



## PLACING YOUR COOKIE ORDER

OCMTs must place their cookie order in eBudde, our online cookie system, no later than **October 17**. Only the U.S. Virgin Islands cookie order deadline is December 9, 2025.

### 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.

### Obtain Approval for In-Person Cookie Sales

Before conducting in-person cookie sales, ensure you coordinate with local offices. Approval processes vary by Overseas Committee (OC), but you will typically need authorization from the locations where you plan to sell (e.g., Commissary, Exchange, Express, Supermarket, Post Office) as well as from private organization offices. Embassies and consulates should also consult their local authorities for necessary permissions.

We recommend sharing the **Request to Sell Cookies Letter** from the USAGSO Senior Director and the **Recommended Cookie Sale Methods** with the appropriate local point of contact. These documents are available in the appendix of the OCMT Cookie Program Guide and on our website.

Please note: Participation in activities such as booth sales or girl delivery is subject to local authority approval. If you wish to include girl delivery as part of your program, you must request specific permission.

### 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 provide 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.

Each case contains 12 boxes of cookies. Overseas Committees typically estimate order quantities based on the number of boxes each girl is expected to sell as well as the number of boxes the community was able to sell the year prior. Regardless of the method used, **we strongly recommend ordering complete layers—each consisting of a single cookie flavor—to minimize the risk of damage during shipping.**

This year, if full-layer ordering is not possible, please limit partial orders and, when necessary, you may order a mixed layer with different cookie flavors. You may also coordinate to share a layer with another community. Please see the *Sharing Cookie Layers Between Communities* section for more details.



Below are the case counts that make up a full layer for each cookie variety.

Cookie Type	# Cases in a Full layer	# Boxes/Packages in a Full Layer
ADVENTUREFULS	16	192
LEMON UPS	21	252
TREFOILS	16	192
DO-SI-DOS	20	240
SAMOAS	15	180
TAGALONGS	16	192
THIN MINTS	20	240
Exploremores	20	240
Toffee-Tastic	17	204

### Sharing Cookie Layers Between Communities

Communities/Overseas Committees may wish to share a full layer of cookies for two main reasons:

- They anticipate needing less than a full layer during the planning process.
- They do not have a depot (AAFES/NEXCOM) to receive cookies.

Participating OCs may share layers if both OCs/Communities agree **before** placing orders.

To coordinate, contact the Cookie Manager or Overseas Committee Chair (OCC) of the community with an AAFES or NEXCOM warehouse:

- **OCC Email:** [communitynamegirlscouts@usagso.org](mailto:communitynamegirlscouts@usagso.org)
- **Cookie Manager Email:** [communitynamecookiemanager@usagso.org](mailto:communitynamecookiemanager@usagso.org)

If your community is near another OC but does not have an AAFES or NEXCOM warehouse, you may still share a layer. One community must order the full layer and transfer the agreed number of cases to the other. This arrangement must be coordinated between the respective OCMTs. Please make sure to communicate with you assigned USAGSO Membership Manager to coordinate layer sharing.



### Required Notification

Once a layer-sharing agreement is in place, notify the USAGSO office at [overseascustomer@girlscouts.org](mailto:overseascustomer@girlscouts.org) with the following details:

- The name of the community you are sharing with
- The quantity of cookies being shared

Here is the list of communities that can share layers:

AAFES/NEXCOM Warehouse Location/Depot	Community served by Depot
Vogelweh	Ramstein and Kaiserslautern
Rota	Lisbon
Vicenza	Camp Darby
Alconbury	Menwithwill
Anglia	Hillingdon
Camp Foster	Kinser
Yokota	Tokyo
Wiesbaden	Frankfurt
Naples	Rome
SHAPE	Paris
Grafenwoehr	Berlin
Stuttgart	Munich

### 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 by mid-October. All other volunteers will receive their access e-mail on or shortly after December 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).