

girl scouts   
of north east ohio

2026 Girl Scout Cookie Program

# Cookie Program Volunteer Guide



## Cookie Volunteer Digital Resources

Check out our Council Resource webpage to find all the information you will need this Cookie Season!

# BRAVE. FIERCE. FUN!

With each new cookie season, Girl Scout entrepreneurs know it's about more than just the cookies—it's about being BRAVE enough to make their pitch, FIERCE enough to smash their biggest goals, and having loads of cookie FUN while doing it!

## 5 ESSENTIAL BUSINESS SKILLS

Girl Scouts in the program build skills and learn to think like entrepreneurs. The Cookie Program helps Girl Scouts develop real-world skills in 5 essential areas:



### GOAL SETTING

- Girl Scouts learn how to set personal and troop goals and create a plan to reach them.
- Benefits: Builds success in school, career, and life
- How you can help: Encourage them to set incremental achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.



### DECISION MAKING

- Girl Scouts decide how to participate and market their Program and, as a troop, they decide how to spend troops proceeds.
- Benefits: Fosters creative thinking, exploring decision impact and problem solving, builds confident leaders
- How you can help: Talk about how your troop members plan to spend the troop's cookie earnings.



### MONEY MANAGEMENT

- Girl Scouts take orders, count money, and make change while working with the troop to manage the troop funds.
- Benefits: Teaches financial literacy and sustainability, fiscal responsibility, and inventory management
- How you can help: Build on their interest in managing all facets of the cookie business, like creating a budget to fund a troop experience.



### PEOPLE SKILLS

- Girl Scouts interact with customers in several ways, practice their sales pitch, and work with their sister Girl Scouts to reach common goals.
- Benefits: Cultivates good listeners, helping to find their voice, building relationships and team players, develops courage
- How you can help: Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.



### BUSINESS ETHICS

- Girl Scouts practice sound business ethics by being responsible for their inventory and payments to their troop, time management, following guidelines provided and their commitment to their customers.
- Benefits: Instill commitment, character, integrity, and fairness
- How you can help: Talk to them about the importance of delivering on their promise to their customers. Be an ethical role model that they can mirror and learn from.





# 2025–2026 Girl Scout Cookies®

## All our cookies have...

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

## The World's Most Flavorful Lineup



### Adventurefuls® • Real Cocoa

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

U D



### Lemon-Ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits  
Approximately 12 cookies per 6.2 oz. pkg.

U D



### Trefoils®

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

U D



### Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling  
Approximately 20 cookies per 8 oz. pkg.

U D



### Samoas® • Real Cocoa • Real Coconut

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

U D



### Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating  
Approximately 15 cookies per 6.5 oz. pkg.

U D



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

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

U



### Explore Mores™ • Real Cocoa NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème  
Approximately 18 cookies per 7.9 oz. pkg.

U D



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

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

U D



Little Brownie  
BAKERS

ALL VARIETIES ARE \$6 EACH

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### COOKIE BYTES

Watch for the Weekly Cookie Bytes emails through eBudde which will provide updates and tips throughout the Cookie Program!



# What's a Troop Cookie Volunteer?

Thank you for volunteering as the Troop Cookie Volunteer! You play a very important role in the Girl Scout Cookie Program. Now that you've stepped up to help your troop, it's time to guide them as they learn to run their own cookie business!

## Main Responsibilities:

- Fill out the Troop Product Program Volunteer Agreement form (JotForm).
- Make sure every Girl Scout who is selling cookies is registered for this year, has turned in an Annual Permission Form, and doesn't owe money from past programs.
- Enter and send all troop information and cookie orders into the eBudde computer system.
- Keep careful records. Always use the required receipts for all cookie orders and money collected.
- Pick up your troop's cookie order at the delivery location during the scheduled time—or ask someone else to do it. Then, sort and hand out the cookies.
- Pick up and give out the rewards to troop members as soon as you can.





# Hosting the Troop & Caregiver Cookie Meeting

Let's talk about...



## Need a starting place?

Use this handy outline as reference for the Cookie Program meeting with your troop and their caregivers!

## The Cookie Program

**Why Should Your Troop Participate? Talk with your troop about why selling cookies is a great idea!**

- It helps the troop earn money for fun activities and supplies.
- Girl Scouts learn important life skills, like goal setting and handling money.
- Cookie sales also help others by supporting the whole Girl Scout community.

### Learn About Cookies & Prices

Go over the types of Girl Scout Cookies and how much they cost.

### Ways to Sell Cookies

Talk about the different ways to sell cookies and decide what works best for each Girl Scout and for the troop (Order card (paper form), Digital Cookie (online), Cookie Booths (in-person sales)). Also, go over safety rules for each type of sale.

## What Will Girl Scouts in Your Troop Get From the Cookie Program?

- Learn – They'll practice 5 Essential Business Skills and learn how these skills help in everyday life!
- Earn – Talk about how much money the troop can earn and the rewards each Girl Scout can get.
- Experience – Let them know all the cool things they'll get to do thanks to the Cookie Program, like trips, events, or service projects!

## Goals

### Set a Troop Goal

Help the troop come up with ideas for what they want to do, like fun trips or buying new gear. Don't forget about things like renewing memberships and buying uniforms.

### Make a Plan & Write It Down

Let everyone share ideas. Each Girl Scout should write down the troop goal and their own personal goal. This helps make a plan to reach them.

### Track Your Goals

Decide how the troop will check progress along the way.

## Money & Financial Responsibility

### Check Registration and Permission

Make sure all Girl Scouts are registered and have turned in their Annual Permission Form before they start selling. If someone owes money from a past program, they can't take part in the whole program.

### Understand the Permission Form

This form shows that caregivers agree to take care of the money for the cookies they get. This is your first line of defense in payment issues with a caregiver.

### Set Clear Rules for Money and Cookies

- Make a schedule for collecting money.
- Collect money early and often to avoid problems.
- Always give and get receipts when cookies or money are exchanged—and get signatures!

## Important Dates

### Make a Cookie Calendar

Go over all the key dates for the Cookie Program. Plan what works best for your troop to stay on track and meet all deadlines.

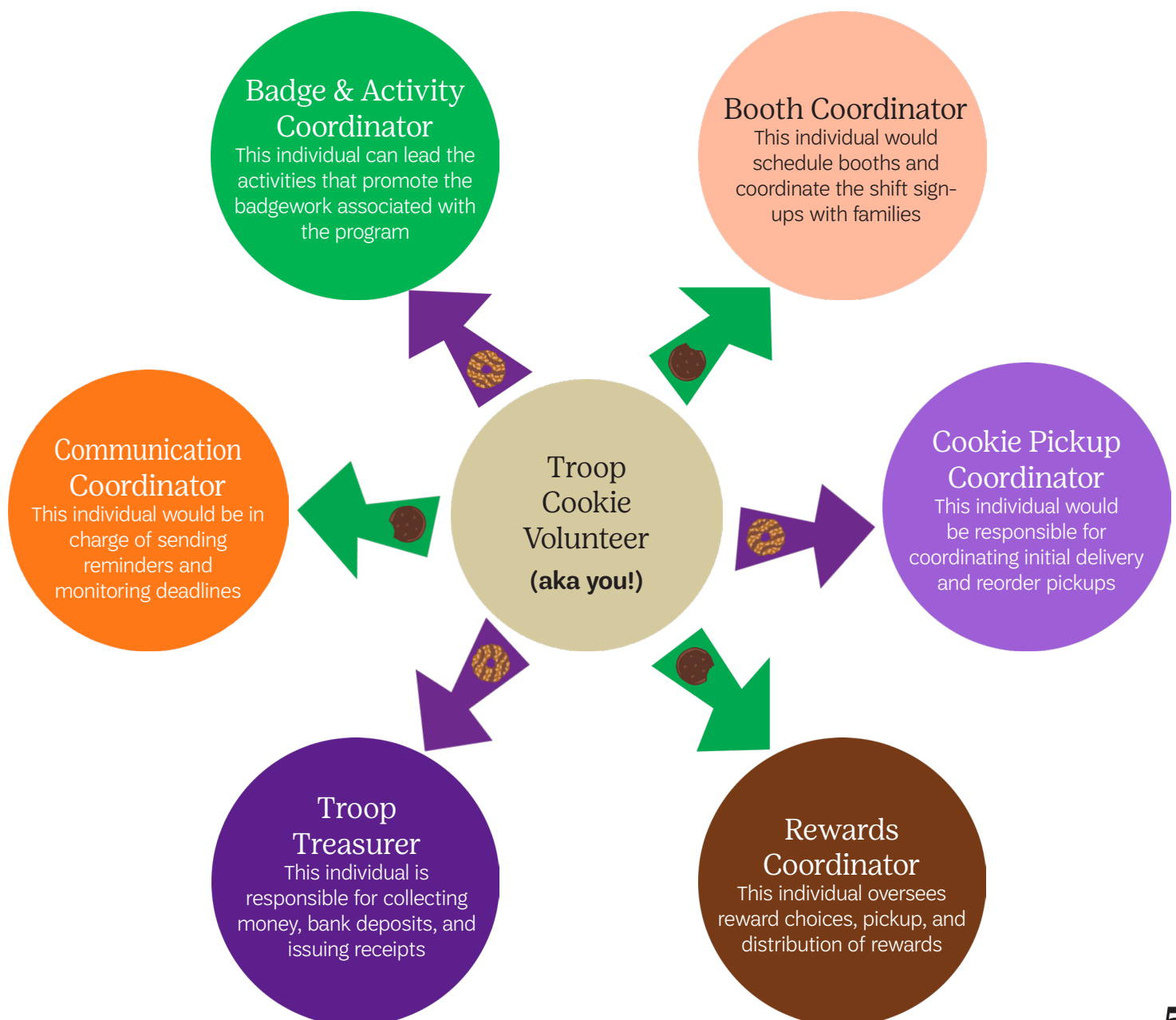
# Hosting the Troop & Caregiver Cookie Meeting

## It takes teamwork to make the cookie dream work!

Running a great Cookie Program takes a full team effort—not just from the Girl Scouts, but from their caregivers too!

Talk with the adults in your troop about how they can help. Remind them that working together is the best way to make the cookie dream come true.

Here are some ways caregivers can help:



# Power Your Program with eBudde

Access to eBudde starts **December 10**  
(or when you are uploaded after that date)

To access eBudde visit:

**[ebudde.littlebrownie.com](http://ebudde.littlebrownie.com)**



## eBudde is a cookie volunteer's best friend.

The eBudde system is the home base for cookie volunteers where you'll enter cookie orders, sign up for cookie booths, manage cookie pick-ups, place girl rewards orders and keep track of cookie money.

Log into eBudde either using an access link in your email or by going directly to the website.

- **Username is email address that you use for Girl Scout Registration**
  - Used eBudde before? - You can log in with password from previous years
  - New to eBudde? - Use the email link to set up a password
  - You can use "Forgot your password?" link to reset password/access the system as long as you are uploaded.

### Contacts Tab - Update Your Info and Add Users

- Edit your information and **SAVE**.
- To add users (only Cookie Volunteers can do this):
  - Click **+ADD**, select role, enter name and email
  - To give this person access to Digital Cookie, you must enter their GSUSA ID when adding
    - This can be found on MyGS > click "My Troops" > click "Edit Details" on the adult you want to add > Member ID is the GSUSA ID
  - Hit **SAVE**. They will receive a launch email for access.

Do not add yourself to any additional user roles as this could remove your manager access. As Primary Cookie Volunteer, you have full access to all roles.

#### Add a Troop Contact

Cancel

Save

**NOTE: Email field is required.**

Role

Troop Leader

First Name

Last Name

Email

Global ID

### Settings Tab - Review your troop settings, to make changes click EDIT. If a field is not editable, contact Customer Care for changes

- Review Girl Registered and Selling, Troop Level (not editable).
- Enter the troop goal.
- Opt out of rewards.
  - **CHECK** the box if your Junior, Cadette, Senior, and Ambassador troop members have unanimously agreed to this option. Daisy and Brownie troops are not eligible to opt out of rewards.
- Review Generic Proceeds (not editable, from Spring Renewal Bonus, additional \$0.03 profit per package) if checked it will be applied to your sales totals.
- Review and Update Parent IO Deadline date:
  - **To leave on:** Having caregiver enter initial paper order card totals submitted to the troop via Digital Cookie, change date to last date troop will accept orders or 2/4/2026 (whichever comes first). Do not adjust the Time field.
  - **To Turn off:** Having cookie volunteers manually enter initial paper order card totals into eBudde, change date to a date in the past (i.e., 12/31/2025) so order entry is not visible in Digital Cookie.
- Review troop banking info that was uploaded by GSNEO (not editable).
- Hit **SAVE** to update troop settings.

### Girl Tab - Review your troop roster, if you have any changes contact Customer Care

- Confirm all Girl Scouts are listed correctly.
  - GSNEO uploads all registered members based on our registration database on a weekly basis starting on January 5.
- Check email listed.
  - This email is what was used for Girl Scout registration and will be the email used to log into Digital Cookie.
- Select **EDIT** on each Girl Scout to add shirt size and sales goals. Hit **SAVE** to update Girl Scout edits.



# Power Your Program with eBudde



Don't forget to take eBudde on the go with the mobile app! Available through the Google Play and Apple App Stores.

## When will I use this? eBudde Tabs!

At the top of the Dashboard in eBudde, you'll see a row of Tabs. You'll use different tabs at different times during the Cookie Season. Below is a timeline that shows when you'll use each tab and what it's for:

### **PHASE 1: BEFORE THE PROGRAM (DECEMBER - JANUARY 11)**

- **CONTACTS:** Edit your contact info and add users who will help you during the program.
- **SETTINGS:** Review your troop info and make sure everything is correct and current.
- **GIRLS:** Confirm all registered troop members are visible after Jan 5 with correct emails and enter shirt sizes.
- **HELP CENTER:** Take some time to look at all the resources available to you for the Cookie Program.

### **PHASE 2: BOOTH SELECTION, INITIAL ORDERS & COOKIE DELIVERY (JANUARY 12 - FEBRUARY 8)**

- **BOOTH SALES:** View and sign up for booths, see pages 20 - 21 for more info.
- **INIT. ORDER:** This is where you enter/approve paper orders and order cookies for your first weekend of cookie booths. Review how many cases you should expect to pick up and any extra packages you will have after you pass out Initial Orders.
- **DELIVERY:** After submitting the Initial Order, select a location and time to pick up the Initial Order.

### **PHASE 3: DELIVERY & COOKIE BOOTHS (FEBRUARY 27 - MARCH 29)**

- **GIRL ORDERS:** Give credits for sales, track payments from families and allocate from the Digital Cookie Troop Site line.
- **TRANSACTIONS:** This is where you can order additional cookies from reorder locations.
- **COOKIE EXCH:** This is like a swap page for troops in the area looking to release unneeded packages to other troops who may need/want them.
- **BOOTH SALES:** You can record booth sales from this tab as well as sign up for additional booths.
- **REPORTS:** Use "Girl Initial Order" report to distribute cookie to your Girl Scout based on the TOTAL ORDER line on the report, use the "Girl Delivery - Varieties Only - By Girl" report to view additional Digital Cookie "girl-delivery" orders that have been approved by the family that need fulfillment from troop inventory.

### **PHASE 4: WRAPPING UP THE PROGRAM (MARCH 30 - MAY)**

- **GIRL ORDERS:** Record any final allocations or payments made.
- **REWARDS:** Make final rewards selections for all Girl Scouts that require the selections to be made, enter/edit final t-shirt sizes, submit the final rewards. After rewards are in - use the girl reports to distribute.
- **SALES REPORT:** View troop's total sales, Digital Cookie payments received for all orders, proceeds your troop has earned, and amount due to council via ACH debit from the troop bank account.

# Digital Cookie Overview

Access to Digital Cookie starts **December 11** for Cookie Volunteers (or when you are uploaded after that date)

To access Digital Cookie visit:

[digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org)



Digital Cookie allows Girl Scouts to make their own cookie website and send emails to people they know, asking them to buy cookies. Customers place online orders and have the option for the cookies to be shipped directly to their homes or to be delivered by their favorite Girl Scout in March.

## Access

- **Cookie Volunteers** that have access to eBudde starting December 10 will get an access email for **Digital Cookie starting December 11.**

Cookie Volunteer access is used to watch the troop's orders and set up/use the Troop Link. To add users to Digital Cookie for your troop see page 6 on adding them to eBudde first.

- You must log into eBudde first before you are able to access Digital Cookie for the season.
- **Girl Scouts** in your troop that are on the eBudde roster with a GSUSA ID and caregiver email will be sent a launch email to **set up their storefront beginning January 5.** Links to storefronts do not go live until the program begins January 12.

## Ordering

- Girl Scouts get orders by sending emails with a link to their site where customers pay online for in-person delivery, shipping, or donations to our Council-sponsored donation program. When someone places an order, the sale is recorded in Digital Cookie and is credited in eBudde.
- Caregivers choose to accept or deny a customer's request for in-person delivery. If a customer request is denied or the caregiver fails to approve the order **within five days**, the order will default to the customer's second choice made at checkout; to donate or cancel the order.
- Once an order is placed through Digital Cookie it cannot be changed.



# Digital Cookie Troop Links

## Troop Links - a way to boost troop sales online!

Your troop can work together in new ways using the Digital Cookie Troop Links. Each troop decides how the links will work for them - it's an optional boost to help troops reach more customers!

There are two types of Troop Links:

### 1. Ship Only Link

This link will connect to the **Cookie Finder on January 12**, and be featured alongside in-person booths in March. Customers searching for cookies in a zip code will see one randomly generated Troop Link at a time and have the option to place a shipped-only order from the troop.

### 2. Pre-Pay Booth Link

This link offers customers options for in-person delivery from the troop, shipping, and donation. Troops can utilize this link for customers to pay and pick up cookies at a cookie booth.

## Setting Up Troop Link

Digital Cookie Volunteer Dashboard: Our Troop Cookie Site Section

1. Make sure you are logged into your volunteer role for the troop (use toggle at top of dashboard to go between roles).
2. Click **Get Started** on the Our Troop Cookie Site section.
3. **Select** a Troop Site Lead from the drop down. This person will be responsible for finishing set up and have access to the Troop Site home page.
4. Click **Save**.
5. Once you save the troop site lead, if you choose yourself, you will see the Set Up Your Site button on the dashboard. If you assigned a different volunteer to be the site lead, the next time they log into Digital Cookie they will see the Set Up Your Site button on the troop dashboard.
6. Click **Set Up Your Site**.
7. You will be taken to the Registration page where you can click **Activate** the troop site.
8. You will now be able to click the **Access Site** button at the bottom. This will take you to the troop site and you will be ready to set up the site.
  - Setting up the site is similar to setting up a Girl Scout Digital Cookie page.
  - Please do not change the Troop Site name as this is what will show to customers.

### Our Troop Cookie Site

Set up your troop's cookie site to start collecting orders online and payments on the mobile app.

**GET STARTED**

### Digital Cookie Registration

Register your Girl Scout to participate in Digital Cookie. She'll get access to the Digital Cookie Platform where each Girl Scout can set up her cookie site and goals, manage orders and learn marketing business skills.

Girls 13 and older can add their own email address. This allows them to manage details for their cookie site.

Digital Cookie Status	Girl Scout	Date of Birth	GSUSA ID:	Troop	Preferred First Name*	Girl Email Address	Action
<b>ACTIVATE</b>	Troop3012C66 1 Site	01/01/2011	TRP3012C661	3012	---	---	---

**ACCESS SITE**



# Digital Cookie Order Entry & Credit Card Payments

## Digital Cookie and eBudde - Paper Order Card Entry

Caregivers can enter their Girl Scout's order into Digital Cookie and it will transfer to eBudde. You just need to review and save it! You will see their order on the Initial Order Tab with messaging that shows who has added orders. This is optional - caregivers can still physically turn in the order card to you to manually enter.

The Cookie Volunteer can set the deadline (**if before the February 4 Council-wide deadline**) and the family submits the order. If corrections are needed after submission, if it is before February 4, the Troop Cookie Volunteer can edit in eBudde once it is transferred.

To use this feature:

1. Change the default **PARENT IO DEADLINE** on the eBudde Settings tab from 2/4/25 to the last date you would like to receive the initial order (if it is before February 4). You cannot edit the time.
2. Tell your troop to enter their paper order totals into the My Cookies tab in Digital Cookie and to have all submissions completed by your deadline. Remind them **not to include any Digital Cookie orders** taken during this time as those are already accounted for in their totals and they will receive duplicate orders if they are included. When in doubt, double-check with the family on final numbers!
3. After the deadline for families to enter, go to the **INITIAL ORDER TAB** in eBudde and verify all quantities entered and make updates if needed for each troop member.
  - eBudde will show which Girl Scout orders you have reviewed and saved and which need further review.

## Digital Cookie App - Taking Credit Card Payments

Digital Cookie has the option to accept credit card payments whether it be on the initial order, a new order, or at a cookie booth.

To accept credit card payments for orders:

1. Log into the Digital Cookie App
2. If your troop has a live Troop Link you will see your Girl Scout's name and the troop number - select your Girl Scout's name for their orders or select the troop number if you are at a cookie booth
3. Click **+NEW COOKIE ORDER**
4. Select all cookie varieties that apply (either from Initial Order or as a new order) and click **CHECKOUT**
5. Select **GIVE COOKIES TO CUSTOMER NOW** checkbox and select applicable option for the situation you are in and click **CONTINUE**
6. Review Order and then select and enter payment information
7. Click **PLACE ORDER**
8. Hand the cookies to the customer and select **YES** that you have handed them the cookies and then select **DONE**



**Tutorial Video**  
start at 1:49

Use this clip to see the steps in action for how to take credit card payments!

# Digital Cookie Girl-Delivery

## Digital Cookie and eBudde - Girl-Delivery Orders

Orders placed on Digital Cookie will reflect in eBudde for credit and payments marked on the Girl Scouts. Here's how these orders are shown in eBudde, how they impact sales records, and steps you will need to take on the Girl Orders tab.

	During Initial Order Phase	After Initial Order Phase
When is Girl-Delivery turned on?	<b>January 12 - February 4</b>  <b>Girl Delivery will turn off at 11:59pm on February 4</b>	<b>Girl- delivery turned off from February 5 - March 6</b>  <b>Girl-delivery will turn back on March 7 - 29</b>
Are packages automatically added to Girl Scout in eBudde?  Do I need to do anything?	<b>Yes they are added!</b> All packages show in eBudde. Packages for girl-delivery orders show on the Initial Order tab and are included in counts to be picked up at Delivery. Packages for donated and shipped orders show on the Girl Order tab as they don't require pick up. All packages count towards initial and final reward credit.  <b>No action needed!</b>	<b>Not Quite</b> ONLY packages for donated and shipped orders will show on the Girl Orders tab.  <b>ACTION NEEDED:</b> Package credit for girl-delivered orders MUST be manually entered to balance the payments posted once the troop supplies the Girl Scout with the cookies. See page 23. All packages count towards final reward credit.
Are payments automatically added to eBudde?  Do I need to do anything?	<b>Yes!</b> Payments for all packages show on the Girl Orders tab, Deposits tab, and Sales Report tab, reducing the amount the girl owes the troop and the amount the troop owes council.  <b>No action needed!</b>	

# Initial Order How To Submit

**Initial Order  
submission and  
Delivery location  
selection must be  
done by  
February 8.**

## What is an Initial Order (IO)?

The Initial Order includes all cookies that were ordered during the beginning of the program (**January 11 - February 8**). The IO includes orders from the paper order card, Digital Cookie, and any cases the Cookie Volunteer orders for the first weekend of booths.

Girl Scouts can earn a reward if they meet the package goal on their Initial Order, and these packages also count towards final reward totals. Initial Rewards do not need to be submitted.

## Submit Your Troop's Initial Order in 2 Easy Steps!

# 1 | Enter & Submit Cookie Orders

eBudde Online Version: Click Initial Order Tab

eBudde Mobile App: Click on the Cookies icon, then select Initial Order

Init. Order

## Entering Girl Scout Orders:

IF accepting Paper Orders through Digital Cookie to eBudde:

1. Click on the **ORDER CARD LINE** next to each name where it says "Review Parent IO." This means the family sent in their order using Digital Cookie.
2. Review totals and make edits as needed, if there are additional orders after they submit them to you.
3. Click **SAVE** to accept caregiver entries or to confirm your manual updates.
4. Click **OK** to return to the Initial Order screen and repeat for the rest of your troop.

IF you are entering Paper Orders into eBudde:

1. Click on the **ORDER CARD LINE** next to each name where it says "Needs Review" and **ENTER** total packages by variety from the order card.
  - All Digital Cookie orders are in the DOC Girl Del. line so do not enter them again.
2. Click **SAVE** to accept your updates.
3. Click **OK** to return to the Initial Order screen to complete the above steps for each troop member.

### Troop Initial Order

		All Girl IO orders should be	
		\$6.00	\$5.00
Uses DOC	Girl	C_GOC	Advf
✓	Addison	Order Card	1 10
		DOC Girl Del.	0 0
		Total Order	1 10
✓	Elizabeth C	Order Card	0 0
		DOC Girl Del.	0 0
		Total Order	0 0

Product	Order Card	Girl Delivery	Total
Operation: Sweet Ap... \$ 6.00 P10=9	5	0	5
Adventurefuls \$ 6.00 P10=5	5	0	5
Lemon-Ups \$ 6.00 P10=5	5	1	6
Trefoils \$ 6.00 P10=6	6	1	7
Do-Si-Dos \$ 6.00 P10=11	11	1	12
Samoas \$ 6.00 P10=16	15	1	16
Tagalongs \$ 6.00 P10=16	16	0	16
Thin Mints \$ 6.00 P10=27	27	3	30
S'mores \$ 6.00 P10=6	6	0	6
Toffee-tastic \$ 6.00 P10=1	1	0	1
<b>Total</b>	<b>97</b>	<b>7</b>	<b>104</b>




# Initial Order How To Submit

## Ordering Booth Cookies (optional):

If your troop has booths on the first weekend of March, you should order cases now to cover those booths. You can also use these cookies to fill new orders (in-person and Digital Cookie Girl-Delivery) that come in after the initial order is submitted.

At the bottom of the Initial Order screen is 3 sections: Imported, Other and Booth. If you ordered cookies under Booths last year, you can see your totals in the Last Year (Booths) line. The "Last Year" line is for reference - it will not be added in your order for this year.



<b>Booth</b>	48	18	18	72	72	72	120	36	18	474
Last Year (Booth)	48	36	36	72	72	72	120	36	24	516

1. Click the **BOOTH LINE**. A new pop up will open similar to the Girl Scout order entry.
2. **ENTER** in package totals (1 case = 12 packages). Your troop will receive cookies by the case, so any order not in a multiple of 12 will round up to the next full case.
3. Click **SAVE** to record your changes.

The number of cookie cases you should order for a booth depends on a few things — like where your booth is, the date, the weather, and even the age of your troop.

### Don't order too many cookies!

You can always get more later from a Reorder Station or another troop, but the Council will not take extra cookies back. Order just enough for the first weekend of booths, then plan to get more if you need them. (Check out page 17 to learn how to reorder cookies!)

### Average number of cases per booth in Northeast Ohio based on overall sales:

3-4 Cases of each		2-3 Cases of each		1 Case + extras
Thin Mints	Tagalongs	Adventurefuls	Lemon Ups	Toffee-tastic
Samoas	Do-Si-Dos	Exploremores	Trefoils	

## Final Order Submission - Keep in Mind:

- All troop orders are placed in full cases (12 packages = 1 case). eBudde will round up to nearest case. This is reflected from the "Pkgs. Ordered" to "Cases To Order" at the bottom of the IO screen.
- The "Extras" line at the bottom of the screen reflects the extra packages your troop will have after all Girl Scout orders are handed out. This is troop inventory and can be used at a booth or to fill new orders.
- Donated C4C cookies count as girl totals but they are virtual orders, so you won't get them in-person.
- After the IO is submitted, no new Digital Cookie Girl-Delivery orders will be added onto the troop's order. If the troop IO is placed before February 4 and a new Girl-Delivery order comes in during that time, it will need to be filled from the extras, booth cookies, or the troop will need to place a reorder. Package credit will need to be done on the Girl Orders tab.

**Once you have reviewed your order, hit the SUBMIT ORDER button to complete the submission. Move onto IO Submission Step 2 (next page)!**

# Initial Order How To Submit



## 2 | Select Pickup Location

eBudde Online Version: Click Delivery Tab

eBudde Mobile App: Click on the Cookies icon, then select Delivery

**Your Initial Order MUST be submitted before a location can be selected.**

1. You can view the number of cases you will be picking up.
2. If you are picking up cookies for multiple troops or another troop is picking up for you, select the right option.
3. **CHOOSE A DELIVERY STATION** from the drop-down list.
  - The station schedule will show up. You can review the options for lines and times by clicking the right and left blue arrows
4. Click on a **BLANK TIME SLOT** to schedule your troop. Your troop number will appear in green.
  - Time slots are available on a first-come, first-served basis. If a delivery is full, you must select a different location.
  - Time slots are based on number of cases you are picking up. If you have a large order, you may need more than one time slot.
5. Click **SUBMIT** to schedule the delivery.
  - You can click View Confirmation to see full details of your pickup or to print your confirmation.

Need to change your location or time (**before February 8**)?

- Click on your **GREEN TROOP NUMBER** in the location schedule
- Click **SUBMIT** to cancel your slot.
- Follow the above steps to schedule a new time. You can do so until the **troop deadline - February 8.**

### Delivery Pickup

Variety	My Troop
Adventurefuls	8
Lemon-Ups	5
Trefoils	6
Do-Si-Dos	11
Samoas	18
Tagalongs	20
Thin Mints	28
S'mores	5
Toffee-tastic	4
<b>Troop Total</b>	<b>105</b>

Pickup Total including any other pickups 105

### Who is picking up your cookies?

- ☒ Someone from my Troop  
☐ Some other Troop (or my SU)

### Will you be picking up for more than one troop?

- ☐ Yes  
☒ No

### Delivery

Tip: Anyone can pick up the troop's cookies, it does not have to be the Cookie Volunteer. They just need to know the 5 digit troop number

### Delivery Station and Time

Please choose your Delivery Station

Bellevue 3/2 VFW (501)

You need 1 slot.

Line:	Line 1
9:00am	T50313
9:05am	T50048
9:10am	(T50048)
9:15am	T50115
9:20am	T51118
9:25am	(T51118)
9:30am	T50282
9:35am	T50923
9:40am	(T50923)
9:45am	T50112
9:50am	(T50112)
9:55am	T50134
10:00am	T50277
10:05am	(T50277)

# Initial Order Cookie Delivery

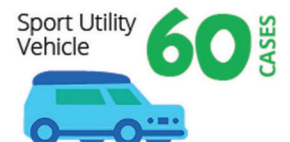
**Cookie Deliveries will take place  
February 27 - March 5**

## On Your Pickup Day:

- Deliveries take place in any weather - rain, snow, or shine! Dress appropriately!
- Review your order total and location details ahead of time. Click on the View Confirmation button from the Delivery tab. Location maps with traffic flow info are in the eBudde Help Center.
- Clean your vehicle(s) to ensure that there is enough space for the cookie cases. If there are children in the car we will pack around them but no higher than waist height for safety.
- Arrive as close to your scheduled time as possible and get in line with all your vehicles together. If someone from your group is missing, you'll be asked to pull over and wait.
- Stop at check-in to get your instructions and delivery paperwork. Lanes are assigned on the day of delivery. You cannot change your order at the site, what's printed on your ticket is what you will take home.
- You will drive through your assigned lane once. Follow all directions from the delivery workers as they'll tell you where to go.
- Get out of your car and help count the cookies as they are loaded in.
- If workers are going too fast, ask them to slow down. If a box looks damaged, don't take it — ask for a new one.
- At the end, you will have all cases in your vehicle(s). If you need to recount, there will be a designated area to pull off.
- Print your name and date on your ticket to confirm all cookies received and turn in to check-out.
  - If anyone in your troop earned Initial Rewards, you'll get those at checkout too!
- Missed your pickup time? You'll have to wait until the first weekend of reorders. GSNEO will contact you to reschedule.

## Estimated Number of Cases That Can Fit In An Empty Vehicle (per Little Brownie Bakers):

You are allowed to use troop funds to rent a larger vehicle for cookie pick-up! (Try uHaul, Enterprise, Home Depot, etc.)





# Need more Cookies?

## Cookie Reorders



### What is a Cookie Reorder?

If your troop needs more cookies for booths, extra orders, or girl-delivered orders, you can get more by placing a reorder at one of our Reorder Stations (also called Cupboards).

#### Roving Cupboard

Some Reorder Stations are vehicles in parking lots that bring cookies for pickup. It might be a semi-truck, van, or panel truck. These stations are only there at certain dates and times, which you can find in eBudde. They move around during the week, so they're sometimes called "roving" Reorder Stations. You must schedule your pickup through the Transactions tab in eBudde (See page 17).

Cookie Volunteers place their reorders in eBudde by date and select where to pick up the cookies. All reorder location orders close at 10:00am 2 days prior to the date they take place to give our agents time to receive and pack the trucks with the orders.

A list of locations, dates, and times as well as maps with location of reorder will be available in the eBudde Help Center.

The roving reorders are done by the case - any order for packages at these type of reorders will be rounded up to the nearest case.

#### Stationary Cupboard

Some Reorder Stations are called Stationary Cupboards. These are usually run by a volunteer in the community or by GSNEO staff at a council office. They are open on certain days and times, which you can find in eBudde. You will need to schedule your pickup through the Transactions tab (See page 17 for help).

A list of locations, dates, and times is available in the eBudde Help Center.

You can order by the case or package at these cupboards, depending on what is in stock.

**Reorder Stations  
will open for  
orders starting  
February 16**

### On Your Reorder Pickup Day:

- Reorders happen in any weather — rain, snow, or shine — so dress for the weather!
- Review your order total and location details. Your order total can be found on the Transactions Tab when you select the cupboard line. Location maps can be found in the eBudde Help Center.
- Clean your vehicle(s) to ensure that there is enough space for the cookie cases. If there are children in the car we will pack around them but no higher than waist height for safety.
- Roving Cupboards (Drive-Thru Style) - These work like the big delivery day — you'll drive through a car line and check in with the workers at the truck.
  - Your scheduled time just saves your spot, it doesn't mean you'll be helped at that exact time. These cupboards are first-come, first-served.
  - You'll tell the workers your troop number and how many cases you're picking up.
  - Unlike big deliveries, you can make changes to your order on site. You can return cases you don't want. You may be able to ask for more cases if there are extras.
  - Then, tell the workers what cookie varieties you need. Count as they load your vehicle.
- Stationary Cupboards (Volunteer or Staff-Run Locations) - You will need to load the cookies into your car yourself at these locations.
- At the end of either reorder type, you will print your name on the paperwork to verify your picked up reorder.

# Need more Cookies?

## Cookie Reorders

### Placing a Reorder

eBudde Online Version: Click Transaction Tab

eBudde Mobile App: Click on the Cookies icon, then select Troop Transactions/Pending Order

Transactions

1. Click **+ADD** to open a reorder transaction ticket.
2. Click **SELECT A LOCATION** to choose from the list of cupboards that are open when you're placing the order (Note - If a location has more than one pickup day, you'll only see one date open at a time. The next date will open after the previous one closes.).
3. When selected, the schedule will appear. Click on the **DATE BOX** to choose the date of the reorder. Then pick a time using the time clock that's within the hours that cupboard is open.
  - For Roving Cupboards, your selected time is only used for holding your spot at the reorder. These are on a first-come, first-served basis so your time is not exact.
  - For Stationary Cupboards, choose the actual time you plan to pick up cookies. This helps the manager know when to expect you.
4. Place your order in the Cookie Order Space:
  - The roving reorders are done by the case - any order for packages at these type of reorders will be rounded up to the nearest case.
  - Stationary Cupboard orders can be done case or package depending on what is in stock.
5. Once your order is complete click **SAVE**.

### After your place your reorder:

You will be returned to the Transaction tab. If you click **VIEW INFO** at the top, it will toggle cupboard info on the screen.

Your order will be listed as "Pending" until it is picked up and unpended by Council. If you don't pick it up, the order will be removed, and your troop won't be charged.

Double check your Transaction screen to make sure that your new order is in the "Pending" row. If it is not saved - it will not be on the truck!

Receipt	Type	Date	2nd Party	Pickup	Line	Rasp	Advf	Lmup	Tre	D-S-D	Sam	Tags	Tmint	Smr	Toff	Total
CI1000	normal	09/26	C143	03/11		0	36	12	0	0	0	0	0	0	0	48
Init. Del.		09/21				0	132	84	108	120	156	144	192	96	72	1104
On Hand						0	132	84	108	120	156	144	192	96	72	1104
Pending (Cup Orders)						0	36	12	0	0	0	0	0	0	0	48
After Pending						0	168	96	108	120	156	144	192	96	72	1152

## Need more Cookies? Cookie Exchange & Troop Transfers

If you need more cookies but don't want a full case, or if you have leftover cookies from booth sales, you can use eBudde's Cookie Exchange! This tool lets you tell other troops what you need or what you have to share.

### Posting on the Cookie Exchange

eBudde Online Version: Click Cookie Exch Tab

eBudde Mobile App: Click on the Cookies Icon, then select Cookie Exchange.

Cookie Exch

1. In the top row, type in how many packages of each cookie you want to give away.
2. Click **UPDATE PKGS TO EXCHANGE**. This will post your extras for other troops to see.
  - You can edit at any time by changing the number in a variety and selecting Submit again. Keep it current so other troops know what you have.
  - If you no longer have cookies to share hit the **REMOVE MY OFFERING** button at the top to clear your listing.
3. Need a specific variety? Select the arrow to the left of the variety and you can email/call a troop who has the extras you need.
  - NOTE: This list shows troops in the whole Council and indicates their Service Unit in the last column. If you do not know where a Service Unit is located, use the Zip Code Reference page in the Help Center to help you find troops near you.

Remember - when two troops exchange cookies, you must record the transfer in eBudde. **DO NOT PAY CASH** to another troop when you pick up cookies. The troop that is giving away the cookies should enter the transaction in eBudde.

### Troop to Troop Transfers

eBudde Online Version: Click Transaction Tab

eBudde Mobile App: Click on the Cookies icon, then select Troop Transactions/Pending Order

Transactions

1. Select **+ADD**.
2. Select the **TROOP** option in the left blue box and **ENTER** the accepting troop's 5-digit number.
3. Select **REMOVE PRODUCT** on the right (you are removing from your troop and adding to theirs).
4. Enter number of cases and/or packages you're giving to the other troop.
5. Click **SAVE**.
  - You will see the negative number on your transactions and under "Packages Received" on your Sales Report and the gaining troop will now see them on their bill and Transactions tab.



# Cookie Booths

## General Info

A Cookie Booth is where Girl Scouts sell cookies in public to reach their goals!

A Cookie Booth is a public sale of cookies at a local business that is run by 2 registered adults and at least 2 Girl Scouts present at all times.

There are 2 types of booths:

### 1. Council-Sponsored Booths

- These are cookie booths that the Council helps set up for troops to use. Council adds these locations into eBudde so troops can schedule their booths.
- These locations include: Ace Hardware, Giant Eagle/Market District, GSNEO Council Offices, Pet Supplies Plus, Tractor Supply, True Value Hardware, Walmart, Yours Truly Restaurants, and select local Mall locations.
- Not all Council locations show up in eBudde at the same time. We add new locations as we get approval from store managers. This can take several weeks during January and February.

If you don't see a location by the end of February, it means that store is not allowing Girl Scouts to have booths there this year.

- **Troops or caregivers should NOT contact Council-Sponsored stores directly to ask about booths.** Doing this can slow things down for everyone and might hurt GSNEO's good relationships with those stores.

### 2. My Sale Booths

- These are locations that troops secure that are entered into eBudde as a request that must be approved/denied by Council. They are not on the Council's list of approved places. These types of booths can be traditional (like in front of a store) or non-traditional (like a drive-thru location).
- These locations include at school events, churches (before or after services on a Sunday and the Friday night Fish Fry), local diners and Mom & Pop shops, gas stations and banks, recreation or community centers, college campuses, libraries, auto parts and retail shops.
- **Place your request for My Sale locations in eBudde before approaching a location to ask about booths. Approval from Council means approval to approach the location to make your request. If we have already approved another troop for that location and date, you will be denied even if you have already spoken to the store.**
- Cookie booths should be scheduled between the hours of 9 am - 9 pm in 2-3 hour shifts. Booth season starts March 7 and ends on March 29.
- Evaluate each location for safety, lighting, parking, visibility to your intended audience and appropriateness for the age level of your troop. Note: Booths are not permitted at locations where your Girl Scouts themselves cannot patronize. If there are booths at locations that have areas prohibited to minors (i.e. bars/breweries) the booth must be set up away from the prohibited areas at the location.

**ALL booth sales (Council-sponsored and My Sales) must be selected/approved through eBudde!**

# Cookie Booths Council Booth Sign-Up

Each year, GSNEO contacts over 400 locations to help troops all across our area sell cookies to the public. These booths are set up by Council and are available for troops to reserve in eBudde. When sign-ups begin, it's first-come, first-served — so the sooner you log in, the better chance you have to get the spot you want! All troops in the Council can sign up.

See the schedule below for when you can begin signing up for Council-Sponsored booths:

## January 18, 3pm

Troops can select 2 Council-sponsored time slots. These booths may not be at the same location or chain. My Sale requests do not count as the 2 eligible slots.

## February 1, 3pm

Troops may request 2 more Council-sponsored locations. This will allow a troop to have up to 4 locations before they place their IO; this does not include My Sale requests.

## February 15, 3pm

Troops may sign up for any available booth locations. Only sign up for as many booths as your troop can actually do. Talk with your troop first and make sure families can help before you reserve more spots.

## Scheduling a Council Booth

eBudde Online Version: Click Booth Sales Tab  
eBudde Mobile App: Click on the Booths icon

Booth Sales

1. Click **SIGN UP FOR COUNCIL BOOTH**.
2. Click the **DROP-DOWN ARROW** next to your preferred city to see available locations.
3. Click on the **LOCATION** to see available dates and times (in green). Click on an **OPEN TIME SLOT** to insert your troop number.
  - Click on the arrow next to location name to read the Notes section for details on that site. The first word will be Inside or Outside, so you know where the booth will be at the store.
4. Click **SUBMIT** to save your space. You will receive an on-screen message that your time is reserved.

All Council-sponsored booth locations will be shown on the Cookie Finder, so customers can find your troop's booth!

### Need to cancel your booth?

Release your spot in eBudde so another troop can claim it and so that it is removed from the Cookie Finder so customers don't go to an empty booth.. Following the same steps above, click on **YOUR TROOP NUMBER** when you get to the time slots - it will remove your number. Click **SAVE** to record the change.

### Sign up for a Council Booth

**Safeway**

1231 Upas St.  
San Diego, CA 92103

Choose a time slot and then **Submit**

To opt out click on that slot again and re-submit".

Time	Troop
8:00am	
10:00am	
12:00pm	
2:00pm	
4:00pm	
6:00pm	T6073

# Cookie Booths

## My Sale Sign-Up

Don't forget — you must enter your My Sale Booth request in eBudde and get approval from Council **BEFORE** you talk to the business or location. This helps avoid confusion between different troops, make sure the store or location is okay with the booth and keep things organized and fair for everyone.

## Scheduling a My Sale Booth

eBudde Online Version: Click Booth Sales Tab

eBudde Mobile App: Click on the Booths icon

Booth Sales

1. Click **ADD/EDIT A TROOP BOOTH**.
2. Click **ADD**.
3. Fill out the required info including a complete valid address, date, and time. You must put the state as OH (all caps). Capitalize names properly — this info will show in the Cookie Finder, so make it look neat!
4. Click **SAVE** to submit your request.

If you are looking to book multiple dates at the same place, you must submit a separate request for each date.

You'll get an email when your request is approved or denied — this usually takes up to 5 business days, but could be longer in March.

Council approves requests first-come, first-served, but if you're asking for more than 3 days at a popular spot, we may limit it so other troops can have a chance too.

### Add / Edit a Troop Booth

#### Add A Troop Sale

Business:

---

Address:

Address2:

City:

State:

Zip:

---

Contact:

Phone:

Email:

---

Date:

Start Time:

End Time:

### Did your location say no and/or do you need to cancel your My Sale booth?

You will need to delete the location. To do so, you need to **SELECT THE BOOTH** and click the **DELETE** button to remove it. This makes sure your booth doesn't show up in the Cookie Finder, so customers won't go looking for a booth that isn't there.

# Cookie Donations



Girl Scouts have a long tradition of helping their communities. One way they can give back is by donating cookies.

There are two ways for a troop to accept cookie donations from customers:

## 1. Council-Sponsored - Cookies for Community (C4C)

This donation option is where the orders taken by the troop are entered into eBudde and the cookies will be sent directly from the baker. GSNEO designates the organizations supported by these donations. Participation in C4C is optional.

- C4C will be ordered as VIRTUAL cookies! Troops do not physically handle or ship C4C cookies.
- C4C cookies should be paid for at the time of order.
- All orders entered in the IO under the C4C Gift of Caring column will NOT be part of the troop delivery.
- Additional sales may be added to C4C orders throughout the entire program.
- If you collect for C4C at a cookie booth, you may collect the donated packages in a bin but return them to your inventory to sell once you have recorded the donation under C4C for the appropriate seller. Remember - they are virtual cookies.
- Donations made through Digital Cookie will automatically go to Cookies for Community. They cannot be credited to a troop Gift of Caring donation.

## 2. Troop-Sponsored - Gift of Caring

This donation option is a way for your troop to donate real boxes of cookies to a local group in your community, like a food bank, a women's shelter, or another place that helps people. A troop Gift of Caring is optional, and the troop must decide on which organization they wish to support.

- When cookie sellers are taking IOs, their Gift of Caring should be entered by variety, not under the C4C column - those are virtual cookies, and your troop won't receive them.
- Make a sign or flyer to promote your Gift of Caring. Be sure troop members can explain who the cookies will go to and why it matters.
- If your troop chooses to do a local Gift of Caring, you are responsible for delivering the donated cookies to the organization you chose.

\*Please Note: Gift of Caring rewards are only earned when you participate in Council-sponsored Cookies for Community (C4C).

If your troop chooses to do a local Gift of Caring, you won't earn the C4C reward — but you can buy special patches for it at the Girl Scout retail shop!



# Logging Credit for Cookies & Payments

After you get your cookies in March here is how you will log ALL packages sold (additional orders, Digital Cookie Girl-Delivery, cookie booths, and Troop Link orders) from after the Initial Order AND keep track of payments from families when they turn in money for the cookies they sell.

## Adding Package Credit & Payments

eBudde Online Version: Click Girl Orders Tab

eBudde Mobile App: Click on the Cookies icon, then Girl Orders

### Adding Packages & Payments

1. Click on the **GIRL SCOUT NAME**.
2. Click **+ORDER**
3. Add a comment on type of sale (i.e. Booth 3/20, extra order 3/17, etc.).
4. Add quantities in the appropriate boxes - C4C, Booth, or Other.
  - C4C is for orders towards the Council-Sponsored donation program.
  - Booth is for cookies sold at booths (mark as paid).
  - Other is for extra paper orders or Digital Cookie Girl-Delivery orders **after March 7**.
5. You can add payment info for these orders if completed at the same time as allocation - enter the dollar amount in the Financials section on the same screen.
6. Click **SAVE** to record changes.

### Adding Payments without Adding Packages

1. To add payments if done at a different time than cookie allocations, click the **GIRL SCOUT NAME**.
2. Click **+PAY**.
3. Add payment date in the comment and enter dollar amount.
4. Click **SAVE** to record changes.

**If you notice that a member of your troop has a negative balance in the Bal. Due column, they have a new Digital Cookie Girl-Delivery order to be filled. Give them the cookies ordered. Go back and add the packages using the steps above (don't add payment again). The balance will go back to zero.**

Don't forget to distribute payments and package credit from the Troop Site line for transactions received using the Troop Link and/or taking Digital Cookie Credit Card payments at booths.

**Updating packages and payments regularly helps keep everything clear and makes the end of the program much easier!**

# Cookie Rewards General Info

Girl Scouts can earn a wide variety of rewards for their achievements in the Cookie Program!

- Symbols of accomplishment in the form of patches and other reward items.
- Pathway Pass Program Credits are earned by Girl Scouts through participation in GSNEO's Council-sponsored Product Programs.

You can see what each Girl Scout has earned by going to the Rewards tab in eBudde. The system will automatically calculate rewards based on how many cookies were sold.

**Important: Make sure all cookie allocations are entered correctly on the Girl Orders tab so the rewards are right!**

Some reward levels will ask you to pick between multiple items. You can keep track of each Girl Scout's choices using the form on page 10 of the Cookie Family Guide.

Be sure to give the guide to families at your Cookie Family Meeting so they can help their Girl Scout set their goals!

**Pathway Pass Program Credits**  
These are earned regardless of opt-out and/or shoe donations

75+ Pkgs	\$5
135+ Pkgs	\$5
165+ Pkgs	\$5
200+ Pkgs	\$10
275+ Pkgs	\$10
350+ Pkgs	\$10
450+ Pkgs	\$15
600+ Pkgs	\$15
800+ Pkgs	\$15
1000+ Pkgs	\$15
1500+ Pkgs	\$25
2026+ Pkgs	\$25

## Philanthropic Reward Option - The Shoe That Grows

165 + packages	1/2 shoe
200 + packages	1/2 shoe
350 + packages	1/2 shoe
450 + packages	1 shoe
600 + packages	1 pair
800 + packages	2 pairs
1500 + packages	3 pairs
2026 + packages	10 pairs
3000 + packages	20 pairs

Do your Girl Scouts want to make a difference for kids like them? Here is their opportunity with The Shoe That Grows!

Any Girl Scout can choose to donate shoes instead of getting a reward item. This philanthropic reward is part of the cumulative reward structure - meaning the Girl Scout can decide at each level, beginning at 165+, whether they would like the reward or to donate shoes to a child in need!

This chart shows which reward levels include the option to donate!



THE SHOE THAT GROWS  
PHILANTHROPIC REWARD PROGRAM

# Cookie Rewards 2026 Lineup

If a Girl Scout earns the Guardians ticket and rewards at the 600+ levels GSNEO will email the caregiver directly with all the important details.



Mini Patch  
1+ package



Charm Patch  
35+ packages



Secret Pocket  
Headband  
75+ packages



Mini-Fidget  
Ferret  
135+ packages



Large Clear Case &  
Fabric Letter Appliques  
165+ packages



Shirley the Ferret Plush  
& BFF Theme Charm  
200+ packages



BFF Theme Shirt  
275+ packages



Convertible  
Crossbody Bag  
350+ packages



Cookie Duffle Bag &  
1 Guardians Game Day Ticket  
to Scout Days in 2026  
450+ packages



Dave & Buster's  
June 2026 Event  
600+ packages



Supermix Studio  
Customized Item  
800+ packages



String of Pearls Club &  
Girl & Chaperone Ticket to  
Lady Caroline event in June 2026  
1000+ packages



Choice of one:  
Customized Neon Sign, or Ugg  
Tasman's, or LEGO Set  
1500+ packages



2026 Patch & Choice of one:  
POV, or Mini Projector, or  
Beats Headphones  
2026+ packages



Choice of one:  
Nex Playground,  
or Electric Scooter, or 3D Printer  
3000+ packages



Honorary Brick Paver at  
GSNEO Camp of Choice  
Top Seller



Cookies for  
Community  
Donation Program  
Flower Charm  
35+ Pkgs sold through  
Cookies for Community



Booth Reward  
(Each selling girl in the troop  
will earn this charm if 5  
booths are logged in eBuddy  
with the Booth Sale Recorder)  
Fun Charm



Initial Order Reward

(This reward will be received in March at delivery)  
BFF Bracelet Hair Tie Set & Brave Charm  
175+ Pkgs on Initial Order

Troop Reward  
(The troop reward is earned by selling girls that reach the  
per selling girl average for the troop)  
225+ Pkgs PSGA



Cookie Clip-On Pouch, Pop-In  
Charms & Cookie Lanyard  
Girl Reward



Cosmetic Bubble Bag  
Volunteer Reward



Digital Cookie Reward  
Wristlet Strap & Ferret Clip-on Pouch  
200+ Pkgs sold through Digital Cookie

# Cookie Rewards Submitting Final Rewards

When Girl Scouts reach reward levels with a choice, you will need to pick the item they want. If you don't choose an item, nothing will be ordered. To make it easy, use the Reward Selection Options page in the Family Guide. It will help you know exactly what to choose!

## Submitting Final Rewards

eBudde Online Version: Click Rewards Tab

eBudde Mobile App: Click on the Menu icon (top left), then Rewards

Rewards

1. Make sure all cookie totals are correct on the Girl Orders tab.
2. Go to the **REWARDS TAB**.
3. Click **FILL OUT** button on the Final Rewards line.
4. A list of Girl Scouts will appear - those with choices needed will show as **Size/Catalog Selection Needed**.
5. Click on the **GIRL SCOUT NAME**, select her chosen rewards(s), and check shirt size if different from the Girl tab.
6. **SUBMIT** the Girl Scout reward order. The status will change to Size/Catalog Selection Done.
  - **Edits can be made up until rewards submission or April 2 at 12pm** (whichever comes first).
7. Repeat the above steps for each Girl Scout in your troop.
8. If your troop reached the troop reward level (225 Per Selling Girl Average) - don't forget to submit for the Free Adult Reward section and/or purchase an additional cosmetic bag for \$10 in the Addtl Bag @ \$10 section.
  - You can check if your troop reached this level by looking at the PGA Selling row in the Sales Report tab.
  - Please Note: Maximum quantity is 1 for Free Adult Bag and 2 for Addtl Bag @ \$10. You may not order additional bags beyond 2. The \$10 charge for the additional bag(s) will be added to ACH debit.
9. Select Submit Reward Order to **finalize your order by Council deadline of April 2 at 12pm**.

Final rewards will ship to your local Service Unit Product Distribution Manager in May. They will let you know when they are ready for pick up. Please make sure to plan a meeting with your troop so that they can receive their rewards once you pick them up.

Tip: Use the **GIRL RPT** button on the Rewards tab to get a full list of rewards for easier distribution!

\*\*\* Please note that if you fail to distribute rewards to the members of your troop and GSNEO has to fill them, you may be held responsible for the cost and/or shipment of replacements.



# Program Wrap-Up

## Final Steps

It is the end of March and time to wrap up the Cookie Program! Here are a few considerations for the end of your troop's cookie journey:

### Any Outstanding Orders?

- Check in with caregivers to ensure that all cookies needed to fulfill orders have been received, especially Digital Cookie Girl-Delivery orders. Check the Cookie Exchange or schedule a pickup at a council office for packages.
- Make sure that you have allocated the correct amounts of cookies to each troop member and recorded all payments in eBudde. You will want to make sure that your Girl Orders tab is as accurate as possible.

### Any Unsold Cookies?

- You do not need to allocate unsold cookies. If the troop has unsold cookies, they should not be allocated in case there is an opportunity to transfer them to another troop.
- Although the program is over, troops may continue to sell any remaining cookies until the expiration date on the package; however, the troop will be debited for any unsold cookies with the April ACH. Your troop should continue to sell and deposit funds into the troop bank account to recoup the loss of profit.
- You must request permission from the Product Program Department for any additional booth sales your troop would like to hold; you may not go back to council-sponsored booth locations. Additional booth sales after March 29 are approved on a case-by-case basis.
- Do you have unsold cookies and feel it is an excessive amount? Contact Customer Care to speak to your Product Program Coordinator to discuss your options.

### Any Last-Minute Payments?

- Ensure that caregivers know when all final payments are due to the troop and make sure to deposit all funds before April 8 when the Council ACH begins.
- Notify GSNEO if there is an outstanding balance from a caregiver by March 30 so that we are able to adjust your troop debit accordingly.

### Any Last-Minute Reward Changes?

- Make sure to submit all final rewards by April 2. After this date you will be locked out of eBudde and will need to contact Council to fix any errors before we submit reward orders to the baker by April 7.

# Money Management How the Cookie Crumbles



After payment of cookies to the baker,

# 100%

of the proceeds stay  
local to  
support our  
Girl Scouts!

20% - covers cookie rewards, troop bonuses, and includes troop profits used for activities and/or community service projects

43% - returns to leaders and Girl Scouts in programs, camp operations, insurance, program supplies, financial assistance, volunteer training, and other business operations

28% - pays the baker for the cookies and some Council program costs

9% - goes towards Council administration to cover staffing and operational costs

The Girl Scout Cookie Program is a hands-on leadership and entrepreneurial experience. The program generates funds for the troop while allowing the Girl Scout to earn individual rewards and contributes to the Girl Scouts of North East Ohio's effectiveness to provide the Girl Scout experience to all of Northeast Ohio!

Each package sold provides income to Girl Scouts of North East Ohio and helps offset operational costs for:

- Delivering programs and services to members across the 18 county footprint
- Training for volunteers
- Council staffing
- Maintaining local Girl Scout properties including 3 camps, 3 offices/stores, a DreamLab, and STEM Center.
- Resources for all Girl Scout members
- Providing financial assistance
- And so much more!

In 2025, Girl Scout troops in  
Northeast Ohio earned

## over \$2.2 million

in proceeds from the Girl  
Scout Cookie Program



# Money Management Troop Proceeds

## PROFIT BEGINS AT \$0.95 PER PACKAGE

### Ways to Increase Profit:

#### 1. Spring Renewal/Fall Product Program Bonus - \$0.03 per package

If a troop qualified for the Spring Renewal bonus by meeting the early registration and finance report deadlines and by reaching the Fall Product Program participation goal of \$50 PRGA, their profit will begin at \$0.98.

#### 2. Reward Opt Out - \$0.10 per package

Junior, Cadette, Senior and Ambassador troops can choose to earn more money instead of getting rewards. These troops will receive an additional \$0.10 per package and cookie sellers will be eligible for the rewards listed below if the appropriate level of cookies is allocated to them.

Will Receive	Will Not Receive
Mini Patch - 1+ package String of Pearls Club - 1000+ packages Pathway Passes at applicable levels	Individual Girl Rewards beyond 1+ package level Initial, Troop, Digital Cookie, Donation Program, or Booth Rewards

- If your troop wants to opt out of rewards, everyone in the troop must agree. Please fill out the Opt-Out section on Page 10 of the Cookie Family Guide. This choice must be made before you place your initial cookie order.

#### 3. Meeting Per Registered Girl Average as a Troop - \$0.10 per package

If your troop sells an average of 200 or more packages per registered Girl Scout (this is called PRGA), the troop will receive an extra \$0.10.

Troops can earn between \$0.95 and \$1.18 per package of cookies, depending on what goals they meet. Check out the chart below to see how the profit can grow when your troop meets different goals!

Per Registered Girl Average	Base Profit	Spring Renewal/MSP	Reward Opt Out	Spring Renewal/MSP AND Reward Opt Out
1-199 packages	\$0.95	\$0.98	\$1.05	\$1.08
200+ packages	\$1.05	\$1.08	\$1.15	\$1.18

# Money Management Payments

Please review and share the payment options listed below with your troop. Let them know which one you plan to use. It is important to share all deadlines and expectations when it comes to money collection with caregivers as they are responsible for paying for all the cookies they sign for and take home.

## From Customer to Girl Scout

- Money is collected at the time the cookies are delivered to the customer (This does not include prepaid Girl-Delivery orders made through the Digital Cookie).
- Families can collect cash or accept credit cards, Venmo, or Paypal through the Digital Cookie app.

## From Customer to Troop

- Money is collected at the time of the cookie booth or order placement using the Ship Only Link.
- Troops can collect cash or accept credit cards, Venmo, or Paypal by using the Digital Cookie App.

## From Girl Scout to Troop

- Collect any money due at each troop meeting and deposit funds in the troop bank account early and often.
- Families can pay via cash or Cheddar Up digital payments.
- Protect yourself - use a receipt system to track money and cookies. This could be a cookie receipt book, printed receipts, texts, emails, or online forms.
- Include 2 signatures of both adults performing the transaction.
- Count all money with caregiver present to verify correct amounts.
- Track all payments made in eBudde on the Girl Order tab.

## From Troop to GSNEO

- All troop payments will be made by ACH (Automatic Clearing House). This means money will be taken directly from your troop's bank account, starting on **April 8, 2026**.
  - Check troop bank account info on the Settings tab in eBudde and contact Customer Care with issues.
  - Troops without a bank account on file with GSNEO will NOT be allowed to pick up cookies until it's submitted and approved. Bank account info is due to GSNEO by February 6.
- Review the Sales Report tab in eBudde to view troop's "Amount Owed to Council" as well as "Troop Proceeds" that will be left in the bank account after the ACH debit is completed.



# Money Management Outstanding Balances

GSNEO TAKES UNPAID FUNDS SERIOUSLY. ANY UNPAID ACCOUNTS ARE SUBJECT TO COLLECTIONS AND LEGAL ACTION.

## CAREGIVERS WHO HAVEN'T PAID MUST BE REPORTED TO GSNEO NO LATER THAN **MARCH 30**.

- Do not pay for a troop member's cookies out of troop profit. Once a troop bill is paid in full to GSNEO we cannot continue to pursue collections from the person who still owes your troop.
- Reports of stolen money must be supported by an official police report. Police reports do not relieve the caregiver of their responsibilities to pay.
- In the case of theft documented by a police report, the loss should be covered by personal insurance. Additional time will be allowed to collect from the insurance company. If not covered by insurance and not documented by the police, payment in full is expected by the due date; however, payment arrangements can be made.

## What To Do If A Caregiver Does Not Pay

1. Contact Customer Care to get the Outstanding Balance Report (OBR) link (Form not on website).
2. Complete the OBR, attach the Annual Permission Form and all receipts for the cookies given to the caregiver and all receipts for any money the caregiver did pay to the troop.
3. Submit the completed OBR form to council by **April 2** for the ACH debit to be adjusted.
4. If a caregiver provides payment after OBR is submitted, deposit the funds in the troop bank account and please let Customer Care know that a payment has been received and deposited.

### HOW TO HELP PREVENT LATE OR MISSING PAYMENTS:

- Stay in touch with families—check in to make sure cookies are delivered and money is being collected.
- Deposit money often into the troop account.
- Contact caregivers right away if a money deadline is missed.
- Use receipts for every cookie and payment transaction.

## Unpaid Balance Consequences

### Girl Scout Restrictions

- Any Girl Scout whose caregiver has an outstanding balance can only sell cookies through prepaid Digital Cookie orders or at cookie booths (with the troop).
- The Girl Scout will only receive rewards below 165 packages.
- The Girl Scout should still be allowed to participate in troop activities.

### Caregiver Restrictions

- Any caregiver that fails payment and does not communicate with GSNEO will be sent to collections and be subject to legal actions.
- If payment is made after the deadline, the Girl Scout will have selling limits during the next Product Program. She will be allowed to do Digital Cookie/M2 prepaid sales and cookie booths only.

### Volunteer Restrictions

- Volunteer roles and status with GSNEO may be suspended or removed.
- Any volunteer that fails payment and does not communicate with GSNEO will be sent to collections and be subject to legal actions.

# Troop Cookie Manager Checklist



## Get Ready

- ☐ Make sure you are registered for the 2026 membership year and select the role of Cookie Program Volunteer for your troop(s) in MyGS.
- ☐ Complete the Product Sales Troop Volunteer Agreement Form.
- ☐ Review program materials and resources.
- ☐ Attend a troop manager training (registration on the Events calendar at gsneo.org).

## Phase 1: Before the Program (November - January 11)

- ☐ Plan a caregiver cookie meeting to talk about the program and pass out sales materials (pgs 4 & 5).
- ☐ Host or attend a Cookie Rally to prepare your Girl Scouts with cookie tasting, activities, and more.
- ☐ Help your troop set goals and talk about how they want to use the money they earn.
- ☐ Log in to eBudde, set things up, and look over the information (see pages 6 & 7). If something doesn't look right, contact Customer Care.
- ☐ Activate your volunteer Digital Cookie account and set up the Troop Link (pg 9).

## Phase 2: Initial Order Phase (January 12 - February 8)

- ☐ Sign up for Council-sponsored and/or My Sale booths in eBudde (pgs 19 - 21).
- ☐ Submit the troop's Initial Cookie order and schedule your delivery location for pick up (pgs 12 - 14).

## Phase 3: Cookies Are In! (February 27 - March 29 )

- ☐ Pick up cookies at your scheduled location and pass them out to your troop (pg 15).
- ☐ Have your cookie booths with the help of your troop caregivers (pg 19 - 21).
- ☐ Restock your troop's inventory by placing a reorder or using the Cookie Exchange (pg 16 - 18).
- ☐ Give Girl Scouts credit for packages sold at booths (pg 23) and for Girl-Delivery orders approved in March (pg 11).
- ☐ Start collecting money from caregivers (pg 30) and record payments in eBudde (pg 23).

## Phase 4: Program Wrap Up (March 30 - May)

- ☐ Collect final payments from all caregivers (pg 30) and log payment in eBudde (pg 23).
- ☐ Distribute final cookie orders to Girl Scouts and submit final reward selections in eBudde (pgs 26).
- ☐ Contact GSNEO if there are any outstanding balances due to the troop (pg 31).
- ☐ Pick up rewards from the Service Unit Product Distribution Manager when they notify you they are ready.
- ☐ Distribute the rewards and celebrate a successful Cookie Program!

# Resources at a Glance

There are QR Codes listed throughout this guide, and many of these items and more can be found through each of the following resource sites below:

## Girl Scouts of the USA



[digitalcookie.girlscouts.org](https://digitalcookie.girlscouts.org)

Help Section (located at bottom of login page)

[girlscouts.org/cookieresources](https://girlscouts.org/cookieresources)

About Girl Scout Cookies

Cookie Business Badges

Cookie Entrepreneur Family Pin

Safety Tips & Guidelines

## Little Brownie Bakers



[ebudde.littlebrownie.com](https://ebudde.littlebrownie.com)

eBudde Help Center

[littlebrowniebakers.com](https://littlebrowniebakers.com)

Social Media Tools & Graphics

Theme Resources (clip art, print materials, etc.)

## Girl Scouts of North East Ohio



[gsneo.org/forcookiesellers](https://gsneo.org/forcookiesellers)

Resources for Cookie Managers

Resources for Girls & Families

Cookie Rally

Council-specific forms and docs

### GSNEO Customer Care

- Call: 800-852-4474
- Email: [customercare@gsneo.org](mailto:customercare@gsneo.org)
- Live Chat at [gsneo.org](https://gsneo.org)

# Cookie Calendar

Before

## December

- Resource materials available on [gsneo.org/forcookiesellers](https://gsneo.org/forcookiesellers)
- 10 eBudde launch email to Troop Cookie Volunteers
- 11 Digital Cookie launch email to Troop Cookie Volunteers
- 16-18 Troop online live trainings - Cookie Rookie, Cookie Captain & SUPDM recording will be available on gsLearn the week of Dec 22

During

## January

- 5 Digital Cookie launch email to families
- 6 Troop online live training - Cookie Rookie repeat
- 12 Cookie Program begins - start taking initial and Digital Cookie orders
- 18 Cookie booth scheduler opens - round one
- 19 My Sale Booth approvals begin

## February

- 1 Cookie booth scheduler opens - round two
- 4 Initial order due to Troop Cookie Manager; Digital Cookie Girl Delivery ends
- 8 Initial order due in eBudde, select pick up location
- 15 Cookie booth scheduler opens - unlimited sign ups
- 16 Reorders open

## March

- Feb 27 - 5 Cookie deliveries
- 6 Cookie booths begin
- 6 Digital Cookie Girl Delivery option opens again
- 29 Cookie Program ends - last day for cookie booths & money due to troop

After

## April

- 2 Final Reward submission due, troops locked out of eBudde
- 2 Outstanding Balance Report due - if needed
- 8 ACH begins
- Pathway Passes uploaded

## May

- Rewards ship to Service Unit Product Distribution Manager