

2026-27 Girl Scout Cookie Program®

OCMT Cookie Program Guide



Little Brownie
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COOKIE SALES CHECKLIST (SEPTEMBER-APRIL)

Before Sales- Get Ready! (September-December)

- ☐ Learn about the Cookie Program. Read Section I of the OCMT Cookie Guide & Complete your Cookie Trainings in gsLearn.
- ☐ Submit **OCMT Cookie Materials Order Form** (Required to receive sample cookies and print materials.) **Due September 30.**
- ☐ Obtain local approval to sell. **Request to Sell Cookies Letter** from the USAGSO Executive Director
- ☐ **Place your cookie order** (in-person cookie sales only). **Due October 20.**
- ☐ Submit **Community Cookie Selling Model Request Form** to manage cookie sales on a community level. **Due November 30.**
- ☐ **Place your cookie order** (USVI only). **Due November 30.**
- ☐ Log into **eBudde** & verify information. **Starting December 1.**
- ☐ Schedule and plan a parent meeting, volunteer meeting, and Cookie Rally!

During Sales- Go! (February-March)

- ☐ Manage your **Cookie Booths in eBudde** (in-person cookie sales only).
- ☐ Bling your booth for National Girl Scout Cookie Weekend. **February 19-21.**
- ☐ Move inventory and assign sales to girls in eBudde. **By March 15.**

After Sales- Wrap-up (March-April)

- ☐ Submit **Girl Rewards in eBudde**. **Due March 19.**
- ☐ Submit the OCMT **Cookie Closeout Form** to officially close out your cookie season. **Due March 19 (or 2 weeks after your cookie sales end date)**
- ☐ Check Final Invoice and remit/receive payment. **Due 10 days after the invoice date.**
- ☐ Submit **Cookie Program Evaluation Form** to USAGSO. **Due April 16.**

Before Sales- Get Set! (January)

- ☐ Log into **Digital Cookie** to verify information & setup troop links. **Starting January 5 (12:00 AM CST).**
- ☐ Submit **Digital Cookie Girl Delivery Activation Form**. **Due January 7.**
- ☐ Begin taking Digital Cookie Direct ship and Girl Delivery Pre-Orders! **Starting January 12 (12:00 AM CST)**
- ☐ Pickup cookies and report lost/missing cookies (in-person cookie sales only)
- ☐ Submit the **Recipe for a Successful Cookie Program notification form** to earn additional proceeds. **Due January 28.**
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 28.**
- ☐ **Transfer cookies from the service unit to each troop in eBudde** (in-person cookie sales only).
- ☐ Begin Cookie Booth & In-Person Sales! (in-person cookie sales only). **Starting January 29**

USAGSO's 2027 Girl Scout Cookie Program Sale Dates:

January 12: Digital Cookie Direct Ship Girl Delivery Preorders Begin *(12:00 AM CST)*
January 29 to March 14: In-person Cookie Sales





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 2027 Girl Scout Cookie Program Sale Dates:

January 12: Digital Cookie Direct Ship and Girl Delivery Preorders Begin

January 29 to March 14: In-person Cookie Sales Begin

Cookie Calendar

Red font=Only applies to in-person cookie selling communities.

September 2026

30: Submit [OCMT Cookie Materials Order Form](#) (Required to receive sample cookies and printed materials)- OCMT

October 2026

1: [USVI cookie pre-orders start](#)

8: Get Ready! Live cookie training - [REGISTER HERE](#)

9: Cookie Bite eNewsletter

13: [eBudde access available \(in-person volunteers only, girls will be uploaded in December\)](#)

20: [Cookie orders due to USAGSO](#)

November 2026

13: Cookie Bite eNewsletter

20: [USVI pre-orders end](#)

Submit [Community Cookie Selling Model Request Form](#) for cookie booths on a community level

30: [USVI Cookie orders due to USAGSO](#)

December 2026

1: All remaining volunteers and girls uploaded into eBudde

3: Get Set, Go! Live cookie training - [REGISTER HERE](#)

11: Cookie Bite eNewsletter

January 2027

5: Volunteer and Parent/Girl access Digital Cookie (12 a.m. CST)

7: [Submit Digital Cookie Girl Delivery Activation Form](#)

8: Cookie Bite eNewsletter

12: Digital Cookie Direct Ship and Girl Delivery Preorders **BEGIN** (12 a.m. CST)

GSUSA Cookie Season Launch – ‘Turn Wonder into Wonderful’ Campaign

28: Opt-out of Girl Rewards in eBudde for additional proceeds

Complete your Recipe for Success and [submit notification form](#) to earn additional cookie proceeds

29: In-person Cookie Sales **BEGIN**



February 2027

12: Cookie Bite eNewsletter

19-21: National Girl Scout Cookie Weekend

March 2027

4: Wrap-Up! Live cookie training - [REGISTER HERE](#)

12: Cookie Bite Newsletter

14: All cookie sales **END**

19: Submit girl rewards in eBudde

[Cookie Closeout Form](#) due to USAGSO

April 2027

9: Cookie Bite Newsletter

12: Final cookie invoices due to communities

16: [Cookie Program Evaluation Form](#) due to USAGSO



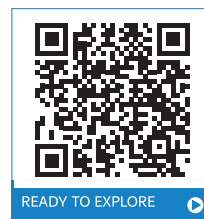
Get *Ready to Explore* the Girl Scout Cookie Season!

Welcome to the 2026-2027 Cookie Season: Ready to Explore!

This year's Ready to Explore Cookie Season encourages girls to embrace curiosity, set goals, and discover new possibilities. Leading the adventure is Sally, our curious lop-eared mascot, named after Sally Ride, the first American woman in space. Her pioneering spirit reminds us that big dreams and a willingness to explore can take us anywhere.

Thank you for supporting girls on their cookie journey and helping them build skills, confidence, and memories that will last a lifetime.

Play the Ready to Explore video to introduce the new season and highlight three simple steps every entrepreneur can take to achieve cookie season success:



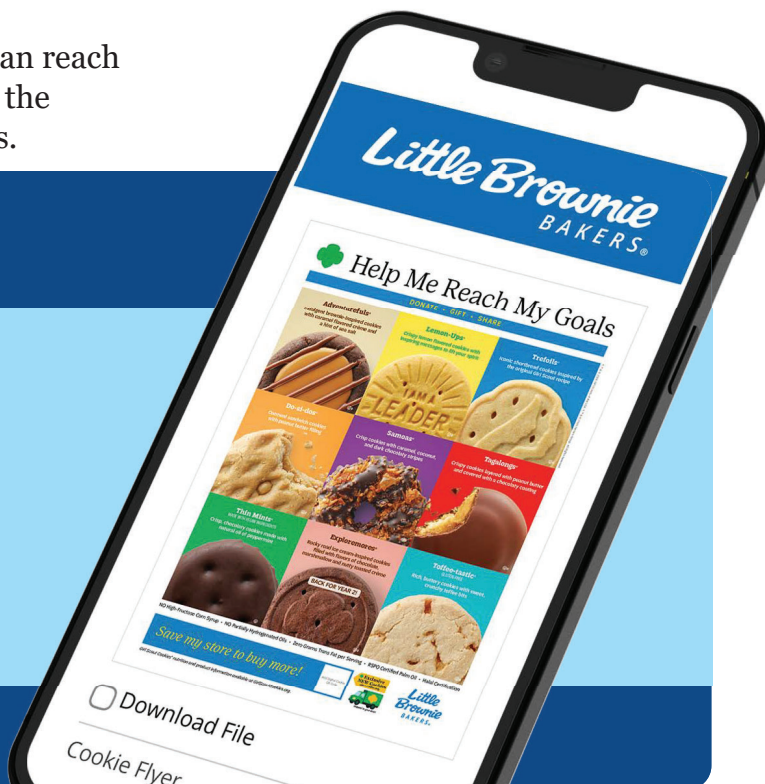
1. Share your goal 
2. Share your Digital Cookie® QR code 
3. Share more 

When Girl Scouts follow these three steps, they can reach more customers, build confidence, and explore all the possibilities the Girl Scout Cookie Program offers.

LittleBrownie.com

- Business Cards
- Lanyard Inserts
- Cookie Flyer
- Allergen Guide
- Booth Signs
- Thank You Slips
- Yard Signs
- Leave Behinds
- Activities
- Recipes and more!

Visit GirlScouts.org/CookieResources for more.





Help Me Reach My Goals

Meet the Cookies!

DONATE • GIFT • SHARE

Adventurefuls®

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt



Lemon-Ups®

Crispy lemon flavored cookies with inspiring messages to lift your spirit



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe



Do-si-dos®

Oatmeal sandwich cookies with peanut butter filling



Samoas®

Crisp cookies with caramel, coconut, and dark chocolaty stripes



Tagalongs®

Crispy cookies layered with peanut butter and covered with a chocolaty coating



Thin Mints®

MADE WITH VEGAN INGREDIENTS

Crisp, chocolaty cookies made with natural oil of peppermint



Exploremores®

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and nutty toasted crème



BACK FOR YEAR 2!

Toffee-tastic®

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits



NO High-Fructose Corn Syrup • NO Partially Hydrogenated Oils • Zero Grams Trans Fat per Serving • RSPO Certified Palm Oil • Halal Certification

Save my store to buy more!

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Girl Scout Cookies® nutrition and product information available at [GirlScoutCookies.org](https://www.GirlScoutCookies.org).

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Exploremores®

BACK FOR YEAR 2!

*Rocky road ice cream-inspired cookies
filled with flavors of chocolate, marshmallow
and nutty toasted crème*

Same
recipe,
modified
description



Delicious
when
frozen

Rich,
indulgent
sandwich
cookie

Find recipes and resources to build customer awareness.

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



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 2027 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 \$11.99 and 9-12 packages at \$13.99. Below is a list of shipping costs for cookie orders at the different levels.

Packages		Shipping Cost
4	8	\$11.99
9	12	\$13.99
13	20	\$25.98
21	24	\$27.98
25	32	\$41.97
33	36	\$43.97
37	44	\$56.96
45	48	\$58.96
49	52	\$71.95

The above pricing is calculated as follows:

- 13 packages of cookies: tier B (12 packages) + tier A (1 more package) = \$26.98
- 25 packages of cookies: tier B x 2 (24 packages) + tier A (1 more package) = \$41.97

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



COOKIES ONLINE EXCLUSIVE: WHAT USAGSO FAMILIES NEED TO KNOW

This season, GSUSA and many Girl Scout councils across the United States are introducing a new **Cookies Online Exclusive** offering, giving customers an additional way to support Girl Scouts through the Cookie Program. The two new cookie offerings are an allergy-friendly cookie and a dog cookie. While this new option is being made available in many councils, each council has the flexibility to determine whether participation is the right fit for their local market and community.

As we prepare for another exciting cookie season, we are grateful for the enthusiasm, dedication, and entrepreneurial spirit of our girls, families, and volunteers who make the Cookie Program such a success year after year. In the spirit of being **Ready to Explore**, USAGSO carefully evaluates new opportunities to ensure they best serve our unique overseas communities. After thoughtful consideration, **USAGSO will not participate in the Cookies Online Exclusive offering for the 2027 Cookie Season.** We believe it is important to take additional time to assess how this opportunity may support our girls, customers, and volunteers across overseas locations. We will continue gathering insights and evaluating experiences from participating councils and plan to revisit participation for the **2028 Cookie Season.**

Thank you for your continued support, flexibility, and commitment to the Cookie Program. Together, we remain focused on creating meaningful experiences that empower girls to build confidence, develop valuable life skills, and achieve their goals. We look forward to another successful season of exploring possibilities, embracing challenges, and helping every Girl Scout shine.



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 January. 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, Pristina, Rome, and Paris

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.

For the 2027 Cookie Program, cookie proceeds are divided as follows:

- **\$1.00 per box sold** to the troop
- **\$0.50 per box sold** to the OCMT

This split provides clear visibility into both troop and OCMT proceeds. Troops participating in the Cookie Program without an affiliated OCMT will still receive their **\$1.00 per package troop proceeds** and remain eligible to earn any applicable **troop-level additional proceeds**. However, because there is no affiliated OCMT, the **\$0.50 per package OCMT portion will be retained by USAGSO**.

Be sure to include your proceeds allocation in your Cookie Program Plan.

Note: Troops have the option to opt out of girl rewards and earn an additional **\$0.10 per package sold**. Any additional proceeds earned through the girl rewards opt-out option will be allocated directly to the troop.

OCMT split: The OCMT proceeds should be used 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, volunteer development, and shared Girl Scout hut supplies.

Minimum Requirements to Receive OCMT Cookie Proceeds

Communities must have at least:

- Two registered OCMT members, one of which is serving as a Cookie Manager, to receive cookie proceeds.
- End-of-year (EOY) finances from the previous cookie season must be submitted; failure to do so will result in denial of both placing a cookie order and receiving cookie proceeds.

Troop split: The Troop proceeds should be used 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. We recommend that troops spend cookie proceeds on programs, memberships, and Girl Scout related materials and supplies. Please see the USAGSO Volunteer Essentials for more guidance on managing and spending troop and OCMT funds.

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



How the Cookie Crumbles (Traditional Cookies) \$6 per box





Traditional Cookies \$6/box		
\$1.50*	OCMT & Troop Proceeds	25%
\$1.52	Baker	25%
\$0.15	Distribution Agents (AAFES & Bob Lynch)	2%
\$0.10	Girl Rewards	2%
\$2.73	Leadership development for girls & adults	46%
Specialty Cookies \$6/box		
\$1.50*	OCMT & Troop Proceeds	25%
\$2.83	Baker	47%
\$0.28	Distribution Agents (AAFES & Bob Lynch)	4%
\$0.10	Girl Rewards	2%
\$1.29	Leadership development for girls & adults	22%
Digital Cookie Traditional Cookies \$6/box		
\$1.50*	OCMT & Troop Proceeds	25%
\$1.52	Baker	25%
\$0.30	Credit Card Transaction Fees	5%
\$0.10	Girl Rewards	2%
\$2.58	Leadership development for girls & adults	43%
Digital Cookie Specialty Cookies \$6/box		
\$1.50*	OCMT & Troop Proceeds	25%
\$2.83	Baker	47%
\$0.30	Credit Card Transaction Fees	5%
\$0.10	Girl Rewards	2%
\$1.27	Leadership development for girls & adults	21%

Additional Proceeds

Cookie proceeds start at \$1.50 per box (\$1.00 to the troop and \$0.50 to the OCMT) 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!

Complete the activities below to earn an additional **\$0.05 per package sold**. Troops and OCMTs can submit the [Notification Form](#) by **January 28** to earn additional proceeds for completing their respective requirements.

Please note: Volunteers may only submit forms for the troop or OCMT they represent and may not submit on behalf of another volunteer, troop, or OCMT. All required activities must be completed by **January 28** to qualify for additional proceeds.

For communities participating in the **community cookie selling model** (one community troop in eBuddle), a single volunteer may not fulfill both the troop training requirement and the OCMT training requirement. Separate volunteers must complete each requirement.

- **Troop Requirement (\$0.05 per package)**
 - ✓ Have at least one troop volunteer complete the Troop Cookie Training in gsLearn
 - ✓ Learn about the cookie program with your troop.
- **OCMT Requirement (\$0.05 per package)**
 - ✓ Have at least one OCMT member complete the OCMT Cookie Training in gsLearn
 - ✓ Host either a community cookie rally or a cookie season celebration for participating girls and families.

Good news! If you attend any live cookie training offered during the cookie season, you'll receive credit toward your required cookie training.



Recipe for a Successful Cookie Season!

Instructions

Troops and OCMT's can each complete their own recipe by January 28 to earn an additional \$0.05 per package!

Directions For Troops

- ✓ Have at least one troop volunteer complete the Troop Cookie Trainings in gsLearn
- ✓ Learn about the cookie program with your troop.

A troop volunteer should submit the Recipe for a Successful Cookie Season form for your troop to earn an additional \$0.05 per package sold!

Directions For OCMT

- ✓ Have at least one OCMT member complete the OCMT Cookie Trainings in gsLearn
- ✓ Host either a community cookie rally or a cookie season celebration for participating girls and families.

An OCMT volunteer should submit the Recipe for a Successful Cookie Season form for your OCMT to earn an additional \$0.05 per package sold!



YOUR COMMUNITY COOKIE FINANCES

Track your 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.

Your Community Cookie Invoice

Approximately two weeks after cookie sales end and all Digital Cookie purchases are reflected in eBudde, USAGSO will pull your community's sales report from eBudde 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 must submit payment within **10 days of the invoice date**. Payments received after this deadline are considered delinquent. See the delinquent payment section for more information.

OCMT's that are owed money from USAGSO have until **April 12** to provide payment details so that USAGSO can initiate a funds transfer. OCMT's that do not have an OCMT Bank Account may receive their proceeds but are required to provide additional details about their spending plans as well as copies of receipts once funds have been spent (due no later than September 30th). OCMT's without an OCMT bank account who receive proceeds but do not submit receipts that add up to the amount of funds received by September 30 will not be eligible to receive cookie proceeds in the future.

If USAGSO introduces additional or streamlined methods for sending, receiving, or managing funds in the future, volunteers will be notified directly and provided with instructions prior to any payment deadlines.

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 Volunteer Essentials.



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 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 of their choice should notify USAGSO using the USAGSO [Cookie Season Closeout Form](#), due **March 19**. When applying digital donations towards local inventory, the number of digital boxes you wish to donate locally will be removed from your total boxes sold. This will reduce the amount of money you owe the council and allow the money collected for those sales to be applied towards the cost of your local inventory. Since this will impact your total boxes sold, OCMT's are required to report the number of digital cookie donations applied towards local inventory by troop. Please know that inventory must be available in eBudde (and not credited to a girl as a sale) and there must be enough boxes in the troop's Gift of Caring column for USAGSO to make that adjustment. See our eBudde training index for more details. OCMT's should not make any adjustments or changes to the Gift of Caring columns in eBudde.

Does it matter what flavor we donate locally?

No. 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, Marine Security Guards posted to your Embassy 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

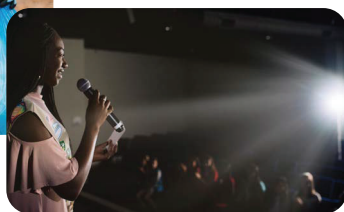
- Volunteers delivering donated cookies must contact the receiving organization beforehand to confirm they are ready and willing to accept the donation.
- If taking photos of the delivery - USAGSO would like to share on social media and our website and showcase Girl Scouts efforts overseas. Ensure subjects 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.

READY TO

Inspire Cookie Entrepreneurs



Skills They Build

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

Communicating goals to customers makes the sale more successful and fun.

1 Goal Setting

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

The [Cookie Program Family Meeting Guide](#) provides the framework for goal setting success for DBJ's and CSA's.



VOLUNTEER
RESOURCES

2 Decision Making

Girl Scouts learn to make decisions on their own and as a team.

3 Money Management

Girl Scouts learn to create a budget and handle money.

4 People Skills

Girl Scouts find their voices and build confidence through customer interactions.

5 Business Ethics

Girl Scouts learn to act ethically, both in business and life.

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://www.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!

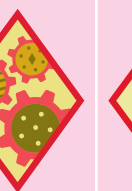
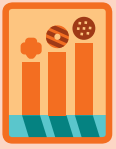
Inspire families to get involved by reviewing these resources:

- [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



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 network 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:

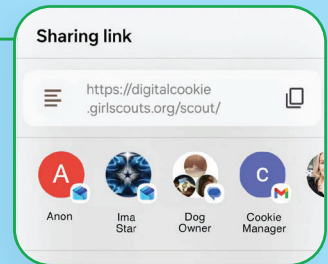
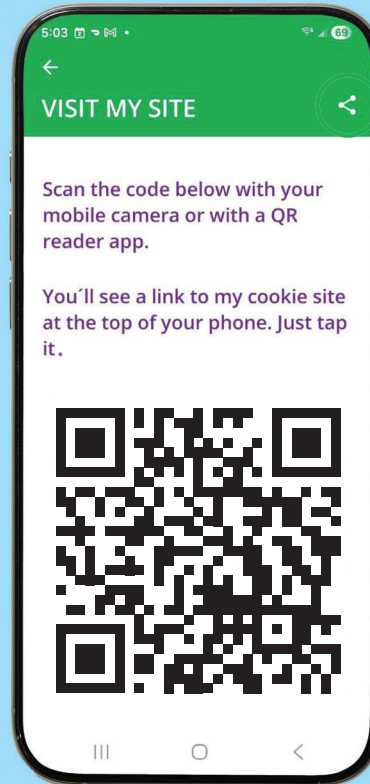
- Be curious.
- Embrace challenge.
- Take initiative.
- Collaborate with others.
- Take creative risks.
- See failing as learning.
- Adapt to change.

READY TO

Take Orders Here, There, Everywhere

Make Orders and Re-orders Easy with QR codes

1. Set up a Troop Link on Digital Cookie®
2. Download the QR Code
3. Apply it to Order Forms
4. Encourage each entrepreneur to download their QR code and do the same



Text a Digital Cookie link directly to friends and family or share on social!



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

TOP DOWNLOADS WITH QR CODE:

- Lanyard
- Door Hanger/Leave Behind
- Business Cards



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

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Brownie**
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Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

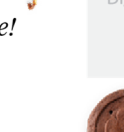
Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

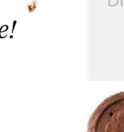
Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

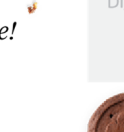
Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

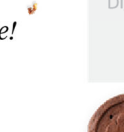
Goal(s) _____



Help Me Reach My Goals!

Save my store to buy more!

Add
Digital Cookie®
QR Code



**Little
Brownie**
BAKERS®

First Name _____

Goal(s) _____

READY TO Attract Attention



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

TOP DOWNLOADS FOR BOOTHS:

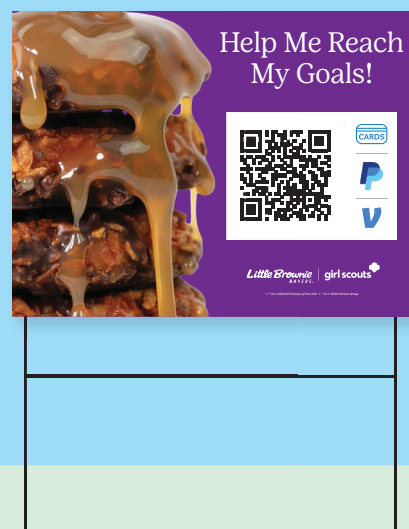
- Goal Poster
- Scan and Pay Sign
- Yard Sign



Booth Business

Customers enjoy connecting with Girl Scouts and hearing about their goals—whether supporting a community project or funding new adventures.

Attract customers with goal posters and cookie photos, and let them know you accept credit cards for easy purchase.



When customers run out of cookies, they'll want more!

Encourage Girl Scouts to share their Digital Cookie® QR Codes on Thank You Slips and Business Cards so customers can reorder anytime and share with their friends.

READY TO Reach More Customers

More Shares = More Success

Girl Scouts (13+ or with help of a caregiver) can reach more customers by sharing their Digital Cookie® link on social.

FOLLOW

@LittleBrownieBakers, @GirlScouts, and your council.

LIKE

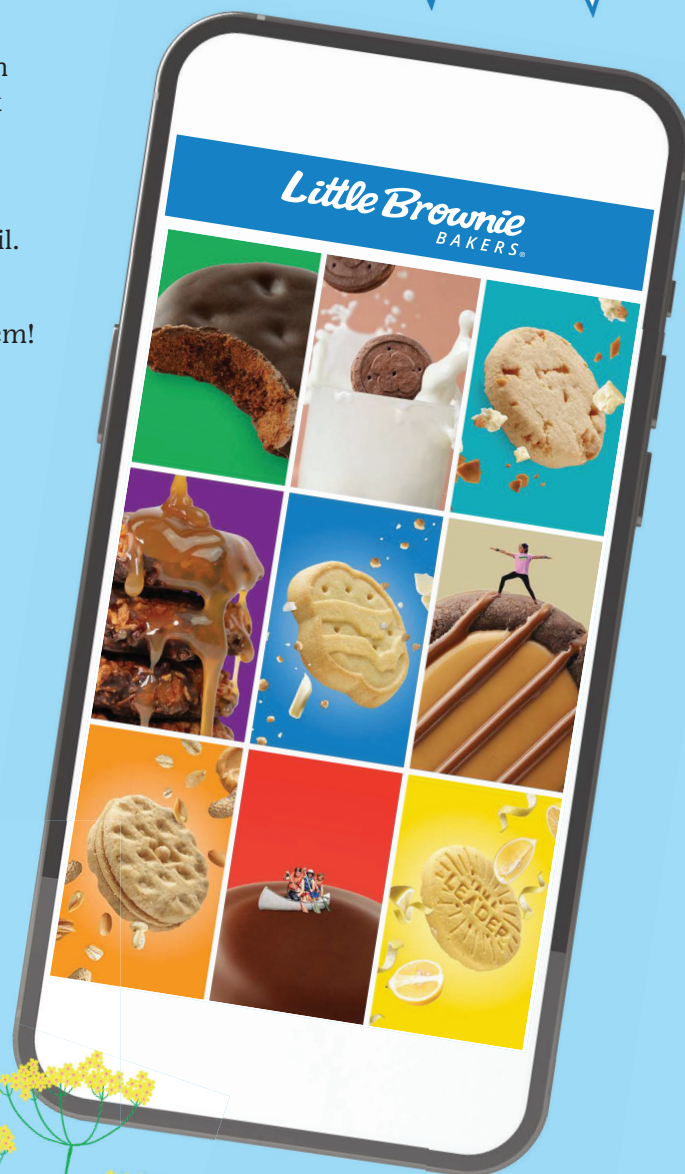
cookie posts to increase chances of others seeing them!

SHARE

posts to spread the word about cookie season.
And always ask your network to share too!



READY TO EXPLORE



Safety

Be sure to follow all guidelines for safe selling at [GirlScouts.org/CookieResources](https://www.GirlScouts.org/CookieResources).



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.

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 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.



JULIETTES AND THE COOKIE PROGRAM

Juliette Girl Scouts also known as Individually Registered Girl Scouts (IRGs) are welcome to participate in the Cookie Program and do not need to join a troop to do so. Juliettes are typically assigned to a community troop in the cookie system by USAGSO, allowing them to participate through Digital Cookie and other community-supported cookie activities.

Communities may support Juliettes by:

- Coordinating booth opportunities for Juliettes.
- Pairing Juliettes with a troop for booth sales.
- Including them in community cookie activities.

Participation Options

Juliettes may choose to:

Earn Incentives Only

- Set an individual sales goal.
- Participate in cookie sales.
- Earn all applicable cookie incentives and recognitions.

Earn Incentives and Participate in Activities

- Earn cookie incentives and recognitions.
- Participate in community or troop activities when invited and space is available.
- Receive support through locally managed Juliette funds, where available.

Supporting Juliettes with Cookie Funds

Communities may maintain Juliette funds through the Overseas Committee Management Team (OCMT) to support Juliette participation in Girl Scouting. These funds can be managed similarly to troop funds and are intended to provide resources for eligible Juliettes within the community.

Like troop funds, Juliette funds are not owned by an individual girl or family. Funds must be used to support eligible Juliettes across the community and cannot be reserved for or assigned to a specific individual.

Approved uses may include:

- Girl Scout membership fees.
- Girl Scout Program and event registration fees.
- Girl Scout Uniforms, insignia, and program materials.
- Community events and activities.
- Participation in troop activities when invited.

OCMTs should maintain clear records and communicate their Juliette support procedures to families annually.

Tip for Volunteers: Whenever possible, include Juliettes in cookie booths, community events, and Girl Scout activities. Providing meaningful participation opportunities helps ensure every Girl Scout can benefit from the Cookie Program experience.

For complete guidance on managing and using Juliette funds, including financial responsibilities, approved expenses, and recordkeeping requirements, please refer to the Volunteer Essentials section, *Juliette Financial Management*.



Juliettes without an OCMT

To support Juliettes who live in areas not served by an OCMT that can receive Cookie Program proceeds, **USAGSO may provide membership credits based on a Juliette's Cookie Program participation.** These credits are provided in place of cookie proceeds and are awarded as follows:

- **50 boxes sold:** 50% discount on membership renewal
- **100+ boxes sold:** Free membership renewal

Membership credits are valid for one year from the date they are issued and must be redeemed while the Juliette remains registered with USAGSO. Unused credits expire after one year and cannot be carried over, transferred, redeemed for cash, or applied to a future membership year after the expiration date.

These membership credits are only available to Juliettes who reside in an area that is not supported by an OCMT.



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 in the [USAGSO Online Shop](#). We recommend placing your order early. See the Cookie Merchandise section for more details!

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's 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

2026-27 Cookie
Program Rewards

READY
TO explore

Girl Rewards for all boxes sold, in-person and Digital Cookie. Girl Rewards are not available to troops who 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.

My Personal Goal: _____

NUMBER OF PACKAGES



USAGSO Cookie
Theme Patch
25+ pkgs



Wristlet Strap
50+ pkgs



Lemon-Ups®
Notebook
75+ pkgs



Sunglasses
200+ pkgs



Bunny Pouch
250+ pkgs



Bunny Hat
300+ pkgs



Bunny Socks
100+ pkgs



Bracelet Hair Tie Set
150+ pkgs



Bunny Plush
400+ pkgs

Stellar Seller Rewards

(Non-cumulative reward. Includes all supplies needed plus a fun instructional video! Reach any of these levels, and USAGSO will contact you after the cookie sale ends to select your experience. *See the Stellar Seller Rewards Flyer for complete program details.*)



500+ Bronze
Girl Experience Baking
Fun! **OR** Archery
Adventure! **OR** \$80
USAGSO Program and
Membership Credit



600+ Silver
Girl Experience Pottery
Creations! **OR** Both Bronze
level experiences **OR** \$160
USAGSO Program and
Membership Credit



700+ Gold
Girl Experience NASA
Stargazers! **OR** All
Bronze and Silver level
experiences **OR** \$320
USAGSO Program and
Membership Credit



800+ Platinum
ALL Bronze, Silver, and
Gold experiences **OR**
\$500 USAGSO Program
and Membership Credit



Gift of Caring Patch
20+ pkgs



Mini Plush Bunny
40+ pkgs

Color as you go!

Color sections as you meet
each 20% of your package goal.

20%

Number of Pkgs.

40%

Number of Pkgs.

60%

Number of Pkgs.

80%

Number of Pkgs.

100%

Number of Pkgs.



Stellar Seller Rewards

Earn exciting rewards for your cookie sales! All experiences include supplies and a fun instructional video to help you get started right away. USAGSO will contact you after the end of cookie sales to select your option.

500+ Boxes Sold – Bronze Experience

Option 1: Baking Fun! – Includes a baking kit for creating and decorating treats.

Option 2: Archery Adventure! – Learn archery basics in a safe and fun way.

Option 3: \$80 USAGSO Program & Membership Credit*

600+ Boxes Sold – Silver Experience

Option 1: Pottery Creations! – Design clay pieces and use an at-home pottery wheel.

Option 2: Both Bronze Experiences (Baking & Archery)

Option 3: \$160 USAGSO Program & Membership Credit*

700+ Boxes Sold – Gold Experience

Option 1: NASA Stargazers! – Explore space through hands-on STEM activities.

Option 2: Bronze & Silver Experiences (Baking, Archery, & Pottery)

Option 3: \$320 USAGSO Program & Membership Credit*

800+ Boxes Sold – Platinum Experience

Option 1: All Bronze, Silver, & Gold Experiences (Baking, Archery, Pottery, & NASA)

Option 2: \$500 USAGSO Program & Membership Credit*



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 28, 2027**. 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 2027 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.



COOKIE MERCHANDISE

Volunteers can purchase cookie patches and rally kits to give out to girls in the community. This gives your community the opportunity to provide additional rewards and incentives to girls, fun cookie themed materials to support your community cookie rally. This year cookie merchandise will be available in the USAGSO online shop. Supplies are limited and we encourage you to place your order early. Please be aware that the USAGSO online shop will be closed December-January.

We recommend OCMT's place one order per community. OCMT's that place a single bulk order for their community will receive three large clear cases with their bulk order at no additional cost. OCMT's with a U.S. Military mailing address who place a bulk order can also use the coupon code **OCMTCOOKIE** to receive free shipping via the Military Postal Service (MPS). Please note, any missing or damaged items shipped using the Military Postal Service (MPS) will not be refunded or replaced.

Browse our selection of items and place your order [here](#).



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.

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 20, 2026** (*Only USVI Cookie order in eBudde by **November 30, 2026***)
- 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 within **10 days of the invoice date**

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 20, 2026** (*Only USVI cookie order in eBudde by **November 30, 2026***).
- 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 20, 2026**—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 registering for the role in myGS or 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, a minimum of two volunteers (at least one of whom is a registered Girl Scout volunteer with the required background check), and one Girl Scout should always be present at cookie booths. 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 completing your cookie training is the best way to get ready for a successful cookie season.

USAGSO cookie trainings are available in **gsLearn**. To access your training, log in to your **MyGS** account and select **gsLearn** from your dashboard. Once logged in, volunteers can find the required trainings on their homepage or by searching the content library. This cookie season, participation in any live USAGSO cookie training will count toward the cookie training requirement.

Cookie training is a key ingredient in the **Recipe for a Successful Cookie Program**. In addition to providing volunteers with the knowledge, tools, and resources needed to support girls throughout the cookie season, completing the required training helps participating troops and communities qualify for an additional **\$0.05 per box sold** when all program requirements, including training completion, are met.

For more information about these incentives, please refer to the **Proceeds and Finance** section of this guide.

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 3 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, Community Liaison Office (CLO) or Management Officer at post according to the regulations of the appropriate service (if applicable) before placing your cookie order on **October 20**.
- 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 [USAGSO Online shop](#)?
- 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 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?



USAGSO Cookie Selling Models

Selecting the right cookie selling model helps ensure a successful and well-managed Girl Scout Cookie Program. The following comparison outlines the Troop Model and Community Model, including how each manages inventory, booths, sales, and proceeds, along with their key benefits and considerations.

Troop Model	Community Model
The Troop Model is used when individual troop manage their own cookie sales. Cookies are stored by the troop, typically with the troop leader or cookie coordinator. Troops work with the OCMT to select their own booth dates and times and are responsible for managing troop booth signups and participation. Troop leaders or cookie coordinators oversee troop inventory, sales activities, and credit cookie sale to girls and girl rewards within eBudde, where each troop is identified by its troop number. Note: If you chose the troop model, no action is needed.	The Community Model is used when a community manages cookie sales for all troops. Cookies are stored in one central location, and booth sales may include girls from multiple troop levels, coordinated by OCMT. Cookie Managers, with support from OCMT and other volunteers, oversee community cookie inventory, manage sales activities through a single community "troop" in eBudde (e.g., TroopAnsbach), and centrally administer cookie sale credit to girls and girl rewards according to community guidelines. Note: Communities selecting the community model are required to complete this FORM by November 20.
Pros • Gives troops ownership and autonomy to manage their own cookie program, including booth scheduling and sales strategies. • Booth proceeds go directly to the troop, providing a direct incentive for participation. • Requires less coordination at the community level. • Allows each troop to independently choose whether to participate in the girl rewards program or opt out. Cons • Troop leaders are responsible for inventory, booth scheduling, and eBudde management, which can be overwhelming for new or smaller troops. • Success depends on each troop's volunteer capacity, leading to uneven participation and access to desirable booth opportunities.	Pros • Promotes a "one community" approach through collaboration, shared resources, and support. • Improves inventory efficiency through centralized management and redistribution to meet demand. • Expands booth opportunities for girls through coordinated scheduling and reduced conflicts. • Reduces troop leader responsibilities while creating a more consistent customer experience. Cons • Requires an organized Cookie Manager, committed OCMT support, and clear communication among volunteers. • Limits individual troop flexibility and ownership over booth scheduling and sales operations. • Requires transparent financial procedures, as booth proceeds may be



• Inventory may become fragmented, making transfers between troops more difficult. • May encourage competition rather than collaboration among troops.	shared according to community guidelines rather than benefiting only the girls working a specific booth. • Girl rewards participation must be the same for the entire community, since the community operates as a single troop in the cookie system.
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Troop Model is often best when:

- Troops have experienced, engaged cookie volunteers.
- The community is geographically spread out.
- Troops prefer independence.
- Most troops are large enough to staff booths and manage inventory.

Community Model is often best when:

- The community wants to maximize participation across all girls.
- There are many small troops or independent Juliettes.
- Leaders have limited time or experience.

If you are unsure which model best serves your community, contact your USAGSO Membership Manager for guidance.

Community Cookie Selling Model Request

Only communities who chose the community model to sell cookies must submit the [Community Cookie Selling Model Request Form](#) by **November 20!**

- 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 easily manage girl members and inventory. Please note that 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 digital cookie goes live: 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.



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.**



COOKIES 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.



Digital Cookie Do's and Don'ts: Keep Our Cookie Season Running Smoothly

To keep everything compliant, safe and girl-powered, here are some quick reminders to guide your troops to success:

Digital Cookie Guidelines

Real Customers Only

Digital Cookie orders must be true customer orders placed by the person who will receive the cookies. The platform cannot be used for resale orders or large troop-directed purchases.

No Bulk Volunteer/Caregiver Orders

Volunteers and caregivers should not place large Digital Cookie orders for redistribution or inventory needs.

Inventory Needs? Use eBudde!

For in-person cookie inventory, volunteers must order through eBudde and follow all OCMT Cookie Program Guide requirements and volunteer training guidance.

Customer Uploads & Privacy Rules

Do NOT Upload Customers into Digital Cookie.

Due to international privacy laws, USAGSO members (except those in the U.S. Virgin Islands) are prohibited from uploading customer information into Digital Cookie. Violations may result in the Digital Cookie site being inactivated.

How Girls Can Reach Customers

Girls may not upload customer e-mails. Instead, they can:

- Share their Digital Cookie link directly.
- Generate and share a QR code for easy ordering.
- Once a customer places an order, girls may be able to send a thank you e-mail through Digital Cookie.

Mobile App Tips

Using the App

Girl Scouts can use the Digital Cookie App to place and review orders.

“Give cookies to customer now” = Only for in-person handoff

This option should be selected only when a Girl Scout is physically giving the cookies to the customer at the exact time of the transaction.

Troops and girls participating *only* in Digital Cookie will not have inventory on hand, so this option should not be selected.



APO/FPO/DPO Shipping Reminders

Military mail regulations strictly prohibit using APO/FPO/DPO channels for business activity, including shipping large-volume, resale or commercial items. Attempts to send bulk resale items may result in loss of mailing privileges, so please help us protect access for everyone.

Staying Creative *and* Compliant in Digital Cookie Communities

We love the creativity in our communities, and you can absolutely bring that energy into Digital Cookie season! Just remember a few important guidelines to keep everything Girl Scout-approved:

What we *can't* do:

- Create local “Girl Scout-style” cookies. Cookie names, recipes and packaging are GSUSA trademarks.
- Use Girl Scout logos, cookie names or trademarks on merchandise made by non-licensed vendors.
- Produce co-branded items with local businesses without official GSUSA approval.

What we *can* do:

- Boost your Digital Cookie links with **girl-led videos, stories and creative social posts.**
- Make fun, **community-themed treats** for events or approved money-earning activities (just don’t call them Girl Scout Cookies!).
- Offer **experiences** instead of products: workshops, troop-led mini-sessions, fun patch activities.
- Design awesome Girl Scout-themed merchandise by working with **GSUSA-licensed vendors.**
- Partner with local businesses in non-branded ways: donated space, hosting events or sponsorships.

Thanks for helping keep cookie season fun, innovative and fully within GSUSA guidelines!



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.

The image is a screenshot of the 'Little Brownie BAKERS Cookie Tech Portal' login page. The page has a blue background with a white central content area. On the left side of the blue background, there are decorative images of cookies: a large chocolate chip cookie, a round chocolate cookie, and a round vanilla cookie. On the right side, there is a large chocolate cookie with a bite taken out of it. The white central area contains the 'Little Brownie BAKERS' logo at the top, followed by the title 'Cookie Tech Portal'. Below the title are two input fields labeled 'email' and 'password'. To the right of the password field is a green 'Login' button. Below the input fields is a link that says 'Forgot your password?'. Further down, there is a paragraph of text explaining the portal's purpose: '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.' Below this are two more paragraphs: 'If you would like to update your contact info please input your email and password above and [Click Here](#).' and 'If you wish to unsubscribe (or re-subscribe) from emails please [Click Here](#).' The final paragraph states: 'If you have not received an email with login instructions, please contact your council.' At the bottom of the white area, it says 'Follow us on social media.' followed by icons for Facebook, Twitter, YouTube, Pinterest, and Instagram.



The Most Powerful Tool for Girl Scout Cookie Volunteers—eBudde App

Download the App to Manage
the Cookie Program On-the-Go!

Find Booth Locations

Review available locations and sign-up!

Record Booth Sales

Track the number of packages sold at each booth.

Order Cookies

Place a cupboard order anytime, anywhere.

Exchange Cookies

Find troops in your area that have the cookies you need.
Contact them to exchange.

Order Girl Scout Rewards

Never miss a deadline—place orders quickly and easily.

Contact Caregivers

Communicate directly to caregivers. Send deadline reminders,
booth openings, cookie inventory info, and more!

eBudde Help is a Click Away

Training Videos

Here to help every step of the way.

Got a Question ?

The question mark icon brings you to the
help you need.



EBUDDE
TRAINING

More Support

eBudde User Manual

Available in the eBudde Help Center.

Access and Questions

Contact your council for eBudde access and support.





Digital Cookie Basics

Digital Cookie is Girl Scouts' online cookie sales platform that helps girls manage and grow their cookie business digitally. Through Digital Cookie, customers can purchase cookies online for direct shipment, donation programs, or girl delivery (where available). The platform also allows girls and volunteers to track sales, communicate with customers, and accept credit card payments for in-person and cookie booth sales using approved Digital Cookie payment tools.

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 mobile app and gives members a way to take credit card payment at cookie booths.

Girl Delivery: Customers place their cookie order online, and the Girl Scout or troop delivers the cookies to the customer at a later date. This option is available only to communities conducting in-person cookie sales. To enable Girl Delivery for a troop or group, volunteers must submit the [Girl Delivery Activation Request Form](#) and complete all required gsLearn Cookie Trainings by January 7. Once these requirements have been met, USAGSO can activate the Girl Delivery feature for the 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!



OCMT COOKIE MATERIALS ORDER

To order and receive cookie printed materials and training/sample cookies, OCMT's must submit [this form](#) by **September 30, 2026**. 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 Exploremores 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.*

PLACING YOUR COOKIE ORDER

OCMTs must place their cookie order in eBudde, our online cookie system, no later than **October 20**. Only the U.S. Virgin Islands cookie order deadline is November 30, 2026.

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.
- End-of-year (EOY) finances from the previous cookie season must be submitted; failure to do so will result in denial of both placing a cookie order and receiving cookie proceeds.



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 Executive Director with the appropriate local point of contact. This document is also available in the appendix of this 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
- **Cookie Manager Email:** 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 your 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 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	Menwith Hill
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.



eBUDDE SETUP

Log-in

It is important that all volunteers log into eBudde to review their girls, volunteers, and troop(s), and to make sure everyone is where they need to be. OCMT volunteers in in-person selling communities should expect to receive a welcome e-mail inviting them to access eBudde by mid-October. All other volunteers will receive their eBudde welcome e-mail on or shortly after December 1. If you are new to eBudde, use 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.

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 manage cookie inventory, credit girls with boxes sold for girl rewards, determine cookie funds due or owed at the end of the cookie season, and more! eBudde also determines who will have DigitalCookie access, so it is important to make sure everyone is there. 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 remember: Girls and troop 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. Once received, staff will confirm the girls and volunteers are registered members before making corrections. During the cookie program season, USAGSO staff will also upload newly registered girls and volunteers into the eBudde system, as well as move girls and volunteers if roster changes are made. Updates to Girl Scout rosters may take up to one week to reflect in the eBudde system.

Community Selling Model

Only communities who chose the community model to sell cookies must submit the [Community Cookie Selling Model Request Form](#) by **November 20!**

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 digital cookie goes live: 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. S.C. TRUCKING LLC 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. S.C. TRUCKING LLC 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 **January 29, 2027**, and end **March 14, 2027**. 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. 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. 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@girls Scouts.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.

READY FOR

Helpful Cookie 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.

Estimated Vehicle Case Capacity

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

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®	25%	Do-si-dos®	8%
Samoas®	19%	Lemon-Ups®	7%
Tagalongs®	14%	Adventurefuls®	7%
Exploremores®	9%	Toffee-tastic®	3%
Trefoils®	8%		

*Based on the 2025-26 season estimate.





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 overseascustomer@girlscouts.org. Subject line: Community Name – Shipping Agent Delivery Sheet.
3. Record the number of damaged/missing cases/boxes in the eBudde system. See 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

Log-in

Parents, volunteers, and girls (13+) will be given access to the Digital Cookie platform starting **January 5** (Central Time). 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 logging into 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 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 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 someone in eBudde but not in Digital Cookie, please send a message to 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 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 troop 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. 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.
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.



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.

ALLOCATE COOKIES TO GIRLS

The Girl Orders tab is where troop volunteers manage troop cookie sales and inventory, as well as assign cookies to individual Girl Scouts. It is important to ensure all cookies sold are accurately allocated in eBudde, as each Girl Scout's total number of boxes sold determines the Girl Rewards she earns.

Troops can also use the Girl Orders tab to distribute sales that occur through the troop's Digital Cookie site. Be sure to assign those sales to the appropriate Girl Scouts so they receive credit toward their rewards. To learn more about using the Girl Orders tab, review the [tip sheet](#) and watch the [training video](#).

If boxes remain unsold at the end of cookie sales, do NOT assign those boxes to girls. Boxes must remain unassigned in eBudde, showing up as unsold inventory on a troop, to apply Digital Cookie sales towards unsold or local inventory.

Be sure to watch the cookie trainings in gsLearn to learn more about managing cookie inventory in eBudde. If you need assistance allocating sales or ensuring girls receive proper credit for their cookie sales, please contact your Membership Manager or 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 and digital payments for cookie sales and offer customers different cookie delivery options. We encourage you to complete the gsLearn Cookie training and 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.



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.

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.

Girl Rewards **MUST** be submitted in this order:

STEP 1: Submit Girl Rewards for each Troop

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.

STEP 2: Submit Girl Rewards for the Service Unit

After every troop submits their girl rewards in eBudde, the OCMT can then 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.

Girl rewards must be submitted in eBudde **by March 19**. If boxes are not allocated to girls and rewards submitted by March 19, USAGSO will evenly allocate boxes to all registered girls and submit girl rewards on behalf of the community.

Distributing Girl Rewards

When 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.

USAGSO COOKIE CLOSEOUT FORM

Complete the Cookie Season Closeout form to confirm you completed all steps to closeout your cookie season and you are ready for your cookie invoice. On this form, you will also be asked to report any unsold inventory and let us know if you would like to apply Digital Cookie donations towards your local inventory. Submit the [USAGSO Cookie Closeout Form](#) **by March 19**, or 2 weeks after sales end.



FINAL COOKIE INVOICE

USAGSO will issue one final cookie invoice after the conclusion of the cookie program. The invoice will be sent to the OCC, Cookie Manager, and Treasurer @usagso.org email accounts during the week of **April 12**.

If your community owes funds to USAGSO, payment must be made within **10 days of the invoice date**. If your community is unable to meet this deadline, please contact USAGSO immediately at overseascustomercare@girlscouts.org. We will work with you to establish a reasonable payment arrangement.

If USAGSO owes funds to your community, payment will be initiated by **April 12**, provided that all required banking information has been submitted. See the section below for additional information on sending and receiving payments.

Below are methods to send and receive cookie payments. Should USAGSO introduce additional or streamlined methods for sending, receiving, or managing funds in the future, volunteers will be notified directly and provided with instructions prior to any payment deadlines.

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.

Payment details will be included in the final cookie invoice sent via e-mail.

RECEIVE PAYMENT FROM USAGSO

If your community has a credit balance on its cookie account, the final invoice will show the amount owed to the community and will include a form requesting the information needed for USAGSO to issue payment. Completed forms must be returned to USAGSO by April 12. Failure to submit the required payment information by the deadline may result in the forfeiture of cookie proceeds.

Please note: All communities are required to submit an end-of-year finance report to USAGSO. Cookie proceeds must be included on your report. Please connect with your membership manager or e-mail overseascustomercare@girlscouts.org for help with your end-of-year finance report.

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](#).



COOKIE PROGRAM EVALUATION FORM

The OCC and Cookie Manager should submit the [Cookie Program Evaluation Form](#) by **April 16**. 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.



Training Materials Index

Digital Cookie®

Training Material Index for LBB Council Volunteers

Registration

Volunteer Login	Tip Sheet
Forgot Password/Password Reset	Tip Sheet
Unlock Account	Tip Sheet
No Registration Email	Tip Sheet

Site Use

Service Unit Access	Tip Sheet	
Troop Dashboard	Tip Sheet	Video
Troop Site Setup/Links	Tip Sheet	Video
Troop Booths	Tip Sheet	Video
Troop Pickup Orders	Tip Sheet	Video
Troop Refunding Orders	Tip Sheet	Video
Troop Cheers	Tip Sheet	

Mobile App

Mobile App Troop	Tip Sheet	Video
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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.)	Contact USA Girl Scouts Overseas at overseascustomer@girlscouts.org .
Direct Shipped & In-Person Delivery Order Inquiries	• Order Status Page • Contact Customer Support with an Order Issue
 Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)	• Click the customer support button for step-by-step instructions, tutorials, videos, tip sheets, and chat live with a representative or submit a support request for additional assistance. • Contact Customer Support with a System Issue
Digital Cookie Registration & Account Information Support	• Contact Customer Support with Registration Issue • Contact Customer Support with Account Information Issue
Other	• Contact Customer Support with Other Questions • Provide Feedback to Customer Support

Digital Cookie®

Training Material Index for LBB Council Volunteers

Registration Tip Sheets

Volunteer Login	Forgot Password/ Password Reset	Unlock Account	No Registration Email
			

Site Use

Service Unit Access		Troop Dashboard		Troop Site Setup/Links	
Tip Sheet		Tip Sheet	Video	Tip Sheet	Video
					
Troop Booths		Troop Refunding Orders		Troop Cheers	
Tip Sheet	Video	Tip Sheet	Video	Tip Sheet	
					

Mobile App

Tip Sheet	Video
	

Digital Cookie Customer Support Help

Digital Cookie Registration & Account Information Support

Contact Customer Support with Registration Issue	Contact Customer Support with Account Information Issue
	

Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)



Click the customer support button for step-by-step instructions, tutorials, videos, tip sheets, and chat live with a representative or submit a support request for additional assistance.

Direct Shipped & In-Person Delivery Order Inquiries

Order Status Page	Contact Customer Support with an Order Issue
	

Other

Contact Customer Support with Other Questions	Provide Feedback to Customer Support	
		

eBudde™ Site Help

(Access • Registration • Apps • Submitting Troop Initial Order • Signing up for Booths • Tech Issues, etc.)

Contact USA Girl Scouts Overseas at overseascustomer@girlscouts.org .
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Digital Cookie®

Training Material Index for LBB Council Caregivers/Girl Scouts

Registration

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Site Registration Girl Scout 13 and Over	Tip Sheet	
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Site Setup	Tip Sheet	Video
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Initial Order Submission	Tip Sheet	Video
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Cheers	Tip Sheet	
Closing Your Site Early	Tip Sheet	

Mobile App

Mobile App Caregiver/Girl Scout View	Tip Sheet	Video
Mobile App Booths	Tip Sheet	Video

Customer Support Help

 Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)	- Click the customer support button for step-by-step instructions, tutorials, videos, tip sheets, and chat live with a representative or submit a support request for additional assistance. Contact Customer Support with a System Issue
Digital Cookie Registration & Account Information Support	Contact Customer Support with Registration Issue Contact Customer Support with Account Information Issue
Direct Shipped & In-Person Delivery Order Inquiries	Order Status Page Contact Customer Support with an Order Issue
Customer Experience	Tip Sheet



APPENDIX

COOKIE SALES CHECKLIST (SEPTEMBER-APRIL)

Before Sales- Get Ready! (September-December)

- ☐ Learn about the Cookie Program. Read Section I of the OCMT Cookie Guide & Complete your Cookie Trainings in gsLearn.
- ☐ Submit **OCMT Cookie Materials Order Form** (Required to receive sample cookies and print materials.) **Due September 30.**
- ☐ Obtain local approval to sell. **Request to Sell Cookies Letter** from the USAGSO Executive Director
- ☐ **Place your cookie order** (in-person cookie sales only). **Due October 20.**
- ☐ Submit **Community Cookie Selling Model Request Form** to manage cookie sales on a community level. **Due November 30.**
- ☐ **Place your cookie order** (USVI only). **Due November 30.**
- ☐ Log into **eBudde** & verify information. **Starting December 1.**
- ☐ Schedule and plan a parent meeting, volunteer meeting, and Cookie Rally!

During Sales- Go! (February-March)

- ☐ Manage your **Cookie Booths in eBudde** (in-person cookie sales only).
- ☐ Bling your booth for National Girl Scout Cookie Weekend. **February 19-21.**
- ☐ Move inventory and assign sales to girls in eBudde. **By March 15.**

After Sales- Wrap-up (March-April)

- ☐ Submit **Girl Rewards in eBudde**. **Due March 19.**
- ☐ Submit the OCMT **Cookie Closeout Form** to officially close out your cookie season. **Due March 19 (or 2 weeks after your cookie sales end date)**
- ☐ Check Final Invoice and remit/receive payment. **Due 10 days after the invoice date.**
- ☐ Submit **Cookie Program Evaluation Form** to USAGSO. **Due April 16.**

Before Sales- Get Set! (January)

- ☐ Log into **Digital Cookie** to verify information & setup troop links. **Starting January 5 (12:00 AM CST).**
- ☐ Submit **Digital Cookie Girl Delivery Activation Form**. **Due January 7.**
- ☐ Begin taking Digital Cookie Direct ship and Girl Delivery Pre-Orders! **Starting January 12 (12:00 AM CST)**
- ☐ Pickup cookies and report lost/missing cookies (in-person cookie sales only)
- ☐ Submit the **Recipe for a Successful Cookie Program notification form** to earn additional proceeds. **Due January 28.**
- ☐ Opt-out of Girl Rewards in eBudde for additional proceeds. **Due January 28.**
- ☐ **Transfer cookies from the service unit to each troop in eBudde** (in-person cookie sales only).
- ☐ Begin Cookie Booth & In-Person Sales! (in-person cookie sales only). **Starting January 29**

USAGSO's 2027 Girl Scout Cookie Program Sale Dates:

January 12: Digital Cookie Direct Ship Girl Delivery Preorders Begin (12:00 AM CST)
January 29 to March 14: In-person Cookie Sales





PERMISSION FOR PARTICIPATION IN THE 2027 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 **January 29 – March 14, 2027** (subject to change depending on the arrival date of the cookies.)

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

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

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: **January 12 – March 14, 2027.**

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

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

My child _____ has permission to participate in the annual Cookie Program sponsored by the

_____ Overseas Committee during January-March 2027. 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 _____

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

Girl Scout Name

Girl Scout Signature

Girl Scout Signature

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9 September 2026

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 2026- 2027 Cookie Program season.

USAGSO is proud to once again 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 **20 October 2026**. Permission from your Installation, Embassy or Consulate 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 Ways to Sell Cookies 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.

On behalf of all of us at USAGSO, thank you for your partnership and your continued advocacy for girls and Girl Scouting. Your support is vital to helping us build girls of courage, confidence, and character who are making the world a better place.

Respectfully,



*Kelly Bullard
Executive Director, GS-15
USA Girl Scouts Overseas*

*Girl Scouting builds girls of courage, confidence, and
character, who make the world a better place.*

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 2026-2027 cookie season using some or all of the recommended methods detailed below.

Dates and times: USAGSO Cookie Sales take place from **29 January through 14 March 2027**. 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 Ways to Sell Cookies

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 customers leaving the vehicle.

Digital Cookie – Girl Delivery - Customers place their cookie order online without added cost of shipping, and the Girl Scout or troop delivers the cookies to the customer or is picked up by the customer at a later date.

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, Drive Thru, and Cookie Booths.

USAGSO SUGGESTED TROOP COOKIE COORDINATOR TRAINING OUTLINE (2 HOURS)			
TOPIC	METHOD	INFORMATION AND MATERIALS	TIME
Introductions Course Objectives Housekeeping	- Participants introduce themselves: Name, Troop Number and if they have ever participated in a Girl Scout Cookie Program before - Ice Breaker Exercise - Identify training objectives and rest room locations, etc	- Course Objectives - Ice Breaker (supplies if needed) - Training objectives list - Restroom locations, etc	15 minutes
Why a Cookie Program?	- Brainstorm on Flip Chart. - Explain the Girl Scout Cookie Program is a Program Activity for Girls in the USA Girl Scouts Overseas (USAGSO), which provides 5 Skills for Girls: Goal Setting Decision Making Money Management Business Ethics (See USAGSO website under Cookie Programs for more information.)	- The 1st USAGSO Cookie Program was held in 1981. - Touch of America Overseas - Develop Pride/Self-Esteem - Learn new skills (Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics. - Achieve goals - Money to support troop activities and overseas committee activities	10 minutes
Safety and Awards	- Discuss and review the Safety Activity Checkpoints, section Cookies and Product Sales - Girl Rewards, Badges, Cookie Entrepreneur Family Pin	- Safety Activity Checkpoints—Cookies and Product Sales - Cadet/Junior/Brownie/Daisy Guides to Girl Scouting. Explain how girls can earn the Cookie Activity Pin each year - How girls can earn Financial Literacy Leaves (Daisies—Ambassadors) and Badges (Brownies—Ambassadors) by participating in the cookie program (See GSUSA Volunteer Cookie Resources webpage for more information.) - Explain Girl Rewards received if their troop doesn't opt out of girl rewards.	20 minutes
Bulk Cookie Materials	- Materials by Little Brownie Baker - USAGSO Collection Sheet - USAGSO Permission Slips, required for each girl to participate	- Distribute materials provided by Little Brownie Baker to each troop based on # of girls. Encourage to review materials before training. - USAGSO form (if required by OC Community) - USAGSO Cookie Program Permission Form (required for each girl)	15 minutes
OC Cookie Program Plan	- Introduce the OC Cookie Program Plan and respect of Overseas Committee boundaries - Review of selling locations - Who Sells the Cookies? - Discuss RESTRICTED SALES: NOT IN THE ECONOMY OR AT INTERNATIONAL SCHOOLS, US MILITARY COMMUNITIES AND AUTHORIZED US EMBASSIES (Does not apply to USVI, N. Mariana Islands, and American Samoa.)	- One copy of the OC Cookie Program Plan for each participant - Who Sells the cookies? Only Girls sell cookies - What Each Cookie Costs (provided by OC) - Booth Sales: Explain how to sign up and use eBudde™ (Little Brownie Bakers)-See the Cookie Calendar and OCMT Manual for details.	15 minutes
Forms/Paper Trails	Explain the importance of a Paper Trail and the procedures involved	- Explain in detail the use of the Troop Cookie Coordinator Worksheet (N/S 4 Troop Quick Pick up form) if you decide to use it. If you decide to use a pick up sheet or report produced by eBudde, explain in detail the use of such document to the Troop Cookie Coordinator. - Collection Sheet, Money Envelope Money handling procedures based on OC Cookie Program Plan (if not specific in OC Cookie Program Plan, provide in writing) - Receipt book usage, how to complete a receipt (sample receipt attached)	15 minutes
Cookie Program Theme: Creating Activities with a Focus on Financial Literacy/5 Skills for Girls/Volunteers/Adult Volunteers	- Introduce Cookie Program Theme for the Cookie Program Year. Discuss how to create activities that focus on financial literacy skills. Review resources available to support cookie activities such as: -GSUSA website resources -Little Brownie Bakers website resources -USAGSO website resources - Create an action plan - Review Council's Girl Rewards - Get Girls, parents/guardians adult volunteers excited about the sale using goal setting and cookie activities	- Theme Activities (Websites Little Brownie Bakers & GSUSA) - Troop Goal and Goal Setting - Know the cookies - Appropriate dress, manners and behavior at the booth during sale - Girl Sale cookies, Adults chaperone! - Booth sales (and booth decorations) - Recruiting new girls	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 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 _____ Email _____

AAFES or NEXCOM Manager Name _____

Phone _____ Email _____

AAFES or NEXCOM Delivery Contact Name _____
(if applicable)

Phone _____ Email _____

AAFES DODDAC # _____ AAFES AIM# _____

Address of Delivery Location _____

This agreement is based on the following provisions:

USAGSO agrees to:

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

The lead Girl Scout volunteer agrees to:

- 1) Provide the local AAFES/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 or NEXCOM 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 or NEXCOM 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	
Exploremores	
Toffee-Tastics	
TOTAL	

DATE: _____

Transferring Out SU

SU Name: _____

Volunteer Name: _____

Signature: _____

RECEIVING SU

SU Name: _____

Volunteer Name: _____

Signature: _____



Cookie Transfer

VARIETY	# OF CASES
Adventurefuls	
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TOTAL	

DATE: _____

Transferring Out SU

SU Name: _____

Volunteer Name: _____

Signature: _____

RECEIVING SU

SU Name: _____

Volunteer Name: _____

Signature: _____

Thank you, Volunteer!



Little Brownie
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Thank You, Volunteer!

We appreciate all you do!

Volunteer's Name

Date

**READY TO
explore**

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Supporting You

Thank you for being a leadership model for developing Girl Scouts.

Find resources at [LittleBrownie.com](https://www.LittleBrownie.com) to help you and your troop every step of the way, amplifying every effort.

Reach more customers by harnessing the power of social. Need a guide to success?

*Social
Media
Guide*

*Gifs,
Reels,
Social
Images*

*See you next
cookie season!*



Thank you, Volunteer!



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Thank You, Volunteer!

We appreciate all you do!

Volunteer's Name

Date

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Reach more customers by harnessing the power of social. Need a guide to success?

*Social
Media
Guide*

*Gifs,
Reels,
Social
Images*

*See you next
cookie season!*



Congratulations Girl Scout!



Congratulations
on your participation in the
2026–27 Girl Scout Cookie Program!®

Girl Scout Name _____

Troop # _____ Date _____

Authorized by _____

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What adventures are you *Ready to Explore* with your cookie money? Earning a new patch, helping your community, having fun with your troop?

Write or draw them here and display them proudly!

*See you next
cookie season!*

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Girl Scout Name _____

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