

2022–2023 Girl Scout Cookie Program

OCMT Cookie Manager Manual

Communities eligible for in-person cookie sales



Raspberry Rally™
New Girl Scout Cookie™
Exclusively Sold Online
for Shipment

NEW

eBudde™
Tech Upgrades

What's New on
Digital Cookie®

GO
BRIGHT
Ahead

girl scouts 
usa girl scouts
overseas

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Section I: USAGSO Cookie Basics

COOKIE CALENDAR 2022-2023

September

22: OCMT exclusive Cookie Bite Workshop

30: Cookie trainings available in gsLearn
Cookie Merchandise Online Store opens

October

13: OCMT exclusive Cookie Bite Workshop

24: Cookie orders due to USAGSO

31: Last day OCMT bulk registration for Virtual Rally & Cookie Rally Kits

November

3: Cookie Bite Workshop – *What's New in 2023!*

11: USVI cookie pre-orders start

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

December

1: Cookie Bite Workshop – *Cookie Rally & Developing a Cookie Sales Strategy*

5: USVI pre-orders end

9: USVI Cookie orders due to USAGSO

January

5: Cookie Bite Workshop – *Digital Cookie & Developing a Cookie Sales*

14: Virtual Cookie Rally

17: Volunteer access Digital Cookie
Strategy

25: Parent/Girl access Digital Cookie

February

2: Cookie Bite Workshop – *Q&A Session*

3: In-person Cookie Sales & Digital Cookie Sales BEGIN

17-19: National Girl Scout Cookie Weekend

March

2: Cookie Bite Workshop – *Q&A Session*

19: All cookie sales END

April

6: Cookie Bite Workshop – *Celebrate, Relax, and Rejuvenate*

7: Cookie final invoices due to communities

14: Cookie payments due

Only applies to in-person cookie selling communities



Section I: USAGSO Cookie Basics

COOKIE THEME

Let's Go Bright Ahead!

Girl Scout Cookie™ entrepreneurs are forces of nature. They are bold, curious and bring a go-getter spirit to every challenge, no matter how big or small.

Whether Girl Scouts are planning their own cookie stand or making a splash on their Digital Cookie® pages, they are determined to achieve their goals, and have lots of fun doing it!

A Girl Scout's potential to succeed is limitless—especially if they're among the 6 in 10 girls* who have entrepreneurial mindsets. Research has shown that these girls:

- Want to change the world and are confident in their abilities to make their mark
- Embrace challenges, take risks and see failing as an opportunity to learn and grow
- Are curious and innovative self-starters
- Excel as team players who are open to new ideas and suggestions

We're willing to bet that you know Girl Scouts in your area—or a whole troop—who are leaping with joy to get started, so let's encourage them to go bright ahead!



Here's to You, Volunteer!

Thank you for volunteering to serve as a Troop Cookie Manager! You're an invaluable part of the cookie program, and we're here to support you with resources, tools, tips and more. Find everything you need for a bright season in this guide, developed in collaboration with Girl Scouts of the USA.

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

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



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

Section I: 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 2023 Girl Scout Cookie Program Sale Dates:
February 3 to March 19: 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
- 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, and North Athens
- 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.

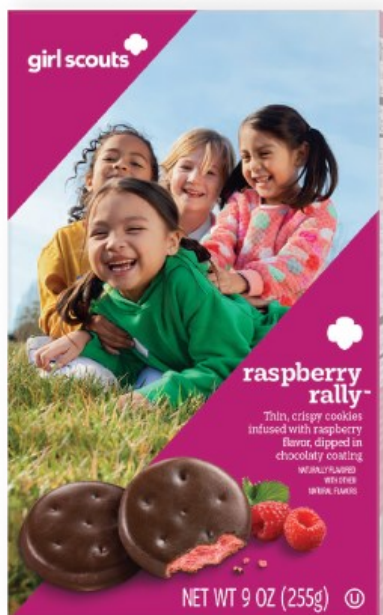
Communities that are not eligible to conduct in-person cookie sales but have girls who are eligible to participate in the digital cookie program are not authorized to receive profits from cookie sales. Instead, these communities can earn community cookie rewards to support their Girl Scouting activities. For every 100 boxes sold communities can earn a \$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 13 to learn more about our Cookie Reward program.

Section I: USAGSO Cookie Basics

WHAT'S NEW 2023

See What's Bright and New!



EXCLUSIVELY SOLD
ONLINE FOR SHIPMENT

NEW



Introducing Raspberry Rally™ Girl Scout Cookies®

Let's all cheer for Raspberry Rally™, the first Girl Scout Cookie™ exclusively sold online and shipped only through Digital Cookie®.

Cookie fans will love how Raspberry Rally adds a delightful new dimension of sweet and tart flavors. Girl Scouts using Digital Cookie will love how it brings even more excitement to their cookie business. There's also less product for them to manage on hand as this cookie is only available to customers via shipping.

See Pg. 7 for details.



eBudde™ Enhancements

We're partnering with your council to update eBudde! This spring we conducted surveys to hear feedback from dedicated Girl Scout supporters like you on what they'd like to see in eBudde this year.



See Page 49 for more about the enhancements coming this season.

Digital Cookie® Update

This fun, easy-to-use platform from Girl Scouts® lets girls customize how they learn and earn by using technology in new and engaging ways—all while honing their digital marketing skills.



Here's what you'll find on Digital Cookie for 2022–2023:

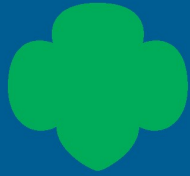
- Integrations for in-person booths and virtual booths
- Mobile App for on the go sales
- Increased connectivity with eBudde for a seamless sale

Learn more: girlscouts.org/digitalcookie



Section I: USAGSO Cookie Basics

MEET THE COOKIES



2022–2023 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

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.

U D



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.

U D



Trefoils®

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

U D



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.

U D



Samoas® • Real Cocoa • Real Coconut

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

U D



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.

U D



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

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

U



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

Graham sandwich cookies with chocolaty and marshmallow flavored filling
Approximately 16 cookies per 8.5 oz. pkg.

U D



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

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

U D



Raspberry Rally™ • Made with Vegan Ingredients NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Thin, crispy cookies infused with raspberry flavor, dipped in chocolaty coating
Approximately 30 cookies per 9 oz. pkg. U

Available While Supplies Last

NEW!



EXCLUSIVELY SOLD ONLINE FOR SHIPMENT ONLY



RSPO-1106186

Product formulations can change at any time. We encourage you to check the ingredient statement on each package you purchase for the most up-to-date information on the ingredients contained in the product in that package. For more details, check with Little Brownie Bakers or visit girlscoutcookies.org.

Although the use of palm oil in Little Brownie Bakers' Girl Scout Cookies® is limited, the palm oil used in our Girl Scout products is Certified Mass Balance palm oil. The Mass Balance System ensures that the palm oil Little Brownie Bakers uses contributes to the production of environmentally responsible, socially beneficial and economically viable palm oil. For more information please visit the Little Brownie Bakers website.

Introducing Our Newest Cookie!

Raspberry Rally™

Thin, crispy cookies infused with raspberry flavor, dipped in chocolaty coating



What's so special about Raspberry Rally (*aside from its delicious taste*)?

For the first time ever, Girl Scouts is offering a new cookie that will be exclusively sold online for shipment.

Why are we selling the new cookie exclusively online?

There are many benefits and learning opportunities when selling an online-only product:

Simplicity

- Eliminates complexity
- Distribution to customers is effortless
- Payment is simpler

Learning for Girl Scouts

- Allows them to participate in online shopping trends
- Enables them to build relevant, omni-channel selling skills
- Allows them to build their online business

Building Consumer Excitement and Growth

- An easy way to offer a new item that keeps customer engagement high without complicating or discontinuing existing flavors
- The opportunity to try new ideas without taking on too much risk

The GIRL SCOUTS' name and mark, and all other associated trademarks and logotypes, are owned by Girl Scouts of the USA. The LITTLE BROWNIE BAKERS' name and mark, and all associated trademarks, are registered trademarks of Ferrero Group. ©2022 Ferrero Group. All Rights Reserved.

girl scouts  Little Brownie  BAKERS.

Cookie Varieties and Pricing

Girl Scout Cookies® are \$5 per package for core varieties and \$6 per package for specialty cookies. 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 2023 and posted on our website.



\$5 per package/box

\$6 per package/box

Core:

-  Thin Mints*
-  Samoas*
-  Tagalongs*
-  Trefoils*
-  Do-si-dos*
-  Lemon-Ups*
-  Adventurefuls™
-  Raspberry Rally™
(Exclusively Sold Online for Shipment)

Specialty:

-  Girl Scout S'mores*
-  Toffee-tastic*
(Gluten-Free)



Section I: USAGSO Cookie Basics SKILL DEVELOPMENT AND BADGES FOR GIRLS

The Girl Scout Cookie Program® helps girls 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, such as weekly challenges.

2. Decision Making

Girl Scouts learn how 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, 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

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.



Inspire Girl Scouts to Think Like Cookie Entrepreneurs

Certificates and Patches

How can you inspire Girl Scouts to go bright ahead? Recognize their hard work with a certificate or patch at any point in the season, from the earliest planning meetings through the booth phase.

Learn more:

- [USAGSO Cookie Merchandise Catalog](#)
- [LittleBrownie.com/volunteers](https://www.littlebrownie.com/volunteers)



Cookie Business Badges

NEW

Girl Scouts can earn Cookie Business badges by completing requirements that help them develop new skills as they learn and grow their businesses. Badges are official Girl Scouts of the USA recognitions that can be placed on the front of their Girl Scout uniforms.

Learn more:

- Your council's website
- girlscouts.org/cookiebadges
- girlscouts.org/en/members/for-girl-scouts/badges-journeys-awards/badge-explorer.html
- girlscoutcookies.org/troopleaders for poster download

Check out the NEW Cookie Business and Financial Literacy badges!

The Girl Scout Leadership Experience

Here are just a few ways the cookie program helps girls learn business, the Girl Scout way:

Girl-Led

Girl Scouts take the lead in their budget, plans and marketing techniques.

Cooperative Learning

Girl Scouts work together to set their goals, decide how to use their money as a team and overcome hurdles along the way.

Learning by Doing

Real-life, hands-on activities help girls see how their experiences as cookie entrepreneurs can translate to their own career or business.

Learn more:

- girlscoutcookies.org/troopleaders

Getting Families Involved

The Girl Scout Cookie Program® is a team effort, and families play a major role. With the support, assistance and encouragement of their family, there's no stopping a Girl Scout!



To inspire Girl Scouts and their families, check out these helpful resources:

Cookie Entrepreneur Family Pins

Families can support their Girl Scouts in learning the five skills while encouraging them to think like entrepreneurs. Families can earn a different pin every year.

Cookie Program Family Meeting Guides

Plan a fun and informative family meeting using these guides, which include resources tailored to each Girl Scout grade level.

Learn more:

- girlscoutcookies.org/troopleaders
- girlscoutcookies.org/entrepreneurfamily



Section I: Cookie Basics

REWARDS

Communities, troops, and girls have the opportunity to earn amazing cookie rewards. These rewards are cumulative, 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!

USA Girl Scouts Overseas 2023 Girl Rewards

My Personal Goal: _____ NUMBER OF PACKAGES

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



In-person Cookie Sales Rewards

(U.S. military installations in Asia, Europe, Guantanamo Bay & U.S. Embassies in Tokyo, Lisbon, Cairo, and North Athens)



USVI & Saipan In-Person Cookie Sales Rewards (Not including other communities)



Digital Cookie Rewards

(Digital Cookie Direct Shipped and Donations Packages Only. Girl choice while supplies last.)



Set Your Goal and Make a Splash!

Keeping track of your goals is easy! Start by writing in your total Girl Scout Cookie™ package goal above the space that says 100%, and be sure to include your smaller goals along the way. (Ask a grown-up to help if you need it.) Celebrate by coloring the water as you move bright ahead.

All rewards are cumulative except for digital cookie level 7. Council reserves the right to make substitutions to the item's color, material or size or to substitute an item of equal or greater value due to changes or challenges in product availability.

Council reserves the right to make substitutions to the item's color, 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, lead 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 MERCHANDISE SHOP & COOKIE RALLY

Cookie Merchandise 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 14** 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 14) 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 14.

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!



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 22 & October 13**

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

November 3: What's New in 2023!

December 1: Cookie Rally & the New Cookie Badges

January 5: Digital Cookie & Developing a Cookie Sales Strategy

February 2: Q&A Session

March 2: Q&A Session

April 6: 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

OCMT ROLE

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 24, 2022**
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 14, 2023

USAGSO Primary Responsibilities

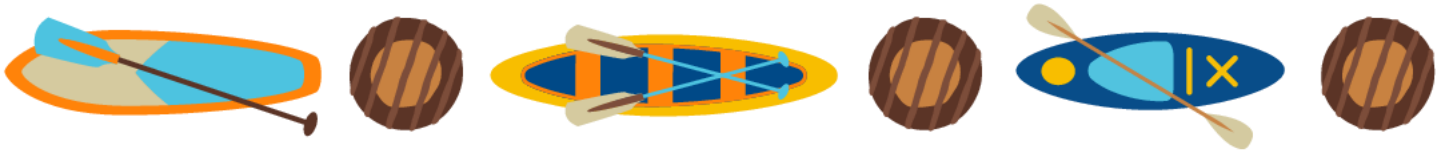
Contracts with bakery and orders cookies
Monitors shipments and deliveries
Pays baker and shipper
Provides bonding and liability insurance

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 24, 2022**. 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 24, 2022—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.

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

COOKIE MANAGER ROLE

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.
- Order extra girl reward items in the online Cookie Merchandise Shop.
- Register your community for the USAGSO Virtual Cookie Rally & order a community Cookie Rally Kit.
- Obtain local approval for cookie sales, if required.
- Place the cookie order in eBudde by **October 24, 2022** (Europe & Asia communities only).

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

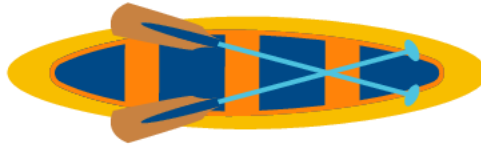
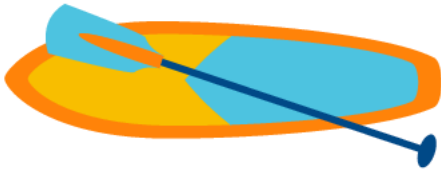
- With OCC, complete AAFES Cookie Distribution Agreement by **January 9, 2023** (opt. for Europe)
- Accept delivery of cookies, verify delivery numbers, and move cookies to clean, dry storage area.
- Record and submit damaged cases/boxes or shortages through eBudde within 10 days of delivery and transfer 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 3, 2023!**
- 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 19, 2023!**

April-May

- Decide how much remaining inventory will be donated locally using digital cookie donations and notify USAGSO by **April 2**.
- Receive final cookie invoice & digital cookie rewards breakout by **April 7**. 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 24.**
- 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 Rewards online shop? (*orders must be placed by November 14*)
- 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?

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

WAYS TO SALE

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. Review these options and consider your location restrictions to decide how your girls will sell cookies this season. And note- your community can sell using a variety of selling methods.

Cookies on the Spot (In-Person Orders)

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 pre-orders. Once cookies arrive in February, they deliver the preorders and collect payment.

This method applies to Girl Scouts in the USVI and NMI

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 ac-*

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.

For more information about the digital cookie platform and how it can support your in-person sales, see section IV: Digital Cookie.



Inspire Girl Scouts to Market Their Cookie Businesses



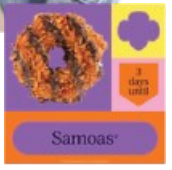
Bright Ideas Abound!
 Whether girls decide to set up shop digitally or in-person—or a combination or both!—the possibilities are endless.



Ways to Participate

Texting or Phoning Friends and Family

This is a great way to help girls feel comfortable connecting with cookie customers. Experienced entrepreneurs with busy schedules can also benefit from this option.



Digital Cookie®

Girl Scouts can ship cookies straight to customers, accept orders for donations or have local customers schedule a pick up at both for participating military and embassy communities AND in-person delivery for the USVI, N. Mariana Islands, and American Samoa communities. Here's another bright feature: They can sell the new Raspberry Rally™ as the first-ever Girl Scout Cookie™ to be offered exclusively online for direct shipping only.



Social Channels



Social media offers teen girls the opportunity to reach their goals while building digital skills at the same time. Find ready-made cookie graphics,



Get inspired by the bright stories of Girl Scouts and volunteers!
 Visit girlscouts.org/poweredbycookies.

FOLLOW GIRL SCOUTS®
facebook.com/girlscoutsusa
instagram.com/girlscouts
twitter.com/girlscouts

FOLLOW LITTLE BROWNIE BAKERS®
facebook.com/littlebrowniebakers

FOLLOW SAMOAS®
facebook.com/samoascookies
instagram.com/samoas_cookies
twitter.com/samoascookies





Options for In-Person Participation

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

Here are just a few ideas to get started:

Door-to-Door (Only available for USVI, N. Mariana Islands, and American Samoa)

Girl Scouts can stay local and sell in their neighborhoods—and 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 (Only available for the USVI, N. Mariana Islands, and American Samoa)

Would your Girl Scouts feel more comfortable on their own turf? Cookie stands, much like lemonade stands, are set up in front of a residence on private property, where they'll market their cookies to customers in their neighborhood.



Cookie Booths

Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like grocery stores (Commissary), PX, BX, malls, or community sporting events, bank, mall or even a drive-thru booth in a parking lot) where they can practice their business skills with new customers.

Booth sale times and locations are organized by the Cookie Manager.

Cookie Sale Toolkit

Use the tools and tips in this action planner to help girls organize booths for both in-person and virtual cookie sales. You'll find resources to support a wide range of selling environments.



Girl Scouts' Online Safety Resources

Girl Scouts and their supervising parent/guardian must read, agree to and abide by the *Girl Scout Internet Safety Pledge*, the *Digital Cookie Pledge* and the *Supplemental Safety Tips for Online Marketing* before engaging in online marketing and sales efforts through the cookie program. You'll find all of these documents—and everything else you need—in USAGSO's Safety Activity Checkpoints.



Learn more:

- girlscoutcookies.org/troopleaders
- LittleBrownie.com/social-resources
- Safety resources are available at girlscoutcookies.org/troopleaders and USAGSO.org.
- girlscouts.org/cookiebadges
- girlscouts.org/digitalcookie

Essential Volunteer Safety Information

You'll get just about everything you need, including basic facts, forms and tips for planning outdoor activities, managing troop finances, promoting safety, arranging trips and selling cookies. Learn more:

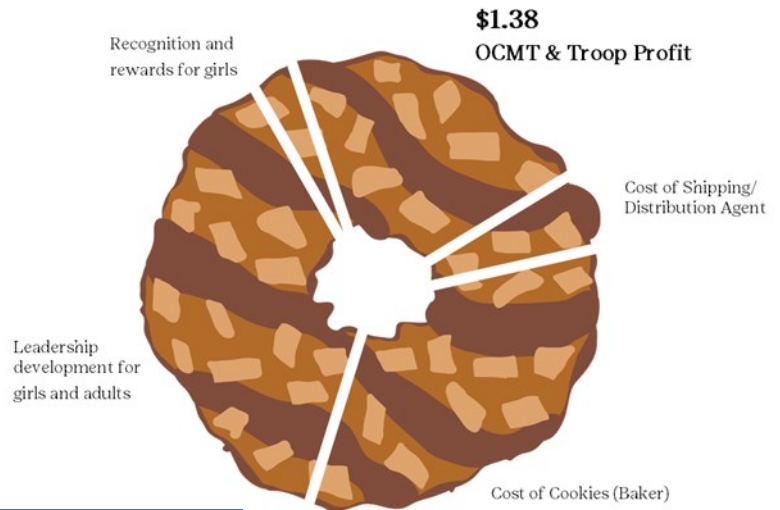
- [USAGSO Volunteer Essentials](#)
- [USAGSO Safety](#)

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

PROCEEDS & 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 **\$1.38 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



Traditional Cookies \$5/box		
\$2.31	Leadership development for girls & adults	46%
\$1.38	OCMT & Troop Profit	28%
\$1.10	Baker	22%
\$0.11	Distribution Agents (AAFES & Bob Lynch)	2%
\$0.10	Girl Recognition and Rewards	2%

Specialty Cookies \$6/box		
\$2.23	Leadership development for girls & adults	37%
\$1.38	OCMT & Troop Profit	23%
\$2.08	Baker	35%
\$0.21	Distribution Agents (AAFES & Bob Lynch)	4%
\$0.10	Girl Recognition and Rewards	2%

Digital Cookie Traditional Cookies \$5/box		
\$2.06	Leadership development for girls & adults	41%
\$1.38	OCMT & Troop Profit	28%
\$1.10	Baker	22%
\$0.16	Girl Recognition and Rewards	3%
\$0.30	Credit Card Transaction Fees	6%

Digital Cookie Specialty Cookies \$6/box		
\$2.02	Leadership development for girls & adults	34%
\$1.38	OCMT & Troop Profit	23%
\$2.08	Baker	35%
\$0.16	Girl Recognition and Rewards	3%
\$0.36	Credit Card Transaction Fees	6%

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

PROCEEDS & 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 14. 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 \$3.62 for each traditional box of cookie (\$5) and \$4.62 for each specialty box of cookie (\$6). The amount charged to your community is the cost of the box (\$5 or \$6, depending on type) minus your OCMT profit of \$1.38. This charge will be added to your account after your initial cookie order.

Cookie Rally Registrations/Kits & Cookie Merchandise Shop- Charge

Your community will have the option to charge cookie rally bulk registration and kits (\$5 per girl) and additional cookie merchandise 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 **\$1.38 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 **\$5 or \$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 7**. 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.



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 24**. The US Virgin Islands cookie order deadline is **December 9, 2022**. See page 38 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 Com-

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, Cookie Manager: 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 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. Quanti-

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.

- 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 Raspberry Rally cookies (1 per Troop)
- Girl rewards and cookie merchandise if applicable

**Want to save paper? [Submit this form](#) by September 26 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 Merchandise Shop- January

If your community ordered cookie merchandise using our online form (due by November 14) items will be mailed directly from the vendor to your community in January.

Cookie Rewards- May

Cookie rewards will be mailed from the vendor in April. You should expect them by mid-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 3, 2023, and end March 19, 2023.** 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. 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. 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 overseascustomercare@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 overseascustomercare@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 \$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.

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 26 to use donated cookies for local donation. USAGSO will then verify your request, adjust your eBudde inventory accordingly, and credit your community cookie account **\$5 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 \$5 per box of cookies that you donate locally using digital cookie donations. This will cover the full cost of any traditional 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 7**. Any money owed to USAGSO must be paid by **April 14, 2023**. If your community is unable to make payment by this date, please contact USAGSO immediately at 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 14, so long as you have provided us with the necessary banking information. See below for more details on sending or receiving payments.

Finally, the OCC and Cookie Manager should submit the Cookie Program Evaluation form by **April 6, 2023**. 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.

- When sending payment by ACH or wire transfer, please make sure to calculate bank fees to the total amount due and notify USAGSO via email of the transfer with the accompanying paperwork at overseascustomercare@girlscouts.org. Subject line: "Community Name -Cookie Payment" (e.g. Vicenza - Cookie Payment)
- **If wiring from a from a local bank account**, OCMTs must ensure that the wire transfer rate of exchange reflects the entire cookie bill due to USAGSO.
- If making a bank deposit, you must have an account at Community Bank. Be sure to write your Community name and breakdown of deposit on the deposit slip. See example:

USD CHECKING DEPOSIT **CREDIT** 809-100 (07-07)

CommunityBank
formerly Bank of America

ACCOUNT NUMBER
* 3700041159

Date _____
Name USA Girl Scouts Overseas - North Atlantic

Check and other items are provided for deposit only. Funds are not available for withdrawal.

CASH
DEPOSIT
LESS CASH RECEIVED \$

Check and other items are provided for deposit only. Funds are not available for 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, and North Athens.

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. 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. 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, and North Athens.)

Section III: eBudde Tutorials

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

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.

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.

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

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

Adding/Moving Girls

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

Add/Edit a Girl

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

First Name – Enter the girl's first name

Last Name – Enter the girl's last name

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

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

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

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

DOC Eligible – This column is checked by the system if the girl qualifies as part of Digital Cookie. Please click this box when adding a girl to eBudde

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

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

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

Moving Girls

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

The screenshot shows the eBudde interface for Troop 10431. The 'Girls' tab is selected in the navigation bar. Below the navigation bar, there is a 'Girls' section with a 'Show Inactive' checkbox (checked) and a '+Add' button. The list of girls is as follows:

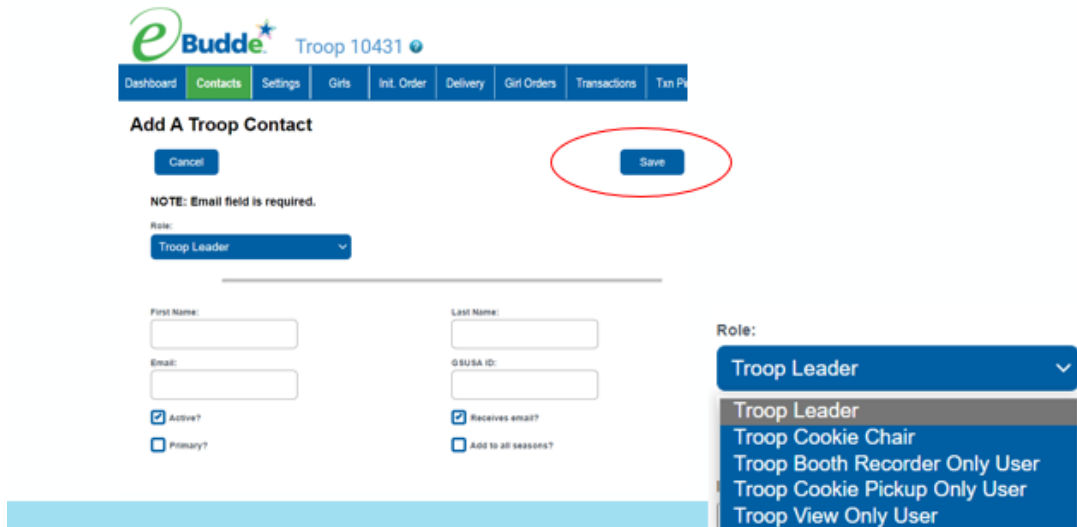
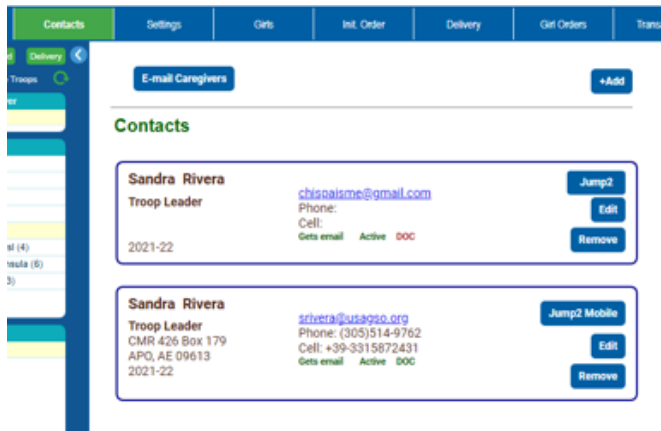
Name	Sales Goal	Grade	Caregiver	Inactive	DOC Eligible	Registered	GSUSA ID
Ashley Emerton	50	12	blakeemerton@bellsouth.net	no	yes	yes	TEMP799...4311796
Cindy Wright	0	6		no	yes	yes	TEMP799...4311798
Madison Denman	0	12	mdenman22@aol.com	no	yes	yes	103728992
Becky Wright	0	2		yes	yes	yes	TEMP799...4311797

Section III: eBudde Tutorials

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>



eBudde Troop 10431

Dashboard **Contacts** Settings Girls Int. Order Delivery Girl Orders Transactions Troop

Add A Troop Contact

Cancel **Save**

NOTE: Email field is required.

Role: Troop Leader

First Name:

Last Name:

Email:

GSUSA ID:

Active? Receives email?

Primary? Add to all seasons?

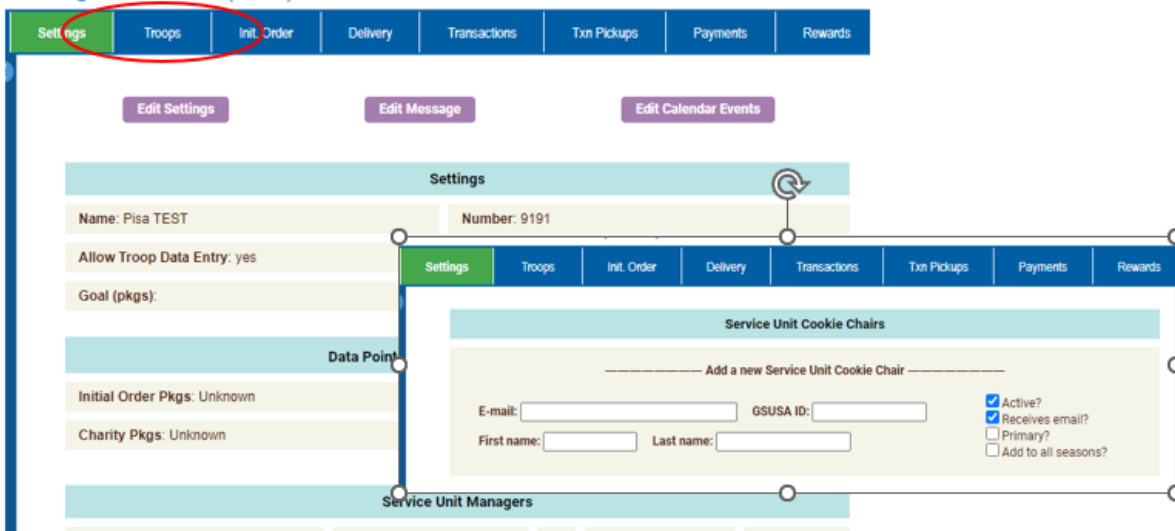
Role: Troop Leader

- Troop Leader
- Troop Cookie Chair
- Troop Booth Recorder Only User
- Troop Cookie Pickup Only User
- Troop View Only User

Adding Cookie Manager (Cookie Chair) Volunteers

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

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



Viewing Sales in eBudde- the Girl Orders Tab

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

Troop Summary View

Troop 55600 Little Bm

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

Girl Orders Summary

Show Inactive Record a Booth Sale

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

Use DOC	Girl	CGOC	Adv	LmUp	Tre	D-S-D	Sam	Tags	TMint	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 pkgs*CGOC)	59	96	123	99	69	285	150	307	82	43		1293			
	Difference	0	-96	-101	-72	-48	-240	-120	-252	-80	-24		-1013			

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

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

Girl View

Troop 55600



Kiyomi R.																		
Switch to Girl: Kiyomi R.																		
DOC	Commento	Invo	Bibo	CGOCo	Ad-fo	LmUpo	TreP	D-S-Do	SamO	Tago	TMintO	SMro	Toffo	TGOCo	Totalo	Total Due	Paid	Bal. Dueo
✓	DOC SHIP 54465206			0	0	1	0	1	1	1	0	0	0	0	4	\$20.00	\$20.00	\$0.00
✓	DOC SHIP 54487020			0	0	1	2	0	0	0	1	0	0	4	\$20.00	\$20.00	\$0.00	
✓	DOC SHIP+ 54696508			1	0	1	1	0	1	0	0	0	1	5	\$26.00	\$26.00	\$0.00	
✓	DOC DON 54725344			3	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	4	\$20.00	\$20.00	\$0.00	
✓	DOC SHIP 55174618			0	0	1	3	1	0	0	3	0	0	8	\$40.00	\$40.00	\$0.00	
✓	DOC SHIP 55343120			0	0	0	0	1	0	2	1	0	0	4	\$20.00	\$20.00	\$0.00	
✓	DOC SHIP+ 55497147			10	0	1	2	0	1	0	2	0	1	17	\$86.00	\$86.00	\$0.00	
✓	DOC SHIP 55788039			0	0	0	0	0	3	0	1	0	0	4	\$20.00	\$20.00	\$0.00	
✓	DOC SHIP 55874063			0	0	2	0	1	1	1	1	0	0	6	\$30.00	\$30.00	\$0.00	
✓	DOC SHIP 56292185			0	0	0	1	1	0	1	1	0	0	4	\$20.00	\$20.00	\$0.00	
✓	DOC SHIP+ 58121763			1	0	1	0	0	2	0	0	0	2	6	\$32.00	\$32.00	\$0.00	
✓	DOC SHIP 60682969			0	0	1	0	1	1	1	0	0	0	4	\$20.00	\$20.00	\$0.00	
✓	DOC SHIP 60680831			0	0	0	0	1	6	1	4	0	1	13	\$66.00	\$66.00	\$0.00	
Totals				30	0	12	15	0	19	8	19	0	0	0	118	\$598.00	\$598.00	\$0.00

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

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

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

DLVR- These cookies have been ordered through digital cookie with girl delivery as the delivery method. Only the total paid is imported into eBudde. Quantity and flavors are not imported into eBudde and the balance due will show a negative amount. A troop volunteer must manually add a transaction to include the quantity and flavors of cookies delivered. See page 45 to find out how to balance DLVR transactions. *For the 2022-2023 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.

Section III: eBudde Tutorials

Tracking Booth Sales

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

The screenshot shows the eBudde software interface for Troop 10431. The 'Girl Orders' tab is selected. The table below shows a list of orders with columns for various product categories and their respective quantities and values.

doc	Comments	Inv	Bth	C_GOC	Cookie Initial	Cookie Booth	Cookie Other	Spec Initial	Spec Booth	Spec Other	T_GOC	Totals	Total Due	Paid	Bal. Due
✓	DOC DLVR 1234	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC DLVR shipped	0	0	0	0	0	0	0	0	0	0	0	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP shipped	0	0	0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 3456	0	0	0	0	0	1	0	0	1	0	2	\$ 0.00	\$ 11.00	\$ 11.00
✓	DOC SHIP 7857	0	0	0	0	0	0	0	0	2	0	2	\$ 0.00	\$ 12.00	\$ 12.00
Int. Order "Locked"		2	72	0	0	22	0	0	0	0	0	96	\$ 502.00	\$ 0.00	\$ 502.00
comment		✓	0	0	0	150	0	29	0	0	0	179	\$ 0.00	\$ 0.00	\$ 0.00
		0	0	0	0	150	0	0	0	0	0	150	\$ 0.00	\$ 0.00	\$ 0.00
		0	0	0	500	0	0	0	0	0	0	500	\$ 0.00	\$ 0.00	\$ 0.00
		50	0	0	0	0	0	0	0	0	0	50	\$ 250.00	\$ 0.00	\$ 250.00
paid		✓	0	0	0	0	0	0	0	0	0	0	\$ -30.00	\$ 30.00	\$ 0.00
io		1	0	1	1	0	1	1	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
0724		1	0	1	1	0	1	0	1	1	1	6	\$ 9.00	\$ 1.00	\$ 10.00
0724															10.00
Totals															30.00

1.

The screenshot shows the 'Ashley E. Orders & Payments' form. The 'Booth' checkbox is checked. The 'Product' list includes 'Gift of Caring', 'Cookie Booth', 'Cookie Other', 'Spec Booth', 'Spec Other', and 'Troop GOC'. The 'Financials' section shows 'Total Due' as \$ 0.00 and 'Paid' as \$ 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

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 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 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

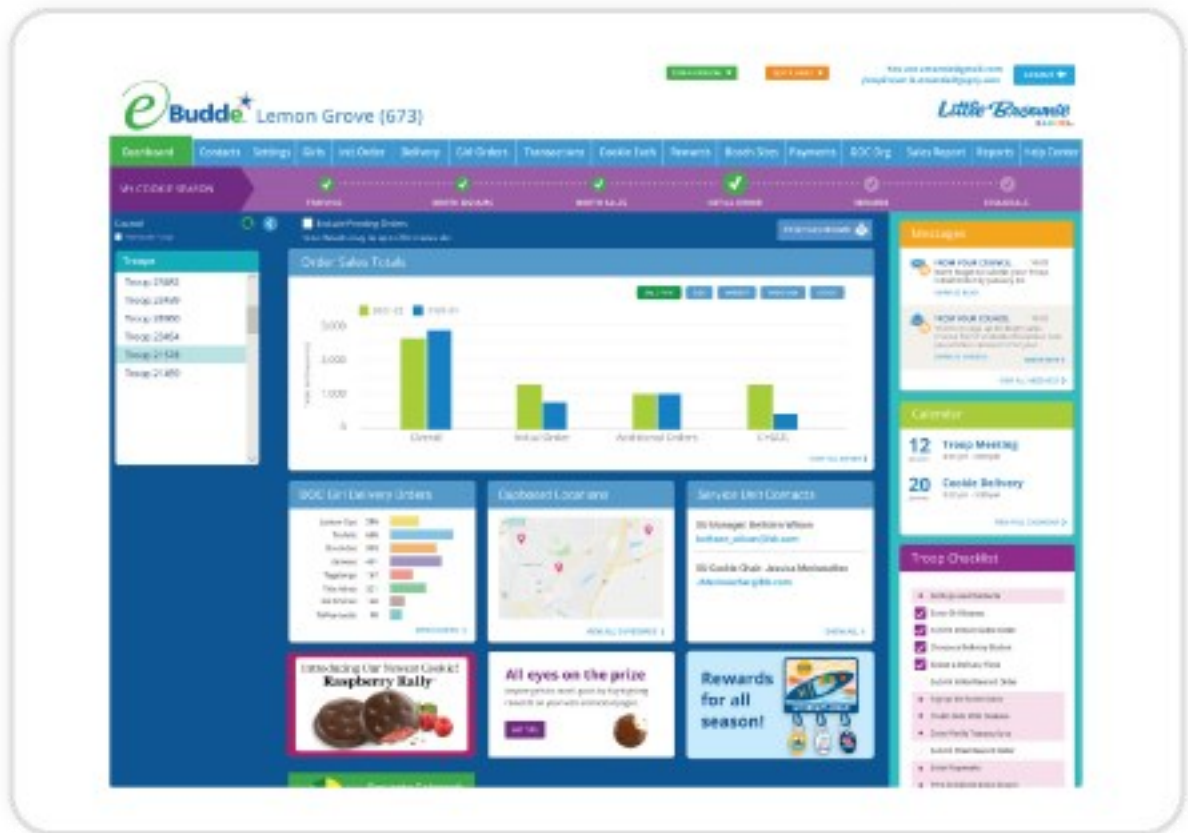
OCMT's have the opportunity to donate cookies locally using digital cookie gift of caring purchases. This is a great way to use leftover inventory to give back to your community or deployed troops. Follow these steps to see how many cookies were purchased with digital cookie gift of caring. Then send an email to overseascustomer-care@girlscouts.org no later than April 3 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.



Connect with eBudde™ App

App Basics

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 girls can receive their rewards.

Here are some quick steps to get you started:

- Download the eBudde app wherever you typically search for apps
- After your Service Unit Manager grants you access, look for a welcome email with a link and login information
- Set up your troop—in this step, you'll enter your troop's package goal and edit your troop's rewards settings
- Explore the dashboard on both the desktop and app versions, where you'll find messages and links to tools and resources you'll need throughout the season





Enhancements for 2022–2023

The digital world is changing fast. That’s why eBudde™ is engineered to keep you moving at the speed of Girl Scouts.

This year, Little Brownie Bakers® is planning several enhancements to the cookie management system to improve performance, speed and usability. These include security updates, a simplified troop user experience and—of course—the addition of new, shipped only Raspberry Rally™ Girl Scout Cookies®!

Updates are also underway to offer you more visibility into important information while you’re on the go. Key areas are delivery agents, cupboards, reports, rewards and the booth scheduler.



No matter how the digital landscape evolves, or where you’re at in the Girl Scout Cookie Season, eBudde will stay bright at the center.

Simplicity at your fingertips!

Learn more at [LittleBrownie.com/volunteers](https://www.LittleBrownie.com/volunteers).



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 **February 3**, 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.

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. 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.

Section IV: Digital Cookie

Volunteer Registration/Login

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

Tips to access Digital Cookie

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

Navigation

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

TROOP TABS

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

Orders- View your troop cookie orders and issue refunds.

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

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

PARENT/GIRL TABS

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

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

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

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

Customers- View and email your customers.

Orders- Parents can view orders and mark orders as delivered. *Note: girls will have “girl delivery” turned OFF on 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 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 'Orders' page in the Girl Scouts Digital Cookie system. The page is divided into several sections:

- Navigation Bar:** Includes the 'girl scouts' logo, 'My Account', 'Log Out', and the 'digital cookie' logo. A menu bar contains 'Dashboard', 'Orders', 'My Troop', 'My Troop Orders', and 'Virtual Booths'.
- Search and Role Selection:** A search bar with '<< search' and a 'Select a Role' button. A dropdown menu shows 'Troop 12359 of Service Unit 1016'.
- Orders Section:** A green header with the word 'Orders'.
- Order Details:** A table with the following information:

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			
- Customer Details:** A table with the following information:

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
- Parent Action and Delivery Confirmation:** Two sections at the bottom. 'Parent Action' shows 'Status: Approved'. 'Delivery Confirmation' shows 'Confirmed By: ---'.

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 is 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.

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.

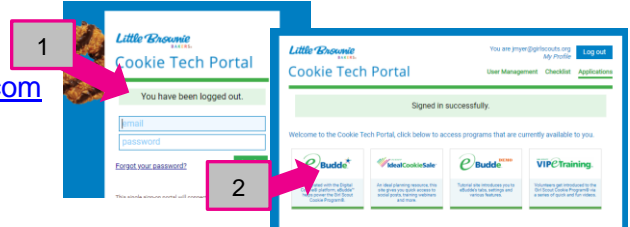
The screenshot shows the Digital Cookie Troop Dashboard for Troop TEST123456789. The interface includes a navigation bar with 'Dashboard', 'My Troop Orders', and 'Virtual Booths'. A 'Select a Role' button is visible. The main content area features a 'Troop Link Pending' section and a 'Reports: Troop TEST123456789' section. The 'Reports' section contains a table with the following data:

Report Type	Description	Action
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.



Troop Rewards Order Forms

Final Rewards Order View Fill Out Girl Rpt

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

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

GIRL ORDERS:

[Edit All Below](#)

- [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.

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

Council Hide Inactive Troops

Ser. Units
Camp Courtney (830)

Troop Rewards Order Forms

Final Rewards Order [View](#) [Fill Out](#) [Girl Rpt](#)

1

Contacts Settings Girls Init. Order Delivery Girl Orders Transactions Txn Pickups Cookie Exch **Rewards**

Troops

30)

TROOP ORDER:

Box Level	Quantity	Reward
DOC Charity 15	2	GOC Patch
DOC Charity 40	2	Koala Clip-On
DOC Charity 80	0	Koala Slipper Socks
DOC 50	3	Digital Cookie Level 1 Cookie Tech Patch Decals
DOC 100	3	Digital Cookie Level 2 (pick 1) 0 Leaf Pouch 0 Bracelet, Koala
DOC 250	0	Digital Cookie Level 3 (pick 1) 0 Crossbody Tote 0 Water Bottle
DOC 500	0	Digital Cookie Level 4 (pick 1) 0 Samoas Hoodie (sized) 0 YS 0 YM 0 YL 0 AS 0 AM 0 AL 0 AXL 0 A2XL 0 A3XL 0 Koala Plush
DOC 750	0	Digital Cookie Level 5 Girl Programs

2

Cancel [Submit Reward Order](#)

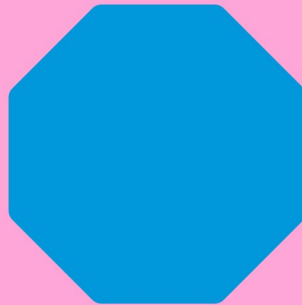
3

APPENDIX

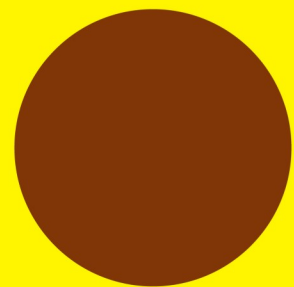
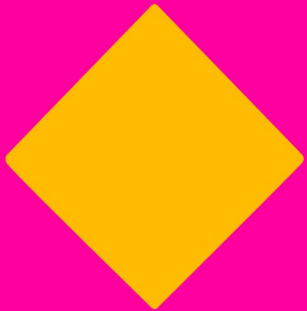
Girl Permission Form
Troop Cookie Training Outline
Cookie Distribution Agreement
ACH Enrollment Forms
Helpful Information
Volunteer Action Plan



Samoas®



Thin Mints®



Do-si-dos®

It's
Cookie
Time!



PERMISSION FOR PARTICIPATION IN THE 2023 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 3 – March 19, 2023** (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 as well as in the U.S. Virgin Islands, Northern Mariana Islands, American Samoa and select U.S. Embassies in Cairo, Lisbon, Tokyo, Frankfurt, and North Athens.

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 expanding the Digital Cookie Program to the following members: all Girl Scouts eligible for in-person sales in military communities and select embassy communities in Cairo, Lisbon, Tokyo, Frankfurt, and North Athens, 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 3 – March 19, 2023**.

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 2023. 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"> Participants introduce themselves: Name, Troop Number and if they have ever participated in a Girl Scout Cookie Program before Ice Breaker Exercise Identify the location of the nearest restroom Identify training objectives 	<ul style="list-style-type: none"> Course Objectives Ice Breaker (supplies if needed based on type of Ice Breaker used) 	15 minutes
Why a Cookie Program?	<ul style="list-style-type: none"> Brainstorm on Flip Chart 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"> Goal Setting Decision Making Money Management People Skills Business Ethics 	<ul style="list-style-type: none"> The 1st USAGSO Cookie Program was in 1981 Touch of America Overseas Develop Pride/Self-Esteem Learn new skills Achieve Goals Money to support troop activities and Overseas Committee activities 	10 minutes
Safety and Awards	<ul style="list-style-type: none"> Discuss Review the Safety Activity Checkpoints, section Cookie and Product Sales Awards, Badges Cookie Program Activity Pin Girl's Guide to Girl Scouting (Cookie Business badges, leaves for Daisies), awards and more. 	<ul style="list-style-type: none"> Safety Activity Checkpoints, section Cookie and Product Sales Copies available for sharing Girl's Guide to Girl Scouting Every year, a girl can earn the Girl Scout Cookie Program Activity Pin by completing four of the six activities listed Explain Incentives girls receive as a direct result of the OC Cookie Order! 	20 minutes
Bulk Cookie Materials	<ul style="list-style-type: none"> Materials by Little Brownie Baker USAGSO Collection Sheet USAGSO Permission Slip, required for each girl to participate 	<ul style="list-style-type: none"> Distribute materials from Little Brownie Baker to each troop according to number of girls they have. Encourage them to review the materials before training. USAGSO form (if required by OC Community) USAGSO Cookie Program Permission form 	15 minutes
OC Cookie Program Plan	<ul style="list-style-type: none"> Introduce the OC Cookie Program Plan and review Who Sells the Cookies? Respect of Overseas Committee boundaries Authorized selling locations, NOT ON THE ECONOMY OR AT INTERNATIONAL SCHOOLS FOR MILITARY COMMUNITIES AND AUTHORIZED US EBASSIES 	<ul style="list-style-type: none"> One copy of the OC Cookie Program Plan for each Cookie Coordinator Who Sells the Cookies? (Only Girls sell cookies) Booth Sales (how to sign up and when) 	15 minutes
Forms/Paper Trails	<ul style="list-style-type: none"> Explain the importance of a Paper Trail and the procedures involved. 	<ul style="list-style-type: none"> 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. Collection Sheet, Money Envelope Money handling procedures based on OC Cookie Program Plan (if not specific in OC Cookie Program Plan, provide in writing) Receipt book usage, how to complete a receipt (sample receipt attached) 	15 minutes
Cookie Program Theme Goal Setting Activities Training of the Girls and Parent/Guardian/Adult Volunteers	<ul style="list-style-type: none"> Introduce Cookie Program Theme for the Cookie Program Get the girls, parents/guardians/adult volunteers excited about the sale using goal setting and cookie activities Review OC Cookie Program Plan Girl Scout recruitment 	<ul style="list-style-type: none"> Theme Activities (See Little Brownie Bakers website and Cookie VIP eTraining website) Troop Goal and Goal Setting Know the Cookies! Appropriate dress, manners and behavior at the booth during sale Girls sell cookies, adults chaperone! Booth Sales (and booth decorations) Recruiting new girls (membership forms on hand during all booth sales) 	25 minutes
Burning Questions	Wrap up with answers to questions		5 minutes

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

North Atlantic

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 CHECK marked "VOID" with preprinted name & current address or an official BANK FORM , 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 Silvia Piva at:

USA Girl Scouts Overseas-North Atlantic

CMR 427 Box GD

APO AE 09630

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 CHECK marked "VOID" with preprinted name & current address or an official BANK FORM , 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 Brittany Thames Williams at:

USA Girl Scouts Overseas-Asia

PSC 705 Box 85

APO AP 96338

bthameswilliams@girlscouts.org



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:

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

The lead Girl Scout volunteer agrees to:

- 1) Provide the local AAFES contact with an estimated time frame for cookie delivery at least 3-4 weeks in advance of estimated delivery.
- 2) 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)

- 1) Track cookie delivery from warehouse to local delivery location and give lead volunteer approximately one-week notice of actual cookie delivery date.
- 2) Provide short-term space for cookie storage in the amount of ____ days.
Location _____
- 3) 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

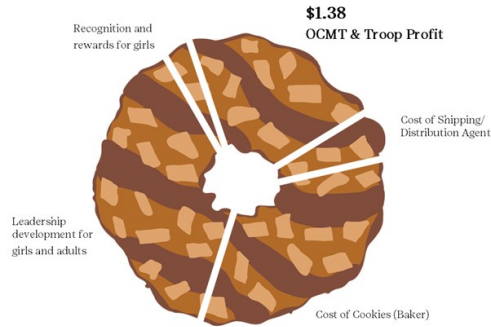
_____	_____	_____
Girl Scout Overseas Committee Chair Or Designee	Printed Name	Date

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

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 girls and preparing them for a lifetime of success. Use the how the cookie crumbles below for a guide.



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.

Cookie Varieties

Girl Scout Cookies® are \$5 per package for core varieties and \$6 per package for specialty cookies.

Core:

- Thin Mints®
- Samoas®
- Tagalongs®
- Trefoils®
- Do-si-dos®
- Lemon-Ups®
- Adventurefuls™
- Raspberry Rally™
(Exclusively Sold Online for Shipment)

Specialty:

- Girl Scout S'mores®
- Toffee-tastic®
(Gluten-Free)

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!

Here are some ideas for a smooth pickup:

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

Average Sales per Cookie Variety

Deciding how many packages to order for booth sales 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%	Do-si-dos®	9%
Samoas®	19%	Lemon-Ups®	7%
Tagalongs®	14%	Girl Scout S'mores®	5%
Trefoils®	8%	Toffee-tastic®	3%
			9%

This season's Raspberry Rally™ cookie will be offered exclusively online for direct shipping only.

*Data from 2020-2021 Girl Scout Cookie Season

Resources at a Glance

Girl Scouts of the USA

- About Girl Scout Cookies®
girlscouts.org
- Troop Leader Resources
girlscoutcookies.org/troopleaders
- Cookie Business Badges
girlscouts.org/cookiebadges
Your council's website
- Cookie Entrepreneur Family Pin
girlscouts.org/entrepreneurfamily
- Cookie Family Connection Guide
girlscoutcookies.org/troopleaders
- Cookie Program Family Meeting Guides
girlscoutcookies.org/troopleaders
- Digital Cookie® Platform
girlscouts.org/digitalcookie
- Digital Marketing Tips for Cookie Entrepreneurs
girlscoutcookies.org/digitalmarketingtips
- Virtual Cookie Booth Guide
girlscoutcookies.org/troopleaders
- Volunteer Essentials
[USAGSO Volunteer Essentials](#)

Girl Scouts' Safety Guidelines

One of the most essential steps you can take to go bright ahead this season is to review all safety guidelines with troop members and their parents or guardians.

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Practical Tips for Parents
- Safety Tips for Product Sales
- [USAGSO Volunteer Essentials](#) and [Safety Activity Checkpoints](#)

Find information about Girl Scouts' safety resources and more:

- girlscoutcookies.org/digitalmarketingtips
- girlscouts.org
- usagso.org

Little Brownie Bakers®

- Cookie History, FAQs and Nutrition Information
LittleBrownie.com
- eBudde™ App
LittleBrownie.com/volunteers and wherever you download apps
- FAQs
LittleBrownie.com/pages/faq
- Go Bright Ahead Toolkit
LittleBrownie.com/volunteers
- Girl Scouts® Built by Me Cookie Planner
LittleBrownie.com/volunteers
- Girl Scouts® Cookie Captains
LittleBrownie.com/teens
- Girl Scouts® Cookie Rookies
LittleBrownie.com/girls
- Girl Scouts® Cookie VIP eTraining
Vipetraining.littlebrownie.com
- Girl Scouts® My Cookie Friend
LittleBrownie.com/volunteers
- Goal-setting Activities and Tips
LittleBrownie.com
Also on girlscouts.org
- In-Person Cookie Sale Guide
LittleBrownie.com/volunteers
- Little Brownie Family Guide
LittleBrownie.com/families
- Social Media Tools and Graphics
LittleBrownie.com/social-resources
girlscoutcookies.org/troopleaders
- Resources for Girls
LittleBrownie.com/girls
- Resources for Teens
LittleBrownie.com/teens
- Virtual Cookie Sales Tools
LittleBrownie.com/volunteers

Need Inspiration?



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

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Bakers®
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