Girl Scouts of Southwest Texas
2024 Girl Scout Cookie Program
Community Cookie Manager (*a.k.a. "CCM"*) Supplement

Parent/Girl	TCM	CNM	Important Deadlines	Due date council or online
	T	C	**Just-in-Time Webinar:** Starting the program—*registration available in gsLearn*	Wed., Nov. 29 @ 10-11 a.m.
P/G	T		Deadline to complete required TCM/troop requirements AND girl permission slips to be added into eBudde for Dec. 14th start—initial due date just for PPD to enter info by Dec. 14th	Tues., Dec. 12
		C	Online Community Pre-program Report due	
P/G	T		Digital Cookie site opens for girls and volunteers (*specific date TBA*)	TBA by GSUSA
	T	C	**Just-in-Time Webinar:** eBudde Demo—*registration available in gsLearn*	Wed., Dec. 13 @ 10-11 a.m.
P/G			**Girls begin taking orders** *(Girl Scout Promise NOT before this date!!)*	Thurs., Dec. 14
			GSSWT offices closed (Winter Holidays)	Mon., Dec. 18-Tues., Jan. 2
	T	C	**Just-in-Time Webinar:** Initial Order—*registration available in gsLearn*	Wed., Jan. 3 @ 10-11 a.m.
	T		Troops submit **initial cookie orders** AND **initial order rewards** AND **select delivery date/time/location** in eBudde *before* 11:59 p.m.—no exceptions! *(eBudde instructions in Full TCM Companion)* *(If girls need to be moved between troops, they MUST be moved in eBudde PRIOR to initial order submission—email customercare@girlscouts-swtx.org; girls will NOT be removed from troops if not selling)*	11:59 p.m., Sun., Jan. 7
		C	CCMs review and submit troop initial cookie orders, initial order rewards and reward delivery address in eBudde *(p. vii)*	12 noon, Tues., Jan. 9
	T		NEW—Council-sponsored booths open in eBudde (*booth scheduling will remain open; no rounds of scheduling*)	Wed., Jan. 10 @ 8 p.m.
	T		Troop ACH Authorization Form MUST BE ON FILE WITH GSSWT Finance department—troops NOT eligible to participate until ACH Auth. Form or Agreement to Deposit completed	Thurs., Jan. 11
	T	C	Delivery assignments confirmed in eBudde—TCMs can print delivery confirmation sheet **on/after this date**	Fri., Jan. 12
			GSSWT offices closed (Martin Luther King Jr. holiday)	Mon., Jan. 15
	T		Initial cookie pick-ups Independent booth begin IF approved in eBudde	Wed., Jan. 24-Sat., Jan. 27
	T		Delivery agent open for troops that missed initial order pick up	Sat., Jan. 27 @ 9-10 a.m.
		C	Initial rewards ship to CCM	Week of Mon., Jan. 29
	T		NC cookie warehouse/pick-up sites open	Tues., Jan. 30-Sun., Feb. 25
	T		Council booths begin & independent booths continue	Fri., Feb. 2- Sun., Feb. 25

girl scouts of southwest texas

Parent/Girl · TCM · CNM	Deadline	Due date council or online
T	1st ACH sweep—35% council portion from trp bank account *Troop/IRGs with Agreement to Deposit MUST deposit 35% of bal. by this date*	Thurs., Feb. 8
	National Girl Scout Cookie Weekend & Troop Links launch on GSUSA Cookie Finder—*(learn more at girlscoutcookies.org)*	Fri., Feb. 16-Sun., Feb. 18
T **C**	**Just-in-Time Webinar:** Finishing the program—*registration available in gsLearn*	Wed., Feb. 21 @ 10-11 a.m.
T	2nd ACH sweep—30% council portion from trp bank account *Troop/IRGs with Agreement to Deposit MUST deposit addtl. 30% of bal. by this date*	Thurs., Feb. 22
T	All cookie pick-up sites close & council/independent booths end	Sun., Feb. 25
T	Opt-out rewards/additional proceeds form due to GSSWT	Mon., Feb. 26
T	Clean-up week—For all troops to sell remaining inventory and make all deposits	Mon., Feb. 26- Sun., Mar. 3
T **C**	**Final rewards** submitted in eBudde *(eBudde instrx in Full TCM Comp.)* **Online TCM end-of-program report** due **Delinquent account report(s)** due—*must be complete with all receipts and documentation*	Mon., Mar. 4 @ 11:59 p.m. *(for all forms)*
T	**3rd ACH sweep**—100% of remaining balance from trp bank account **100% balance due for Troop/IRGs with Agreements to Deposit**	Thurs., Mar. 7
C	**Community final reward** check & delivery address due in eBudde **Online CCM end-of-program report** due	Mon., Mar. 11 @ 11:59 p.m. *(for both forms)*
T	FINAL ACH sweep for ALL balances due (if ACH adjustment, etc.); only exceptions will be delinquent accounts that are fully completed with all required documentation	Thurs., Mar. 21
C	CCM Appreciation Event; location and time TBA via invitation	TBA
C	Final rewards ship—distribute ASAP	Week of Mon., Apr. 22
C	Online CCM Reward Report	Mon., May 6
	GSSWT offices closed (Memorial Day; TBA summer office hours begin after this date)	Mon., May 27
C	Return ALL recognitions that have not been picked up by the TCM to the PPD	Tues., June 4

2024 Cookie Community Bonus Incentive

Communities that meet all the following criteria will receive ½ cent on every package of cookies sold in the community!
1. Submit completed ONLINE Community Pre-program Report by **Tues., Dec. 12.**
2. Have the December 2023 community financial report turned in on time and verified as complete.
3. Hold a community cookie rally or other community cookie event (and provide a flyer to PPD by Mon., Mar. 11) – OR – assist with GSSWT at the council cookie rally on Sat., Jan. 13, 2024 (reach out to PPD for opportunities).
4. Have a Per Girl Average (PGA) of **305**+ by the end of the program on Mon., Mar. 11.
5. ONLINE CCM End-of-program Report and ANY collected Delinquent Account Reports must be submitted and **complete** by Mon., Mar. 11.
6. Beginning debt (as of Mon., Mar. 11) must be less than ½ of 1% on gross sales ($5/pkg).
7. Community must also have participated in the 2023 fall product program.

**Any community that meets ALL above criteria AND has a PGA of 350+ will earn an <u>extra ¼ cent per pkg</u> sold in the community!

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GSSWT OFFICES CLOSED

Wed., Nov. 22-Fri., Nov. 24
Thanksgiving Holiday

Mon., Dec. 18-Tues., Jan. 2
Winter Holidays

Mon., Jan. 15
Martin Luther King Jr. Day

Mon., May 27
Memorial Day

GSSWT offices are always closed on Mondays.

CCM Expectations

What is your role as CCM?
Your role is to be the mediator between troops in your community and council. Council depends heavily on CCMs to assist, guide, and teach troops the best practices to enjoy a fruitful and smooth cookie program. CCMs provide an invaluable service to girls and troops by having knowledge of the cookie program's inner-workings, being a direct line of access to council for support and questions, and provide encouragement to Troop Cookie Managers (TCM), presenting them with the necessary tools so that they flourish as leaders for their Girl Scouts.

What is expected of you as a CCM?
Your primary responsibility will be to ensure that all TCMs have received their troop's program materials, and initial/final rewards. In addition, you will support and assist troops and IRGs assigned in your community by communicating with troops/IRGs, holding trainings and meetings, collecting applicable paperwork, assessing/verifying initial orders and reward orders, and being accessible to TCMs for support and fortitude.

Specific Duties
- Read and respond to all emails, calls and texts from TCMs and PPD in a timely manner.
- Establish a community cookie program goal with input from the community team.
- Monitor online Community TCM Log provided by PPD.
- Collect required forms (if applicable) and distribute materials to participating troops/IRGs.
- Verify troops have selected initial and final rewards in eBudde before the due dates.
- Verify/update shipping address in eBudde before the initial and final reward due dates.
- Review/contact troops whose initial orders look too high or too low to make sure no mistakes were made.
- Check in on troops toward the end of the program to ensure no troops have excess product, unpaid parents or have concerns about finishing out the program.
- Submit any Delinquent Account Reports turned into you to the Product Program department within 2-3 days of receiving—late forms may not be accepted.
- Receive girl recognition items, sort and distribute the items to troops/IRGs in a timely manner and return all unclaimed recognition items to the council if not picked up by Tues., June 4.
- Evaluate the cookie program and make recommendations for future program.

Resources
The Product Program department (PPD) at the Sally Cheever Girl Scout Leadership Center will provide in-depth training to all CCMs and be their first contact for any issues that may arise within the community. We kindly request that any questions or inquires during the program are directed to Customer Care at customercare@girlscouts-swtx.org. When contacting PPD via Customer Care it is important to provide as much information as possible; include applicable names, troop numbers and a complete description of issue or question.

How can you help your troops and community?
- Work closely with the Community Chair, as well as GSSWT Troop Support and PPD to ensure 100% troop/IRG participation within the community.
- Provide support and communications to TCM's throughout the program.
- Promptly return phone calls/emails from troop leadership and TCMs.
- Assist with delinquent accounts as requested by council.
- Communicate all program information to community team, troop leadership and TCMs.
- Keep paperwork on file for one year or pass paperwork onto Community Chair or new CCM.
- Encourage TCMs to utilize resources online and at SCGSLC resource center, such as cookie entrepreneurship and financial literacy badge kits.
- Encourage new and experienced TCMs to attend the Just-in-time webinar listed on the front cover.

Cookie Program Checklist

Throughout ENTIRE season

- [ ] Check your Community TCM log **daily** to verify TCMs have:
  1. Completed 2024 Online TCM training and Agreement—TCM will not be listed on your log until they have completed training AND agreement
  2. 2023-2024 Adult Membership with GSSWT
  3. Cleared background check on file with GSSWT that expires AFTER April 1, 2024
  4. ACH Authorization Form on file with GSSWT - OR - online Agreement to Deposit to council
- [ ] Contact TCMs to inform them of missing requirements (TCM emails listed in your online Community TCM log)
- [ ] Schedule time for TCMs to pick up materials (use sign-in sheet provided on last pages of this CCM supplement)

November—Before the Program

- [ ] **Wed., Nov. 1**—TCM training available in gsLearn
- [ ] **Wed., Nov. 29 @ 10-11 a.m.**—Just-in-time Webinar: Starting the cookie program off right (registration available NOW in gsLearn Live Sessions)

December—Cookie Program Begins

- [ ] **Tues., Dec. 12**—
  - ALL TCM training and troop requirements must be completed to receive eBudde access by Thurs., Dec. 14
  - Online AND paper girl permission slips to CCM to be in eBudde to participate Thurs., Dec. 14
  - Online Community Pre-program Report due
- [ ] **Wed., Dec. 13 @ 10-11 a.m.**—Just-in-time Webinar: eBudde (registration available NOW in gsLearn Live Sessions)
- [ ] **Thurs., Dec. 14**—*Order taking begins—girls may begin later, but not before!*
- [ ] Independent booth requests can be submitted in eBudde anytime—approvals will begin in mid-January

January—Initial Cookie Order Due

- [ ] **Wed., Jan. 3 @ 10-11 a.m.**—Just-in-time Webinar: Starting the cookie program off right (registration available NOW gsLearn Live Sessions)
- [ ] **By 12 p.m. (noon), Tue., Jan. 9**—Review and update:
  - Troop initial cookie and reward orders
  - Submit rewards and community shipping address in Community level rewards tab (<u>do not enter a P.O. Box</u>; physical address REQUIRED)
- [ ] **Wed., Jan. 10 @ 8 p.m.**—Council-sponsored booths open in eBudde (b*ooth scheduling will remain open*)
- [ ] **Week of Mon., Jan. 29**—Initial rewards ship to CCMs

February—Cookie Deliveries and Booths Begin

- [ ] **Tues., Jan. 30**—Cookie pick-up sites open
- [ ] **Fri., Feb. 2**—Council-sponsored booths begin
- [ ] **Thurs., Feb. 8**—1st ACH Sweep
- [ ] **Wed., Feb. 21 @ 10-11 a.m.**—JIT Webinar: Finishing the program (registration available NOW in gsLearn Live Sessions)
- [ ] **Thurs., Feb. 22**—2nd ACH Sweep

March—End of the Program

- [ ] **By 5:30 p.m., Mon., Mar. 4**—Delinquent account reports with ALL required documentation due to PPD
- [ ] **Thurs., Mar. 7**—3rd ACH Sweep
- [ ] **By 11:59 p.m., Mon., Mar. 11**—
  - Review and submit final community reward order and delivery address in eBudde
  - CCM Online End-of-program report due

April—Final Wrap-up

- [ ] **TBA**—Tentative date for CCM Appreciation event; invitations will be emailed
- [ ] **Week of Mon., April 22**—Tentative date final rewards ship to CCMs and **distribute rewards to your girls ASAP**

May/June—Celebrate, your job is complete!

- [ ] **Mon., May 6**—Online CCM reward report due—ensuring to report any missing items on report
- [ ] **Tues., June 4**—Return ALL rewards that have not been picked up by TCMs to PPD

Before the Program

Troop Cookie Manager (TCM) Training
TCM training is available on gsLearn and includes an online TCM Agreement linked at the end. CCMs may need to assist TCMs having trouble accessing the training.

Tips for accessing the training in gsLearn:
- gsLearn is not mobile friendly; we encourage TCMs take the training on a desktop/laptop
- When accessing the training for the first time TCMs need to locate the training in the Content Library, the training will NOT automatically be listed on landing page/dashboard
- If a TCM says they completed training at least 5+ business days previous but aren't on your TCM log, double check they completed the TCM Agreement form at the end of the training

TCM/Troop Requirements
The following criteria MUST be met by all cookie managers (community and troop level):
Once all TCM and troop requirements are fulfilled PPD will enter the TCM into eBudde:
- ✓ Registered GS member for the 2023-2024 membership year
- ✓ A cleared background check on file with GSSWT to expire after April 1, 2024
- ✓ NO outstanding balance due to GSSWT and in good standing
- ✓ Troop bank account with current ACH Authorization form -OR- complete an online Agreement to Deposit

NOTE: If a TCM is missing any requirements, DO NOT give program materials, and follow-up with PPD and the TCM to make sure they are fulfilling those requirements before the start of the program (see Community TCM Log for info).

Community TCM Log—how to check TCM requirements?
A link to your Community TCM Log all requirements and eBudde access status will be sent to CCMs by PPD. Ensure to check your log at least weekly and before sending emails to PPD or passing out materials.
NOTE: The log also includes ready-made emails to send to TCMs that have incomplete requirements!

TCM Check-in & Program Material Distribution
- **Review with all TCMs:**
  - ☐ Verify all TCM and troop requirements are completed before providing ANY materials
  - ☐ Due dates—permission slips, rewards, ACH adjustment, delinquent account, EOP paperwork
  - ☐ How to access cookie program resources and forms—GSSWT Cookies webpage, eBudde, etc.
  - ☐ ACH, money collection and management—*always use receipts when exchanging products/money*
  - ☐ Have a Q & A opportunity to answer all questions TCMs may have
  - ☐ Encourage TCMs to attend the Just-in-Time Webinars throughout the program
- **If ALL requirements are complete on the Community TCM Log,** you may distribute materials:
  - ☐ 2024 TCM Pocket Guide
  - ☐ Girl Scout S'mores—1 pkg per troop
  - ☐ Product and/or Money receipt book—2 per troop
  - ☐ Family Guide, Order Card, Money Envelope & Digital Cookie Guide—1 per girl
  - ☐ Girl permission slips—encourage all TCMs to send the online girl permission slip to parent/guardians

Pre-Program Report—due Tues., Dec. 12
All CCMs are asked to complete a pre-program report via an online form emailed directly to CCMs are the start of the program. In the form you will indicate which troops registered in your community are expected to participate in the program. Please don't worry if you are unable to get in contact with all troops before the form is due but do your best to reach out with all troops.

Girl Participation & Permission Slips
AOll girls participating in the program are required to have a completed permission slip and 2023-2024 membership. Girls with missing requirements won't receive Digital Cookie access and won't be listed in eBudde. All permission slips are processed by PPD and manually added to eBudde/Digital Cookie.
- Permission slips submitted by Tues., Dec. 12 will be added to eBudde/Digital Cookie by Thurs., Dec. 14
- Permission slips submitted after 3 p.m. on Fri., Dec. 15 will NOT be added to eBudde/Digital Cookie until Tues., Jan. 2
- Permission slips are processed throughout the program and girls can join at any time
- Permission slips are NOT automatic and take 2-3 business days to be processed and added to the sites

During the Program

Program Starts
☐ Girls begin taking cookie orders on Thurs., Dec. 14! *(and, Girl Scout Promise NOT before this date!!)*
☐ Don't lose touch with your TCMs—remind them of upcoming due dates and help them use eBudde, as needed!

Initial Order/Reward Check & Submission Process
Initial Cookie Order—
☐ Review troop orders in eBudde under "Init. Order" tab—troops with an asterisk (*) have not submitted orders.
- Use the eBudde "Initial Order Report" under the "Reports" tab to check the case count for each troop.
- Ensure that all troops have also selected a delivery location, time and date.
- After checking all orders and delivery info, submit all initial orders for your community.

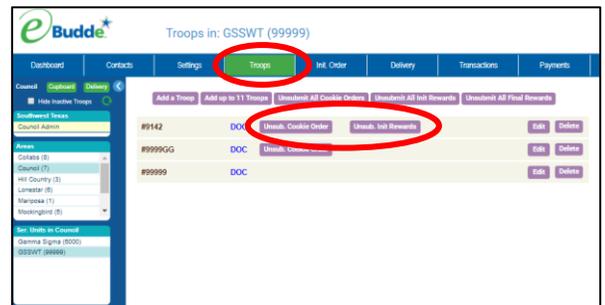| Contacts	Settings	Troops	Init. Order	Delivery	Transactions	
Printable Version		Troop Info is listed below.				
Submit Order		Please Submit your order only Once! * Indicates Troops who have not submitted their order.				
	Troop	C-GOC	SvSm	Tre	D-S-D	Sam	Tags
99999 *		0	0	0	0	0	
Troop Subtotal		0	0	0	0	0	
IMPORTED		0	0	0	0	0	
SU-99999		0	0	0	0	0	
SU Subtotal		0	0	0	0	0	

Initial cookie and reward order due noon/12 p.m. on Tues., Jan. 9

Initial Reward Order—
☐ Review troop initial reward orders—sizes required this year for 500+ PGA reward
☐ Update shipping address for initial rewards in Rewards tab
☐ After reviewing the initial rewards and shipping address, submit all reward **orders** for your community.

What is a troop submitting their cookie order or rewards too early?
☐ IF a troop submits BEFORE they are ready OR misses the due date:
- **If it is BEFORE the TCM due date,** go to the "Troops" tab in eBudde and click the **unsubmit** button next to their troop #, they can then make selections
- **If it is AFTER the TCM due date,** go to the "Troops" tab in eBudde and click the **unsubmit** button next to their troop #, click the troop on the left, make edits to their Initial order or Rewards as needed
- If you have already submitted for your community, you cannot make any edits. Call PPD to see if we are still able to make changes, ***but if the council order has been submitted to the bakery, no changes can be made.***

eBudde	Troops in: GSSWT (99999)					
Dashboard	Contacts	Settings	Troops	Init. Order	Delivery	Transactions	Payments
Council	Cupboard	Delivery	Add a Troop	Add up to 11 Troops	Unsubmit All Cookie Orders	Unsubmit All Init Rewards	Unsubmit All Final Rewards
☐ Hide Inactive Troops		#0142	DOC	Unsub. Cookie Order	Unsub. Init Rewards	Edit	Delete
Southwest Texas		#9999GG	DOC	Unsub. Cookie Order		Edit	Delete
Council Admin		#99999	DOC			Edit	Delete

Cookie Pick-up
☐ Cookie pick-up sites are available throughout San Antonio and surrounding cities on scheduled dates/times throughout the program. A pick-up site schedule and list of locations will be available in mid-January
☐ Troop-to-troop transfers—troops should use transfer receipts included with your Community's materials
☐ Encourage troops looking for cookies or with excess to utilize the eBudde Cookie Exchange

Allocating Cookies to girls
☐ Remind TCMs to always complete a receipt when giving product to a parent/guardian and ensure that both adults sign and keep a copy!
☐ Encourage and help TCMs enter cookie receipts as they happen OR on a weekly basis—DO NOT wait until the end to allocate all cookies!

Money Collection & ACH Sweeps
☐ Parents should only ever have an unpaid balance of $500 per girl (or 100 pkgs of unsold cookies)—if needed, TCMs should request a deposit before giving more cookies.
☐ Direct TCMs to the online ACH adjustment if they do not have the full amount due deposited or they have a parent who has not paid the troop.
☐ For IRGs or troops with Agreements to Deposit, they should follow the same deposit amount and dates that are listed for ACH sweeps AND email all validated deposit slips/receipts to customercare@girlscouts-swtx.org.

Finishing the Program

Finishing Up in eBudde

Allocate cookies—

☐ Ensure all cookies have been allocated to girls on the Girl Order tab in eBudde. Cookies left unallocated in troop inventory will affect the girls' rewards. If cookies left unallocated, PPD WILL allocate blindly!

Verify/submit final rewards—

☐ Review/verify troop orders—CHECK THAT:
- ✓ Reward selections were made and submitted using the "Troops" tab in eBudde
- ✓ Any girls over the 1300, 1600, 2024, 3000, 4000, or 5000+ pkg level **DID NOT** select cookie credits
- ✓ TCM entered additional patches quantities (i.e., Super Sister, Action Patch, etc.)

☐ If a troop submits their final reward order before they are ready or it is incorrect, you can:
- **If it is BEFORE the TCM due date**, go to the "Troops" tab in eBudde and click the **unsubmit** button next to their troop number which will allow them access continue making edits.
- **If it is AFTER the TCM due date,** go to the "Troops" tab in eBudde and click the **unsubmit** button next to their troop number, then find/click the troop on the left, go to their "Init. Order" or "Rewards" tab and make the edits as if you were the TCM

☐ Update shipping address in the Rewards tab.

☐ After reviewing all troops and updating your shipping address, submit the final reward order in eBudde no later than Mon., Mar. 11 at 11:59 p.m.
- **Once submitted for the Community, you cannot make any edits—contact PPD if changes need to be made.**
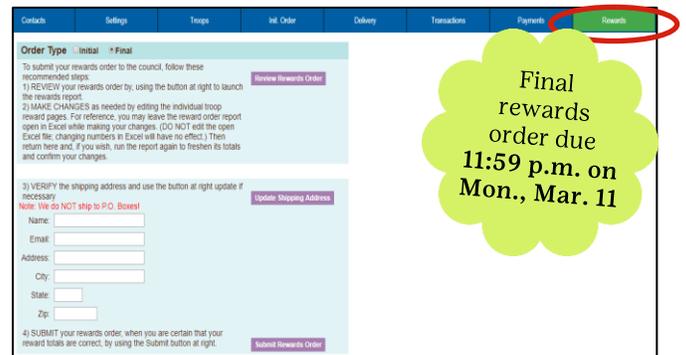
Delinquent Account Reports

Delinquent Account Reports are for troops that have parents that have a remaining balance going into the 3rd ACH sweep. TCMs MUST submit an ACH Adjustment and Delinquent Account Report so that:

1. The balance owed by that parent is not paid to council by the troop during the 3rd ACH sweep
2. The responsibility for that unpaid balance is clearly and legally designated to that parent
3. Your troops proceeds are protected and remain in your troop bank account

☐ Assist any TCMs that have parents who have not paid the troop with completing a Delinquent Account Report **AND** online ACH adjustment form—these TWO forms are important for protecting the girls proceeds!

☐ Notify PPD of any TCM/troops that that are having trouble with parents.

☐ Direct TCMs to submit Delinquent Account Reports and all original documentation to PPD by Mon., Mar. 4.

Online CCM End-of-program Report

☐ Complete the ONLINE Community End-of-program report **by Mon., Mar. 11.**
- You will only notate which troops submitted delinquent account reports.
- *Not meeting this deadline will affect your community incentive (see p. ii)*

Reward Distribution

☐ Once you receive your communities final rewards—count all items you receive in shipment immediately and compare the amount you received against the packing list

☐ Sort the reward items by troop, ensuring to note any missing items or patches

☐ **Report any missing rewards and the troop #s in the CCM Reward Report due on Mon., May 6**
- If rewards are missing, provide the items you do have to your troops.
- If you received extra rewards, please return them to the PPD ASAP!

☐ Distribute troop rewards

☐ Watch your inbox for an invitation to the CCM appreciation event; location and time TBD

☐ Return any unclaimed cookie rewards to the PPD no later than Tues., June 4

eBudde for CCMs

All CCMs will receive Community level access to eBudde. This means that CCMs have a higher level of access than TCMs and will be able to access any troop in their Community eBudde's profile and will be able to make any changes just as a TCM would. CCMs can use this access to assist TCMs with eBudde questions or issues.
NOTE: CCMs should only make changes to troops eBudde with their knowledge and assistance.

Dos and DO NOTs of Community level eBudde:

DOs
- Log into eBudde and click around the site
- Email your Community's TCMs using the "Email Branch" option under the Contacts tab
- Add Community-specific messages and calendar events to your troop's dashboards with the options listed under the Settings tab
- Use the TCM Guide to eBudde in the back of the TCM Companion to help walk-through the site and the different things you and TCMs will need to complete in eBudde
- Access and share eBudde how-to videos on the Cookies Program Material webpage
- Ask PPD for eBudde help at CCM check-ins and by emailing customercare@girlscouts-swtx.org!

DO NOT's
- Uncheck your "Receives Email" box under the contacts tab—this will turn off our weekly update emails
- Add any girls or Troop Cookie Managers (called Troop Cookie Chair in eBudde) to eBudde—this is only to be done by PPD
- Change any settings on the Community level
- Add transactions under the Community level, unless instructed by PPD—always make sure to be under the correct troop when entering initial order or transactions

Community Dashboard Highlights:
- Community and troops listed on left side—can toggle between troops (including your own troop) by selecting the troop number
- Shows current Community's overall progress and Per Girl Average (PGA) compared to last year
- Any messages and calendar events added by you or council will also show on the dashboard
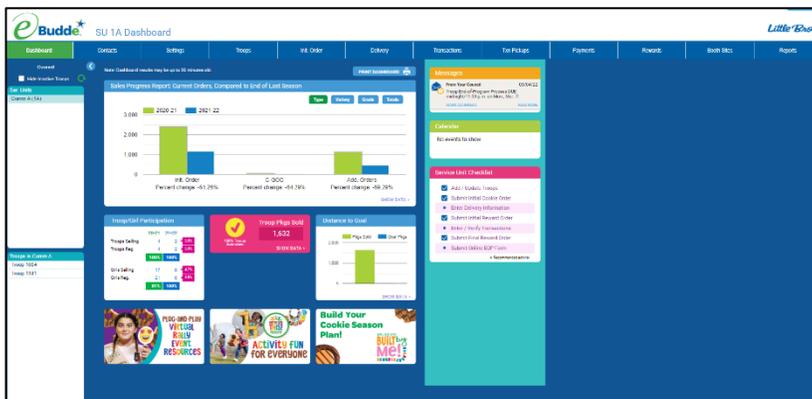
Community eBudde FAQ:

Will I receive an email inviting me to access the site?
Yes—CCMs and TCMs will receive an email inviting them to access the site once all requirements are met and you are uploaded by PPD.

How is the eBudde site different for CCMs?
The one main difference is that you will have access to an overall profile for your Community as well as all of the troop profiles that are in your Community. You can get to your Community profile by selecting your Community on the left panel and you can toggle to troop profile's by selected the troop number on the left panel.

What do I do if there is a troop or girl missing from eBudde?
For troops/TCMs, check your Community TCM log to ensure they have met all requirements and have been entered into eBudde by PPD.
For girls, ensure the parent/guardian has completed a permission slip AND THEN either have the TCM or yourself email us at customercare@girlscouts-swtx.org with the girl's name and troop number.

I still don't understand eBudde, what can I do?
Check out the TCM Guide to eBudde on p. 20-35 and plan to attend the eBudde review on Wed., Dec. 13 @ 10-11 a.m..

Cookie Program Material Distribution Sheet

When distributing materials use this form to track TCMs/troops that pick-up program materials. Always ensure to check Community TCM Log for all requirements before handing out any materials.

DO NOT give any materials to TCMs/troops who have not met all requirements!

And each troop will get ONE package of S'mores!

Complete for each troop:				TCM Materials		Girl Materials			
Date	TCM Name	Troop/IRG Number	Verify that you checked Community TCM Log before handing out materials	TCM Pocket Guide (1 per TCM)	Receipt Booklet (1-2 per trp)	Order Cards (1 per girl)	Family Guide (1 per girl)	Money Envelope (1 per girl)	Digital Cookie Guide (1 per girl)

x

When distributing materials use this form to track TCMs/troops that pick-up program materials. Always ensure to check Community TCM Log for all requirements before handing out any materials.

DO NOT give any materials to TCMs/troops who have not met all requirements!

Complete for each troop:				TCM Materials		Girl Materials			
Date	TCM Name	Troop/IRG Number	Verify that you checked Community TCM Log before handing out materials	TCM Pocket Guide (1 per TCM)	Receipt Booklet (1-2 per trp)	Order Cards (1 per girl)	Family Guide (1 per girl)	Money Envelope (1 per girl)	Digital Cookie Guide (1 per girl)

When distributing materials use this form to track TCMs/troops that pick-up program materials. Always ensure to check Community TCM Log for all requirements before handing out any materials.

DO NOT give any materials to TCMs/troops who have not met all requirements!

Complete for each troop:				TCM Materials		Girl Materials			
Date	TCM Name	Troop/IRG Number	Verify that you checked Community TCM Log before handing out materials	TCM Pocket Guide (1 per TCM)	Receipt Booklet (1-2 per trp)	Order Cards (1 per girl)	Family Guide (1 per girl)	Money Envelope (1 per girl)	Digital Cookie Guide (1 per girl)