivery Transactions Tan Pickups Payments

Printable Version  
Submit Order

Troop Info is listed below.  
Please Submit your order only Once!

Troop	CGOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
IMPORTED											
SU 625	0	0	0	0	0	0	0	0	0	0	0
SU Subtotal	0	0	0	0	0	0	0	0	0	0	0

Cases in Order

3 & 4



# Section III: eBudde Tutorials

## eBudde™ Documenting Damages & Missing Cookies



### **Damage cookies during transit:**

1. Go to the Transaction tab
2. Add a transaction
3. Under type, select: Normal
4. Under 2nd party, select: Cupboard
5. Select option: Damage cookies (13)
6. Enter the quantities that apply under boxes or cases
7. Under product movement select: Remove
8. Save

### **Damage cookies quality control:**

1. Go to the Transaction tab
2. Add a transaction
3. Under type, select: Normal
4. Under 2nd party, select: Cupboard
5. Then select option: Damage cookies (14)
6. Enter the quantities that apply under boxes or cases
7. Under product movement select: Remove
8. Save

### **Missing cookies:**

1. Go to the Transaction tab
2. Add a transaction
3. Under type, select: Normal
4. Under 2nd party, select: Cupboard
5. Then select option: Missing cookies (21)
6. Enter the quantities that apply under boxes or cases
7. Under product movement select: Remove
8. Save

# Section III: eBudde Tutorials

## eBudde™ Moving Cookie Inventory to Troops



100 Acre Wood (615) Pkg Transactions

Contacts Settings Troops Init. Order Delivery Transactions Tim Pickups Payments

Add a Transaction Save Column Filter: None Low: High: Apply Filter Page: 1: 2021-07-26 - 2021-07-26

+Receipt	+Pending	+Type	▲ Date	+2nd Party	+Pickup	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Init. Del			07/26	--		45	45	45	45	45	45	45	45	45	432
On Hand						45	45	45	45	45	45	45	45	45	432
Pending (Cup. Orders)						0	0	0	0	0	0	0	0	0	0
After Pending						45	45	45	45	45	45	45	45	45	432

Transactions Info/Date

1. Go to the SU Transaction tab
2. Add a transaction
3. Under type, select: Normal
4. Under 2nd party, select: Troop then select or type the troop number where you would like to transfer those cookies
5. Enter the quantities that apply under boxes or cases for each type of cookie
6. Under product movement select: Remove
7. Click on (+) so you can add more transactions
8. After entering all transaction, click on save

To transfer cookies between troops, go to the Troop transactions tab and follow the steps above.

**Cookie Transaction**

Type: Normal 2nd Party: Cupboard ---

Date: 2021-07-21 Pickup: Receipt: All000 #

Variety	Cases	Pkgs
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0 = 0	0 = 0

Additional Info.

Product Movement: Add Product

Hours of Oper.

Contact Info: Rebecca Harrigan, greateratlantabeta@lbb.com

+ Save/Print Okay Cancel

# 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](mailto: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.

**eBudde** Troop 10431

Dashboard | Contacts | Settings | **Girls** | Init. Order | Delivery | Girl Orders | Trans

**Girls**

Show Inactive +Add

<b>Ashley Emerton</b> <span>Edit</span>		
Sales Goal: 50	Grade: 12	Caregiver: blakeemerton@bellsouth.net
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311796

<b>Cindy Wright</b> <span>Edit</span>		
Sales Goal: 0	Grade: 6	Caregiver:
T-Shirt Size: YS	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311798

<b>Madison Denman</b> <span>Edit</span>		
Sales Goal: 0	Grade: 12	Caregiver: mdenman22@aol.com
T-Shirt Size:	Inactive: no	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: 103728992

<b>Becky Wright</b> <span>Edit</span>		
Sales Goal: 0	Grade: 2	Caregiver:
T-Shirt Size: --	Inactive: yes	DOC Emails:
Registered: yes	DOC Eligible: yes	GSUSA ID: TEMP799...4311797

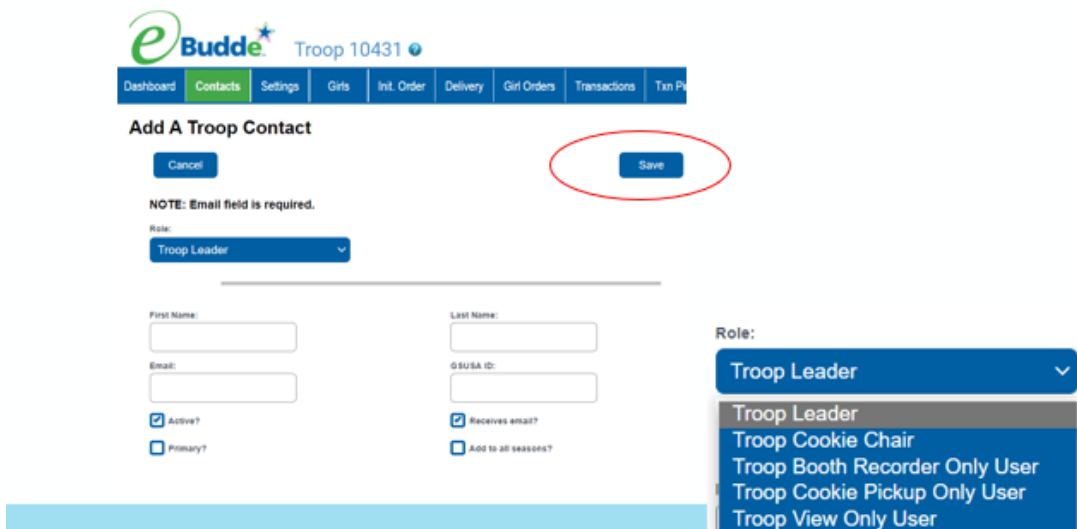
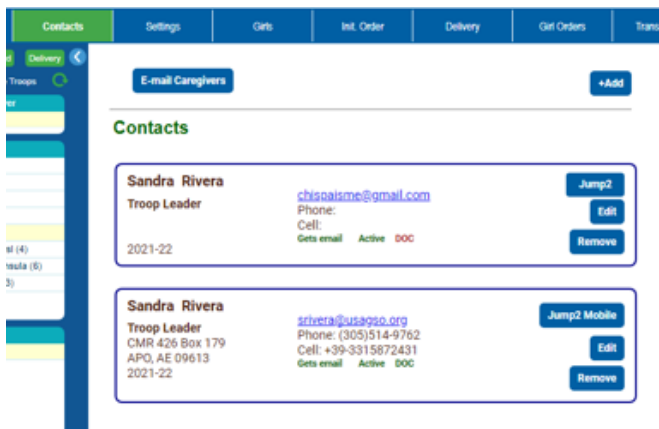
# Section III: eBudde Tutorials

## 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>



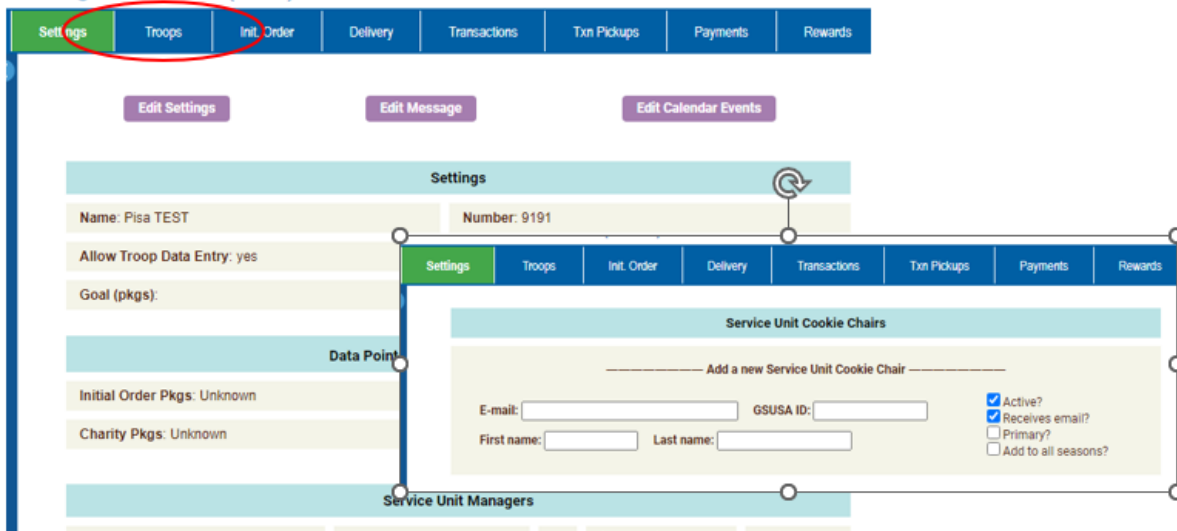
# Section III: eBudde Tutorials

## 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



Girl Orders Summary																
<input checked="" type="checkbox"/> Show Inactive <span style="float: right;">Record a Booth Sale</span>																
Below are your troop sales broken down by Girl.																
To view/edit a Girl's Transactions select the appropriate row.																
Uses	Girls	COOC	Ad-f	LmUp	Tre	D-S-D	\$am	Tags	TlInt	SMr	Toff	TOOC	Total	Total Due	Paid	Bal. Due
✓	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*COOC)		59	00	123	99	89	285	150	307	92	43		1293			
Difference		0	-00	-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

## Girl View

Troop 55600 Little Ensamie BAKERS

Settings | Girls | Int. Order | Delivery | **Girl Orders** | Transactions | Cookie Exch | Tsn Pickups | Rewards | Booth Sales | Payments | GOC Org | Sales Report | Reports | Help Center

Kiyomi R.

Cancel +Order +Pay +CC

Switch to Girl: Kiyomi R.

DOC	Comment	Inv	Bth	GOC	Adi	Lim	Troo	D-S-D	Sam	Tag	Tim	SM	Taff	TOOC	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	0	1	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	0	2	1	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	0	0	0	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC SHIP+ 58121763	1	0	1	0	0	2	0	0	0	0	0	2	0	6	\$32.00	\$32.00	\$0.00
✓	DOC SHIP 60682969	0	0	1	0	1	1	1	0	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
<b>Totale</b>		30	0	12	15	0	10	8	19	0	8	0	0	0	118	\$588.00	\$588.00	\$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. See page 48 to find out how to balance DLVR transactions.

**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.

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. Let's learn more about creating transactions to record booth sales.

# Section III: eBudde Tutorials

## eBudde™ Tracking Booth Sales



Booth sales can be allocated to an individual girl or troop link. Follow these instructions to track booth sales.

The screenshot displays the eBudde Troop 10431 interface. The top navigation bar includes tabs for Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders (highlighted), Transactions, Tin Pickups, Cookie Exch, Rewards, Booth Sales, Payments, GOC Org, Sales Report, Reports, and Help Center. The main content area shows a list of orders for Ashley E. The 'Girl Orders' tab is active, displaying a table of orders with columns for doc, Comments, Invs, Bths, C\_GOC, Cookie Initials, Cookie Booths, Cookie Others, Spec Initials, Spec Booths, Spec Others, T\_GOC, Totals, Total Due, Paid, and Bal. Due. Below the table, there is a detailed view of an order for Ashley E. The 'Ashley E. Orders & Payments' section shows a 'Booth' package selected, with a total due of \$0.00 and a total paid of \$0.00. The 'Financials' section shows a total due of \$0.00 and a total paid of \$0.00.

1. Open the “Girl Orders” tab
2. Click on a girl (or troop if tracking on a troop link)
3. Click the “+ Order” Button
4. Check the “Booth” box
5. In the comments field enter “BOOTH” and the date. For example: BOOTH 2/14/22
6. Enter the number of boxes sold in each flavor column.
7. In the paid column, enter the total paid for the cookie sold. This should be \$5/traditional box and \$6/ specialty box.
8. Click “okay”
9. Make sure the balance due is \$0.00. The total due should equal the amount paid.
10. Click “Save”

## Section III: eBudde Tutorials

### eBudde™ Tracking DLVR Transactions on Troop/SU links



Troops and SU's have the option to setup a digital cookie website to sell cookies to customers near and far. Troop and service unit links will have the option to offer girl delivery on their digital cookie site (DLVR), and to use the digital cookie app to take credit card purchases at cookie booths (IN HAND). When a transaction is made for girl delivery or in hand purchases, the quantities and flavors must be added as a transaction in eBudde. Follow the steps below to add quantities and flavors of cookies purchased with girl delivery or through the digital cookie app.

1. Open the "Girl Orders" tab
2. Click on the troop link
3. Find the DLVR or INHAND transaction and copy the number.
4. Open digital cookie and search for the corresponding transaction number. Here you will see the flavors and quantities of cookies ordered. Note: do not include cookies purchased for donation. Donated cookies, even if part of a DLVR or INHAND order, will show up as a separate DON transaction.
5. In eBudde, click the "Add Trans." Button
6. In the comments field (far left), enter/copy the original transaction as it appears in eBudde and add the customer name after. For example: DLVR 1234567 Myer.
7. Enter the number of boxes sold in each flavor column.
8. Leave the "paid" field blank. Remember, the original transaction already shows the amount paid by the customer.
9. Click "okay"
10. Make sure the amount paid in the original transaction is equal to the amount due for the transaction you just created.
11. Click "Save"
12. Once the quantities and flavors for all DLVR and INHAND purchases have been added, the total balance due should be \$0.00.

### Digital Cookie Donations- donating locally

OCMT's have the opportunity to donate cookies locally using digital cookie gift of caring purchases. This is a great way to use leftover inventory to give back to your community or deployed troops. Follow these steps to see how many cookies were purchased with digital cookie gift of caring. Then submit the [Digital Cookie Donations to Donate Locally Form](#) no later than **March 24** listing the quantity and flavors you would like to donate locally using digital cookie gift of caring purchases.

#### Option A: SU Dashboard

1. Open the dashboard from your Ser. Unit view.
2. Find the CGOC bars on your sales progress report.
3. Hover on the bars to view your current year's CGOC number.

#### Option B: Troop Girl Orders tab

1. Click on a troop
2. Open the "Girl Orders" tab.
3. View the total CGOC for the troop (CGOC column, Girl Totals or Troop Order row)
4. If the troop volunteer tracked physical sales/delivery in eBudde, the "Difference" row will show available cookie inventory. Here you can determine how many cookies remaining in the troop's inventory can be donated.



# 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](mailto: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 allow customers to purchase cookies in two ways:

**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. See page 34 for more information about digital cookie donations.

**Girl Delivery**—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!

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.

### Troop Digital Cookie Links- In-hand/Girl Delivery options

Similar to girls, troops can create their own digital cookie website where they can set goals, earn badges, and more. Unlike girl sites, a troop will receive two different links once their site is setup. The first link will allow customers to order cookies for local delivery or pickup or to have cookies shipped, and the second link allows for direct ship only. Communities may also request a troop link for the OCMT- which can be particularly helpful for communities that manage and store cookie inventory throughout the entire cookies season at a service unit level.

# 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](https://digitalcookie.girlscouts.org) and click “Need help to log in”
4. Still having trouble? Contact [overseascustomercare@girlscouts.org](mailto: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 ON 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 <span>Refund</span>		
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		

# Appendix



- Girl Permission Form
- Troop Cookie Training Outline
- Cookie Distribution Agreement
- ACH Enrollment Forms
- Helpful Information
- Volunteer Action Plan
- Resources at Glance

## It's Cookie Time!



**Thin Mints®**



**Trefoils®**



**Dos-si-dos®**



PERMISSION FOR PARTICIPATION IN THE 2024 GIRL SCOUT COOKIE PROGRAM

\_\_\_\_\_ Overseas Committee Troop # \_\_\_\_\_ is planning to participate in the annual Girl Scout Cookie Program sponsored by the Overseas Committee during **February 2 – March 17, 2024** (subject to change depending on the arrival date of the cookies.)

The Girl Scout Cookie Program 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 operates a limited Cookie Program, which is restricted to sales on U.S. military installations in Asia, Europe, Guantanamo Bay, Bahrain, and Kwajalein as well as in the U.S. Virgin Islands, Northern Mariana Islands, American Samoa and select U.S. Embassies in Cairo, Tokyo, North Athens, Frankfurt, Madrid, Sarajevo and Pristina.

At USAGSO, Girl Scout cookies are only sold in booths in U.S. military installations and the approved U.S. Embassies. Rules and regulations that govern the ability to provide this program restrict door-to-door, “pre-order” or individual girl selling. The aforementioned rules and regulations do not apply to our members in the U.S. Virgin Islands, Northern Mariana Islands, and American Samoa.

This year, USAGSO is providing the Digital Cookie Program to the following members: all Girl Scouts eligible for in-person sales in military communities and select embassy communities, 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. Digital Cookie Sale Dates: **February 2 – March 17, 2024**.

During this Cookie Program, girls will be abiding by the Program Standards as outlined in Girl Scouts of the USA publication, Safety Activity Checkpoints, section Cookie and Product Sales from GSUSA. Please make sure that your daughter is wearing a membership pin, or uniform.

-----

*Please fill out, sign, and return this form to your daughter’s Troop leader*

My daughter \_\_\_\_\_ has permission to participate in the annual Cookie Program sponsored by the \_\_\_\_\_ Overseas Committee during February-March 2024. I agree to accept financial responsibility for the cookies and moneys she receives including at the booth in which she participates. I will see that she is not involved in selling cookies prior to the official start date, and that she has appropriate adult guidance at all times.

My daughter has my permission to engage in online cookie program activities under the supervision of myself and/or the Girl Scout adult in charge.

Yes \_\_\_\_\_ No \_\_\_\_\_

Further, I \_\_\_\_\_, being the parent/guardian of \_\_\_\_\_ (the Minor), for good and valuable consideration, hereby consent and agree: (i) that the photographs, audio/videotapes, electronic images and/or other works in which Minor appears or is depicted or on which Minor’s voice has been recorded or which minor authored or created and the negatives and other materials from which the aforesaid has been printed (collectively, the “Work”) may be used and owned by the GSUSA and Overseas Committee named above, their affiliates, assignees and successors (collectively, the “Girl Scouts”) without limitation and hereby assign and convey to the Girl Scouts all my and Minor’s right, title and interest in and to the aforesaid Work, including the right to make derivative uses of the Work and to obtain a copyright therein; (ii) that the Girl Scouts have the right to make any and all uses of the Work in whatever way for whatever purpose the Girl Scouts desire, in any and all medium in the United States and throughout the world, including but not limited to sale, promotion, distribution, reproduction, publication and advertisement via television, radio, the Internet, and all other electronic medium, free and clear of any and all claims whatsoever on my part or on the part of the Minor; and (iii) that the Girl Scouts are hereby released from any and all claims and damages that I or Minor have or may come to have relating to the Work and the use thereof.

I hereby comply with this agreement.

In the Community of \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_

Name of girl (print) \_\_\_\_\_ Age \_\_\_\_\_

Signature of parent/guardian \_\_\_\_\_

Address (print) \_\_\_\_\_

Telephone Number (include country code) \_\_\_\_\_

## USAGSO SUGGESTED TROOP COOKIE COORDINATOR TRAINING OUTLINE (2 HOURS)

TOPIC	METHOD	INFORMATION AND MATERIALS	TIME
Introductions Course Objectives Housekeeping	<ul style="list-style-type: none"> <li>Participants introduce themselves: Name, Troop Number and if they have ever participated in a Girl Scout Cookie Program before</li> <li>Ice Breaker Exercise</li> <li>Identify the location of the nearest restroom</li> <li>Identify training objectives</li> </ul>	<ul style="list-style-type: none"> <li>Course Objectives</li> <li>Ice Breaker (supplies if needed based on type of Ice Breaker used)</li> </ul>	15 minutes
Why a Cookie Program?	<ul style="list-style-type: none"> <li>Brainstorm on Flip Chart</li> <li>Emphasize that Cookie Programs are a Program Activity for girls within the OC which provides 5 Skills for Girls (See USAGSO.org website under Cookie Program).                             <ul style="list-style-type: none"> <li>Goal Setting</li> <li>Decision Making</li> <li>Money Management</li> <li>People Skills</li> <li>Business Ethics</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The 1st USAGSO Cookie Program was in 1981</li> <li>Touch of America Overseas</li> <li>Develop Pride/Self-Esteem</li> <li>Learn new skills</li> <li>Achieve Goals</li> <li>Money to support troop activities and Overseas Committee activities</li> </ul>	10 minutes
Safety and Awards	<ul style="list-style-type: none"> <li>Discuss Review the Safety Activity Checkpoints, section Cookie and Product Sales</li> <li>Awards, Badges</li> <li>Cookie Program Activity Pin</li> <li>Girl's Guide to Girl Scouting (Cookie Business badges, leaves for Daisies), awards and more.</li> </ul>	<ul style="list-style-type: none"> <li>Safety Activity Checkpoints, section Cookie and Product Sales</li> <li>Copies available for sharing</li> <li>Girl's Guide to Girl Scouting</li> <li>Every year, a girl can earn the Girl Scout Cookie Program Activity Pin by completing four of the six activities listed</li> <li>Explain Incentives girls receive as a direct result of the OC Cookie Order!</li> </ul>	20 minutes
Bulk Cookie Materials	<ul style="list-style-type: none"> <li>Materials by Little Brownie Baker</li> <li>USAGSO Collection Sheet</li> <li>USAGSO Permission Slip, required for each girl to participate</li> </ul>	<ul style="list-style-type: none"> <li>Distribute materials from Little Brownie Baker to each troop according to number of girls they have. Encourage them to review the materials before training.</li> <li>USAGSO form (if required by OC Community)</li> <li>USAGSO Cookie Program Permission form</li> </ul>	15 minutes
OC Cookie Program Plan	<ul style="list-style-type: none"> <li>Introduce the OC Cookie Program Plan and review</li> <li>Who Sells the Cookies?</li> <li>Respect of Overseas Committee boundaries</li> <li>Authorized selling locations, NOT ON THE ECONOMY OR AT INTERNATIONAL SCHOOLS FOR MILITARY COMMUNITIES AND AUTHORIZED US EBASSIES</li> </ul>	<ul style="list-style-type: none"> <li>One copy of the OC Cookie Program Plan for each Cookie Coordinator</li> <li>Who Sells the Cookies? (Only Girls sell cookies)</li> <li>Booth Sales (how to sign up and when)</li> </ul>	15 minutes
Forms/Paper Trails	<ul style="list-style-type: none"> <li>Explain the importance of a Paper Trail and the procedures involved.</li> </ul>	<ul style="list-style-type: none"> <li>Explain in detail the use of the Troop Cookie Coordinator Worksheet (N/S 4 Troop Quick Pick up form) if you decide to use it. If you decide to use a pick up sheet or report produced by eBudde, explain in detail the use of such document to the Troop Cookie Coordinator.</li> <li>Collection Sheet, Money Envelope</li> <li>Money handling procedures based on OC Cookie Program Plan (if not specific in OC Cookie Program Plan, provide in writing)</li> <li>Receipt book usage, how to complete a receipt (sample receipt attached)</li> </ul>	15 minutes
Cookie Program Theme Goal Setting Activities Training of the Girls and Parent/Guardian/Adult Volunteers	<ul style="list-style-type: none"> <li>Introduce Cookie Program Theme for the Cookie Program</li> <li>Get the girls, parents/guardians/adult volunteers excited about the sale using goal setting and cookie activities</li> <li>Review OC Cookie Program Plan Girl Scout recruitment</li> </ul>	<ul style="list-style-type: none"> <li>Theme Activities (See <a href="#">Little Brownie Bakers</a> website and Cookie VIP eTraining website)</li> <li>Troop Goal and Goal Setting</li> <li>Know the Cookies!</li> <li>Appropriate dress, manners and behavior at the booth during sale</li> <li>Girls sell cookies, adults chaperone!</li> <li>Booth Sales (and booth decorations)</li> <li>Recruiting new girls (membership forms on hand during all booth sales)</li> </ul>	25 minutes
Burning Questions	Wrap up with answers to questions		5 minutes



## Cookie Distribution Agreement

USA Girl Scouts Overseas (USAGSO) has a Memorandum of Agreement (MOA) in place for shipping Girl Scout cookies from Army and Air Force Exchange (AAFES) Transportation Center (ATC) to designated AAFES distribution centers. In return, USAGSO pays 10% of the cost of cookies ordered to AAFES for this service. This Agreement outlines the details for delivery between the local AAFES distribution center and the local Girl Scout Overseas Committee.

Girl Scout Committee-\_\_\_\_\_

Girl Scout Volunteer Point of Contact Name\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

AAFES Manager Name\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

AAFES Delivery Contact Name\_\_\_\_\_ (if applicable)

Phone\_\_\_\_\_ Email\_\_\_\_\_

AAFES DODDAC #\_\_\_\_\_ AAFES AIM#\_\_\_\_\_

Address of Delivery Location\_\_\_\_\_

This agreement is based on the following provisions:

USAGSO agrees to:

- Provide the lead Girl Scout volunteer with the container # of their local cookie shipment.
- Provide the lead Girl Scout volunteer with an estimated time frame for cookie delivery.

The lead Girl Scout volunteer agrees to:

- Provide the local AAFES contact with an estimated time frame for cookie delivery at least 3-4 weeks in advance of estimated delivery.
- Organize a team of volunteers and vehicles to unload and transport cookies out of the local AAFES warehouse/ storage facility.

Note: AAFES DODDAC and AIM numbers of each community can be found in the gsLearn Cookie Program in-person sales training, Additional References.



The local AAFES store, based at \_\_\_\_\_ agrees to:  
(Military installation)

Track cookie delivery from warehouse to local delivery location and give lead volunteer approximately one-week notice of actual cookie delivery date.

Provide short-term space for cookie storage in the amount of \_\_\_\_ days.

Location \_\_\_\_\_

Assist in loading/unloading cookies (i.e. forklift and operator) from AAFES warehouse to Girl Scouts' transportation vehicle or storage location.

Signed:

_____	_____	----
AAFES Manager	Printed Name	Date

_____	_____	----
Girl Scout Overseas Committee Chair Or Designee	Printed Name	Date

_____	_____	----
USAGSO Staff (if present)	Printed Name	Date

**ACH Enrollment Form  
Electronic Funds Transfer (EFT)  
(All fields must be completed)**

**North Atlantic**

<b>Community:</b>	
<b>Contact Name:</b>	
<b>Email Address:</b>	
<b>Contact Phone #:</b>	
<b>Address:</b>	
<b>Name on Account:</b>	
<b>Bank Name:</b>	
<b>CHECKING Bank Routing Number (9 Digits)</b>	
<b>CHECKING Bank Account Number (Include leading zeros):</b>	
Attach a <b>CHECK</b> marked "VOID" with preprinted name & current address or an official <b>BANK FORM</b> , certified & stamped by a banking official, which provides routing and bank account number.	
PLEASE NOTE: USAGSO will transmit your payment electronically based on the information you have provided. If the transmission fails because you have given us incorrect or outdated information, USAGSO can only provide a replacement payment AFTER USAGSO has received a refund from the financial institution. It is important that you provide correct account & bank routing numbers - and that you notify USAGSO IMMEDIATELY if you change banks or account numbers. USAGSO has the right to retract and correct payments as necessary after prior notification.	
<b>Signature:</b>	
<b>Printed Name:</b>	<b>Date:</b>
<b>Title:</b>	<b>Phone:</b>

**Please mail or email your completed form to Silvia Piva at:**

**USA Girl Scouts Overseas-North Atlantic**

**CMR 427 Box GD**

**APO AE 09630**

[spiva@girlscouts.org](mailto:spiva@girlscouts.org)

**ACH Enrollment Form**  
**Electronic Funds Transfer (EFT)**  
(All fields must be completed)

**West Pacific**

Community:	
Contact Name:	
Email Address:	
Contact Phone #:	
Address:	
Name on Account:	
Bank Name:	
CHECKING Bank Routing Number (9 Digits)	
CHECKING Bank Account Number (Include leading zeros):	
Attach a <b>CHECK</b> marked "VOID" with preprinted name & current address or an official <b>BANK FORM</b> , certified & stamped by a banking official, which provides routing and bank account number.	
PLEASE NOTE: USAGSO will transmit your payment electronically based on the information you have provided. If the transmission fails because you have given us incorrect or outdated information, USAGSO can only provide a replacement payment AFTER USAGSO has received a refund from the financial institution. It is important that you provide correct account & bank routing numbers - and that you notify USAGSO IMMEDIATELY if you change banks or account numbers. USAGSO has the right to retract and correct payments as necessary after prior notification.	
Signature:	
Printed Name:	Date:
Title:	Phone:

**Please mail or email your completed form to Lauren Bachman and Sabrina Simpson at:**

**USA Girl Scouts Overseas-Asia**  
**PSC 705 Box 85**  
**APO AP 96338**

[lbachman@girlscouts.org](mailto:lbachman@girlscouts.org)

[ssimpson@girlscouts.org](mailto:ssimpson@girlscouts.org)

# Helpful information



## Where the money goes

Girl Scout Cookie™ fans are especially eager to support Girl Scouts when they have a clear picture of where the money goes. Help them see how proceeds stay local, powering amazing year-round experiences for local Girl Scouts and preparing them for a lifetime of success.

## The breakdown

Girl Scout Cookies® are \$6 per package for core varieties and for specialty cookies. 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.



Each OCMT decides how to split the OCMT profit (\$1.60 per box) between the OCMT and troops. Make sure to include this amount in your Cookie Program Plans. USAGSO recommends that the troops receive the greater portion of the split.

## Cookie varieties

### Core: \$6 per package

-   Thin Mints®
-   Samoas®
-   Tagalongs®
-   Trefoils®
-   Do-si-dos®
-   Lemon-Ups®
-   Adventurefuls®

### Specialty: \$6 per package

-   Girl Scout S'mores®
-   Toffee-tastic®

# Helpful information



## Girl Scout Cookie pick-ups

Picking up your cookie order is exciting, and there are a few steps you can take to make sure everything goes smoothly. First, be aware that troops are responsible for counting and verifying the total number of cases received. When in doubt, recount!

### Tips for a smooth pick up:

- Know exactly how many cases you ordered of each variety
- Arrive at your scheduled pickup time
- Make sure you have enough vehicles to load your order (see below)
- Line up your vehicles at the same time
- Check in and receive your pickup ticket
- Give your pickup ticket to the loader and count cases as they're loaded in
- Sign for your order and take your receipt



### How many cases can my car carry?

Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases

### Average sales per cookie variety

Deciding how many packages to order for booths isn't an exact science, but here are average sales per cookie variety to give you an idea of how many to order:

Thin Mints®	26%
Samoas®	19%
Tagalongs®	14%
Trefoils®	8%
Do-si-dos®	8%
Lemon-Ups®	7%
Adventurefuls®	9%
Girl Scout S'mores®	6%
Toffee-tastic®	3%

\*Data from 2022-2023 Girl Scout Cookie Season

# 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

---

---

---

---

---

---

---

---

## eBudde™ Sign-Up Info

---

---

---

---

---

---

---

---

## Key Dates

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Key Actions

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# Resources at a glance



All resources can be found at [girlscouts.org/cookieresources](https://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](https://girlscouts.org/cookieresources)



Found at [LittleBrownie.com](https://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.

Follow us on social for shareable cookie content!



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



FOLLOW  
Little Brownie Bakers\*  
on Facebook  
[@LittleBrownieBakers](https://www.facebook.com/LittleBrownieBakers)