2026–27 Girl Scout Cookie Program®

# Troop Cookie Program Guide




Little Brownie BAKERS®

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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!

## 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**

## 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.**

**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
**30:** USVI Cookie orders due to USAGSO
Submit Community Cookie Selling Model Request Form for cookie booths on a community level

**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:

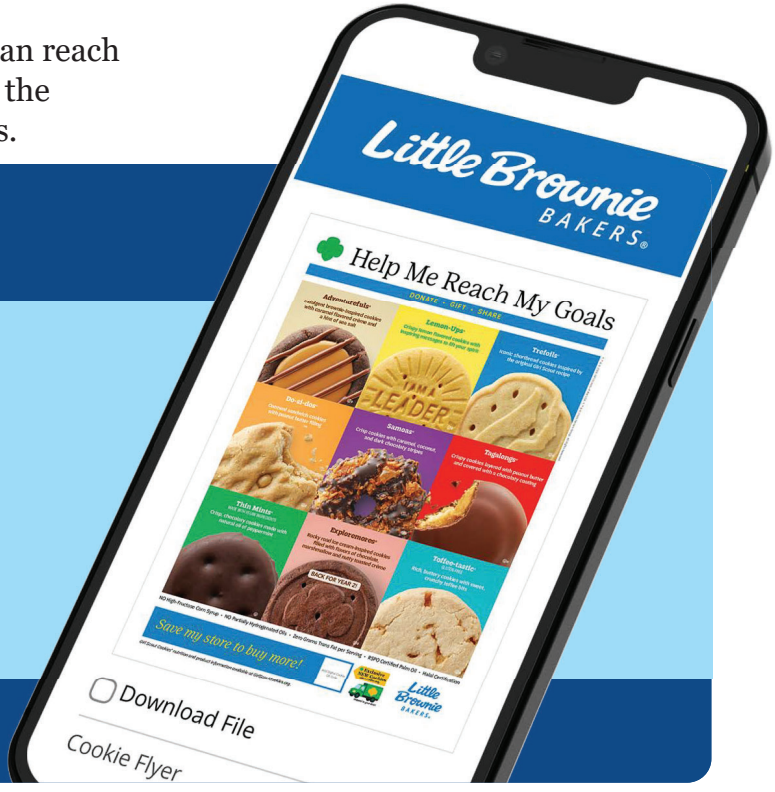
READY TO EXPLORE

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.

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# 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




### 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 scouts
usa girl scouts
overseas

*Girl Scout Cookies® nutrition and product information available at 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

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# 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, if 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.

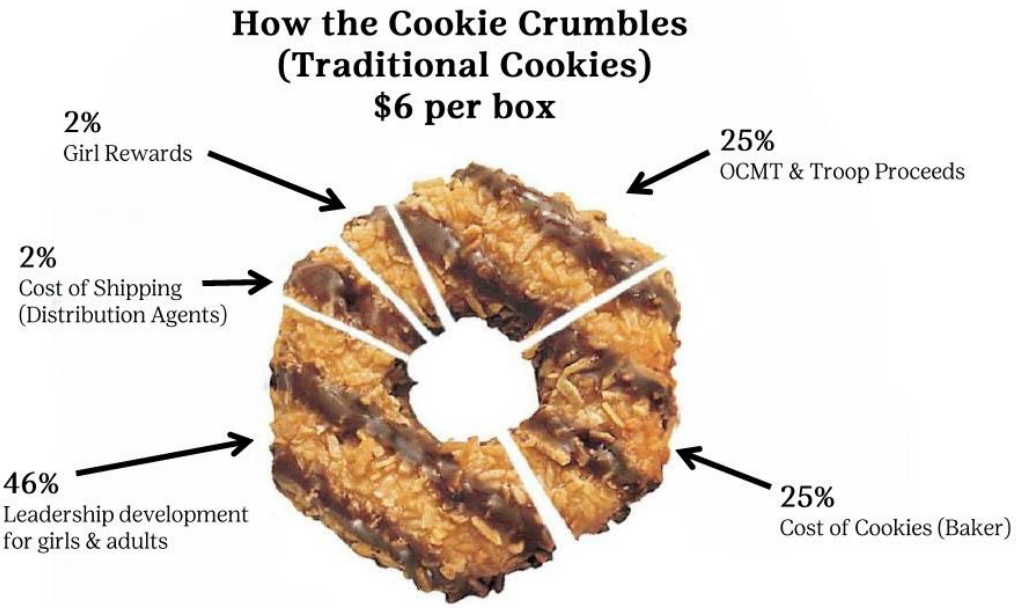
**OCMT split**: The OCMT proceeds should be used for OCMT expenses. These purchases are approved by the OCMT and can support Girl Scout expenses for the Girl Scout community at large. Some examples of OCMT expenses include volunteer appreciation gifts, community wide camps and programs, leftover cookie 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
2%
Girl Rewards
25%
OCMT & Troop Proceeds
2%
Cost of Shipping
(Distribution Agents)
46%
Leadership development
for girls & adults
25%
Cost of Cookies (Baker)

| | | |
|---|---|---|
| **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 eBudde), 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!*

# 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.

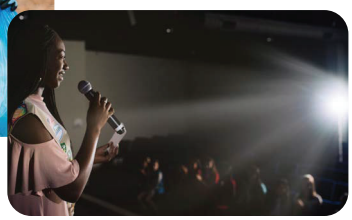
- Donated boxes are individually marked with a big X or by attaching a non-removable label to prevent the box from reentering market circulation. Otherwise, volunteers will provide a letter of agreement to the recipient of the donated cookies making clear terms and conditions of the donation. For example:
  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.



## 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



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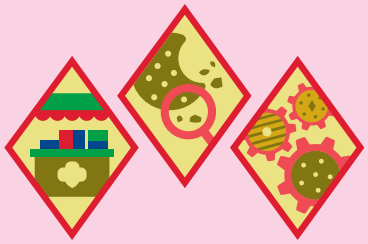
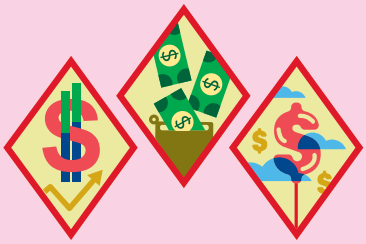
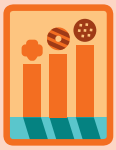
# Entrepreneurship Badges & Pins

**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 |

girl scouts

# 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:**

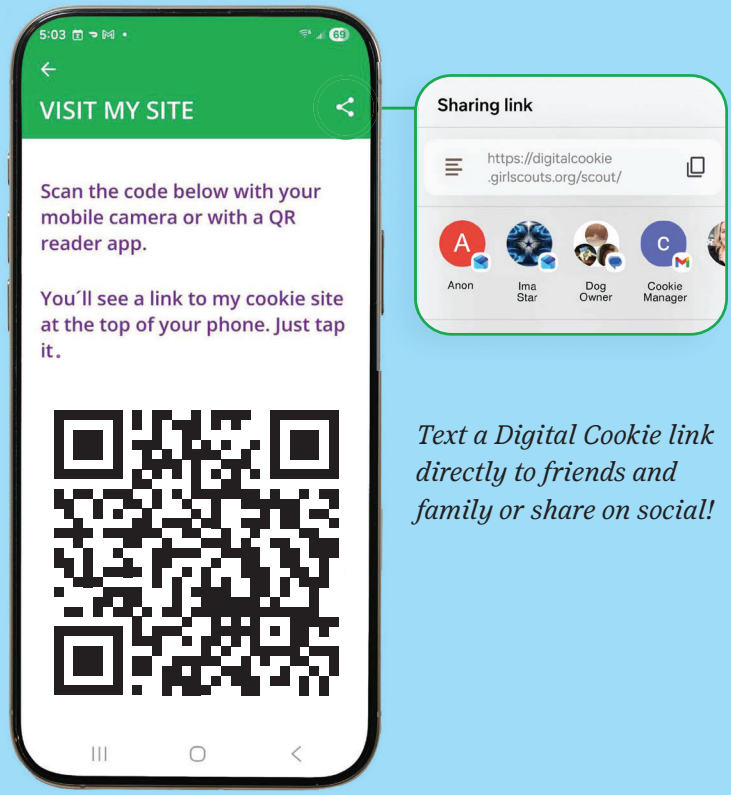
- Be curious.
- Embrace challenge.
- Take initiative.
- Collaborate with others.
- Take creative risks.
- See failing as learning.
- Adapt to change.

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

**TOP DOWNLOADS WITH QR CODE:**

- Lanyard
- Door Hanger/Leave Behind
- Business Cards

Little Brownie BAKERS | girl scouts usa girl scouts overseas

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## Help Me Reach My Goals!

*Save my store to buy more!*

Add Digital Cookie® QR Code



First Name

Goal(s)

Little Brownie BAKERS®


## Help Me Reach My Goals!

*Save my store to buy more!*

Add Digital Cookie® QR Code

First Name

Goal(s)

Little Brownie BAKERS®

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First Name

Goal(s)

Little Brownie BAKERS®


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READY TO

# Attract Attention




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.

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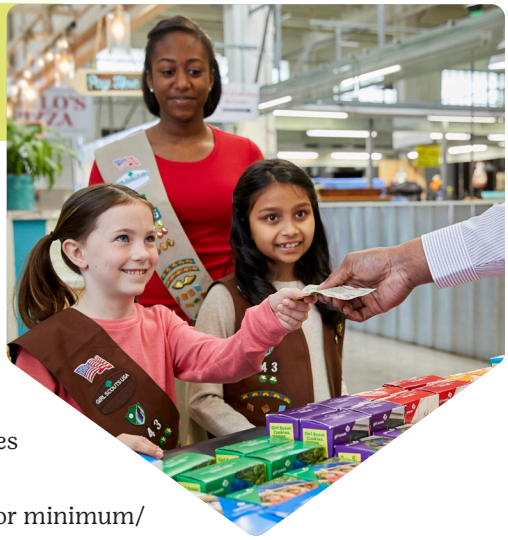
# Cookie Booth Essentials

## How to Maximize Your Booth Experience, Interact with Customers, and Stay Safe

Cookie booths are a great place for Girl Scouts to leverage and grow their entrepreneurial skills. This opportunity comes with some important responsibilities.

Use this flyer for helpful tips on how to talk to customers about the cookie program and how to navigate difficult situations that may come up.

## Booth Requirements



Remember to follow all guidelines that your council sets, like approved and designated booth locations, as well as requirements for setting up, running, and taking down a booth.

- All booth sales must take place in a designated, council-approved area.
- Check with your troop cookie volunteer to determine who is authorized to approach locations to request permission to hold a booth and how to sign up for expanded cookie booths opportunities if offered by your council.
- Girl Scouts should not sell in or in front of establishments that they themselves cannot legally patronize.
- Girl Scouts must be present at cookie booths; follow your council's guidance for minimum/maximum attendees.
- A minimum of two supervising adults is always recommended. Booths where any Girl Scout is not accompanied by their own parent/caregiver require two registered, background-checked Girl Scout volunteers.
- Always have a first-aid kit and caregiver contact information available at the booth.
- Only Girl Scout Cookies may be sold at booths.
- Girl Scouts may not engage in any direct solicitation for money; however, Girl Scouts may promote their cookie donation program at cookie booth locations.

## Preparing for Cookie Booths

- Determine if your Girl Scout is ready to booth. Consider things like the length of time for the booth shift, if they will be okay standing in the same area for the duration of the booth, and how they will react if rejected or ignored by customers.
- Work with your troop cookie volunteer to schedule the booth, and consider volunteering to help supervise at the booth.
- Encourage Girl Scouts to unleash their creativity to make signs and decorations to attract customers.
- Check your council shop or girlscoutshop.com for tablecloths, booth kits, and other cookie gear.
- Have Girl Scouts practice their sales pitch and replies to potential customer responses.

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## Preparing for Cookie Booths

- Check with the troop cookie volunteer to determine if you will use troop cookies or an individual Girl Scout's cookies at the booth. If using troop cookies, determine who will deliver them to the booth location and who will return any unsold cookies back to the troop cookie volunteer.
- Determine how much change to take to the booth and whether it will be supplied by the troop.
- Check with the troop cookie volunteer to verify the troop's Digital Cookie troop link is set up to allow for electronic payment processing; verify your access and review any instructions for use to ensure smooth payment acceptance from customers.

## Booth Etiquette

- While at a cookie booth, make sure Girl Scouts wear their uniforms, other Girl Scout–branded clothing, or their membership pin to clearly identify themselves as Girl Scouts. It's a great way to show your Girl Scout pride!
- Booths should not block a store entrance or exit.
- Make sure there is enough room for both the cookie display table and the participating Girl Scouts. Ensure that pedestrians, bikes, and cars can safely pass by.
- Arrive early enough to set up, but do not encroach on the time of troops selling before you.
- Begin packing up before the end of your shift so troops following you can start on time.
- Be sure to clean up after your shift, taking empty cases with you.
- Set up—and remain—in the designated area.
- Always be courteous and polite; avoid yelling at customers.
- With adult supervision, Girl Scouts should do the selling.

## Cookie Booth Finances

- Reduce cash transactions by offering council-approved electronic payment options whenever possible.
- Follow council and troop rules for accepting large bills or checks.
- After receiving cash and making change, Girl Scouts should hand the money to a volunteer for safekeeping and to deposit into the cash box as soon as possible.
- Keep the cash box in a safe place or behind a barrier of cookie packages; consider using a money belt or apron in place of a cash box.
- Use an inventory worksheet to reconcile sales at the end of the booth.
- Turn booth funds over to the troop cookie volunteer promptly and avoid keeping money at home or at school.

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# Booth Inventory Sheet

Be sure to plan for the weather in your area and include umbrellas, spare scarves, gloves, and handwarmers as necessary. Booths should not block a store entrance or exit.

- Table
- Chairs
- Tablecloth, displays, and signage
- Pop-ups, if allowed
- Change—be sure to take cookie price into consideration when determining how much change to bring
- Money pouch or cash box
- Technology for processing electronic payments (cell phone, card readers)
- Cookies
- Bags/boxes for large customer orders
- First-aid kit
- Required approval paperwork or documentation (i.e., approval forms, sign-up confirmation, permission forms)
- Inventory worksheet

Booth Location: _____ Date: _____ Troop #:_____

| Cookie | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Price | $____ | $____ | $____ | $____ | $____ | $____ | $____ | $____ | $____ | $____ |
| Starting Inventory | | | | | | | | | | |
| Packages Sold (Use Tally Marks) | | | | | | | | | | |
| Donations (Use Tally Marks) | | | | | | | | | | |
| Ending Inventory | | | | | | | | | | |
| Total Packages Sold | | | | | | | | | | |

| Girl Scout on Duty | Start Time | End Time |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

| Adult Supervisors |
|---|
| |
| |
| |
| |
| |

| | |
|---|---|
| Ending Cash | |
| Starting Cash | – |
| Total Cash Collected | = |
| Credit Cards | + |
| Checks | + |
| Total Money Collected | = |
| Expected Total Amount (packages sold x price) | – |
| Over/Short Money Collected for Boxes Sold | = |

Notes:

Adult Signature:

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# "What If?" Scenarios

Have an amazing cookie season and get ready to reach your goals!

### What if someone asks you, "What's the difference between Girl Scouts and Scouting America?"

- Girl Scouts and Scouting America are two completely different organizations.
- Girl Scouts bring their dreams to life and work together to build a better world! And research shows there's no better place to discover their full potential.
- Talk to cookie customers about what the Girl Scout experience has been like for you and your troop.

*PRO TIP:* Stay positive. Don't put other organizations down. Just lift Girl Scouts up!

### What if someone asks about a cookie we don't sell anymore?

- Thank them for loving Girl Scout Cookies!
- Ask them what they loved about that cookie, was it chocolate? Was it fruit flavored? Based on their response, recommend a different cookie.
- Some cookies come and go based on their popularity/food trends and to make room for new and exciting flavors.

*PRO TIP:* If you have a Digital Cookie page, share it with customers. Explain that purchasing cookies either at a booth or online helps you reach your goals.

### What if someone steals money or cookies from the booth?

- Call 911, and alert security (if applicable).
- Report any incidents to your council according to its guidelines.

*PRO TIP:* Never attempt to physically recover stolen items or confront a suspect.

### What if you're approached by an angry customer or someone makes you uncomfortable?

- If the situation calls for it, call 911 and alert security.

*PRO TIP:* Never argue or negatively engage with a customer. Try to stay calm.

### What if a customer complains about where the cookie proceeds go?

- You can say, "Girl Scout Cookie proceeds stay local to power amazing adventures and life-changing opportunities for girls, such as STEM activities, trips, community projects, and charitable donations. The more cookies you buy, the more you help troops and Girl Scouts gain the skills needed to take on the world!"

*PRO TIP:* Always practice good listening skills before replying. Do not engage with someone if the situation escalates.

### What if you're asked to leave by store management or security?

- If a problem arises with property/store management or security guards, follow their instructions.
- Report the request to your troop cookie volunteer so they can work with the service unit or the council to resolve the matter.

*PRO TIP:* Bring a copy of the authorization if it's available from your council.

### What if someone asks why Girl Scouts use palm oil in their cookies?

- Palm oil is an ingredient found in most baked snacks sold in the U.S.
- Palm oil ensures shelf life and serves as an alternative to trans fats.
- We continue to explore alternatives, but there are no viable or readily available alternatives at this time.
- Girl Scouts of the USA is a member of RSPO (Roundtable on Sustainable Palm Oil) which supports efforts to promote the growth and use of sustainable palm oil products.

*PRO TIP:* If someone is asking questions that you can't answer, feel free to direct them to http://www.girlscouts.org/cookie for more info.

### What if another troop shows up at the same time?

- Contact troop cookie volunteers to verify sign-ups in case someone has arrived at the wrong location.
- Work together to find a solution. Consider splitting the time or having one troop per door.
- Do not involve store management with troop conflicts.

*PRO TIP:* Girl Scouts and their adult volunteers should always behave in a manner appropriate to a public setting.

### Your Safety Comes First at Cookie Booths

- Cookie Booth participation is completely voluntary.
- Leaders are encouraged to assess location, timing, and comfort levels before and during participation.
- If at any point a situation feels uncomfortable or unsafe, troops should end the booth and leave immediately, without engaging in the situation.

*PRO TIP:* Always practice good listening skills before replying. Do not engage with someone if the situation escalates.

READY TO

# Reach More Customers

## More Shares = More Success

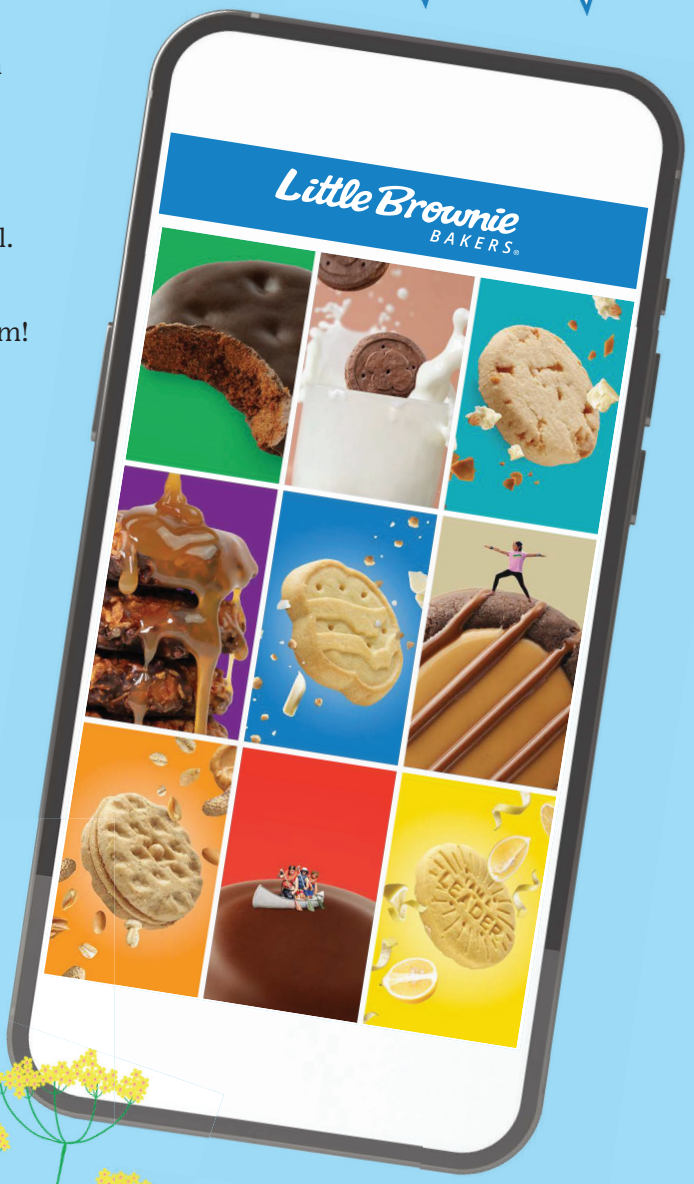
Girl Scouts (13+ or with help of a caregiver) can reach more customers by sharing their Digital Cookie® link on social.

**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*.

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## 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 Overeas 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.

## 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

My Personal Goal: _____ NUMBER OF PACKAGES

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.




**USAGSO Cookie Theme Patch**
25+ pkgs



**Wristlet Strap**
50+ pkgs




**Lemon-Ups® Notebook**
75+ pkgs



**Bunny Socks**
100+ pkgs




**Bracelet Hair Tie Set**
150+ pkgs




**Sunglasses**
200+ pkgs



**Bunny Pouch**
250+ pkgs



**Bunny Hat**
300+ 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 USAGO Program and Membership Credit**



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

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




**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***

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*Credits valid for 2027–2028 membership years. Must be used while an active USAGSO member. Non-transferable.

## 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.

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.

girl scouts

# Navigating Ways to Participate: Tips for Troop Leadership



Girl Scouts can use many different cookie sales methods to help them learn, grow, and reach their goals. Leaders and families should not feel pressured to use all these methods each year. Instead, consider your time and resources as you lead the Girl Scouts to pick the right experience for your troop. Check off each one that feels right. Focus on these methods during your family meeting at the beginning of the cookie season.

| Sales Method | Girl Scout Experience | Family Experience | Troop Leadership Experience | Tips |
|---|---|---|---|---|
| **Text or Call Friends and Family** | Girl Scouts get hands-on experience building people skills while interacting with customers they know and trust. | Girl Scouts take orders, deliver cookies, and collect money from friends and family. The family submits the orders and money to the troop cookie manager. | The troop cookie manager picks up cookies to distribute to the troop and deposits money into the troop bank account throughout the season. | Encourage families to use Digital Cookie to collect payments. This minimizes the amount of cash families, and the troop, must manage. |
| **Connect with Community** | This option is perfect for older Girl Scouts who have big goals. They practice their people skills as they build relationships in their community to boost their business. | Families can help Girl Scouts make connections in their community. Bigger sales may require more room to store cookies and more support managing inventory and money along the way. | The troop cookie manager fills Girl Scouts' cookie orders, regularly collects payments, and tracks progress in eBudde or Smart Cookies. | High-selling troops may make several trips to pick up additional inventory. It is okay to set your own deadlines and procedures for families to follow as they request and pick up inventory. |
| **Digital Cookie** | | | | |
| **Shipped** | Girl Scouts explore online sales using their own Digital Cookie site. They can use the site to set and share their goals, learn how to create a marketing video, and promote their business. | Families can support their budding entrepreneurs without handling cookies or money. | This method requires the least action for troop leadership. | Encourage Girl Scouts to use Digital Cookie to email their cookie link, send reminders, and thank their customers. |
| **Girl Scout Delivered** | Girl Scouts explore online sales and get to interact with customers as they deliver cookies, with help from their family. | The family helps the Girl Scout track sales, request inventory from the troop leader, and deliver cookies to customers all without handling money. All sales are paid for via credit card on the Digital Cookie site. | The troop cookie manager picks up cookies to fill online orders without having to collect and deposit money. | Troop cookie managers can get specific with troop deadlines. Example: Please have orders to me by Tuesday at noon each week. Pick up orders on Saturdays from 11am-1pm. |

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

| Sales Method | Girl Scout Experience | Family Experience | Troop Leadership Experience | Tips |
|---|---|---|---|---|
| **Door-to-Door** * | | | | |
| **Order Taking** * | Girl Scouts go door-to-door with help from their family to collect orders and, later, deliver cookies. As they do, they practice their people and money management skills. | The family helps the Girl Scout collect orders from neighbors and later deliver the cookies and collect money. | The troop cookie manager picks up cookies based on the troop pre-order and distributes them to the troop. | Encourage families to use Digital Cookie to collect payment. This minimizes the amount of cash families, and the troop, must manage. |
| **Cookie In-hand** * | Girl Scouts preorder a supply of cookies. They go door-to-door with help from their family to sell their inventory to customers. As they do, they practice their people and money management skills. | Girl Scouts sell inventory door-to-door with family help. Advantages: With cookies in hand, Girl Scouts must only visit a residence once. Disadvantages: The Girl Scout and her family assume financial responsibility for the inventory. | The troop cookie manager fills Girl Scouts' cookie orders, regularly collects payments, and tracks progress in eBudde. | Encourage inexperienced families to take less inventory. This minimizes the risk of taking too many cookies. They can always come back for more and turn in money as they go. |
| **Cookie Stands*** | Girl Scouts report one of their favorite things about running their cookie business is spending time with family. Running a lemonade-style cookie stand near home as a family project is a great way to grow memories along with skills! | The family helps Girl Scouts set up a cookie stand at their residence or a private property in their community. The family assumes inventory responsibility before the cookies are sold. | Same as above. | Same as above. |
| **Cookie Booths** | Girl Scouts work as a team to reach new customers in a retail setting as they practice communicating their goals, interacting with customers, and safely handling money with adult support. | This is an easy way for busy families to let their Girl Scouts engage in the Cookie Program. Family members can become approved adult chaperones to support. | The troop cookie manager signs up for cookie booths, schedules Girl Scouts and approved adults to work the booths, and provides them with inventory. They collect money earned and deposit it into the troop bank account. They also keep records of hours and packages sold so individual Girl Scouts can receive credit for their booth sales. | This is a great way to get families to start volunteering with the troop. It shouldn't be the troop leader or troop cookie manager's job to work all the booths. |

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

# 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.

girl scouts

# 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.

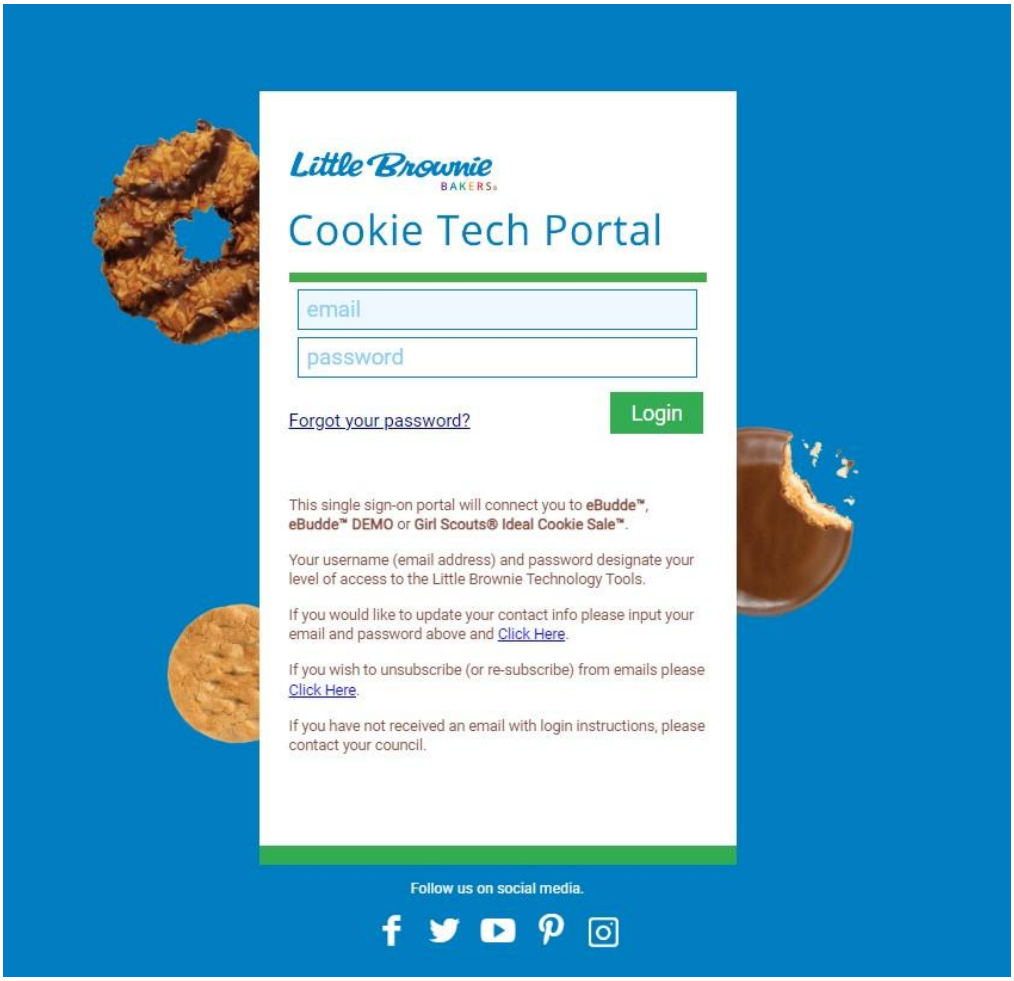
**Thanks for helping keep cookie season fun, innovative and fully within GSUSA guidelines!**

# 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**

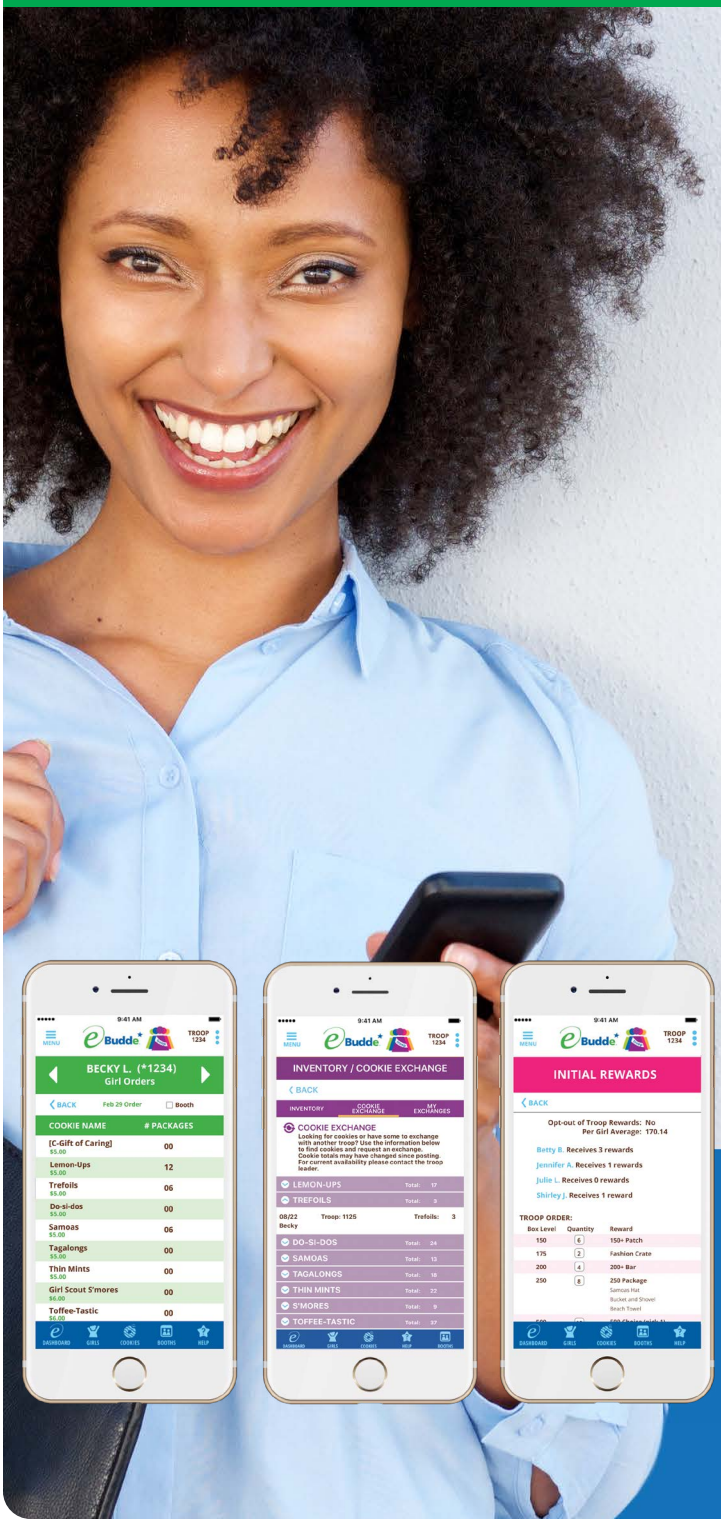
eBudde is Little Brownie Baker's online cookie sale management tool. It is used to order cookies, manage inventory, track sales, submit girl rewards, and more. eBudde is only used by volunteers and staff and is not available to families and girls. Watch this video to learn more about the eBudde system.



READY FOR

# eBudde™

## 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 of 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.

EBUDDE TRAINING

**Got a Question**
The question mark icon brings you to the help you need.

### More Support

**eBudde User Manual**
Available in the eBudde Help Center.

**Access and Questions**
Contact your council for eBudde access and support.

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**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!

# 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 overseascustomercare@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 overseascustomercare@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.

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.*




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# 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 overseascustomercare@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 overseascustomercare@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 overseascustomercare@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 overseascustomercare@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 overseascustomercare@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.

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 overseascustomercare@girlscouts.org.

# 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 e-mail overseascustomercare@girlscouts.org.

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.

## 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.

## 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

# eBudde
# Training Index for Volunteers
## eBUDDE LINK

| | Tip Sheets | Videos |
|---|---|---|
| **Access & Overview** | | |
| Login (& Login Help) | Tip Sheet | |
| General Navigation | Tip Sheet | |
| *Service Unit Dashboard | Tip Sheet | |
| Troop Dashboard | Tip Sheet | |
| Girls (Girls Tab) | Tip Sheet | |
| Volunteers (Contacts Tab) | Tip Sheet | |
| Viewing Sales (Girl Orders Tab) | Tip Sheet | |
| **Setup** | | |
| Opt Out of Girl Rewards (Settings Tab) | Tip Sheet | |
| **Placing the Initial Order** | | |
| Troop Volunteer-Placing the Cookie Order (Init. Order Tab) | Tip Sheet | |
| *Service Unit Volunteer-Placing the Cookie Order (Init. Order Tab) | Tip Sheet | |
| **Moving Cookie Inventory** | | |
| Report Missing and Damaged Cookies (Transactions Tab) | Tip Sheet | |
| Transfer Cookies to a different Troop or SU (Transactions Tab) | Tip Sheet | |
| Troop Cookie Exchange (Cookie Exch Tab) | | Video |
| **Booth Site Setup** | | |
| Booth Site Setup- Add/Edit Troop Booth Sales (Booth Sales Tab) | Tip Sheet | Video |
| *Booth Site Approval (Booth Sites Tab) | Tip Sheet | Video |
| **Record Cookie Sales** | | |
| Record a Booth Sale (Booth Sales Tab) | Tip Sheet | Video |
| Assigning Cookies to Girls (Girl Orders Tab) | Tip Sheet | |
| Recording Payments (Girl Orders Tab) | Tip Sheet | |
| Distribute Troop Site Shipped Orders (Girl Orders Tab) | Tip Sheet | Video |
| Distribute Troop Site In-Hand/Delivery Order Payments (Girl Orders Tab) | | Video |
| **Submit Girl Rewards** | | |
| Troop Volunteer- Girl Rewards Order (Rewards Tab) | Tip Sheet | Video |
| *Service Unit Volunteer- Girl Rewards Order (Rewards Tab)* | Tip Sheet | Video |
| **Reports** | | |
| Troop Volunteer- Sales Report (Sales Report Tab) | | Video |
| *Service Unit Volunteer- Sales Report (Reports Tab) | Tip Sheet | |
| Girl Rewards Report (Reports Tab) | Tip Sheet | |

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

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# 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 | DO NOT USE | |
| Troop Refunding Orders | Tip Sheet | Video |
| Troop Cheers | Tip Sheet | |

### Mobile App

| | | |
|---|---|---|
| Mobile App Troop | Tip Sheet | Video |

### Customer Support Help

| | |
|---|---|
| eBudde™ Site Help<br>(eBudde Access and Registration • Apps • Submitting Troop Initial Order • Signing up for Booths • Tech Issues, etc.) | • Contact USA Girl Scouts Overseas at overseascustomercare@girlscouts.org |
| Direct Shipped &<br>In-Person Delivery Order Inquiries | • Order Status Page<br>• Contact Customer Support with an Order Issue |
| Digital Cookie Website<br>(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.<br>• Contact Customer Support with a System Issue |
| Digital Cookie Registration &<br>Account Information Support | • Contact Customer Support with Registration Issue<br>• Contact Customer Support with Account Information Issue |
| Other | • Contact Customer Support with Other Questions<br>• Provide Feedback to Customer Support<br>• Caregiver/Girl Scout Training Material Index |


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# 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 |
|---|---|


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# 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 overseascustomercare@girlscouts.org.

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# Digital Cookie®

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

### Registration

| | | |
|---|---|---|
| Site Registration | Tip Sheet | Video (initial login) |
| Site Registration Girl Scout 13 and Over | Tip Sheet | |
| Forgot Password/Password Reset | Tip Sheet | |
| No Registration Email | Tip Sheet | |
| Unlock Account | Tip Sheet | |
| My Account | Tip Sheet | |
| Dashboard | Tip Sheet | |

### Site Setup

| | | |
|---|---|---|
| Site Setup | Tip Sheet | Video |
| Site Setup-Girl Scout 13 and Over | Tip Sheet | |
| Photo/Video Upload | Tip Sheet | Video |
| Marketing to Customers | Tip Sheet | Video |

### Order Management

| | | |
|---|---|---|
| Initial Order Submission | Tip Sheet | Video |
| In-Person Delivery (approving orders) | Tip Sheet | Video |
| Orders | Tip Sheet | Video |
| Delivery Settings | Tip Sheet | Video |
| Inventory by Variety | Tip Sheet | Video |
| Inventory by Category | Tip Sheet | Video |
| Financials | Tip Sheet | Video |

### Site Features

| | | |
|---|---|---|
| Entrepreneur Pin and Badges | Tip Sheet | |
| Rewards | Tip Sheet | Video |
| 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.<br>• Contact Customer Support with a System Issue |
| Digital Cookie Registration & Account Information Support | • Contact Customer Support with Registration Issue<br>• Contact Customer Support with Account Information Issue |
| Direct Shipped & In-Person Delivery Order Inquiries | • Order Status Page<br>• Contact Customer Support with an Order Issue |
| Customer Experience | • Tip Sheet |

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# APPENDIX

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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!

## 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**

## 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.**

**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



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**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) _____

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

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

Troop Level: _____

Troop Leader Signature: _____ Date: _____

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

| **Girl Scout Name** | **Girl Scout Signature** |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
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| Girl Scout Name | Girl Scout Signature |
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| Girl Scout Name | Girl Scout Signature |
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| 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<br>• Ice Breaker Exercise<br>• Identify training objectives and rest room locations, etc | • Course Objectives<br>• Ice Breaker (supplies if needed)<br>• Training objectives list<br>• Restroom locations, etc | **15 minutes** |
| Why a Cookie Program? | • Brainstorm on Flip Chart.<br>• 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:<br>Goal Setting<br>Decision Making<br>Money Management<br>Business Ethics<br>(See USAGSO website under Cookie Programs for more information.) | • The 1st USAGSO Cookie Program was held in 1981.<br>• Touch of America Overseas<br>• Develop Pride/Self-Esteem<br>• Learn new skills (Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics.<br>• Achieve goals<br>• 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<br>• Girl Rewards, Badges, Cookie Entrepreneur Family Pin | • Safety Activity Checkpoints—Cookies and Product Sales<br>• Cadet/Junior/Brownie/Daisy Guides to Girl Scouting. Explain how girls can earn the Cookie Activity Pin each year<br>• How girls can earn Financial Literacy Leaves (Daisies–Ambassadors) and Badges (Brownies–Ambassadors) by participating in the cookie program<br>(See GSUSA Volunteer Cookie Resources webpage for more information.)<br>• Explain Girl Rewards received if their troop doesn't opt out of girl rewards. | **20 minutes** |
| Bulk Cookie Materials | • Materials by Little Brownie Baker<br>• USAGSO Collection Sheet<br>• 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.<br>• USAGSO form (if required by OC Community)<br>• 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<br>• Review of selling locations<br>• Who Sells the Cookies?<br>• 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<br>• Who Sells the cookies? Only Girls sell cookies<br>• What Each Cookie Costs (provided by OC)<br>• 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.<br>• Collection Sheet, Money Envelope Money handling procedures based on OC Cookie Program Plan (if not specific in OC Cookie Program Plan, provide in writing)<br>• 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:<br>-GSUSA website resources<br>-Little Brownie Bakers website resources<br>-USAGSO website resources<br>• Create an action plan<br>• Review Council's Girl Rewards<br>• Get Girls, parents/guardians adult volunteers excited about the sale using goal setting and cookie activities | • Theme Activities (Websites Little Brownie Bakers & GSUSA)<br>• Troop Goal and Goal Setting<br>• Know the cookies<br>• Appropriate dress, manners and behavior at the booth during sale<br>• Girl Sale cookies, Adults chaperone!<br>• Booth sales (and booth decorations)<br>• Recruiting new girls | **25 minutes** |
| Burning Questions | • Wrap-up with answers to questions | | **5 minutes** |

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# 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 |

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# 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: _____

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# 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: _____

## Thank you, Volunteer!




**Supporting You**
Thank you for being a leadership model for developing Girl Scouts.

**Find resources** at *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!




**Supporting You**
Thank you for being a leadership model for developing Girl Scouts.

**Find resources** at *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!*

## Congratulations Girl Scout!




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!*

## Congratulations Girl Scout!




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!*

Little Brownie BAKERS®

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