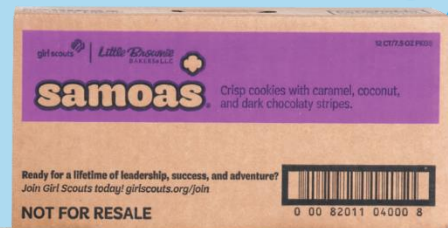


girl scouts 
usa girl scouts
overseas

2021–22 Girl Scout Cookie Program®

Troop Cookie Manual

Communities eligible for in-person sales



CLIMB
WITH
COURAGE

TABLE OF CONTENTS



Section I: USAGSO Cookie Basics

- About the Girl Scout Cookie Program
- Eligibility & Ways to Participate
- What's New 2022
- Meet the Cookies
- 5 Essential Skills & New Badges for Girls
- Rewards
- Cookie Rewards Shop & Cookie Rally Kits
- Cookie Calendar
- Additional Resources & Trainings

Section II: Communities Eligible for In-Person Cookie Sales

- Your Troop Team
- Ways to Sell & Safety Guidelines During COVID
- Where the Cookie Money Goes
- Cookie Do's & Don'ts
- Cookie Donations

Section III: eBudde Tutorials

- eBudde Login
- Overview
- Recording Girl Participation
- Adding/Moving Girls
- Viewing Sales in eBudde- the Girl Orders Tab
- Tracking Booth Sales
- Tracking DLVR/INHAND Transactions

Section IV: Digital Cookie Tutorials

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

Appendix

- Girl Permission Form
- Rewards Chart

IT'S TIME TO CLIMB

Every Girl Scout has it in her to do amazing things. With your support, she'll rise to the challenge!

You've volunteered to support your community as an OCMT member, and this makes you an invaluable part of the Girl Scout Cookie Program®. Now that you've stepped up in support of girls, it's time to help them rise to the challenge of becoming Girl Scout Cookie™ entrepreneurs.

This guide offers you resources, tools, and tips to help girls reach their goals. We have everything you need to inspire girls to climb with courage this season.

If you have questions or would like additional support, please do not hesitate to contact USA Girl Scouts Overseas.

We are here to support you!

USAGSO Contact Information

overseascustomer@girlscouts.org

1-800-467-0070



78%
of girls are interested in becoming an entrepreneur in the future.

"Today's Girls, Tomorrow's Entrepreneurs"
Girl Scout Research Institute, 2019

SECTION I: USAGSO Cookie Basics

ABOUT THE GIRL SCOUT 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 2022 Girl Scout Cookie Program Sale Dates:

January 21 to March 20: Digital Cookie Sales

February 4 to March 20: In-person 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 and Europe
- U.S. Virgin Islands & Northern Mariana Islands
- Select U.S. Embassies

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.

- Girl Scouts living overseas because of their affiliation with the U.S. military, embassy, or consulate (girls must have a US address on their Girl Scout record)
- All Girl Scouts in France, Germany, Italy, U.S. Virgin Islands, and Mariana Islands.

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 \$100 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 11 to learn more about our Cookie Reward program.

WHAT'S NEW 2022

New Cookie Flavor

Are you ready for a new Girl Scout Cookie Adventure? We are! Adventurefuls are indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt. Developed in collaboration with Girl Scouts of the USA, Adventurefuls will join our lineup of cookies for the 2022 Cookie Season.



New Theme

Get ready to climb with courage this cookie season! The koala, chosen by girls in a national vote, and motto, climb with courage, is shared across the entire Girl Scout movement. From media assets to girl reward, the 2022 theme logo and related patterns bring continuity to the program and prepare girls to climb higher!

Koala FUN FACT: Just like people, koalas have individual fingerprints.

New eco-friendly rewards packaging and options

Girls spoke and we listened! This year Little Brownie Bakers is offering eco-friendly rewards packaging and options. Rewards will use less packaging and will swap traditional polybags for recyclable and reusable options. Even select reward items will use fabric that is 50% recycled polyester and natural vegan kraft paper fabric that is biodegradable. This season's rewards offer less waste and more function.



New Cookie Badges

GSUSA is excited to roll out new cookie badges, giving girls more flexibility as they flex their entrepreneurial skills through the cookie program.

MEET THE COOKIES

Meet our Traditional Cookies! (\$5 per box)



Adventurefuls



Samoas



Thin Mints



Trefoils



Tagalongs



Do-si-dos



Lemon-ups

Meet our Specialty Cookies! (\$6 per box)



S'mores



Toffee-tastics

Cookie pricing

Traditional cookies sell for \$5 per box and Specialty cookies sell for \$6 per box. The specialty cookies price is higher than traditional cookies because they cost more to make due to their natural, organic, and non-GMO ingredients. The Euro, GBP (British pound sterling), JPY (Japanese Yen), and KRW (South Korean won) price per box will be established in January 2022 and posted on our website.



2021-2022 Girl Scout Cookies®

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.



NEW!



lemon-ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon cookies baked with inspiring messages to lift your spirits.
Approximately 12 cookies per 6.2 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.



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.



trefoils®

Traditional shortbread cookies.
Approximately 38 cookies per 9 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 chocolate and marshmallow 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.



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

Inspire her to think like an entrepreneur

FIVE ESSENTIAL SKILLS

Goal setting is one of the five essential skills girls develop through the Girl Scout Cookie Program®. With your support, they'll learn how to set realistic goals and achieve them.



FIVE ESSENTIAL SKILLS

1. GOAL SETTING

Girls learn how to set goals and create a plan to reach them.

Action steps: Encourage girls to set incremental, achievable goals. Help girls break down those goals through setting weekly challenges.

2. DECISION MAKING

Girls learn how to make decisions on their own and as a team.

Action steps: Talk with girls about how they plan to spend the troop's cookie earnings.

3. MONEY MANAGEMENT

Girls learn to create a budget and handle money.

Action steps: Build on girls' interest in learning to manage all facets of the cookie business, such as creating a budget to fund a troop experience or figuring out the percentage of customers who selected the donation option.

4. PEOPLE SKILLS

Girls find their voice and build confidence through customer interactions.

Action steps: Ask girls about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.

5. BUSINESS ETHICS

Girls learn to act ethically, both in business and life.

Action steps: Talk to girls about the importance of delivering on their promise to customers. They can also consider offering a Girl Scouts® Gift of Caring option.

Encourage girls to keep climbing. Once they set a package goal, they might challenge themselves further, like building more marketing or entrepreneurship skills.

On average, Girl Scouts were
two times as likely
to have done entrepreneurial
activities as other girls!

"Today's Girls, Tomorrow's Entrepreneurs"
Girl Scout Research Institute, 2019



BADGES, PATCHES AND CERTIFICATES

How can you inspire girls to think courageously? Let girls know how they can earn a **badge or patch** — and wear it on their vest or sash — as a symbol of their important Girl Scout Cookie Program achievements.

Girls can earn one of the new Cookie Business badges this year when they complete requirements that help them develop new skills as they learn and grow their business. Badges are official Girl Scouts of the USA recognitions that can be placed on the front of their Girl Scout uniform.

Girls collect patches as they achieve specific cookie program milestones, including things like sending emails, selling at booths and using Digital Cookie. These are fun patches that can be worn on the back of the uniform to show her cookie business success.

Where you'll learn more:

- girlscouts.org/cookiebadges
- girlscoutcookies.org/troopleaders for poster download

Certificates and patches can be used for recognition at any point in the Girl Scout Cookie Season, from the earliest planning meetings through the booth phase.

Where you'll learn more:

- LittleBrownie.com/volunteers

Check out the **NEW Cookie Business** badges and **Financial Literacy** badges at girlscouts.org/en/our-program/badges/badge_explorer.



REWARDS & COOKIE MERCHANDISE SHOP

Communities, troops, and girls have the opportunity to earn amazing cookie rewards. These rewards support the new cookie theme, supporting fun and adventure with Girl Scouts around the world! Let's look at each of the cookie reward options for this year's cookie season!

In-person Cookie Sales Rewards (U.S. military installations in Asia and Europe & select U.S. Embassies)

Placing cookie orders is no small feat. Here are the rewards available to communities who place their cookie order in the fall.



Goal Getter Patch
1 per Girl
Submit OC Initial Cookie
Order by October 25



Samoas Bracelet and Cooling Fabric Bandana
1 of each per Girl
Plus 3 Tumblers per OC
Order USAGSO Recommended Order



Animated Bag Tag and Super Patch
1 of each per Girl
Order 1 layer over the USAGSO
Recommended Order

In-person Cookie Sales Rewards (U.S. Virgin Islands & Saipan)

Our Girl Scouts in the US Virgin Islands and Saipan have some awesome rewards to support their in-person girl sales this year.



Goal Getter Patch
1 per Girl
30+ Packages
USAGSO Recommended Order



Cooling Fabric Bandana
1 per Girl
60+ Packages



Samoas Bracelet
1 per Girl
90+ Packages



Motivational Water Bottle
1 per Girl
120+ Packages



Beach Towel
1 per Girl
200+ Packages



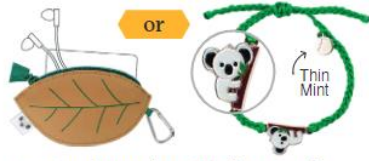
Tumbler
3 per OC
Submit OC Initial

Digital Cookie Girl Rewards

Girl Scouts selling cookies on her digital cookie website can earn individual girl rewards. Best of all, she can choose the rewards she likes best at each level of earning.



Cookie Techie Patch and Cookie Decals
50+ Digital Cookie Packages



Eco Leaf Pouch or Koala Bracelet
100+ Digital Cookie Packages



Eco Crossbody Tote or Motivational Water Bottle
250+ Digital Cookie Packages



Samoas Hoodie or Koala Plush
500+ Digital Cookie Packages



Pouch

Moveable eucalyptus leaves

Exclusive Program Experience

750+ BRONZE ★ EXPERIENCE

1000+ SILVER ★ EXPERIENCE

2000+ GOLD ★ EXPERIENCE

Non-cumulative exclusive program experience with all necessary supplies included. Stay tuned for specific program opportunities as they are confirmed.

Gift of Caring (GOC) Rewards

Girl Scouts who sell donated cookies through her digital cookie website can earn special “Gift of Caring” rewards in addition to her digital cookie rewards.



Gift of Caring (GOC) Patch
15+ GOC Packages

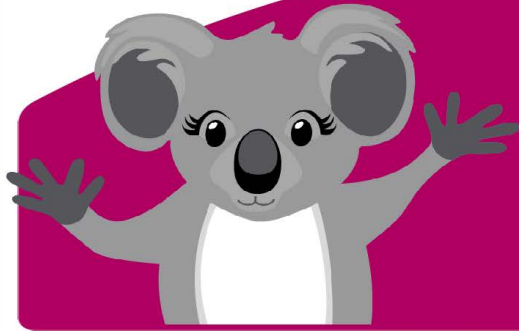


4" Koala Clip-On
40+ GOC Packages



Koala Slipper Socks
80+ GOC Packages

Sherpa lined



USAGSO Digital Cookie Level 5 Rewards

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

750+ 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.



1000+ 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, lead by a STEM professional.

Option 2: Both Bronze level experiences.

2000+ 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.

CLIMB WITH COURAGE



COOKIE REWARDS SHOP & COOKIE RALLY KITS

Cookie Rewards 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 November 15 to shop for additional cookie merchandise. Browse our selection of items in the [USAGSO Cookie Merchandise Catalog](#) and place your order using our [USAGSO cookie merchandise 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 (November 15) 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 November 15.

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 \$5 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 two patches and one journal per girl, and a printed cookie rally planning guide and three padfolios for the OCMT (while supplies last) at no additional cost. Check out [this flyer](#) to learn more and [bulk register](#) your community today!



COOKIE CALENDAR 2022



Important Dates

Digital Cookie Sales: January 21- March 20

Cookie Booth Sales: February 4- March 20

September

23: OCMT exclusive Cookie Bite Workshop

October

1: Cookie trainings available in gsLearn

14: OCMT exclusive Cookie Bite Workshop

25: Cookie orders due to USAGSO

31: Last day [OCMT bulk registration for Virtual Rally & Cookie Rally Kits](#)

November

4: Cookie Bite Workshop

12: USVI cookie pre-orders start

15: Last day OCMT can order from the Cookie Merchandise Online Store

December

2: Cookie Bite Workshop

6: USVI pre-orders end

10: USVI Cookie orders due to USAGSO

January

3: Volunteer access to Digital Cookie

6: Cookie Bite Workshop

12: Parent access to Digital Cookie

15: Virtual Cookie Rally

21: Digital Cookie sales **BEGIN**

February

3: Cookie Bite Workshop

4: Cookie booth sales **BEGIN**

18-20: National Girl Scout Cookie Weekend

March

3: Cookie Bite Workshop

20: All cookie sales **END**

April

7: Cookie Bite Workshop

8: Cookie final invoices due to communities

15: Cookie payments due

Only applies to in-person cookie selling communities



ADDITIONAL TRAININGS & RESOURCES

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 23 & October 14**

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

November 4: What's New in 2022!

December 2: Cookie Rally & the New Cookie Badges

January 6: Digital Cookie & Developing a Cookie Sales Strategy

February 3: Q&A Session

March 3: Q&A Session

April 7: Celebrate, Relax, and Rejuvenate



Additional Resources from GSUSA & the Baker

Troop Leader Resources: girlscoutcookies.org/troopleaders

Cookie Badges: girlscouts.org/cookiebadges

Cookie Entrepreneur Family Pin: girlscoutcookies.org/entrepreneurfamily

Cookie History, FAQs and Nutrition Information: LittleBrownie.com

Cookie Program Family Meeting Guides: girlscoutcookies.org/troopleaders

Digital Cookie®: girlscouts.org/digitalcookie

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

eBudde™ App: LittleBrownie.com/volunteers

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

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

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

Safety Resources: girlscoutcookies.org/troopleaders

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

Virtual Cookie Booth Guide: girlscoutcookies.org/troopleaders

Virtual Cookie Sales Tools: LittleBrownie.com/volunteers

Volunteer Essentials: www.usagso.org

Cookie Family Connection Guide: girlscoutcookies.org/troopleaders

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

SECTION II: Communities Eligible for In-person & Digital Cookie Sales

YOUR COOKIE TEAM

Every community has a team of volunteers that help 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.

Cookie Manager

Each OCMT has a Cookie Manager who is responsible for all things cookie. From cookie orders and pickup, to creating a community cookie plan, the Cookie Manager is in charge of your community's cookie program.

Overseas Committee Chair (OCC)

The OCC manages the entire OCMT and is responsible for making sure all volunteers have the local tools and resources they need to succeed.

Overseas Committee Management Team

The OCMT is responsible for approving your cookie plan and supporting the overall cookie program on a community level.

Parents

The Cookie season is a great time to get additional volunteers involved in Girl Scouting. Parents 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 parents to get them involved with the cookie program.

Action steps to engage families:

- Host a family meeting using the Cookie Family Meeting Guide. This can be in person or virtual!
- Explain how the cookie program gives girls an entrepreneurial edge.
- Encourage families to think about how they can support their girls as they climb toward their goals and earn the pin.

Where you'll learn more:

Girl Scouts' Cookie Family Connection Guide available at girlscoutcookies.org/entrepreneurfamily and girlscoutcookies.org/troopleaders



TROOP LEADER RESOURCES FROM GIRL SCOUTS

Start your climb as a troop cookie volunteer on Girl Scouts' website. Check out some great resources for activities and badges that can help bring more meaning to girls' cookie businesses. Plus, get informational handouts, safety tips, a step-by-step virtual booth guide and lots more!

Where you'll learn more:

girlscoutcookies.org/troopleaders



CLIMB WITH COURAGE TOOLKIT

We've refreshed our online toolkit of resources for cookie volunteers, so you can help your girls take their Girl Scout Cookie Program® to the next level! Find a Rally Guide with activities to inspire girls to reach their goals, plus download graphics for social media posts, virtual meeting backgrounds and more! Check back often, since we'll be adding resources throughout the season!

Where you'll learn more:

LittleBrownie.com/volunteers

Through volunteering with Girl Scouts, troop leaders experience the following benefits:

90%

feel they make a difference in the lives of girls.

83%

say they gain a sense of purpose volunteering with Girl Scouts.

76%

make friends through their service as a troop leader.

74%

become more involved in their communities.

62%

feel energized all or most of the time they volunteer as a troop leader.

20%

gain career or job opportunities through their Girl Scout volunteering.

"The Benefits of Being a Girl Scout Volunteer" Girl Scout Research Institute, 2020





WAYS TO SELL

Thanks to our digital cookie platform, there are now a plethora of ways girls can sell their cookies, both in-person and digitally. Here are some options available to communities overseas. Connect with your OCMT Cookie Manager to find out which ways your community will be selling cookies this year.

Cookies on the Spot (In-Person Orders) *This method applies to Girl Scouts in the USVI and NMI only.*

After girls receive their cookie inventory, they can visit family members, friends, and neighbors to sell cookies right then and there. Girls can use the paper order card to take preorders. Once cookies arrive in February, they deliver the preorders and collect payment.

Girl Scout Cookie Booths

Troops obtain cookies from their OCMT and sell them directly to customers, often at booths in areas such as grocery stores (Commissary), PX/BX, malls, or sporting events. Booth sale times and locations are organized by the Cookie Manager. Just like other girl scout activities, make sure to have at least two registered and unrelated adults (at least one female) present at each booth. Cookie booth sales are traditionally cash sales; however, the Digital Cookie app now allows troop to accept credit card payments at booth sales. *Credit card payments can only be taken using a troop's digital cookie account.*

Virtual Cookie Booths (Contactless)

Hosted and promoted on social media, this gives girls a way to achieve sales goals and help others in their community while at home. Customers purchase cookies online, through a troop's digital cookie website, without the added cost of shipping. Cookies are dropped off at an established central location and pick up is scheduled and organized by the OC Cookie Manager to minimize the number of people gathering.

Drive Thru (Socially Distant/Contactless)

Promoted on social media. Troop and Volunteers set up table/tent in a visible parking lot/designated area for cars to pull up to the tent/table, complete cookie/money transaction, and exit without customer leaving their vehicle. Girls safely attract customers driving by with signs, etc.

Digital Cookie - Direct Ship (Contactless)

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.



USAGSO SAFETY AND DELIVERY GUIDELINES DURING COVID-19

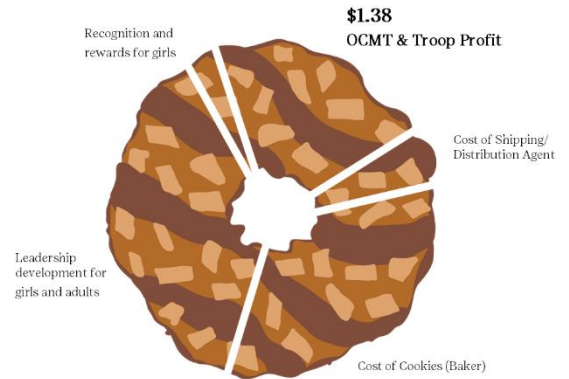
USAGSO is offering more options for girls and volunteers to guide girls to success and build the foundation for entrepreneurship, while keeping their safety in clear focus. We ask volunteers to follow local and base safety guidelines. Here are some additional ways to keep your cookies sales safe during COVID.

- All Girl Scouts and volunteers will be screened to ensure they are healthy and have had not experienced symptoms associated with COVID-19 in the previous 72 hours, that they have not knowingly been in contact with someone that has exhibited symptoms or with a confirmed positive COVID-19 and that they have not been to high-risk geographical regions.
- Set a maximum limit of girls and adults physically present based on local and base safety.
- Girls, volunteers, and customers keep 2 meters distance from customers and one another.
- Wear masks and gloves or similar protective gear mandated in your area; use hand sanitizer prodigiously.
- Follow local and base safety guidelines. If one set of guidelines is stricter than another, adhere to the most stringent guidelines.
- Use contactless exchange of cookies and money—such as virtual cookie booths, drive-thru or drop off exchange – when possible.
- If contactless exchanges are not possible, please observe the following:
 1. Only one member (volunteer or girl) can receive money and should sanitize between every transaction.
 2. If a volunteer or girl swap is made, the person who leaves the shift is asked to immediately wash their hands.
- Overseas Committee Chair and Cookie Manager provide safety guidelines to adult volunteers prior to the cookie delivery and ask for signatures acknowledging receipt.
- When delivering cookies and posing for photos, all subjects in the photo should:
 - Wear properly fitted masks if masks are required in your community.
 - Maintain 1 to 2 meters social distance.
 - If possible, have the subject in identifying uniform (i.e., Girl Scout t-shirts/uniforms, Commissary employee behind the cash register, etc.).
 - Additionally, for military locations, please ensure appropriate privacy measures are taken into consideration when photographing the cookie deliveries.

WHERE THE COOKIE MONEY GOES

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 **\$1.38 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 (\$1.38 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 \$5/box		
\$2.33	Leadership development for girls & adults	47%
\$1.38	OCMT & Troop Profit	28%
\$1.08	Baker	21%
\$0.11	Distribution Agents (AAFES & Bob Lynch)	2%
\$0.10	Girl Recognition and Rewards	2%

Specialty Cookies \$6/box		
\$2.25	Leadership development for girls & adults	37%
\$1.38	OCMT & Troop Profit	23%
\$2.06	Baker	34%
\$0.21	Distribution Agents (AAFES & Bob Lynch)	4%
\$0.10	Girl Recognition and Rewards	2%

Digital Cookie Traditional Cookies \$5/box		
\$2.08	Leadership development for girls & adults	42%
\$1.38	OCMT & Troop Profit	28%
\$1.08	Baker	21%
\$0.16	Girl Recognition and Rewards	3%
\$0.30	Credit Card Transaction Fees	6%

Digital Cookie Specialty Cookies \$6/box		
\$2.04	Leadership development for girls & adults	34%
\$1.38	OCMT & Troop Profit	23%
\$2.06	Baker	34%
\$0.16	Girl Recognition and Rewards	3%
\$0.36	Credit Card Transaction Fees	6%



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)
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.

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. Here are some common questions and tips about cookie donations.

Does it matter what flavor we donate locally?

It is up to your troop which cookie flavors you decide to donate.

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.

DIGITAL DONATIONS

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 \$5 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 USO. Visit <https://www.uso.org/about> to find out more about the USO. If your troop would like to apply digital cookie donations to your inventory in order to donate more cookies locally, please talk with your OCMT Cookie Manager.



SECTION III: eBudde

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 usagso.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.

Your password has been changed successfully. You are now signed in.

Cookie Portal Profile

Please update your information below.

Current password is required for any updates.

Your email is your user name.

Change Password (Optional)

If you would like to change your password you may do so here.

Cancel

Update Profile

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 your troop.

Troop Tabs

Click on your 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. The tabs greyed out below may exist on your dashboard but are not used by USAGSO.



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

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

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

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

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

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

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

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

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

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

Rewards – Troop reward ordering

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

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

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

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

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

Recording Girl Participation

Every troop is required to record the number of girls registered and the number of girls participating in cookie sales within eBudde. Before the end of the cookie season, open the “Settings” tab, click “Edit Settings”, and enter the following information:

- **# Girls Registered**- this is the total number of girls registered and assigned to your troop. This includes girls who may not be participating in the cookie program.
- **# Girls Selling**- this is the number of girls who have participated in cookie booth sales, digital cookie sales, or both. To find out if a girl scout is participating in digital cookie, open the “Girl Orders” tab to view digital cookie transactions for each girl.

The screenshot shows the 'Settings' tab in the eBudde interface. A purple button labeled 'Edit Settings' is circled in red. Below it, the 'Settings' form is displayed with the following fields:

- Number: 53011
- #Girls Registered: 0
- #Girls Selling: 0
- Troop Goal (pkgs):
- Level: Junior
- Opt out of rewards for additional proceeds: no
You will receive rewards.
- Bank Name: ?
- Bank Routing No:

Adding/Moving Girls

To add, edit, or move girls, click on the girl’s troop and then open the “Girls” tab. If you encounter an error adding, editing, or moving a girl member, contact overseascustomer@girlscouts.org for support.

Troop 18020 Girls ?

The screenshot shows the 'Girls' tab in the eBudde interface for Troop 18020. Below the navigation bar, there are four buttons: 'Update', 'Hide Active', 'Hide Inactive', and 'Printable'.

Since you are a DOC council, and this troop has been selected as a DOC troop, grade levels for all girls will be required, and any girls in grade levels K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12 will be required to have accurate GSUSA ids.

First Name	Last Name	GSUSA Id	ID	Inactive?	Grade	DOC Eligible	DOC Emails	Reg'd?	Shirt Size	Sales Goal	Pairing w/ DOC
Abiella	Anthony	112370577	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv
Froska	Lee	109459057	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv
Hattie	Kasinger	110424359	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv
Kallie	Sutherland	111962836	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv
Liliana	Allington	109376591	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv
Louisa	Patterson	109377748	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv
Millie	Wood	109534709	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv
Morgan	Morris	112370805	ID	<input type="checkbox"/>	3	✓		<input checked="" type="checkbox"/>		0	Move Zero Init Deliv

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 Update 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 myGS 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

Reg’d? – 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.

Viewing Sales in eBudde- the Girl Orders Tab

This tab allows you to enter, by girl, booth sales packages sold and digital girl 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

Printable Version

Record Booth Sale | Export

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

Package Sales
Financials
FYI Programs

Girl	C GOC	Core Initial	Core Booth	Core Other	SMr Initial	SMr Booth	SMr Other	Toff Initial	Toff Booth	Toff Other	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Becky H.	10	64	0	0	25	0	0	0	0	0	0	99	\$ 446.00	\$ 0.00	\$ 446.00	0
Belinda S.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Cindy W.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Jasmine C.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Girl Totals	10	64	0	0	25	0	0	0	0	0	0	99	\$ 446.00	\$ 0.00	\$ 446.00	0
Troop Order (Actual pkgs+C_GOC)													142			
Difference													-43			

Active | Inactive

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

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

Girl View

Troop 10626 Girl Trans.

Emaline G.		\$ 5.00	\$ 6.00	\$ 5.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 6.00					
DOC	Comment	Cookie Initial	Spec Initial	CFH	Cookie Booth	Cookie Other	Spec Booth	Spec Other	Total	Total Due	Paid	Bal. Due	fulfilled
✓ DLVR 27595950		0	0	0	0	0	0	0	0	\$ 0.00	\$ 16.00	\$ -16.00	
✓ DLVR 27607294		0	0	0	0	0	0	0	0	\$ 0.00	\$ 10.00	\$ -10.00	
✓ DLVR 27793483		0	0	0	0	0	0	0	0	\$ 0.00	\$ 25.00	\$ -25.00	
✓ SHIP 27979762		0	0	0	0	4	0	0	4	\$ 20.00	\$ 20.00	\$ 0.00	
✓ DLVR 28779394		0	0	0	0	0	0	0	0	\$ 0.00	\$ 25.00	\$ -25.00	
✓ DON 28916811		0	0	7	0	0	0	0	7	\$ 35.00	\$ 35.00	\$ 0.00	
✓ DLVR 30101907		0	0	0	0	0	0	0	0	\$ 0.00	\$ 20.00	\$ -20.00	
Init. Order "Locked"		125	13	12	0	0	0	0	150	\$ 763.00	\$ 0.00	\$ 763.00	
✓ DON 30963166		0	0	10	0	0	0	0	10	\$ 50.00	\$ 50.00	\$ 0.00	
✓ DLVR 31051410		0	0	0	0	0	0	0	0	\$ 0.00	\$ 15.00	\$ -15.00	
✓ DLVR 32176413		0	0	0	0	0	0	0	0	\$ 0.00	\$ 50.00	\$ -50.00	
goal getter fire stone		0	0	0	0	11	0	2	13	\$ 67.00	\$ 67.00	\$ 0.00	
goal getter self		0	0	0	0	25	0	2	27	\$ 137.00	\$ 0.00	\$ 137.00	
✓ DLVR 32305908		0	0	0	0	0	0	0	0	\$ 0.00	\$ 12.00	\$ -12.00	
Goal getter 3-3		0	0	0	0	20	0	4	24	\$ 124.00	\$ 0.00	\$ 124.00	
2-4		0	0	0	0	0	0	0	0	\$ 0.00	\$ 97.00	\$ -97.00	
Goal getter		0	0	0	0	4	0	0	4	\$ 20.00	\$ 0.00	\$ 20.00	
✓ DLVR 32489760		0	0	0	0	0	0	0	0	\$ 0.00	\$ 10.00	\$ -10.00	
✓ DON 32542037		0	0	4	0	0	0	0	4	\$ 20.00	\$ 20.00	\$ 0.00	
joann 3-8		0	0	0	23	0	0	0	23	\$ 115.00	\$ 115.00	\$ 0.00	
Emaline goal getter		0	0	0	0	17	0	1	18	\$ 91.00	\$ 0.00	\$ 91.00	
✓ SHIP 32569825		0	0	0	0	4	0	0	4	\$ 20.00	\$ 20.00	\$ 0.00	
✓ SHIP 32589318		0	0	0	0	12	0	0	12	\$ 60.00	\$ 60.00	\$ 0.00	
email 3-11		0	0	0	0	12	0	2	14	\$ 72.00	\$ 0.00	\$ 72.00	
		125	13	37	23	192	0	14	404	\$ 2047.00	\$ 1997.00	\$ 50.00	

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 45 to find out how to balance DLVR transactions. *For the 2021-2022 cookie season, only troop links will have girl delivery enabled.*

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 (DLVR) transactions and a volunteers must manually add the quantities and flavors into eBudde. *For the 2021-2022 cookie season, only troop links will have girl delivery enabled.*

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.

Tracking Booth Sales

Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order *Locked*	210	1	0	0	1	212	\$ 848.00	\$ 0.00	\$ 848.00	1
Additional Order	0	0	0	5	0	5	\$ 20.00	\$ 20.00	\$ 0.00	0
						0				
	210	1	0	5	1	217	\$ 868.00	\$ 20.00	\$ 848.00	1

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

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

Tracking DLVR and INHAND 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.

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)

Before digital cookie sales launch on January 21, families will receive a welcome email inviting them to login and help their daughter setup her digital cookie website. The digital cookie platform allows girls to set goals, play games, earn badges, and more!

This year Digital Cookie Girl Links within USAGSO will only allow customers to purchase cookies for direct ship, meaning the baker will ship the cookies directly to the customer. 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 30 for more information about digital cookie donations.

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 \$1.38 credit to your final cookie invoice, and girls can earn digital cookie rewards (see page x).

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

Like 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. This year troops are only authorized to use troop links to take credit card payments in support of their local sales. 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.

Volunteer Registration/Login

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

Tips to access Digital Cookie

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

Navigation

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

TROOP TABS

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

Orders- View your troop cookie orders and issue refunds.

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

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

PARENT/GIRL TABS

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

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

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

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

Customers- View and email your customers.

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

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

About Troop Links

Troops and communities participating in inperson 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 inperson sales, please review the following information.

Setup your Troop or Service Unit Site

Follow these steps to setup your troop or service unit link.

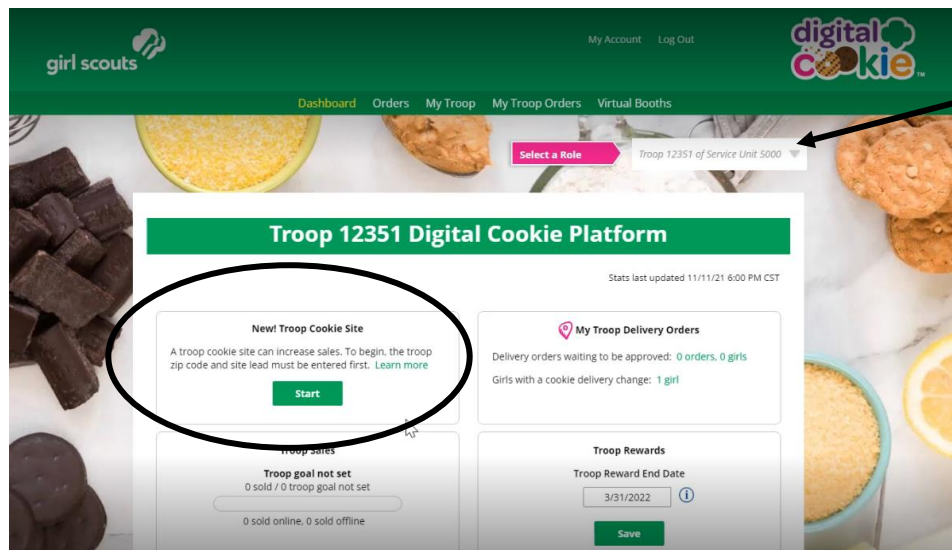
- 1) Determine which troop volunteer will be your troop lead. This volunteer will be responsible for setting up and managing the troop or service unit cookie site.

Note: Cookie managers will be assigned to the troop leader role for a community level troop. This troop will be named “[Community name] GS Cookies”. Girls who are assigned to your community but not in a troop will be assigned to this community troop. Cookie Managers may follow the steps below to setup a site for their Service Unit.

- 2) Setup your troop or service unit site

Volunteers can setup their troop cookie site directly from their digital cookie dashboard. To setup your troop site log into digital cookie, make sure your troop number is selected in the role drop-down, and click start. There may be several volunteers assigned to your troop, so please know that only one volunteer will need to setup the site. During initial setup you will be asked to provide the Troop’s zip code and select a Troop site Lead. If located outside a U.S. territory, enter **10018** into the zip code field. Hit save.

That troop site lead can now setup the troop site to activate the troop link. To setup the site, the volunteer lead will need to log into their digital cookie account, select “Parent” from the role tab (since they are now the troop’s “parent” in digital cookie), and then setup the cookie sales page.



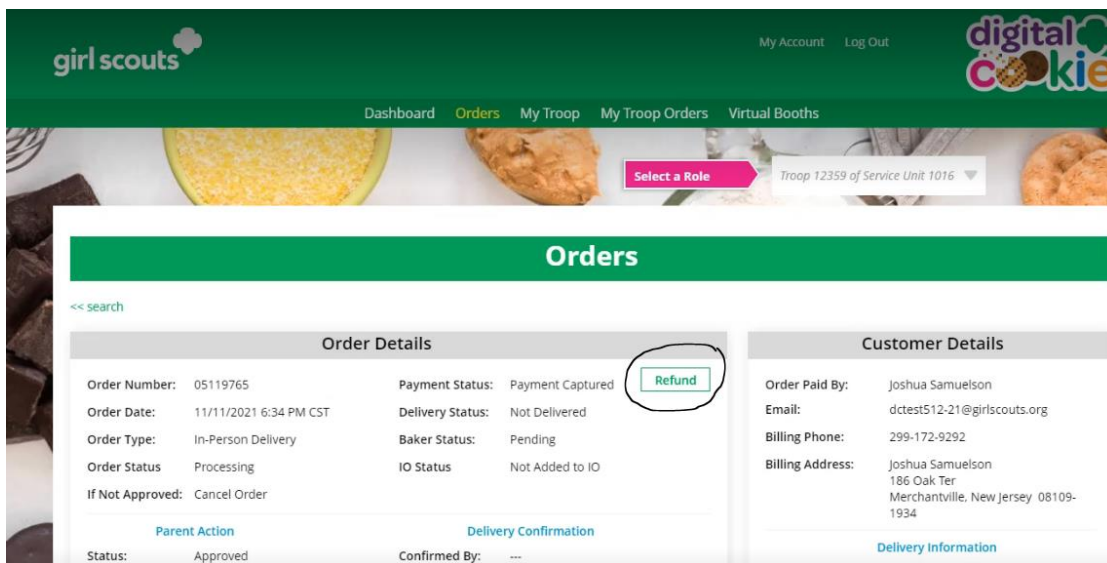
- 3) Turn on “Girl Delivery”
Submit [THIS FORM](#) telling council to turn ON girl delivery for your troop site. Activating Girl Delivery gives customers the option to order cookies for local pickup directly on your troop site. Please allow up to 3 business days for processing.

Approving Orders

To approve girl delivery orders 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

To refund an order, 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.



The screenshot shows the Girl Scouts Digital Cookie website interface. At the top, there is a navigation bar with the Girl Scouts logo, "My Account", "Log Out", and a "digital cookie" logo. Below this is a secondary navigation bar with "Dashboard", "Orders", "My Troop", "My Troop Orders", and "Virtual Booths". A "Select a Role" button and a dropdown menu for "Troop 12359 of Service Unit 1016" are visible. The main content area is titled "Orders" and contains a search bar with "<< search". The "Order Details" section includes:

Order Number:	05119765	Payment Status:	Payment Captured	Refund
Order Date:	11/11/2021 6:34 PM CST	Delivery Status:	Not Delivered	
Order Type:	In-Person Delivery	Baker Status:	Pending	
Order Status:	Processing	IO Status:	Not Added to IO	
If Not Approved:	Cancel Order			

Below the order details are sections for "Parent Action" (Status: Approved) and "Delivery Confirmation" (Confirmed By: ---). The "Customer Details" section includes:

Order Paid By:	Joshua Samuelson
Email:	dctest512-21@girlscouts.org
Billing Phone:	299-172-9292
Billing Address:	Joshua Samuelson 186 Oak Ter Merchantville, New Jersey 08109-1934

A "Delivery Information" link is also present at the bottom of the customer details section.

Digital Cookie Girl Rewards

For girls to receive their earned digital cookie girl rewards, troop leaders are required to review and submit their troop's digital cookie girl reward order using the Digital Cookie and eBudde systems by **April 1**.

Troop Leaders must follow these steps to pull girl reward choices and then input these selections into eBudde before submitting their order. USAGSO and OCMT members are unable to view rewards that girls have selected in digital cookie. If rewards are not submitted in eBudde by April 1, USAGSO will select rewards on behalf of girls in your troop. *Please note: girls earning Level 5 rewards will be contacted directly by USAGSO to select their Girl Experience.*

Have questions or need help? Contact overseascustomer@girlscouts.org.



Download your Troop's Reward selection in Digital Cookie

1. Log into Digital Cookie <https://digitalcookie.girlscouts.org>
2. Select your troop from the "select a role" drop down menu. This will bring you to your troop leader dashboard.
3. Scroll down to the "Reports" section of your dashboard.
4. Next to "Rewards Selection", click the green "Get Report" button
5. This will produce a spreadsheet showing you the rewards that each Girl Scout has earned and all the rewards she selected. If she has earned a reward but not selected between the options given, please reach out to the Girl Scout to confirm her reward preference.

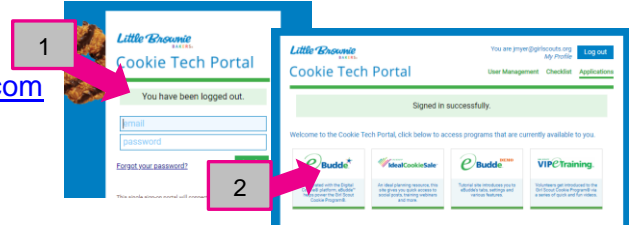
The screenshot shows the Digital Cookie Troop Dashboard for Troop TEST123456789. The interface includes a navigation bar with 'Dashboard', 'My Troop Orders', and 'Virtual Booths'. A red banner at the top states: 'We are experiencing delays in updating your data. Your orders are currently being verified for accuracy. Thank you for your patience.' Below this, there's a 'Select a Role' button. The main content area is titled 'Troop TEST123456789 Digital Cookie Platform'. It features several informational cards: 'Troop Cookie Site: Open for Business', 'Troop Link Pending Approval', and 'Girl Orders'. The 'Reports' section is highlighted, showing a table with the following items:

Reports: Troop TEST123456789		
All Order Data	For each girl see full order details including varieties, delivery type, etc.	Get Report
Initial Order	6/1/22 Parent's due date 6/1/22 Troop due date	Get Report
Cookie Badges	See the steps girls completed for their cookie badges and entrepreneur pin.	Get Report
Rewards Selection	See which rewards girls have selected to enter in your baker software.	Get Report

2 Add Girl Selections into eBudde

Digital cookie reward levels that give girls two reward options must be manually entered into eBudde. Digital Cookie rewards levels that do not provide options should automatically import into eBudde. Follow these steps to add girl reward selections into eBudde.

1. Log into eBudde. <https://ebudde.littlebrownie.com>
2. Select "eBudde" from your Cookie Tech Portal
3. Select your troop number from the left menu
4. Click the REWARDS tab.
5. Click the purple "Fill Out" button
6. Girls with "size/catalog selection needed" displaying in red next to their name need you, the troop leader, to select their reward. Click on each Girl Scout's name needing a reward selection to view her rewards.
7. Tick the boxes to select their preferred reward/sizes.
8. Click the green "Submit Girl Order" button.



2021-22 Sales Season | **Quick Links** | **Search** | **Member of GS Council: USA Girl Scouts Overseas** | You are **Jump2** user

eBudde | Troop 83030 Rewards

Dashboard | Contacts | Settings | **Girls** | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups | Cookie Exch | **Rewards** | Booth Sites | Payments | GOC Org | Sales Re

Troop Rewards Order Forms

Final Rewards Order | **View** | **Fill Out** | **Girl Rpt**

Boxes sold: 138
DOC Boxes sold: 138
DOC Charity: 45

GIRL ORDERS:

Box Level	Reward
DOC Charity 15	GOC Patch
DOC Charity 40	Koala Clip-On
DOC 50	Digital Cookie Level 1 Cookie Tech Patch Decals
DOC 100	Digital Cookie Level 2 (pick 1) <input type="checkbox"/> Leaf Pouch <input type="checkbox"/> Bracelet, Koala

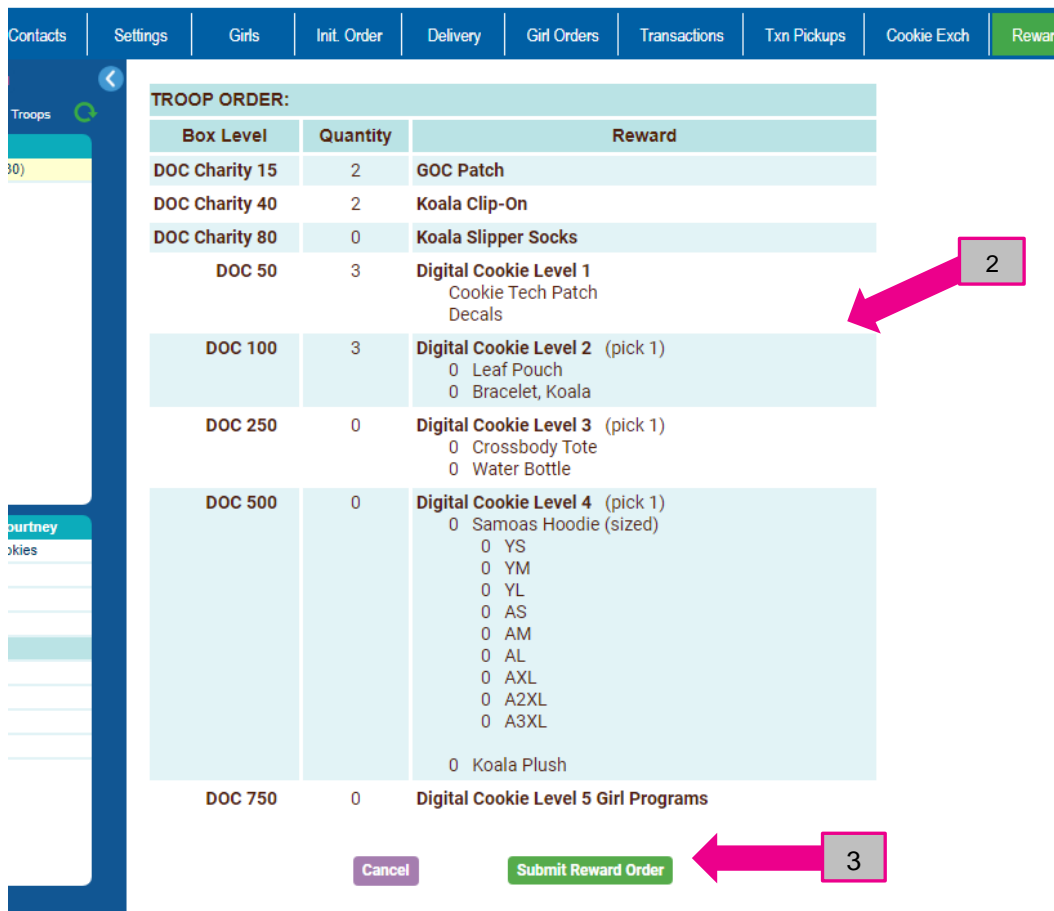
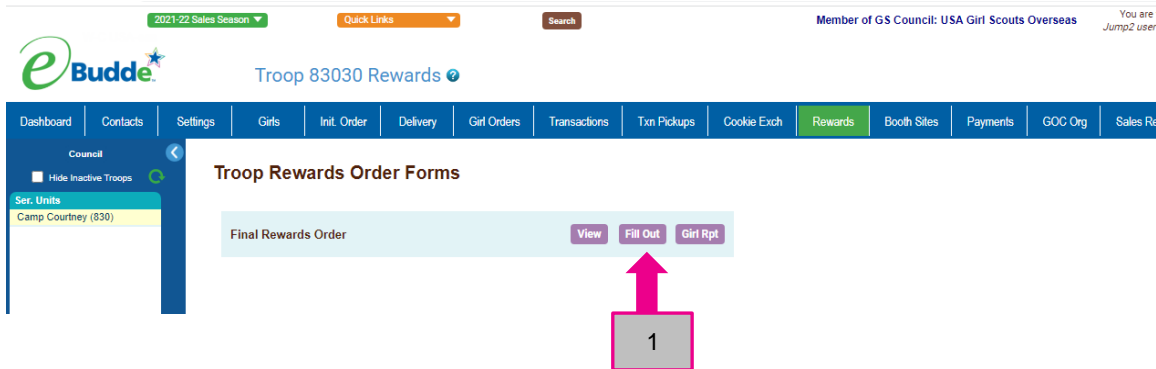
Abigail M. receives 4 rewards (size/catalog selection needed)
Alexis H. receives 0 rewards
Alyra C. receives 0 rewards
Isabela V. receives 0 rewards
Juliana R. receives 0 rewards
Lynsey C. receives 0 rewards
Marykatherine E. receives 2 rewards (size/catalog selection needed)
Meredith C. receives 4 rewards (size/catalog selection needed)

Cancel | **Submit Girl Order**

3

Submit Your Troop's Digital Cookie Rewards

1. From the Rewards tab, click the purple "Fill Out" button.
2. Quickly review the list to make sure all no additional selections are needed
3. Scroll down and click the green "Submit Reward Order" button.



PERMISSION FOR PARTICIPATION IN THE 2022 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 4 – March 20, 2022** (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 and Europe, as well as in the U.S. Virgin Islands, Northern Mariana Islands, and U.S. Embassies in Cairo and Tokyo.

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 and Northern Mariana Islands.

This year, USAGSO is expanding the Digital Cookie Program. Digital Cookie Sale Dates: **January 21 – March 20, 2022**. Girl Scouts located in the following areas are eligible to participate in the Digital Cookie Program.

- Girl Scouts overseas because of an affiliation with the U.S. military, embassy, or consulate AND have a U.S. address on their Girl Scout record.
- All Girl Scouts in Italy, France, Germany, U.S. Virgin Islands, and Mariana Islands.

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 2022. 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 _____

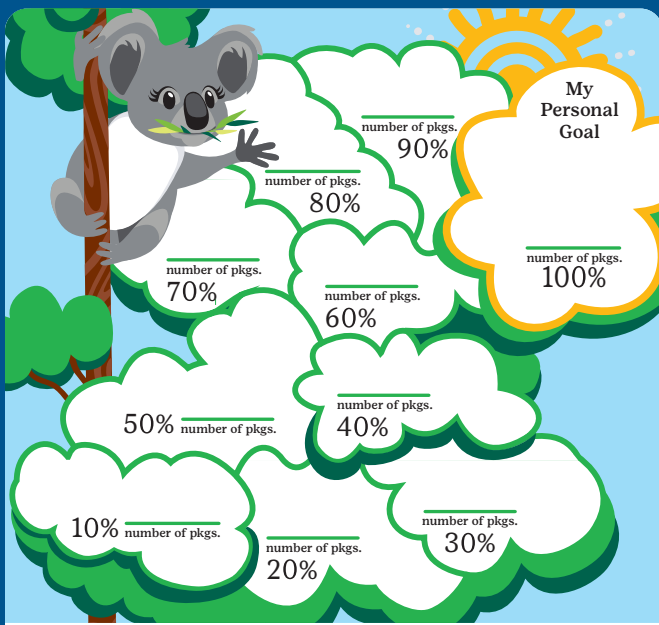
Name of girl (print) _____ Age _____

Signature of parent/guardian _____

Address (print) _____

Telephone Number (include country code) _____

USA Girl Scouts Overseas 2022 Girl Rewards



How high can you climb?

Write your personal cookie package goal in the space above 100%. Include your smaller goals along the way. (Adults can help if you need it.) Color in each area as you make your way to the top!

Digital Cookie Rewards

(Only for girls participating in Digital Cookie. Girls choice while supplies last.)



and



Level 1
Cookie Techie Patch
and Cookie Decals
50+ Digital Cookie Packages



or



Level 2
Eco Leaf Pouch or Koala Bracelet
100+ Digital Cookie Packages

Level 4
Samoas Hoodie or
Koala Plush
500+ Digital Cookie
Packages



or



Level 3
Eco Crossbody Tote or
Motivational Water Bottle
250+ Digital Cookie Packages

Level 5

750+ BRONZE ★ EXPERIENCE

1000+ SILVER ★ EXPERIENCE

2000+ GOLD ★ EXPERIENCE

Non-cumulative exclusive program experience with all necessary supplies included. Stay tuned for specific program opportunities as they are confirmed.

Gift of Caring (GOC) Rewards

(for all participating communities)



Gift of Caring (GOC) Patch
15+ GOC Packages



4" Koala Clip-On
40+ GOC Packages



Sherpa lined

Koala Slipper Socks
80+ GOC Packages

In-Person Cookie Sales Rewards

(U.S. military installations in Asia and Europe & Select U.S. Embassies)



Level 1
Goal Getter Patch
1 per Girl
Submit OC Initial Cookie
Order by October 25



Samoas name

and



Level 2
Samoas Bracelet and Cooling Fabric Bandana
1 of each per Girl
Plus 3 Tumblers per OC
Order USAGSO Recommended Order



and



Level 3
Animated Bag Tag and Super Patch
1 of each per Girl
Order 1 layer over the USAGSO
Recommended Order

Visit online rewards demos for more details on select items.



Cookie Sale Dates

February 4 to March 20, 2022:
In-Person Cookie Sales

January 21 to March 20, 2022:
Digital Cookie Sales

USVI & Saipan In-Person Cookie Sales Rewards

(Not including other communities)



Level 1
Tumbler
3 per OC
Order USAGSO
Recommended Order



Level 2
Goal Getter Patch
1 per Girl
30+ Packages



Level 3
Cooling Fabric Bandana
1 per Girl
60+ Packages



Level 4
Samoas Bracelet
1 per Girl
90+ Packages

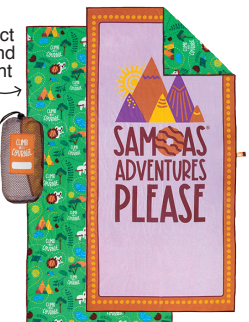


Place for name

Track progress
Clear Bottle

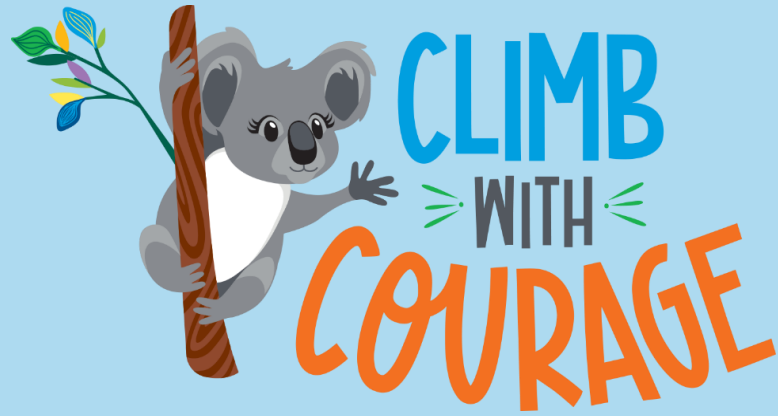
Level 5
Motivational Water Bottle
1 per Girl
120+ Packages

Compact and sand resistant



Level 6
Beach Towel
1 per Girl
200+ Packages

All rewards are cumulative except for digital cookie level 5.



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