

2024–2025 Girl Scout Cookie Program®

# OCMT Cookie Manager Manual





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## OCMT COOKIE SALES CHECKLIST (SEPTEMBER-DECEMBER)

### Before Sales- Get Ready! (September-December)

- ☐ Learn about the Cookie Program. Read Section I (pages 4-25) of the OCMT Cookie Guide.
- ☐ Submit [OCMT Cookie Materials Order Form](#) (Required to receive sample cookies and printed materials.) **Due September 30.**
- ☐ [Place your cookie order](#) (in-person cookie sales only). **Due October 25.**
- ☐ Place your Cookie patch & cookie rally kit order in the [Cookie Patches and Cookie Rally Kit Online Store](#) (Optional). **Due October 31.**
- ☐ [Place your cookie order](#) (USVI only). **Due December 9.**
- ☐ Obtain local approval to sell.
- ☐ Complete your Cookie Trainings in gsLearn.
- ☐ Schedule and hold Parent and Volunteer Cookie Meetings.
- ☐ Schedule and hold a Cookie Rally.





## 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 2025 Girl Scout Cookie Program Sale Dates:**  
**February 7 to March 23: In-person Cookie Sales & Digital Cookie Sales**

## Cookie Calendar

### September 2024

- 1: [Cookie Patches and Cookie Rally Kit Online Store](#) opens
- 30: Submit [OCMT Cookie Materials Order Form](#) (Required to receive sample cookies and printed materials)

### October 2024

- 1: **USVI cookie pre-orders start**  
 Cookie Kick-off in Overseas Updates live  
**eBudde access available (*in-person volunteers only, girls will be uploaded in December*)**
- 10: Cookie Workshop live
- 11: Cookie Bite eNewsletter
- 25: **Cookie orders due to USAGSO**
- 31: [Cookie Patches and Cookie Rally Kit Online Store](#) closes

### November 2024

- 14: Cookie Bite eNewsletter

**December 2024**

- 2: **USVI pre-orders end**
- 9: **USVI Cookie orders due to USAGSO**
- 13: Cookie Bite eNewsletter

**January 2025**

- 7: GSUSA Cookie Season Launch – ‘Unbox the Future’ Campaign
- 10: Cookie Bite eNewsletter
- 15: Submit **Cookie Program Community Level Troop Request Form** for cookie booths on a community level
- 22: Volunteer access Digital Cookie
- 29: Parent/Girl access Digital Cookie
- 31: Opt-out of Girl Rewards in eBudde for additional proceeds  
Complete your Recipe for Success and **submit notification form** to earn additional cookie proceeds/coupons

**February 2025**

- 3: **Submit Digital Cookie Girl Delivery Activation Form**
- 7: In-person Cookie Sales & Digital Cookie Sales begin
- 14: Cookie Bite eNewsletter
- 21-23: National Girl Scout Cookie Weekend
- 28: OCMT submit Opt-out Rewards into eBudde

**March 2025**

- 14: Cookie Bite Newsletter
- 23: All cookie sales END
- 31: **Final Cookie Inventory Report Form** due to USAGSO

**April 2025**

- 7: **Cookie final invoices due to communities**
- 11: Cookie Bite Newsletter
- 18: **Cookie payments due to USAGSO**  
**Community Cookie Coupon Request Form** due to USAGSO (For communities without an OCMT bank account)  
**Cookie Program Evaluation Form** due to USAGSO

*Only applies to in-person cookie selling communities.*





With each new cookie season, Girl Scout entrepreneurs embrace the possibility of all the excitement that lies ahead.

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

While planning a cookie season can seem daunting, this Manual will help you conquer cookie season with helpful tips for Digital Cookie, taking credit card payments, using the eBudde™ app, digital marketing, and ensuring boothing success! Plus, we have ready-made resources that keep it simple and help volunteers and entrepreneurs have the most successful and fun cookie season ever.

There's no limit to what Girl Scouts can achieve with your help, and we know you're excited to get started and Embrace Possibility.

Volunteers support endless possibilities!

It's a fact: Cookie season couldn't happen without the hard work of our volunteers.

**Thank you for serving as a Troop Volunteer!**



# Girl Scout S'mores

LAST  
CHANCE!



**ANNOUNCING**  
**2024-2025 Cookie Season** is the **FINAL SEASON** for  
**Girl Scout S'mores®**

## Ready-Made Social Posts

Cookie images featuring the “Last Chance” message are ready to help spread the word. Simply download and share to make sure all cookie fans know to stock up before it’s too late.



[LittleBrownie.com](https://www.LittleBrownie.com)

## Other Resources

To help spread the word, you’ll find the “Last Chance” graphic on all Girl Scout order cards, along with fun stickers and table tents that share the news.



[LittleBrownie.com](https://www.LittleBrownie.com)







# 2024–2025 Girl Scout Cookies®

## All our cookies have...

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

## The World's Most Flavorful Lineup



### Adventurefuls® • Real Cocoa

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

①D



### 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.

①D



### Trefoils®

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

①D



### 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.

①D



### Samoas® • Real Cocoa • Real Coconut

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

①D



### 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.

①D



### Thin Mints® • Made with Vegan Ingredients • Real Cocoa

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

①



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

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

①D



### Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

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

①D



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ACCEPTED



## COOKIE VARIETIES AND PRICING

Girl Scout Cookies® are **\$6** per package for core varieties and for specialty cookies. The Euro, GBP (British pound sterling), JPY (Japanese Yen), and KRW (South Korean won) price per box will be established in January 2025 and posted on our website.

### Digital Cookie Shipping Fees\*

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

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

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

The above pricing is calculated as follows:

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

There is a \$5 surcharge to orders shipping to Hawaii, Alaska, Puerto Rico, APO/FPO/DPO, Guam and U.S. Virgin Islands.

*\*Shipping fees shown are from the 2024 Cookie Season. GSUSA will release the 2025 Digital Cookie Shipping Fees later this fall. We will update this information at that time.*





## OCMT COOKIE MAILINGS

Throughout the membership year there are a few items that USAGSO or the cookie baker may send to your community to support your cookie program. Let's take a look at those mailings.

### OCMT Cookie Materials – mid-November

To order and receive cookie printed materials and training/sample cookies, OCMT's must submit [this form](#) by **September 30, 2024**. OCMTs that do not submit this form by the deadline will not receive these cookie materials. Items will be mailed from the vendor directly to your community by mid-November. The materials include the following:

- Training Cookies/Cookie Samples (one box of S'mores per troop & one cookie sampler of eight boxes of cookies per OCMT)
- Print Materials (money envelopes & receipt books- for in person sales ONLY\*)

Please note: Quantity of items will be based off the number of troops and girls that participated in cookie sales last year. Please talk to your membership manager if you anticipate having more troops and girls to participate this year.

Shipping: These materials are scheduled to ship from the baker to U.S. addresses (including APO/FPO/DPO) by November. Orders going to an overseas address will need to be shipped to a USAGSO office and then forwarded to your overseas address. As a result, shipments to non-U.S. addresses will take longer.

*\* Items that are not selected will not be ordered and shipped to your OCMT. Communities not eligible to conduct in-person sales will not be sent print materials.*

### Cookie Patches and Rally Kits- January

If your community orders cookie patches and cookie rally kits using our [online form](#), (due by October 31) items will be mailed from the vendor directly to the address entered on the order form in January. See the section in this guide about our Patches and Cookie Rally Kit Shop for more details.

### Cookie Rewards- May

At the end of the cookie season, cookie girl rewards will be consolidated for every OCMT and mailed to one point of contact for local distribution. OCMT members will submit the mailing address for these rewards directly into the eBudde system when submitting their community's Girl Rewards order. Cookie rewards will be mailed from the vendor in April. OCMTs should expect to receive their Girl Rewards by the end of May.



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

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

USAGSO is actively working to expand in-person sales in new communities. Check our [website](#) for an updated list of locations participating in in-person sales this year.

**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 USAGSO members below are eligible to participate in the digital cookie program:

- All Girl Scouts eligible for in-person sales
- All Girl Scouts in the EU
- U.S. embassy or consulate affiliated Girl Scouts WITH a U.S. address on their MyGS account



## PROCEEDS & FINANCES

The Girl Scout Cookie Program gives troops and girls the opportunity to earn money while strengthening their entrepreneurial skills. OCMTs receive \$1.50\* 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 proceeds (\$1.50\* per box) between the OCMT and troops. For example, an OCMT may decide to allocate \$1 to the troop and \$0.50 to the OCMT. USAGSO recommends that the troops receive the greater portion of the split. Make sure to include this amount in your Cookie Program Plans. *Note:* Troops have the option to opt out of girl rewards for additional proceeds. If a troop opts out of girl rewards for an additional \$0.10 per box sold, those additional proceeds need to be allocated to the troop.

**OCMT split:** A portion of the cookie proceeds should be allocated to the OCMT to use for OCMT expenses. These purchases are approved by the OCMT and can support Girl Scout expenses for the Girl Scout community at large. Some examples of OCMT expenses include volunteer appreciation gifts, community wide camps and programs, leftover cookie inventory, and shared Girl Scout hut supplies.

**Troop split:** A portion of the cookie proceeds should be allocated to the troops to use for troop expenses. Troop cookie proceeds become part of the troop's funds and should be managed as such. Troop funds cannot be earmarked for individual girls and do not follow girls when they move. Troop funds are shared by all troop members and Girl Scouts should be involved in deciding how troop funds are spent. Please see the USAGSO Finance Policy and Volunteer Essentials for more guidance on managing and spending troop and OCMT funds.

Overseas Management Teams that do not have an OCMT Bank Account are not eligible to receive proceeds from USAGSO at the end of the sale. Instead, they can receive Cookie Coupons to use toward Girl Scout merchandise, membership registrations, and programming in lieu of cash payments. See the section on Community Cookie Coupons for more details.



## How the Cookie Crumbles (Traditional Cookies)





<b>Traditional Cookies \$6/box</b>		
<b>\$1.50*</b>	<b>OCMT &amp; Troop Proceeds</b>	<b>25%</b>
<b>\$1.35</b>	<b>Baker</b>	<b>22%</b>
<b>\$0.13</b>	<b>Distribution Agents (AAFES, NEXCOM &amp; Bob Lynch)</b>	<b>2%</b>
<b>\$0.10</b>	<b>Girl Rewards</b>	<b>2%</b>
<b>\$2.92</b>	<b>Leadership development for girls &amp; adults</b>	<b>49%</b>
<b>Specialty Cookies \$6/box</b>		
<b>\$1.50*</b>	<b>OCMT &amp; Troop Proceeds</b>	<b>25%</b>
<b>\$2.55</b>	<b>Baker</b>	<b>42%</b>
<b>\$0.25</b>	<b>Distribution Agents (AAFES, NEXCOM &amp; Bob Lynch)</b>	<b>4%</b>
<b>\$0.10</b>	<b>Girl Rewards</b>	<b>2%</b>
<b>\$1.60</b>	<b>Leadership development for girls &amp; adults</b>	<b>27%</b>
<b>Digital Cookie Traditional Cookies \$6/box</b>		
<b>\$1.50*</b>	<b>OCMT &amp; Troop Proceeds</b>	<b>25%</b>
<b>\$1.35</b>	<b>Baker</b>	<b>22%</b>
<b>\$0.30</b>	<b>Credit Card Transaction Fees</b>	<b>5%</b>
<b>\$0.10</b>	<b>Girl Rewards</b>	<b>2%</b>
<b>\$2.75</b>	<b>Leadership development for girls &amp; adults</b>	<b>46%</b>
<b>Digital Cookie Specialty Cookies \$6/box</b>		
<b>\$1.50*</b>	<b>OCMT &amp; Troop Proceeds</b>	<b>25%</b>
<b>\$2.55</b>	<b>Baker</b>	<b>42%</b>
<b>\$0.30</b>	<b>Credit Card Transaction Fees</b>	<b>5%</b>
<b>\$0.10</b>	<b>Girl Rewards</b>	<b>2%</b>
<b>\$1.55</b>	<b>Leadership development for girls &amp; adults</b>	<b>26%</b>

\*Communities have the opportunity to earn additional proceeds for each box sold.



### Community Cookie Coupons

Overseas Committee Management Teams that do not have an OCMT Bank Account are not eligible to receive cash proceeds directly from USAGSO at the end of the sale. Instead, they can receive Community Cookie Coupons to use toward Girl Scout merchandise, membership registrations, and programming in lieu of cash payments. Communities must have at least two volunteers assigned to an OCMT role, one of whom is assigned to the OCMT Cookie Manager position, to be eligible to receive Community Cookie Coupons. Like cookie proceeds, Community Cookie Coupons start at \$1.50 per box sold with a chance to earn additional proceeds for meeting various incentives and requirements. Since cookie coupons are equal to cookie proceeds, all communities can use their eBudde sales reports to accurately track and monitor sales and additional proceeds or coupons earned throughout the cookie season.

To receive Community Cookie Coupons, communities that are owed money from USAGSO but do not have an OCMT bank account should fill out the [Community Cookie Coupon Request Form](#). This form will be sent to communities with their final cookie invoice, about two weeks after cookie sales end. Detailed instructions to redeem your community coupons will be provided at that time.

Please remember, Community Cookie Coupons are designed to support Girl Scout programming and must be spent before the end of the membership year. Be sure to involve your Girl Scouts and volunteers when deciding how to redeem your Community Cookie Coupons.

Find out more about [Community Cookie Coupons!](#)

### Additional Proceeds/Coupons

Cookie proceeds (and Cookie Coupons) start at \$1.50 per box with a chance to earn additional proceeds per box sold for meeting various incentives and requirements. Troops may also earn additional proceeds for opting out of girl rewards (see the girl rewards section of this guide to learn more). Additional proceeds earned will be applied to your eBudde troop account and can be found on your eBudde troop settings tab and sales reports.

### Recipe for a Successful Cookie Program!

Earn up to \$0.10 more per box sold by following this recipe for a successful cookie season! Be sure to complete these steps and submit the [notification form](#) by **January 31** to earn your additional proceeds!

- **Learn about the cookie program (\$0.05 per box)-** Have at least one OCMT member complete the OCMT Cookie Trainings and one volunteer from each participating troop complete the Troop Cookie Trainings in gsLearn and receive an additional \$0.05 per box sold!



- **Host a cookie rally and parent meeting (\$0.05 per box)**- Host a cookie rally and host a cookie parent meeting to get your community ready for the cookie season and receive an additional \$0.05 per box sold!



## Recipe for a Successful Cookie Season!

### Instructions

Complete these steps by January 31<sup>st</sup> to earn additional cookie proceeds!

### Directions

#### 1. **Learn about the cookie program! (\$0.05 per box)**

Have at least one OCMT member complete the OCMT Cookie Trainings and one volunteer from each participating troop complete the Troop Cookie Trainings in gsLearn and receive an additional \$0.05 per box sold!

#### 2. **Host a cookie rally & parent meeting! (\$0.05 per box)**

Host a cookie rally and host a cookie parent meeting to get your community ready and excited for the cookie season and receive an additional \$0.05 per box sold!

#### 3. **Notify USAGSO to receive your additional cookie proceeds!**

### Minimum Requirements to Receive Cookie Proceeds/Cookie Coupons

Communities must have at least two registered OCMT members, one of which is serving as a Cookie Manager, to receive cookie proceeds or cookie coupons.

## YOUR COMMUNITY COOKIE FINANCES

### Cookie Sales

Community volunteers can use the eBudde system to track their cookie orders and sales throughout the cookie program. eBudde sales reports will show volunteers the total boxes sold, total cookie proceeds (including additional proceeds earned), payments received through the digital cookie platform, and balance due to USAGSO. See the [eBudde SU Sales Report tip sheet](#) for a look at your eBudde sales report.

### Additional Charges

OCMTs can charge cookie patches and cookie rally kits (orders are due in the fall) to their Cookie Invoice. This allows communities to purchase cookie merchandise to support your community's cookie program using cookie proceeds or cookie coupons that will be earned in the spring. If your community requests in the [order form](#) to charge cookie patches or cookie rally kits to your cookie invoice, you will see this charge added to your final cookie invoice.



### Additional Credits

OCMTs that order physical cookies and have unsold inventory at the end of the cookie season can request to apply Digital Cookie donations toward their unsold inventory (see the Donations section of this guide for more details). If your community submits the [Final Cookie Inventory Report form](#) by **March 31** and requests to apply Digital Cookie donations toward your unsold inventory, USAGSO will ensure you receive credit for \$6 per box (instead of the \$1.50\* per box) of Digital Cookie donations applied toward your unsold inventory.

### Your Community Cookie Final Invoice

Approximately two weeks after cookie sales end and all Digital Cookie purchases are reflecting in eBudde, USAGSO will pull your community's sales report from eBudde, add any additional charges and credits (as noted above), and attach instructions to send or receive payment. These invoices will be sent to the Overseas Committee Chair and Overseas Committee Treasurer. If money is owed to USAGSO, communities have until **April 18** to submit payment. Payments not received by this date are delinquent. See the delinquent payment section for more details.

Communities that are owed money from USAGSO but do not have an OCMT bank account can submit a [Cookie Coupon Request Form](#) which will be provided with your invoice. Once a Cookie Coupon request form is received, USAGSO will send instructions to redeem your coupon. While Cookie Coupons can be redeemed until September 1, Cookie Coupon Request Forms are due to USAGSO by **April 18**.

### Delinquent Payments

If an OCMT has not met payment deadlines for previous cookie seasons, they will be required to prepay their cookie order or may be denied placing a cookie order.

- If 60 days past due, must prepay for the next year.
- If not paid, you will not be able to order cookies for in-person sales.
- If not paid, OCMT members may be put on financial restrictions until the debt is cleared following the Volunteer Debt policy found in the [USAGSO Volunteer Policies](#).

## 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 called the Gift of Caring. These cookie donations are \$6 and cover the cost of a traditional box of cookies.

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

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

### **Can I use Digital Cookie donations to donate our cookies locally?**

Yes! Communities that wish to use all or a portion of their online Digital Cookie donations to cover the cost of boxes donated locally to an organization or unit of your choosing, must submit the [Final Cookie Inventory Report Form](#) by **March 31** to use donated cookies for local donation. USAGSO will then verify your request and credit your community cookie account \$6 per box of cookies donated using your local inventory. We ask that communities and volunteers NOT adjust donated cookie inventory in eBudde- this adjustment will be made directly on your final cookie invoice.

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

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

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

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

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

- Volunteers delivering donated cookies must contact the receiving organization beforehand to confirm they are ready and willing to accept the donation.
- If taking photos of the 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,



volunteers 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, WEBSITES, FLEA MARKETS, OR OTHER VENDOR IN ANY OTHER MANNER.

# Inspire cookie entrepreneurs



## Skills they build

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

- 1 Goal Setting**  
Girl Scouts learn how to set goals and create a plan to reach them.  
*How you can help:* Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.
- 2 Decision Making**  
Girl Scouts learn to make decisions on their own and as a team.  
*How you can help:* Talk about how they plan to spend the troop's cookie earnings.
- 3 Money Management**  
Girl Scouts learn to create a budget and handle money.  
*How you can help:* Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.
- 4 People Skills**  
Girl Scouts find their voices and build confidence through customer interactions.  
*How you can help:* Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.
- 5 Business Ethics**  
Girl Scouts learn to act ethically, both in business and life.  
*How you can help:* Talk to them about the importance of delivering on their promise to customers. They can also consider offering a cookie donation option.

Learn more!



## Cookie business badges

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

Learn more at [girlscouts.org](https://girlscouts.org)!

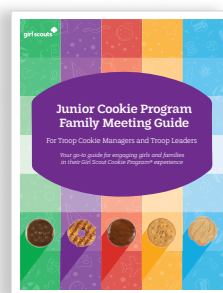


## Getting families involved

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


Inspire families to get involved by reviewing these resources:

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



# Entrepreneurship Badges & Pins

When you sell Girl Scout Cookies, you practice-goal setting, decision making, money management, people skills, and business ethics—as you learn to think like an entrepreneur. You can earn badges and pins each year you run your own Girl Scout Cookie business. Then explore your own business idea by earning an Entrepreneur badge.

	Cookie Business			Financial Literacy		Cookie Entrepreneur Family	Entrepreneur						
Daisy	 My First Cookie Business	 Cookie Goal Setter	 Money Explorer	 My Money Choices	 Year 1 and 2 Cookie Entrepreneur Family Pins		 Toy Business Designer						
Brownie	 My Cookie Customers	 Cookie Decision Maker	 Budget Builder	 My Own Budget	 Year 1 and 2 Cookie Entrepreneur Family Pins		 Budding Entrepreneur						
Junior	 My Cookie Team	 Cookie Collaborator	 Budget Maker	 My Money Plan	 Year 1 and 2 Cookie Entrepreneur Family Pins		 Business Jumpstart						
Cadette	 My Cookie Venture			 Cookie Market Researcher			 Cookie Innovator	 Budget Manager	 My Money Habits	 My Dream Budget	 Year 1, 2, and 3 Cookie Entrepreneur Family Pins		 Business Creator
Senior	 My Cookie Network		 Cookie Boss		 Savvy Saver		 My Financial Power		 Year 1 and 2 Cookie Entrepreneur Family Pins			 Business Startup	
Ambassador	 My Cookie Business Resume		 Cookie Influencer		 Financial Planner		 My Financial Independence		 Year 1 and 2 Cookie Entrepreneur Family Pins			 Entrepreneur Accelerator	





## TROOP PROCEEDS

The Girl Scout Cookie Program gives girls the opportunity to set goals and create a plan to reach them. This matters because girls need to know how to set and reach goals to succeed in school, on the job, and in life. OCMTs should make sure troops and girls in their community know how much the troop will earn for each box of cookies sold. Troops need to know this information so they can set their cookie sales goals before sales begin. Here are a few things to remember as you support Girl Scouts as they get ready for the cookie season.

- Troop cookie proceeds are troop funds and should be managed following the same rules and processes.
- Troop cookie proceeds fund Girl Scout activities for the entire troop and should not be earmarked for individuals. Remember, there is a separate Girl Rewards program to reward individual girl efforts. See the Girl Rewards section in this guide for more details.
- Troop members should have a say in how troop funds are spent. Remember, Girl Scouts is girl-led! Here are a few approved ways Girl Scouts can spend their hard-earned troop dollars- service projects, Girl Scout experiences (camp, trips, etc.), membership dues, Girl Scout badges or uniforms, and other Girl Scout related expenses.
- Girl participation in the cookie program is voluntary and should not impact a girl's ability to participate in activities using funds earned from cookie sales. If a Girl Scout or her family is unable to participate in cookie sales, be sure to find other ways they can get involved and support the troop.
- Money earned should not exceed what the group needs to support its planned activities. Try using the Troop Goal Setting Worksheet to help your troop set and reach their cookie sales goals.
- Money earning should be appropriate to a Girl Scout's age and developmental level. Check out the Entrepreneurship Progression Chart to see how Girl Scouts at all levels can get involved in the cookie program.

# 2025 Troop Goal Setting Worksheet

Help your troop practice goal setting, decision making, and money management by choosing how they want to use their proceeds from the 2025 Girl Scout Cookie program and mapping out how they'll meet their goal.

## 1. Set Your Goal:

How does the troop plan to use its cookie program proceeds?

---

---

## 2. Determine the Cost:

How much does the troop need for their plan? \$ \_\_\_\_\_

How much does the troop currently have? - \$ \_\_\_\_\_

How much does the troop need to earn? =\$ \_\_\_\_\_ (A)

*Troop proceeds are set by your Overseas Committee Management Team. Contact your Overseas Committee Management team to find out how much your troop will earn for each box of cookies sold.*

Need to Earn \$ \_\_\_\_\_ (A)

Estimated Troop Proceeds (per box sold) ÷ \_\_\_\_\_

Boxes of cookies needed to reach goal = \_\_\_\_\_ (B)

## 3. Map It Out:

### Cookie Sales Planning

How many packages do the girls need to sell to family and friends during the Cookie Season?

Boxes of cookies needed to reach goal \_\_\_\_\_ (B)

# Girls participating ÷ \_\_\_\_\_

Each Girl's Goal = \_\_\_\_\_

### Cookie Booth Planning

How many booths does the troop need to hold to reach their goal?

Packages needed to reach goal \_\_\_\_\_ (C)

Estimated packages troop will sell per booth ÷ \_\_\_\_\_

# of cookie booths needed to reach goal = \_\_\_\_\_



Girl Scouts can also set individual sales goal to earn individual Girl Rewards. Be sure to share the Girl Rewards card with your troop so Girl Scouts can see all the fund merchandise and experiences they can earn for reaching their own sales goals.



## Entrepreneurship Progression

Progression allows girls to gain new skills, build their confidence, and develop an entrepreneurial mindset over time. As they engage in the Girl Scout Cookie Program and beyond, girls learn five valuable skills that will serve them for the rest of their lives. As you work with girls, acknowledge their skill development and encourage them to challenge themselves further. Eventually, they'll be ready to translate their skills into true entrepreneurship or bring an entrepreneurial mindset to whatever path they choose.

### Five skills learned from the cookie program:

- Goal setting
- Decision making
- Money management
- People skills
- Business ethics

### Money Manager

#### Learn money basics.

Talk with your fellow troop members about different forms of money—coins, paper bills, checks, and credit—and practice counting it.

Learn how much Girl Scout Cookies cost in your area.

### Decision Maker

#### Make plans for the coming Girl Scout year and set a budget.

Talk about wants versus needs.

Talk about how the troop can earn money through cookie program participation.

Look into your troop's proceeds from previous years to help you budget.

### Goal Setter

#### Set sales goals as a troop and individually.

Talk with troop members about how you can work together to reach your troop's goal.

Discuss different ways to sell cookies and set a goal for which ones you'll try.

Brainstorm how you could use your cookie earnings to help others in your community.

### Consumer Expert

#### Think "cookie customers."

Talk with troop members about why people may or may not choose to buy Girl Scout Cookies, and brainstorm ways to engage them.

Come up with ideas for the perfect customer pitch.

Practice explaining how your cookie earnings will be spent.

Brainstorm ways to thank your customers.

### Cookie Techie

#### Use technology to grow the business.

Set a specific goal for your digital sales.

Make a video for your friends and family promoting online cookie sales using your sales pitch; encourage the gifting of cookies to boost sales.

Use your support network of friends and family to safely promote your digital storefront.

### Networker

#### Build your social support system.

Connect with local business leaders for ideas about how to grow your Girl Scout Cookie business.

Talk to friends and family about how they can help you expand your network.

Ask your customers to safely refer you to new customers.

Follow up with past customers and tell them how you plan to use this year's cookie earnings, to inspire them to increase their purchase.

### Innovator

#### Take it beyond Girl Scout Cookies.

On your own or with your troop, think about a product or service you'd like to improve and brainstorm ways to make it happen.

Come up with several ideas, then narrow to the best!

Be prepared to go back to the drawing board—maybe more than once!

Get feedback from potential consumers and improve your idea based on what they say.

Research social entrepreneurs in your community and beyond.

### Entrepreneur

#### Take your business idea to the next level.

Create and document a mission statement and business plan for your product/service idea.

Identify your customer base, competition, and potential obstacles.

Practice sharing your business idea with your troop.

Research how businesses are financed and think about how you could finance yours.

Feel confident about your business idea's potential? Take action!

### How to adopt an entrepreneurial mindset:

- Be curious.
- Embrace challenge.
- Take initiative.
- Collaborate with others.
- Take creative risks.
- See failing as learning.
- Adapt to change.





## 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 season, USAGSO encourages cookie selling Overseas Committees to host their own Cookie Rally in their community. Be sure to check out [Little Brownie Bakers' resources](#), and this year's [Rally Guide](#)!

To help communities have a successful Cookie Rally, USAGSO is excited to offer cookie patches and Cookie Rally Kits for sale at the [Cookie Patches and Cookie Rally Kit Online Store](#), which is live now and closes **October 31**. See the Patches and Cookie Rally Kit Shop section for more details!

Hosting a Cookie Rally in your community? USAGSO is here to help! New this year, we will host communities' Cookie Rally registrations\* on our USAGSO Eventbrite and promote your event on our website and social media channels.

*\* Your Cookie Rally must be open to all USAGSO members. Submit the [Eventbrite Registration Setup Form](#) at least 6-weeks prior to your Cookie Rally date.*

## GIRL REWARDS

The Girl Rewards program provides all girls with the opportunities to set their own sales goal and earn individual rewards. All types of sales, whether in-person or through the digital cookie platform, count towards a girl's sales total and determine the girl rewards she will earn. Let's look at the rewards a Girl Scout can earn this cookie season!

Girl Rewards are not available to troops that have opted out of rewards for additional proceeds. All rewards are cumulative except for Girl Experiences. USAGSO reserves the right to make substitutions to the item's colors, material, or size or to substitute an item of equal or greater value due to changes or challenges in product availability.

# USA Girl Scouts Overseas 2025 Girl Scout Rewards



My Personal Goal: \_\_\_\_\_ NUMBER OF PACKAGES

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



**USAGSO Cookie Program  
Participation Patch**  
1 per Girl



**Techie Patch**  
10+ Digital Cookie packages



**Action Patch**  
25+ packages



**Cooling Headband**  
50+ packages



**Panda Sandwich  
Shaper**  
100+ packages



**Take-Along Utensil Set**  
For lunch camp or travel  
150+ packages



**Panda Water Bottle**  
225+ packages



**Panda Bento Box**  
300+ packages



**Do-si-dos®  
Duffle Bag**  
400+ packages

## Stellar Sellers

### Girl Experiences

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



500+ Bronze  
**Girl Experience  
Yoga bliss!  
OR Art Masters!**



600+ Silver  
**Girl Experience Rad  
robotics!  
OR Both Bronze level  
experiences**



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



800+ Platinum  
**USAGSO Girl Camp  
Experience!  
OR All Bronze, Silver,  
and Gold experiences**

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



**Gift of Caring Patch**  
15+ packages



**Bamboo Comb**  
40+ packages



**Panda Pouch**  
80+ packages

## Color as you go!

Write in your personal  
goal and color each item  
when you reach it.

20%	40%	60%	80%	100%
Number of packages	Number of packages	Number of packages	Number of packages	My Personal Goal





# USAGSO

## Stellar Sellers Rewards



### 500+ Boxes Sold: Bronze Experience

#### Option 1: Yoga bliss!

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

#### Option 2: Art masters!

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



### 600+ Boxes Sold: Silver Experience

#### Option 1: Rad robotics!

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



### 800+ Boxes Sold: Platinum Experience

#### Option 1: USAGSO Girl Camp Experience!

Qualifying girls receive free registration to a summer 2025 USAGSO mini camp, adventure camp, or 1/2 off registration to Camp Taiwan. View the [USAGSO Camp webpage](#) for all summer camp options.

*Registration is dependent on space availability. The platinum experience only covers registration to a camp scheduled during the summer of 2025. Members are responsible for all other travel related expenses.*

#### Option 2: All Bronze, Silver, and Gold level experiences.



## Girl Rewards Opt-Out

Troops have the option to opt out of Girl Rewards to receive \$0.10 per box additional cookie proceeds. If troops opt out of Girl Rewards, please inform girls and parents to let them know that girls in that troop are not eligible to earn Girl Rewards this season.

Troops that decide to opt out of rewards must select the opt-out option on the eBudde troop settings tab by **January 31, 2025**. See this [eBudde tutorial](#) for step-by-step instructions.

Once opted out, troops will earn an additional \$0.10 cents per box which will be applied to your eBudde account and reflected in your eBudde sales reports. See the [eBudde sales report tip sheet](#) for a detailed look at your sales report.

The decision to participate in the opt-out option should be decided by all girls in the troop participating in the 2025 Cookie Program. We recommend that all participating girls be present to sign the suggested Opt-out Girl Rewards Agreement Form included in the Appendix of this manual.

Tips for opt-out troop discussions:

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





## PATCHES AND COOKIE RALLY KIT SHOP

OCMTs can purchase cookie patches and rally kits to give out to girls in the community. This gives OCMTs the opportunity to provide additional rewards to girls and materials to support your own community cookie rally. Communities have until **October 31** to shop for these additional cookie merchandise items. Browse our selection of items and place your order using our [USAGSO Cookie Patches and Rally Kits order form](#).

We ask that each Overseas Committee share this information with their volunteers and place only one order for the entire community. The items purchased in the online shop can either be paid for once sales close (October 31) or charged to your community cookie account and paid out at the end of the cookie season. If charged to your community cookie account, your cookie merchandise can be deducted from your community cookie proceeds. Supplies are limited, and USAGSO will confirm your order after sales close on **October 31**.

# USAGSO Cookie Patches and Rally Kit Catalog

Order online now through October 31, 2024. All patches are \$1.00 each.

Peel & Stick Backing\* makes application easy!

\* Peel & Stick included on all patches except number bars, which come with iron-on backing.

Rally Patch



Decal Set in Organza Bag



Charm Collector Journal with Pop-in Charms



## Cookie Rally Kit

Each kit includes: 1 Cookie Rally Patch, 1 Decal Set in Organza Bag, and 1 Charm Collector Journal with Pop-in Charms. \$8.00 per Kit

*Please place one order per OCMT/community.*

Panda Plush



OCMT/Community receives: 3 Panda Plush for giveaways or prize drawings in their community.

# EMBRACE POSSIBILITY



## “2025” Year Bar Patch

Invite Girl Scouts to collect a year bar for every season they participate with this patch. \$1.00

*Peel & Stick included on all patches except number bar which come with iron-on backing*



## Girl Scouts® Cookie Rookie Patch

Pump up the excitement of their first cookie sale when you reward their participation with this patch. \$1.00



## Girl Scouts® Cookie Captain Patch

Reward Girl Scouts who take part in this special mentor initiative. \$1.00

See next page



### **Super Patch**

This super cute patch rewards Super Sellers and Super Troops who reach their goals. \$1.00



### **Goal Getter Patch**

Set individual or troop goals and reward Girl Scouts' success. \$1.00



### **Booth Sales Patch**

Reward Girl Scouts who work a set number of booths or reach a booth sales goal. \$1.00



### **Rally Patch**

After the rally, send every Girl Scout off with this participation patch. \$1.00

Place your orders online now through **October 31**. Quantities are limited and orders are not guaranteed. You will receive confirmation of order after orders close. Payment can be made now (invoiced after sales close) or later (merchandise can be charged to your community cookie account). Please place one order per OCMT/community.

**SHOP NOW**



# Market their business online



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

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

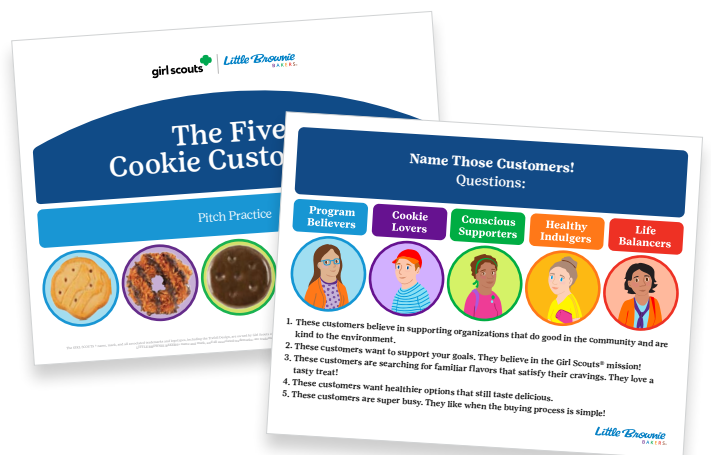
## Digital marketing basics

We make marketing easy. Learn the basics and keep track of important dates with this helpful guide - sure to make cookie season a success! Visit [Digital Marketing Basics](#) on LittleBrownie.com and [Digital Marketing Tips for Cookie Entrepreneurs](#) at [girlscouts.org](#).



## Five cookie customers

Volunteers and Girl Scout entrepreneurs will be fascinated to learn there are five different types of cookie customers. The [Customer IQ Quiz](#) is a fun way to role play with a group who guesses what type of customer is being acted out!



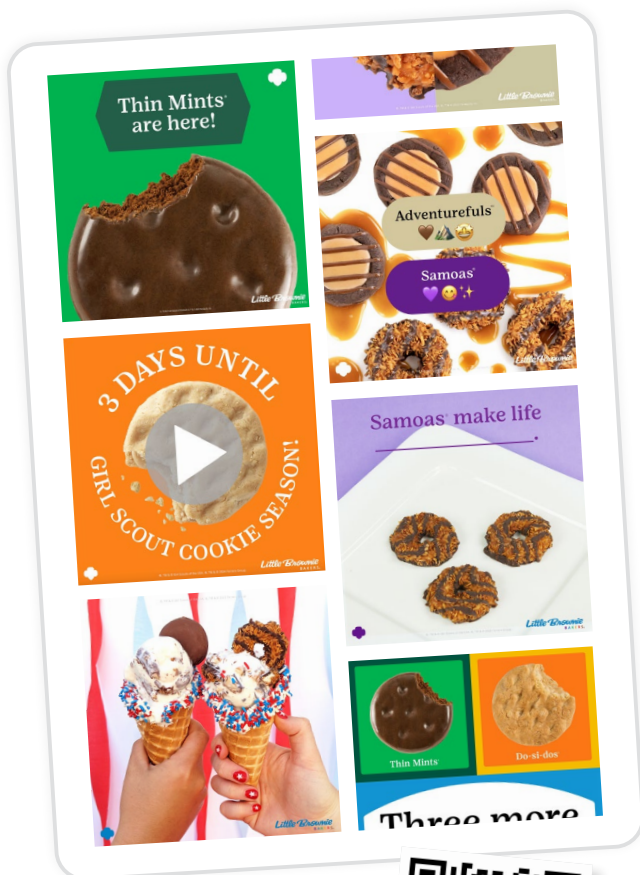


# Market their business online



Attract customers with ready-made graphics

Virtual backgrounds that are out of this world



[LittleBrownie.com](https://www.LittleBrownie.com)



Troop volunteers and caregivers are encouraged to follow and share posts to help entrepreneurs kickstart their digital campaign.



Girl Scouts®



Little Brownie Bakers®



## Safety resources

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

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



Little Brownie  
BAKERS®

# Market their business in person



## Create booth buzz

Find resources like mouthwatering cookie photography, conversation-starting virtual backgrounds, recipes that encourage stocking freezers, fun clip art, and attention-grabbing booth signage all in one place!



Having a cookie booth or neighborhood stand? Any way your troop does it, we have lots of resources to entice cookie lovers!

*\*For more details on how cookie booths are coordinated, talk to your council and visit [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders).*





# Market their business in person



## Ordering made easy



Only need  
one printed  
insert per  
Girl Scout!

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

They fit easily into plastic holders on lanyards so they're protected from all types of weather.

Entrepreneurs can wear them at booths and encourage customers to scan their QR code to visit their Digital Cookie® site to make a purchase and bookmark their site for future purchases. It's especially handy if booth inventory in a certain variety is running low!

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

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

Menus print 4-to-a-page and can be used as small flyers or leave behinds.



Menus  
available in  
English and  
Spanish

Menus are  
interactive so  
entrepreneurs  
can edit before  
printing



Materials  
have a place to  
add QR codes  
for easy online  
purchasing.



[LittleBrownie.com](https://www.LittleBrownie.com)





## YOUR ROLE AS AN OCMT VOLUNTEER

Cookie season couldn't happen without the hard work of our volunteers. There's no limit to what Girl Scouts can achieve with your help, and we know you're excited to get started and Embrace Possibility.

### OCMT Role

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 25, 2024**
- 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 18, 2025**

### 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 and 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 25, 2024**.
- 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 25, 2024**—and obtain approval for booth sales locations.

### Treasurer

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

**Key Tasks:**

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

**Other OCMT Members**

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

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

**Cookie Manager**

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

**OCMT Cookie Manager Position Description**

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



## YOUR ROLE AS A TROOP VOLUNTEER

Every troop has a team of volunteers that 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 by leading the girl experience, goal setting, recruiting parent volunteers, and more. 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 the [Troop Cookie Coordinator 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 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 by leading the girl experience, goal setting, recruiting parent volunteers, and more. When sending information and communications or holding training for troop volunteers, be sure to include all troop leaders and troop cookie coordinators.

### **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 with the cookie pickup, 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.



### **Cookie Manager**

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

### **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.

### **Overseas Committee Management Team**

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

## **VOLUNTEER REQUIREMENT & TRAININGS**

### **Background Checks**

To ensure a safe cookie season, all troop leaders, troop cookie coordinators, OCMT members, and volunteers at a cookie booth or overnight event are required to be a registered USAGSO member and have a current background check on their Girl Scout record. Know and share our [background check policy](#) with volunteers and family members who may be asked to help at a cookie booth this season so that they can meet the background check requirement before cookie sales start.

### **gsLearn Trainings**

The Girl Scout motto is “Be prepared”, and we encourage volunteers to complete their cookie trainings so that they are prepared for the cookie season.

USAGSO cookie trainings are available in gsLearn. To complete your cookie trainings, log into your MyGS account and select “gsLearn” from your dashboard. Once logged in,





volunteers can find the trainings directly on their homepage or by searching the content library.

In addition to giving you the knowledge and resources to help Girl Scouts have a successful cookie program, completing your trainings pays! Communities that have at least one OCMT member and one volunteer from each participating troop complete their required cookie training can earn an additional \$0.05 per box sold! Check out the proceeds and finance section of this guide to learn more.

### Community Volunteer and Parent Meetings

As you prepare for the cookie program, be sure to hold a volunteer and parent meeting to review your community's cookie program plans. Since each community is unique, this meeting is your chance to let your members know how cookie sales will operate in your area. From booth signups and cash box procedures to Digital Cookie girl delivery and QR code sharing, it is important that everyone knows how cookie sales should run in your community. Be sure to check out the training materials found in Section III of this guide.

## 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 25**.
- How will the OCMT and troops split cookie proceeds? How much will go directly to the troop and how much will go to support OCMT or community-wide functions?



- Will there be a community-wide Cookie Rally? If so, who will plan this and where will it take place?
- Will your community order additional reward items from the [Cookie Patches and Cookie Rally Kit Online Shop](#)? (Orders must be placed by **October 31.**)
- What are your policies and procedures for money accountability 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 a 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/NX, libraries, banks, etc. Non-military communities must apply for permission to sell cookies at local business locations.
- Who will assist with cookie delivery? Counting mass quantities of cookies can be time consuming, so having several individuals assisting will ensure an accurate count for submission to USAGSO within 10 days of delivery.
- When and where will cookies be stored? The storage unit must be cool, dry, clean, rodent-free, and lockable.
- How will the troops get cookies? How will you fairly determine the number of times groups can sell cookies?
- How will the Cookie Manager ensure a signed permission form for each girl participating has been received?
- What type of plan will the OCMT use to sell slow-moving cookies? Do you plan to use Digital Cookie donations to donate locally?
- What date will the Cookie Manager conduct training for the Troop Cookie Coordinators and troop leaders? How will you communicate with troop volunteers and parents throughout the cookie season?



# Ways to Participate in the Girl Scout Cookie Program

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



## Text or Call Friends and Family

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

## Digital Cookie®

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

## Door-to-Door Deliveries\*

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

## Cookie Stands\*

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

## Cookie Booths

Cookie Booths are a great way to interact with new customers, develop teamwork, and have fun. Troops or groups of Girl Scouts work together to market their cookies outside a preapproved location (like a grocery store, mall, bank, or even a drive-through booth in a parking lot) where they can practice their business skills with new customers. Note: cookie booths must be coordinated by troop cookie managers; may only happen at council-approved locations; and must be legally open to, accessible, and safe for all girls and potential customers.)

## Connect With Your Community\*

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

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

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



## DO'S & DON'TS

1. Overseas Committees do not take pre-orders or make “cookie reservations” (like our Girl Scout sisters in the U.S.). 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 U.S. 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 overseas locations. Selling cookies on the local economy puts your girls at risk of being stopped by local police officials and puts the entire Girl Scout Cookie Program at risk for future sales. Please stress this with your girls and parent/guardian/adult volunteers.
4. Cookies purchased through the Digital Cookie program may not be resold. Customers wishing to purchase cookies must do so directly through a Digital Cookie website or through an authorized in-person cookie sale location.
5. Read and discuss the *Safety Activity Checkpoints* (Cookie and Product Sales) and Volunteer Essentials.
6. Accountability for monies and cookies is an important part of the cookie program. Cookie Managers ensure that policies are in effect for the handling of cookie monies to include collection from all parties including Cookie Coordinators. Cookie Managers must stress the importance of a **Paper Trail** for accountability during the cookie program. A **Paper Trail** means using the cookie receipt book for distribution of cookies, receiving of money, and receiving of unsold cookies.
7. For more Do's and Don'ts check the Cookies web page [www.usagso.org](http://www.usagso.org).





## COOKIE SYSTEM BASICS

The Girl Scout Cookie Program uses two cookie systems to manage sales and inventory, sell cookies online, and take credit card payments for cookie sales. As a cookie volunteer, you will need to learn and use both systems during the cookie season.

### eBudde Basics

eBudde is Little Brownie Baker's online cookie sale management tool. It is used to order cookies, manage inventory, track sales, submit girl rewards, and more. eBudde is only used by volunteers and staff and is not available to families and girls. Watch [this video](#) to learn more about the eBudde system.

A screenshot of the 'Little Brownie Bakers Cookie Tech Portal' login page. The page has a blue background with a large, stylized cookie graphic on the left and a chocolate cookie graphic on the right. The central white box contains the following text and form elements:

**Little Brownie BAKERS**

### Cookie Tech Portal

email

password

[Forgot your password?](#)

This single sign-on portal will connect you to eBudde™, eBudde™ DEMO or Girl Scouts® Ideal Cookie Sale™.

Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.

If you would like to update your contact info please input your email and password above and [Click Here](#).

If you wish to unsubscribe (or re-subscribe) from emails please [Click Here](#).

If you have not received an email with login instructions, please contact your council.

Follow us on social media.

f t y p i

# eBudde™ basics



## A must-have for Girl Scout Cookie™ volunteers

The eBudde™ is our cookie management system and digital cookie inventory system. It offers calendar reminders, reports, training and much more — on either your desktop or mobile device. It's also where volunteers place cookie orders, assign cookies to troops, mark active girls, view sales and sales are recorded so Girl Scouts get full credit for their hard-earned rewards. <https://cookieportal.littlebrownie.com>

## Easy as 1, 2, 3



1

**Download the eBudde app.**

2

Once you've been added to the system, you will receive an email with a link and login information from **do\_not\_reply@littlebrowniebakers.com**.

3

**Set up your troop** — review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings.

## Quick tips

- Explore the dashboard on both the desktop and app versions, where you'll find important messages, links to tools and resources you'll need throughout the season.
- Check the accuracy of each Girl Scout's name, member ID, grade and t-shirt size.
- Visit eBudde Help Center for any questions related to tech and training.
- Visual Learner? Check out this playlist for step-by-step training videos.

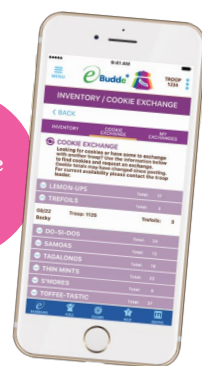
Watch videos:



## Why eBudde™ makes it easy



Order cookies easily, even at the booth



Exchange cookies



Record booth sales

Find booth locations

Order rewards





## Digital Cookie Basics

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. Girls can also use the digital cookie platform to set goals, play games, earn badges, and more! And troops can even create a troop link to share with their community.

Let's look at how girls and troops can use the Digital Cookie platform to sell cookies.

**Direct Ship:** 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 on a Digital Cookie site will also be shipped directly from the baker to a stateside non-profit organization. Please know, communities selling cookies in-person may request to use their digitally donated cookie purchases toward leftover local inventory. See the donations section of this guide for more details.

**In Hand:** Girl Scouts hand the cookies to customer at the time of purchase. This option should only be used by members participating in in-person sales. In-hand sales require use of the Digital Cookie app and gives members a way to take credit card payment at cookie booths.

**Girl Delivery:** Girl Scouts deliver cookies to the customer at a future time. This option is only available to communities participating in in-person sales. Volunteers wishing to offer girl delivery must submit a [Girl Delivery Activation Request Form](#) to turn this feature on for a troop or group.

Digital Cookie is designed to support girls and troops in their entrepreneurial efforts by giving them a way to sell cookies online and take credit card payments for in person sales. We encourage volunteers to 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!



## PLACING YOUR COOKIE ORDER

OCMTs in Asia and Europe must place their cookie order in eBudde, our online cookie system, no later than **October 25**. Only the U.S. Virgin Islands cookie order deadline is December 9, 2024.

### USAGSO requirements to place a cookie order (in-person cookie sales):

- Communities must have at least two registered OCMT members, one of which is serving as a Cookie Manager.
- Access to an AAFES/NEXCOM facility that can accept cookie shipment delivery (except for the USVI).
- Access to a military installation or embassy/consulate (except for the USVI).
- Permission from the installation or embassy/consulate to sell after school hours (except for the USVI).
- If an OCMT has not met payment deadlines for previous cookie seasons, they will be required to prepay their cookie order or may be denied placing a cookie order.

### 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 e-mail addresses.

If an OCMT has not met payment deadlines for previous cookie seasons, they will be required to prepay their cookie order or may be denied placing a cookie order.

### 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? How will the cookie money be used?
- **Extras:** How many boxes will the OC need for public relations, sampling, thank you's and the Cookie Program Rally?
- **Other:** Review the USAGSO Rewards Program that applies to your location, as well as the USAGSO Recommended Cookie Order.

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

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

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



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

If you are close to another OC but not part of a “Depot” set-up, you can still split layers. This arrangement must be coordinated between OCMTs, 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 the USAGSO office via e-mail at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org) and provide the name of the community you are sharing with and the quantities sharing.

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

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



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

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

### **Placing your order in eBudde**

Once you have your cookie order ready, it is time to place your order in eBudde. First, you will need to log into eBudde. OCMT volunteers in in-person selling communities should expect to receive their welcome e-mail inviting them to access eBudde in early October. All other volunteers will receive their access e-mail no later than January 1. Follow the link in this e-mail to set up your password and information for the new cookie season. Check out the [eBudde Login tip sheet](#) for login instructions and help. Once logged in, follow the steps in this [eBudde tip sheet](#) to place your cookie order in eBudde. If you have any questions or need assistance accessing eBudde or placing your order, reach out to [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org).



## OCMT COOKIE SALES CHECKLIST (JANUARY-APRIL)

### Before Sales- Get Set! (January)

- ☐ Request a community troop site (Optional). **Due January 15.**
- ☐ Pickup cookies and report lost/missing cookies (in-person cookie sales only).
- ☐ Log into [eBudde](#) & [Digital Cookie](#) to verify information.
- ☐ Setup [Digital Cookie troop site](#).
- ☐ Submit the [Recipe for a Successful Cookie Program notification form](#) to earn additional proceeds. **Due January 31.**
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 31.**
- ☐ [Transfer cookies from the service unit to each troop in eBudde](#) (in-person cookie sales only).
- ☐ Submit [Digital Cookie Girl Delivery Activation Form](#) by **February 3** (in-person cookie sales only).





### During Sales- Go! (February-March)

- ☐ Manage your [Cookie Booths in eBudde](#) (in-person cookie sales only).
- ☐ Monitor in-hand and girl-delivery orders to ensure sales are completed.
- ☐ Transfer cookies and initiate cookie exchanges, if needed.
- ☐ Bling your booth for National Girl Scout Cookie Weekend. **February 21-23.**
- ☐ Credit girls with their cookie sales in eBudde. **Due March 31.**



### After Sales- Wrap-up (March-April)

- ☐ Submit [Final Cookie Inventory Report Form](#) to report remaining inventory, Digital Cookie donations applied toward inventory. **Due March 31** (in-person cookie sales only).
- ☐ Submit [Troop Girl Rewards in eBudde](#). **Due March 31.**
- ☐ Submit [SU Girl Rewards and Girl Rewards](#) mailing address in eBudde. **Due March 31.**
- ☐ Check Final Invoice and remit/receive payment. **Due April 18.**
- ☐ Submit [Community Cookie Coupon Request Form](#) (if applicable) to USAGSO (for communities without an OCMT bank account). **Due April 18.**
- ☐ Submit [Cookie Program Evaluation Form](#) to USAGSO. **Due April 18.**



## eBUDDE SETUP

### Access

To place their cookie order, volunteers in in-person selling communities should expect to receive a welcome e-mail inviting them to access eBudde in early October. All other volunteers will receive their access e-mail no later than January 1. Follow the link in this e-mail to setup your password and information for the new cookie season. Check out the [eBudde Login tip sheet](#) for login instructions and help.

Please know that only troop leaders, troop cookie coordinators, OCMT Cookie Managers, OCMT Treasurers, and OCMT Committee Chairs will be given access to the eBudde system. If another volunteer in your community needs access to eBudde, reach out to [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org).

### Review eBudde Information

Once you have received your welcome e-mail and logged into eBudde, take a moment to make sure your community, troops, and rosters look correct. eBudde is the system we use to credit girls with boxes sold for girl rewards, determine cookie funds due or owed at the end of the cookie season, and it the information from eBudde determines how Digital Cookie troops are setup. Taking a few minutes to review and correct the information in eBudde before sales go live will ensure troop leaders and families have a smoother cookie season. Make sure to view the eBudde “Access and Overview” and “Setup” tip sheets and videos to learn how to navigate eBudde and review your rosters, volunteer, and troop information. *Please note: Girls and new volunteers will not be imported into eBudde until December.*

### Moving Girls and Volunteers

Once you have reviewed the girls and volunteers in eBudde, make note of any corrections and send those to [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org). Once received, staff will ensure the girls and volunteers are registered members before making corrections to both your Girl Scout rosters and the eBudde system. During the cookie program season, USAGSO staff will also upload newly registered girls and volunteers into the eBudde system. Please know that updates to Girl Scout rosters may take up to one week to reflect in the eBudde system.



### Community Level Troop

If your Girl Scouts participate in cookie booths on a community level and all cookie inventory is managed by the OCMT, not the individual troop leaders, please submit the [Community Level Troop Request Form](#) by **January 15!**

By submitting this form, you agree to have all your Girl Scouts assigned to a single community "troop" in eBudde and Digital Cookie- our cookie software systems. This will allow you to credit girls for booth and troop link sales and more easily manage girl members and inventory. (Please note- submitting this form will not impact Girl Scout troop rosters outside of the cookie systems.)

**IMPORTANT:** Girl Rewards opt out will only be available for troops as they are set up in the eBudde and Digital Cookie systems. If you submit this form, your community will have only one troop in these cookie systems, and therefore will only be able to opt in or out of Girl Rewards for everyone in this single troop.

If submitting this form after January 15: Girls who are reassigned to a new troop in the cookie software systems after setting up their own Digital Cookie site will need to republish their Digital Cookie site and be provided with a new link. Stories, goals, or photos/videos should be saved, but a guardian or staff member will need to click "publish" again and will be given a new URL for that site. As a result, we encourage you to submit this form BEFORE girls are given access to setup their Digital Cookie site.

## COOKIE PICK UP

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

1. First, the OCC and Cookie Manager receive the expected date of delivery and tracking number from USAGSO, provided by the baker and shipping agent, (AAFES and NEXCOM Distribution Centers for Europe, Asia and NMI locations. Bob Lynch for the USVI locations). For Europe, Asia and NMI locations, local AAFES or NEXCOM 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 hold of your local AAFES or NEXCOM point of contact, please contact your Membership Manager for additional support.
2. Notify volunteers who are helping count and pick up cookies 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 found under the “how to record damages shortages” section of this guide.
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 7, 2025** and end **March 23, 2025**. 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 e-mail at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org). Additionally, the OCMT must request and receive approval for alternate sales dates from their local approving authority for sales within their community. Alternate sales dates will be authorized only if agreed upon by both USAGSO and the OCMT.

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

### **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 e-mail, 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 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 their cookie order. The Depot retains the original receipt and provides a legible copy to the community upon receipt of the cookie order. This receipt serves as documentation of the transferred cookies.

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

# Helpful information



## Girl Scout Cookie™ pick-ups

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

### Tips for a smooth pick up

- Know exactly how many cases you ordered of each variety.
- Arrive at your scheduled pickup time.
- Make sure you have enough vehicles to load your order (*see below*).
- Line up your vehicles at the same time.
- Check in and receive your pickup ticket.
- Give your pickup ticket to the loader and count cases as they're loaded in.
- Sign for your order and take your receipt.
- Troops with damaged cookies must report them immediately to their community Cookie Manager.



Compact Car **23**



Hatchback Car **30**



Standard Auto **35**



Sport Utility Vehicle **60**



Station Wagon **75**



Minivan **75**



Pickup Truck **100**



Cargo Van **200**



### Average sales per cookie variety

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

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

\*Data from 2022-2023 Girl Scout Cookie Season



*Little Brownie*  
BAKERS®



Consider ordering more Girl Scout S'mores since it's their final season!





## 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 e-mail to [overseascustomercare@girlscouts.org](mailto: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 this [eBudde tip sheet](#) 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.



## MOVING COOKIE INVENTORY TO TROOPS

Once your cookies have arrived and troops have picked up their cookies, you will need to transfer those cookies from the SU to the troop in eBudde. Check out this [tip sheet](#) and [video](#) for step-by-step instructions. This must be done so that troop volunteers can manage their cookie inventory and credit girls with cookie sales for Girl Rewards. This also ensures that your end-of-year sales report correctly reflects each troop's cookie sales so that your treasurer can easily calculate each troop's final troop cookie proceeds. If your OCMT decides to order extra inventory that troops can pick up and sell later in the cookie season (like a cookie cupboard), you will follow these same steps to transfer those cookies when they are picked up by a troop.

## DIGITAL COOKIE SETUP

### Access

Parents, volunteers, and girls (13+) will be given access to the Digital Cookie platform in January, before cookie sales begin. Volunteers will receive a welcome e-mail by January 22, and parents will receive a welcome e-mail by January 29. It is important to note that volunteers must log into eBudde before they are given volunteer access to Digital Cookie. Troop and volunteer information is imported into the Digital Cookie system from eBudde, so we encourage volunteers to login and verify troop information in eBudde before accessing digital cookie. For step-by-step instructions, see the digital cookie registration tip sheets below.

- Volunteer Login [Tip Sheet](#)
- Forgot Password/Password Reset [Tip Sheet](#)
- Unlock Account [Tip Sheet](#)
- No Registration E-mail [Tip Sheet](#)

In the event a parent has followed all steps to register, but still does not receive a registration e-mail, they can submit this [Digital Cookie Registration Request Form](#) to



USAGSO for support. Volunteers unable to access Digital Cookie should instead contact [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org) directly.

### Review Digital Cookie Information

Once logged in, take a few minutes to review your Digital Cookie dashboard. Service unit volunteers will have access to the Service Unit dashboard, which holds reports and data for your entire OCMT. Troop volunteers will have access to their troop dashboard, where they can view troop sales, girl members, and even set up a troop site link. Please be aware that service unit volunteers do not have access to view a troop dashboard unless they are also assigned as a troop volunteer for that troop. Check out these tip sheets and videos to learn more about the SU and Troop dashboards in Digital Cookie.

- Service Unit Access- [Tip Sheet](#)
- Troop Dashboard- [Tip Sheet](#), [Video](#)

When reviewing troop member information in Digital Cookie, it is important to know that data is pulled from the eBudde system and then verified by our Girl Scout registration system before importing into Digital Cookie. If a volunteer, girl, or parent's information in eBudde does not match the information in our Girl Scout registration system, the data will not import into the Digital Cookie system. As a result, it is possible for someone to show up in eBudde but not show up in digital cookie. If you see any discrepancies or errors in digital cookie, please send a message to [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org).

### Mobile App

Once volunteers, caregivers, and girls have setup their Digital Cookie account, they can begin using the Digital Cookie mobile app. Check out the Digital Cookie training material index for Volunteers and Caregivers/Girls to learn more about the Digital Cookie mobile app.

### Troop Site Setup

Troop cookie sites allow troops to sell cookies online and to take credit card payments using the Digital Cookie app. To set up a troop site, click the “start” button on your troop's Digital Cookie dashboard. Here you will enter a zip code and the name of the troop site lead. Only one volunteer can be assigned as the troop site lead, so be sure to speak with your troop team first. And in the event the Digital Cookie system does not accept your zip



code, you can use the USAGSO North Atlantic office zip code: **09630**. Once a site lead has been selected, the troop site lead can log into digital cookie and set up the troop site.

Once the troop site is created, troop volunteers will see two troop links on their Digital Cookie dashboard. The troop virtual booth link can be used to offer in hand (using the app), delivery, shipped, and pickup order as the delivery type. Please know that troops leads can manage these delivery options from their Digital Cookie account. The troop shipped only link can be used if you only want to offer “shipped” as the delivery type. If your troop does not have physical cookies to give a customer, or if you are sharing a troop link with people outside of your community, be sure to share the troop shipped only link. Check out our Troop Site Setup [tip sheet](#) and [video](#) for more details.

### **Girl Delivery Activation**

Girl Delivery is a delivery option that customers can select during checkout. This option allows the customer to pay online now and have the Girl Scout or troop deliver the cookies later. USAGSO troops and girls do not automatically have the girl-delivery option enabled on their Digital Cookie accounts. Due to the number of members unable to participate in in-person cookie sales, USAGSO toggles the girl-delivery option off on all troops before cookie sales begin. Please note- troops only wishing to take credit card payments at cookie booths do not need to activate girl delivery. These troops can instead use the Digital Cookie app to take credit card payments for in hand sales at a booth.

If you would like to offer girl delivery as a delivery option to your customers, submit the [Girl Delivery Activation Request Form](#) and USAGSO will enable the girl-delivery option for your troop. When submitting the form, be sure to specify if girl delivery should be turned on for the entire troop or just the troop link. Please know, once girl delivery is turned on for a troop, parents will have the ability to toggle girl delivery on and off for their Girl Scout. If you request girl delivery only on a troop link, USAGSO will toggle each Girl Scout's girl delivery setting off, but parents can toggle this back on from their My Cookies tab. Please communicate with parents appropriately.





## TRANSFERRING COOKIES

During cookie sales, you may wish to give cookies to another troop or service unit or to receive cookies from another troop or service unit. These transfers must be physically documented and recorded in the eBudde systems.

Let's look at the steps and tools to transfer cookies within a community and between communities.

### Transferring Cookies within a Service Unit

USAGSO does not need to be notified about cookie transfers that take place within a service unit, however, these transfers still need to be documented and recorded in eBudde. Follow these steps to transfer cookies within a service unit.

1. Document the transfer at the time of the exchange. Be sure to capture the date, time, signatures and names of parties involved, and type and quantity of cookies exchanged. The cookie transfer form can be used to capture required information.
2. Send a copy of the documentation to your OCMT Cookie Manager.
3. The OCMT Cookie Manager inputs the cookie transfer into eBudde.

### Cookie Exchange

This year, troops in the same service unit can use the eBudde Cookie Exchange tab to see the cookies available for transfer. Troops with extra cookies can share the quantity and flavors available, and troops wanting cookies can search the exchange and contact troop volunteers to arrange a transfer. Check out the [eBudde video](#) to learn more about the eBudde Cookie Exchange and be sure to follow the steps above to document and record the transfer in eBudde.

### Transferring Cookies Between Service Units

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 e-mail at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org). This transaction will also need to be documented and recorded in eBudde. Follow these steps to transfer cookies between communities.



1. Notify the USAGSO Product Program Manager about the upcoming transfer by e-mailing [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org).
2. Document the transfer at the time of the exchange. Be sure to capture the date, time, signatures and names of parties involved, and type and quantity of cookies exchanged. The cookie transfer form can be used to capture required information.
3. Send a copy of the documentation to your OCMT Cookie Manager.
4. The OCMT Cookie Manager inputs the cookie transfer into eBudde.
5. The OCMT Cookie Manager forwards a copy of the documentation to the Product Program Manager at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org).

## BOOTH SALES SETUP

The eBudde system gives volunteers the ability to quickly and easily credit girls for physical and digital sales made at a cookie booth. However, to use this functionality, volunteers must enter their scheduled booth sale times into the eBudde system. We ask that OCMT Cookie Managers help troop leaders enter their cookie booth times into the eBudde system.

### Add/Edit Troop Booth Sales

Troop volunteers can add and edit their troop booth sales from their troop's Booth Sales tab in eBudde. Watch [this video](#) for step-by-step instructions. It is important to note that booth sales require service unit or council approval, and booth sales cannot be created for a past date. We encourage volunteers to enter booth sales well in advance. However, if a booth sale has already passed, volunteers can select a future date so it can be entered into eBudde and used to distribute cookies to girls.

### Booth Approval

Troop booth sales must be approved before troop volunteers can credit girls for those cookie booth sales. Select Service Unit Volunteers and council staff have permission to approve troop booth site sales in eBudde. Watch [this video](#) for step-by-step instructions.



To ensure booth sale requests are approved in a timely fashion, council staff will approve all pending booth site sales daily (business days only) during the cookie season.

## CREDITING GIRLS WITH COOKIES SOLD

The Girl Orders tab is where troop volunteers can view troop sales, manage inventory, and credit girls with boxes sold in-person. Take a moment to review the Girl Orders Tab [tip sheet](#) and [video](#) to learn more about the Girl Orders Tab.

Once you have reviewed the Girl Orders tab tip sheet and video, you are ready to begin crediting girls with those boxes sold. If you have sales on your troop site, you can also distribute those sales to the girls in your troop. Remember, the number of boxes sold for each girl in eBudde determines her final Girl Rewards earned! If you need any additional help crediting girls for those boxes sold, please reach out to your Membership Manager or [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org).

- [Booth Sale Recorder](#)
- [In-Hand/Girl Delivery Orders](#)
- [Distribute Troop Site Shipped Orders](#)
- [Distribute Troop Site In-hand/Delivery Orders \(+DOC Payment\)](#)

## MANAGE YOUR DIGITAL COOKIE SALES

Digital Cookie gives girls and troops the ability to take credit card payments for cookie sales and offer customers different cookie delivery options. We encourage you to review the Digital Cookie Training Material Indexes to learn more.

### Monitor

As a volunteer, you are responsible for ensuring girls and parents use the Digital Cookie platform to align with your community cookie sale plans. If your community does not participate in in-person sales, be sure to review Digital Cookie orders to make sure no



cookies were purchased in-hand using the Digital Cookie app. If your community participates in in-person sales, regularly review the Digital Cookie orders to make sure girl delivery, in-hand, and troop pickup orders are processed and updated in eBudde by the caregiver or troop volunteers.

### **Refunds and Customer Support**

If an order needs to be refunded, volunteers can initiate a refund following the steps in the [Troop Refunding Orders tip sheet](#) and [video](#). Please note: volunteers can only refund in-person orders, such as girl delivery and in-hand, and cannot refund direct ship orders. For issues with direct ship orders, or for other order issues, submit through [GSUSA's digital cookie support page](#). Customers can also look up the status of their [Digital Cookie order online](#) and [request help](#) directly on the digital cookie website.

### **Manage Troop Site Sales**

If your troop has setup a troop site, the troop site lead will need to manage your troop's Digital Cookie sales. Troop sites function like girl Digital Cookie site, and troop site leads should review the Digital Cookie Training Materials- Caregiver/Girl Index to learn more. If your troop is also offering Troop Pickup Orders, be sure to review the [Troop Pickup Orders Tip Sheet](#) and [video](#).





## FINAL INVOICE AND 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 e-mail accounts the week of **April 7**. Any money owed to USAGSO must be paid by **April 18, 2025**. If your community is unable to make payment by this date, please contact USAGSO immediately at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org) and we will work with you to establish a reasonable payment due date.

If money is owed to your community, USAGSO will initiate payment by April 18, so long as you have provided us with the necessary banking information. See below for more details on sending or receiving payments.

### Left Over Cookie Inventory

Do you have leftover cookie inventory? Did you sell out? Let us know about your final cookie inventory and your Digital Cookie online donation preference (request to apply Digital Cookie donations toward your remaining inventory, donated to the Soldier's Angels stateside or within another overseas community) by submitting the [Final Cookie Inventory Report Form](#) by **March 31**.

If requesting to apply Digital Cookie donations towards unsold inventory, USAGSO will need to confirm the amount of remaining inventory and Digital Cookie donations available in eBudde. Once confirmed, your final invoice will be updated to show the number of Digital Cookie donations being applied towards your local inventory and the additional credit for those boxes.

### Cookie Program Evaluation Form

The OCC and Cookie Manager should submit the [Cookie Program Evaluation Form](#) by **April 18**. It is important that you use this opportunity to let USAGSO know what worked and what needs to be improved in the cookie program. Your input is unbelievably valuable to us, and it helps us plan for the next cookie season.



## Payment to USAGSO

USAGSO only accepts payment for cookies by check, money order, ACH, bank deposit (Community Bank or Navy Federal), or wire transfers. Payments must be made in U.S. 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 e-mail of the transfer with the accompanying paperwork at [overseascustomer@girlscouts.org](mailto:overseascustomer@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 or Navy Federal. Be sure to write your Community name and breakdown of deposit on the deposit slip. See example:

**USD CHECKING DEPOSIT**

**CommunityBank**  
Member Bank of America

ACCOUNT NUMBER  
\* 3700041159

Date \_\_\_\_\_

Name USA Girl Scouts Overseas -  
North Atlantic

ex. Camp Darcy/Registration fees  
Write your OC name + breakdown of deposit

**CREDIT**

☒ CREDIT

☐ DEBIT

☐ CASH

\$ \_\_\_\_\_

## Types of Payments

### ACH

For Automated Clearing House (ACH), you will need the following information:

ABA / Routing Number: 051005504



Customer Name: USA GIRL SCOUTS OVERSEAS NORTH ATLANTIC

Customer Account Number: 3700041159

### **U.S. Domestic Financial Institution Wires**

For U.S. Domestic Financial Institution wires (ex: Global Credit Union, Community Bank, USAA) you will need the following information:

ABA / Routing Number: 114017714

Bank Name: NFCU - Overseas Military Banking Program

City/State: San Antonio, TX

Customer Name: USA GIRL SCOUTS OVERSEAS NORTH ATLANTIC

Customer Account Number: 3700041159

### **International Wires (*Non-U.S. Financial Institution*)**

For Non-U.S. Financial Institution you will need the following information:

#### **Receiving Bank:**

Bank of America

100 W 33rd St

New York City, NY 10001

ABA/Routing Number: 026009593

Swift Code: BOFAUS3N

#### **For Further Credit To:**

NFCU - Overseas Military Banking Program

300 Convent St STE 400

San Antonio, TX 78205



ABA/Routing Number: 114017714

Customer Name: USA GIRL SCOUTS OVERSEAS NORTH ATLANTIC

Customer Account Number: 3700041159

### **European Financial Institutions IBAN Transfers**

For European Financial Institutions (ex: Netherlands Bank, Banca d'Italia, Deutsche Bank) you will need the following information:

Customer Name: USA GIRL SCOUTS OVERSEAS NORTH ATLANTIC

Bank Name: NFCU - Overseas Military Banking Program

IBAN: DE 10 50110900 3700041159

BIC CODE: MNB IDEF1

### **Mail Payment Information**

Make checks payable to:

USA Girl Scouts Overseas – North Atlantic

CMR 427 Box 120

APO, AE 09630

### **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. Communities with an OCMT bank account, please fill out and return the ACH Enrollment Form to USAGSO.

Communities that are owed money from USAGSO but do not have an OCMT bank account can submit a [Cookie Coupon Request Form](#), which will be provided with your invoice. Once a Cookie Coupon Request Form is received, USAGSO will send instructions to redeem your coupon. While Cookie Coupons can be redeemed until September 1, Cookie Coupon Request Forms are due to USAGSO by **April 18**.





## DELINQUENT PAYMENTS

If an OCMT has not met payment deadlines for previous cookie seasons, they will be required to prepay their cookie order or may be denied placing a cookie order.

- If 60 days past due, must prepay for the next year.
- If not paid, you will not be able to order cookies for in-person sales.
- If not paid, OCMT members may be put on financial restrictions until the debt is cleared following the Volunteer Debt policy found in the [USAGSO Volunteer Policies](#).

## SUBMITTING GIRL REWARDS

The cookie season has ended and it is time to submit your community's Girl Rewards. First, take a moment to review each troop's Girl Order tab and make sure the Girl Scouts have been credited with the cookies they have sold this season. The total boxes sold by each as it displays in the Girl Order tab is the number of boxes that Girl Scout will receive credit for selling for her Girl Rewards. If needed, contact troop volunteers and help them assign those sales.

### **Troop Volunteer- Girl Rewards**

Once you have confirmed the cookie sales have been credited to the girls, it's time to submit the Girl Rewards for each troop. Follow the steps in [this video](#) to submit each troop's girl rewards.

### **Service Unit Volunteer- Girl Rewards**

After every troop submits their girl rewards in eBudde, the OCMT will need to submit the Girl Rewards to USAGSO using the eBudde system. Follow the steps in [this video](#) to submit your community's Girl Rewards to USAGSO. Please note- the address entered during this step needs to be a mailing address where the community's Girl Rewards can



be shipped. Ensure someone can receive and distribute those Girl Rewards when they arrive in late spring/early summer.

### **Distributing Girl Rewards**

Once Girl Rewards arrive you will need to know what items each Girl Scout earned. The Girl Rewards Report will show you exactly what each Girl Scout has earned. Check out the [Girl Rewards Report tip sheet](#) for step-by-step instructions to pull your community's Girl Rewards report.

On the following pages, you will find Section III: Training Material Index.

# eBudde

## Training Index for Volunteers

### **eBUDDE LINK**



#### Tip Sheets   Videos

#### Access & Overview

Overview

Login (& Login Help)

General Navigation

SU Dashboard\*

Troop Dashboard

[Tip Sheet](#)

[Tip Sheet](#)

[Tip Sheet](#)

[Tip Sheet](#)

[Video](#)

#### Setup

Girls (Girls Tab)

Volunteers (Contacts Tab)

Troop settings, additional proceeds, & rewards opt out (Settings Tab)

[Tip Sheet](#)

[Tip Sheet](#)

[Tip Sheet](#)

#### Ordering & Moving Cookie Inventory

Placing the Cookie Order\*

Report Missing and Damaged Cookies\*

Moving Cookie Inventory to troops (SU Transaction)\*

Troop Cookie Exchange & Cookie Transfers between troops

[Tip Sheet](#)

[Tip Sheet](#)

[Tip Sheet](#)

[Video](#)

[Video](#)

#### Booth Setup

Add/Edit Troop Booth Sales

Booth approval\*

[Video](#)

[Video](#)

#### Crediting Girls with Cookies Sales

Viewing Sales (Girl Orders Tab)

Booth Sale Recorder

In-Hand/Girl Delivery

[Tip Sheet](#)

[Video](#)

[Video](#)

[Tip Sheet](#)

Distribute Troop Site Shipped Orders

Distribute Troop Site In-Hand & Delivery Orders (+DOC Payment)

[Video](#)

[Video](#)

#### Submit Girl Rewards

Troop Volunteer- Girl Rewards Submission

Service Unit Volunteer- Girl Rewards Submission

[Video](#)

[Video](#)

#### Reports

Troop Sales Report

SU Sales Report

Girl Rewards Report

[Tip Sheet](#)

[Tip Sheet](#)

[Video](#)

*\*These functions are only available to volunteers with Service Unit level access in eBudde. Volunteers with troop volunteer access only will not be able to view and/or perform these functions.*



# Digital Cookie®

## Training Material Index for LBB Council Volunteers

### Registration

Volunteer Login	<a href="#">Tip Sheet</a>
Forgot Password/Password Reset	<a href="#">Tip Sheet</a>
Unlock Account	<a href="#">Tip Sheet</a>
No Registration Email	<a href="#">Tip Sheet</a>

### Site Use

Service Unit Access	<a href="#">Tip Sheet</a>	
Troop Dashboard	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Troop Site Setup/Links	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Troop Pickup Orders*	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Troop Refunding Orders	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Troop Cheers	<a href="#">Tip Sheet</a>	

### Mobile App

Mobile App Troop	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
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### Customer Support Help

eBudde™ Site Help (eBudde Access and Registration • Apps • Submitting Troop Initial Order • Signing up for Booths • Tech Issues, etc.)	<ul style="list-style-type: none"><li>• <a href="mailto:overseascustomer@girlscouts.org">overseascustomer@girlscouts.org</a></li></ul>
Direct Shipped & In-Person Delivery Order Inquiries	<ul style="list-style-type: none"><li>• <a href="#">Order Status Page</a></li><li>• <a href="#">Customer FAQs</a></li><li>• <a href="#">Contact Customer Support with an Order Issue</a></li></ul>
Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)	<ul style="list-style-type: none"><li>• <a href="#">Volunteer FAQs</a></li><li>• <a href="#">Parent/Girl Scout FAQs</a></li><li>• <a href="#">Contact Customer Support with a System Issue</a></li></ul>
Digital Cookie Registration & Account Information Support	<ul style="list-style-type: none"><li>• <a href="#">Contact Customer Support with Registration Issue</a></li><li>• <a href="#">Contact Customer Support with Account Information Issue</a></li></ul>
Other	<ul style="list-style-type: none"><li>• <a href="#">Contact Customer Support with Other Questions</a></li><li>• <a href="#">Provide Feedback to Customer Support</a></li><li>• <a href="#">Contact Customer Support for All Issues</a></li></ul>

\*Troop Pickup Orders is only available to troops participating in in-person sales that have signed up for booths in eBudde.





# Digital Cookie®

## Training Material Index for LBB Council Caregivers/Girl Scouts

### Registration

Site Registration	<a href="#">Tip Sheet</a>	<a href="#">Video</a> (initial login)
Site Registration Girl Scout 13 and Over	<a href="#">Tip Sheet</a>	
Forgot Password/Password Reset	<a href="#">Tip Sheet</a>	
No Registration Email	<a href="#">Tip Sheet</a>	
Unlock Account	<a href="#">Tip Sheet</a>	
My Account Tab	<a href="#">Tip Sheet</a>	
Dashboard	<a href="#">Tip Sheet</a>	

### Site Setup

Site Setup	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Site Setup-Girl Scout 13 and Over	<a href="#">Tip Sheet</a>	
Photo/Video Upload	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Marketing to Customers	<a href="#">Tip Sheet</a>	<a href="#">Video</a>

### Order Management

Order Received: In-Person Delivery*	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Order Received: Shipped/Donated	<a href="#">Tip Sheet</a>	
My Cookies: Delivery Settings*	<a href="#">Tip Sheet</a>	<a href="#">Video</a>

### Site Features

Entrepreneur Pin and Badges	<a href="#">Tip Sheet</a>	
My Rewards	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Cheers	<a href="#">Tip Sheet</a>	
Closing Your Site Early	<a href="#">Tip Sheet</a>	

### Mobile App

Mobile App Caregiver/Girl Scout View	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Mobile App Booths	<a href="#">Tip Sheet</a>	<a href="#">Video</a>

### Customer Support Help

Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)	<ul style="list-style-type: none"><li>• <a href="#">Parent/Girl Scout FAQs</a></li><li>• <a href="#">Contact Customer Support with a System Issue</a></li></ul>
Digital Cookie Registration & Account Information Support	<ul style="list-style-type: none"><li>• <a href="#">Contact Customer Support with Registration Issue</a></li><li>• <a href="#">Contact Customer Support with Account Information Issue</a></li></ul>
Direct Shipped & In-Person Delivery Order Inquiries	<ul style="list-style-type: none"><li>• <a href="#">Customer FAQs</a></li><li>• <a href="#">Order Status Page</a></li><li>• <a href="#">Contact Customer Support with an Order Issue</a></li></ul>
Customer Experience Tip Sheets	<ul style="list-style-type: none"><li>• <a href="#">In-person Delivery Order / Shipped Order</a></li></ul>

*\*In-Person Delivery and Delivery Setting changes are only available for troops that have requested to turn-on girl delivery in digital cookie. Please check with your troop volunteer to find out if your troop will be offering girl delivery.*



# APPENDIX

**PERMISSION FOR PARTICIPATION IN THE 2025 GIRL SCOUT COOKIE PROGRAM**  
(THIS FORM MAY BE PHOTOCOPIED WHEN COMPLETED. PRINT CLEARLY, USE BLACK INK.)

\_\_\_\_\_ Overseas Committee Troop # \_\_\_\_\_ is planning to participate in the annual Girl Scout Cookie Program sponsored by the Overseas Committee during **February 7 – March 23, 2025** (subject to change depending on the arrival date of the cookies.)

The Girl Scout Cookie Program is a unique, hands-on way for girls to develop five essential skills that are core to the Girl Scout Leadership Program: Goal Setting, Decision Making, Money Management, People Skills and Business Ethics.

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

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

This year, USAGSO is providing the Digital Cookie Program to the following members: All Girl Scouts eligible for in-person sales, All Girl Scouts in the EU, and US embassy or consulate affiliated Girl Scouts WITH a US address on their GS account. Digital Cookie Sale Dates: **February 7 – March 23, 2025**.

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.

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

My child \_\_\_\_\_ has my permission to participate in the annual Cookie Program sponsored by the \_\_\_\_\_ Overseas Committee during February-March 2025. I agree to accept financial responsibility for the cookies and money she receives, including at the booth in which she participates. I will see that she is not involved in selling cookies before the official start date and has appropriate adult guidance at all times.

Yes      No      My child 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      USAGSO has my permission to use photographs, voice, and/or video of my child for Public Relations purposes.

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 Cookie Program  
Girl Rewards Opt-Out Troop Agreement Form**

The girls of Girl Scout Troop #\_\_\_\_\_ have discussed the proceeds option available for the Overseas Committee and troops in the community and have decided to opt out of Girl Rewards for additional proceeds.

Troop Level: \_\_\_\_\_

Troop Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All girls in troop/group participating in the USAGSO Cookie Program must sign this form. A copy of the completed form should be sent to the Overseas Committee Chair or Cookie Manager.

**Girl Scout Name**

**Girl Scout Signature**

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**Girl Scout Name**

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**Girl Scout Signature**

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**Girl Scout Signature**

3 September 2024

Installation Commands, Embassies/Consulates, and the Private Organization Offices:

**Today, USA Girl Scouts Overseas (USAGSO) respectfully requests that Installation Commands, Embassies/Consulates, and the Private Organization Offices grant authorization for their local Girl Scout Troops to sell Girl Scout Cookies for the 2024- 2025 Cookie Program season.**

USAGSO is proud to, once again, to be working with US Installation Commands and Embassies/Consulates in organizing Girl Scout Troops in military, embassy and consulate communities around the world to kick off the much-anticipated annual Girl Scout Cookie Program. It is the largest girl-led entrepreneurial program in the world and provides the primary source of funding for all your local Girl Scout troop and community activities.

Due to transit time, cookie orders are due no later than **25 October 2024**. Permission from your Installation is needed **prior** to your Girl Scout community's order being placed.

Girl Scouts and USAGSO know that the Cookie Program facilitates a unique and hands-on learning opportunity for girls to explore and foster these and other necessary skills they need to grow into tomorrow's leaders, officers, and entrepreneurs:

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics

We are including the attached Recommended Sales Methods in which communities can participate in the Girl Scouts Cookie Program. Whether girls sell cookies virtually, in-person, or combination of the two, it builds a foundation for girls' entrepreneurial spirit and future success.

From all of us at USAGSO, let me take this moment to say thank you. Your partnership, as well as your continued advocacy for girls and Girl Scouting, is integral to building girls of courage, confidence, and character, who make the world a better place.

Best regards,



Kelly Bullard  
Sr. Director, GS-15  
USA Girl Scouts Overseas

## USA Girl Scouts Overseas' Request for Cookie Sale Authorization

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, core to the Girl Scout Leadership Program: Goal setting, Decision-making, Money management, People skills, and Business ethics.

**Request:** USA Girl Scouts Overseas respectfully requests Installation Commands, Embassies/Consulates, and the Private Organization Offices grant authorization for their local Girl Scout Troops to sell Girl Scout cookies for the 2024-2025 cookie season using some or all the recommended methods detailed below.

**Dates and times:** USAGSO Cookie Sales take place from **7 February through 23 March 2025**. In the case of shipment delays or other stop-movement, an extension to cookie sales resumption will be permitted (based on circumstances and at the discretion of USAGSO).

### Recommended Cookie Sale Methods

**Cookie Booths** - Troops sell cookies directly to customers at booths in areas such as grocery stores (Commissary), PX, BX, malls, community sporting events, and Embassy/Consulate lobby, grounds or events.

**Drive Thru** - An 'event' promoted on social media. Troop and volunteers set up table/tent in a visible parking lot/designated area. Cars pull up to the tent/table, complete cookie/money transaction, exit without customer leaving the vehicle.

**Virtual Cookie Booths** - A 'booth' hosted and promoted on social media- gives girls a way to achieve sales goals and help others in their community from home. Customers purchase cookies online without added cost of shipping. Cookies pick-ups are scheduled for a specific date and time at an established central location.

**Digital Cookie - Direct Ship** - Girls create a customized webpage and send emails with a personalized message to family and friends asking them to buy Girl Scout Cookies. Customers purchase cookies through the webpage, that are then shipped directly to their home (US, APO, FPO and DPO address only).

**Gift of Caring** - Girls promote the purchase of cookies for donation. Cookies can be purchased and donated using Digital Cookie, Virtual Cookie Booths, Drive Thru and Cookie Booths.



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

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

## Cookie Distribution Agreement

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

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

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

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

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/NEXCOM 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/NEXCOM 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 or NEXCOM Manager

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Girl Scout Overseas Committee Chair  
Or Designee

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
USAGSO Staff  
(if present)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## Cookie Transfer

VARIETY	# OF CASES
Adventurefuls	
Lemon Ups	
Trefoils	
Do-Si-Dos	
Samoas	
Tagalongs	
Thin Mints	
S'mores	
Toffee-Tastics	
<b>TOTAL</b>	

DATE: \_\_\_\_\_

### Transferring Out SU

SU Name: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### RECEIVING SU

SU Name: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_





## Cookie Transfer

VARIETY	# OF CASES
Adventurefuls	
Lemon Ups	
Trefoils	
Do-Si-Dos	
Samoas	
Tagalongs	
Thin Mints	
S'mores	
Toffee-Tastics	
<b>TOTAL</b>	

DATE: \_\_\_\_\_

### Transferring Out SU

SU Name: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### RECEIVING SU

SU Name: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**North Atlantic**

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

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

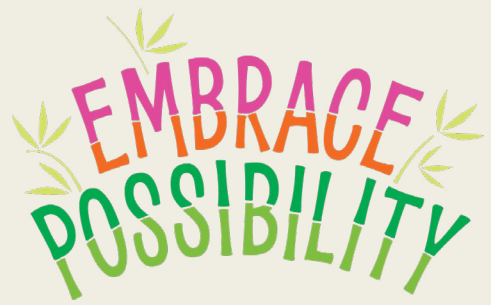
**USA Girl Scouts Overseas-North Atlantic**

**CMR 427 Box 120**

**APO AE 09630**

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

# Volunteer action plan



Embrace a new Girl Scout Cookie™ Season by making a plan! Mapping out the information you need in advance will help keep volunteers and entrepreneurs organized every step of the way.

## Primary Contacts

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## Key Dates

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## eBudde™ Sign-Up Info

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## Key Actions

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## OCMT COOKIE SALES CHECKLIST (SEPTEMBER-APRIL)

### Before Sales- Get Ready! (September-December)

- ☐ Learn about the Cookie Program. Read Section I (pages 4-25) of the OCMT Cookie Guide.
- ☐ Submit [OCMT Cookie Materials Order Form](#) (Required to receive sample cookies and printed materials.) **Due September 30.**
- ☐ [Place your cookie order](#) (in-person cookie sales only). **Due October 25.**
- ☐ Place your Cookie patch & cookie rally kit order in the [Cookie Patches and Cookie Rally Kit Online Store](#) (Optional). **Due October 31.**
- ☐ [Place your cookie order](#) (USVI only). **Due December 9.**
- ☐ Obtain local approval to sell.
- ☐ Complete your Cookie Trainings in gsLearn.
- ☐ Schedule and hold Parent and Volunteer Cookie Meetings.
- ☐ Schedule and hold a Cookie Rally.

### Before Sales- Get Set! (January)

- ☐ Request a community troop site (Optional). **Due January 15.**
- ☐ Pickup cookies and report lost/missing cookies (in-person cookie sales only).
- ☐ Log into [eBudde](#) & [Digital Cookie](#) to verify information.
- ☐ Setup [Digital Cookie troop site](#).
- ☐ Submit the [Recipe for a Successful Cookie Program notification form](#) to earn additional proceeds. **Due January 31.**
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 31.**
- ☐ [Transfer cookies from the service unit to each troop in eBudde](#) (in-person cookie sales only).
- ☐ Submit [Digital Cookie Girl Delivery Activation Form](#) by **February 3** (in-person cookie sales only).



### **During Sales- Go! (February-March)**

- ☐ Manage your [Cookie Booths in eBudde](#) (in-person cookie sales only).
- ☐ Monitor in-hand and girl-delivery orders to ensure sales are completed.
- ☐ Transfer cookies and initiate cookie exchanges, if needed.
- ☐ Bling your booth for National Girl Scout Cookie Weekend. **February 21-23.**
- ☐ Credit girls with their cookie sales in eBudde. **Due March 31.**

### **After Sales- Wrap-up (March-April)**

- ☐ Submit [Final Cookie Inventory Report Form](#) to report remaining inventory, Digital Cookie donations applied toward inventory. **Due March 31** (in-person cookie sales only).
- ☐ Submit [Troop Girl Rewards in eBudde](#). **Due March 31.**
- ☐ Submit [SU Girl Rewards and Girl Rewards](#) mailing address in eBudde. **Due March 31.**
- ☐ Check Final Invoice and remit/receive payment. **Due April 18.**
- ☐ Submit [Community Cookie Coupon Request Form](#) (if applicable) to USAGSO (for communities without an OCMT bank account). **Due April 18.**
- ☐ Submit [Cookie Program Evaluation Form](#) to USAGSO. **Due April 18.**

# Resources at a glance



All resources can be found at <https://www.usagso.org/en/cookies/the-girl-scout-cookie-program.html> AND [girlscouts.org/cookieresources](https://girlscouts.org/cookieresources)

About Girl Scout Cookies®

Troop Leader Resources

Cookie Business Badges

Cookie Entrepreneur Family Pin

Digital Cookie®

Digital Marketing Tips for Cookie Entrepreneurs

## Girl Scouts' safety guidelines

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

- Practical Tips for Parents
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints

For more information visit: [girlscouts.org/cookieresources](https://girlscouts.org/cookieresources)



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

Digital Marketing Basics

FAQs and Nutrition Information

Social Media Tools and Graphics

Embrace Possibility Resources

Resources for Girl Scouts to Grow Their Cookie Businesses

Cookie History

## Need Inspiration?

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

Follow us on social for shareable cookie content!



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

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



## Reducing our footprint

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

New Samoas® packaging reduces 65k pounds of plastic.



100% of our rewards packaging is recyclable or reusable!



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Little Brownie  
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