



2024 Troop Cookie Manager (TCM) NEW Pocket Guide



Just-in-Time Webinars:

- Wed., Nov. 29 @ 10 a.m. — Starting the program
- Wed., Dec. 13 @ 10 a.m. — eBudde Demo
- Wed., Jan. 3 @ 10 a.m. — Initial Order
- Wed., Feb. 21 @ 10 a.m. — Finishing the program

Register on gsLearn and recordings will be available post-webinar on Cookie webpage!

Tues., Dec. 12	Deadline to complete required TCM/troop requirements AND girl permission slips to be added into eBudde for Dec. 14 start—initial due date for Product Program Dept. (PPD) to enter info by Dec. 14 th
TBA by GSUSA	Digital Cookie site opens for girls and volunteers
 Thurs., Dec. 14	Girls begin taking orders (<i>on my honor, NOT before this date!</i>)
Mon., Dec. 18-Tues., Jan. 2	Offices closed (Winter Holidays)
11:59 p.m., Sun., Jan. 7	Submit initial order AND initial rewards AND select pick-up in eBudde 11:59 p.m.
Wed., Jan. 10 @ 8 p.m.	NEW—Council-sponsored booths open in eBudde (<i>booth scheduling will remain open; no rounds of scheduling</i>)
Thurs., Jan. 11	ACH Authorization Form or Agreement to Deposit MUST BE ON FILE
Fri., Jan. 12	Delivery assignments confirmed—do NOT print confirmation until after this day
Sat., Jan. 13	GSSWT Cookie Rally—more info TBA!
Mon., Jan. 15	Offices closed (Martin Luther King Jr. Holiday)
Wed., Jan. 24-Sat., Jan. 27	Initial cookie order pick-ups Independent booths begin, if approved in eBudde—approvals begin mid-Jan.
Week of Mon., Jan. 29	Initial rewards ship to Community Cookie Managers (CCM)
Tues., Jan. 30-Sun., Feb. 25	Cookie warehouse/pick-up sites open
Fri., Feb. 2-Sun., Feb. 25	Council-sponsored booth dates and independent booths continue
Thurs., Feb. 8	1st ACH sweep —35% council portion from troop bank account (or no sweep, if 35% “Owed to Council” has been collected on Digital Cookie by Feb. 1) Agreement to Deposit —Troops & IRGs MUST have 35% of balance deposited to council account
Thurs., Feb. 22	2nd ACH sweep —30% council portion from troop bank account (or no sweep, if 60% “Owed to Council” has been collected on Digital Cookie by Feb. 15) Agreement to Deposit —Troops & IRGs MUST have 65% of balance deposited to council account
Sun., Feb. 25	ALL cookie pick-up sites CLOSE and council-sponsored/independent booths END Digital Cookie orders close—girl-delivery, shipped and donated orders
Mon., Mar. 4	Final rewards due in eBudde and site closes to TCM 11:59 p.m. Online end-of-program report due 11:59 p.m. Delinquent account report(s) due 11:59 p.m.— <i>complete with required documentation</i>
Thurs., Mar. 7	3rd ACH sweep —100% of remaining balance from troop bank account 100% balance due for IRGs and Agreement to Deposit troops

Cookie Program Checklist

November—Before the Program

- Complete TCM requirements:
 1. Current adult membership for 2023-2024
 2. Cleared background check **expiring AFTER Apr. 1, 2024**
 3. Completed 2024 ONLINE TCM training and agreement
- Is troop bank account in compliance? Active ACH Auth. on file?
- Girl memberships renewed for 2023-2024?

December—Before the Program & Start Date

- Check in with CCM to receive program materials
- Host informational parent meeting
 - o Have parents submit online girl permission slips
 - o Help Girl Scouts set troop and individual goals
 - o Review important dates—fill in dates on Family Guide
 - o Utilize the TCM Parent training handout on council webpage
- Tues., Dec. 12**—Complete required TCM requirements AND girl permission slips to be added into eBudde for Thurs., Dec. 14 start
- Wed., Dec. 13 @ 10-11 a.m.**—JIT Webinar: eBudde Demo
- Thurs., Dec. 14**—Program begins & Digital Cookie opens—*Girl may begin later, but not before!!*

January—During the Program

- Sun., Jan. 7**—Initial orders & rewards due in eBudde before 11:59 p.m.
- Wed., Jan. 10 @ 8 p.m.**—Booths sign-ups open in eBudde—**ONLY** sign-up for what your troop will attend
- Thurs., Jan. 11**—Troop bank account must be active to use
- Sat., Jan. 13**—GSSWT Cookie Rally—More info at girlscouts-swtx.org
- Wed., Jan. 24**—Initial cookie deliveries & independent booths start
- Tues., Jan. 30**—Cookie pick-up sites open

February—Cookie Booths

- Beginning of February**—Receive initial rewards from CCM
- Fri., Feb. 2**—Council-sponsored booths begin
- Thurs., Feb. 8**—1st ACH Sweep—35% of Amount Due to Council
- Fri., Feb. 16-Sun., Feb. 18**—National Girl Scout Cookie Weekend
- Wed., Feb. 21 @ 10-11 a.m.**—JIT Webinar: Finishing the program
- Thurs., Feb. 22**—2nd ACH Sweep—30% of Amount Due to Council
- Sun., Feb. 25**—Digital Cookie closes for customers

March—End of the Program

- Mon., Feb. 26-Sun., Mar. 3**—Clean-up week
- Mon., Mar. 4**—End-of-program Process:
 - o Assign all cookies in eBudde
 - o Enter all payments in eBudde
 - o Select all reward choices in eBudde
 - o Complete online end-of-program report
 - o If applicable, submit **delinquent account report(s) and all required documentation**— tool to protect troop proceeds and account for ALL money due
- Thurs., Mar. 7**—3rd ACH Sweep—100% of Amount Due to Council
- End of April**—Pick-up final rewards from CCM & distribute
- Thurs., May 9**—Last day to report any missing rewards

eBudde Checklist:

December

- Login to eBudde & set-up your profile
- Add troop goal & cookie pickup only users
- Check that all girls are listed on the “Girls” tab—if any are missing, verify girl permission slip
- Enter independent booth requests in eBudde—approvals begin mid-January

January

- Enter by 11:59 p.m. on Sun., Jan. 7:
 - o Initial Cookie Order—any in-person orders and cookies for booths; approved Digital Cookie orders are automatically added until the order is submitted
 - o Initial Cookie Pick-up—Including location, date and timeframe
 - o Initial Rewards—check size selections
- Sign-up for cookie booths beginning Wed., Jan. 10 at 8 p.m.
- Print or screenshot your delivery confirmation after Fri., Jan. 12
- Enter any cookie reorders for pick-up on/after Tues., Jan. 30

February

- Enter cookie pick-up order(s), if needed
- Cont. to sign-up for council booths
- Release booths you don't plan to attend
- Enter in “Girl Orders” tab:
 - o Payment receipts
 - o Product receipts
 - o Booth sales

March

Wrap-up by Mon., Mar. 4 @ 11:59 p.m.:

- Assign remaining inventory to girls in eBudde using product receipts
 - o “Girl Orders” tab should have a “Difference” of zero—all cookies the troop ordered during the program must be assigned to girls
- Select and submit final rewards
 - o Including the additional patches:
 - Super Sister Patch—sisters selling combined 300+ pkgs
 - Action Patch—Door-to-door sales/innovative ideas
 - Booth Sales Patch—participate in 2+ booths
- Save and/or print your sales report—PDF available on Sales Report tab

Most Important Info About...

Digital Cookie

- **NEW**—An access email will be sent to the Girl Scout's primary caregiver—same email as their MyGS account.
- Customers can select from direct ship, girl-delivered or donated orders.
- ALL girl-delivered orders MUST be approved by parents AND either:
 - Automatically added to the troop initial order, if the troop order has not been submitted in eBudde
 - Give quantity/variety needed so TCM can pick-up additional cookies at a pick-up site
- Troops have option to set up a troop Digital Cookie site for girl-delivered orders or to be listed on Cookie Finder.

Initial Order

- Girls may take cookies orders Thurs., Dec. 14-Sun., Jan. 7—these orders are then entered in eBudde as a troop's Initial Order and picked-up at end of January.
- Any Digital Cookie order placed for girl-delivery and approved by parent WILL be automatically included in initial order UNTIL the TCM submits order in eBudde.
- Troops are able to order cookies for booths during initial order; we strongly encourage you order a modest amount and make plans to pick-up additional cookies from pick-up sites on/after Tues., Jan. 30.

Cookie Booths

- Independent Booths—Wed., Jan. 24-Sun., Feb. 27
 - Set-up by troops and can begin once initial cookies are picked-up AND booth is approved in eBudde.
 - Troops must complete Booth Agreement Form with business and enter in eBudde.
 - Independent booths may NOT take place at any Walmart, Sam's, H-E-B, Lowe's or JoAnn's.
- Council-sponsored Booths—Fri., Feb. 2-Sun., Feb. 25
 - Locations that council has contacted and scheduled possible booths for all GSSWT troops.
 - Troops are able to sign-up for booths in eBudde and must release any booths at least 24 hours in advance.

Pick-up Sites

From Tues., Jan. 30-Sun., Feb. 25 there are cookie pick-up sites for troops to pick-up additional cookies for in-person orders or booths! TCMs or Pick-up Only Users are able to pick-up from any location by placing an order in eBudde or completing a receipt in-person, depending on the cookie pick-up site you plan to pick-up from.

A pick-up schedule will be sent to TCMs before sites open—ensure to check it out before going to a pick-up site!

Products and Money

- Have adult sign receipt for every cookie and/or money exchange—receipt shows transfer of responsibility.
- Parents should only ever have an unpaid balance of \$500 per girl—if needed, request a deposit before giving cookies.
- Collect payments on weekly/bi-weekly basis and deposit to troop or council bank account immediately.
- If parent misses final deadline to turn in money, complete Delinquent Account Report AND ACH Adjustment!
- TCMs are responsible for securing money and ensuring payment is made.

ACH Sweeps

Cash collected during the cookie program will either be ACH swept from your troop bank account across three sweeps OR deposited to the council account selected on your Agreement to Deposit.

✓ **YES, ACH Sweep**—Troop Bank Account with ACH Authorization Form by **Thurs., Jan. 12**

- ✓ Deposit 100% of money into **TROOP bank acct.**
- ✓ Keep troop proceeds in **TROOP bank acct.**



✗ **NO, ACH Sweep**—IRG **OR** Troop with no bank account

- ✓ Complete Agreement to Deposit online form
- ✓ Deposit 100% of money into **GSSWT bank acct**

Volunteer Resources

Little Brownie Bakers Website

littlebrownie.com

Great for:

- Cookie activity ideas
- Program resources and tips
- Safety and family guides



GSSWT Product Program LinkTree

Includes links to:

- GSSWT cookie program webpage
- Timely cookie program resources
- Forms for TCMs and parents
- And so much more!



eBudde App

Available in Google or Apple App store

Great for:

- Entering cookie pick-ups
- Recording booth sales
- Checking inventory

Girl Scouts of Southwest Texas

Customer Care

(210) 349-2404

customercare@girlscouts-swtx.org

Product Program Department (PPD)

PPD Staff:

Christina Frazier—*Director of Product Program*

Emma Blevins—*Product Program Manager*

Jinnie Garcia—*Product Program Specialist*

If you cannot reach your CCM, please email customercare@girlscouts-swtx.org AND ensure to include your troop #, girl names and all info.

Free Space

You are a true Girl Scout and know how to use your resources wisely!

Bring this square in on a 2nd Saturday for a small TCM gift!

Have parents verify/edit all of their info listed in MyGS—especially the primary caregiver's email

MyGS

MyGS.com

Great for:

- NEW—Checking Primary Caregiver email for Digital Cookie access
- Checking troop membership status
- Renewing memberships
- Viewing CBC expiration

Digital Cookie Contact Us/Help

Linked on Digital Cookie webpage

Great for:

- Guides for the site
- Troubleshooting
- Customer issues/concerns
- Contacting GSUSA



Scan here for Digital Cookie Online Order Issues

Cookie Program Terms

Community Cookie Manager (CCM)—Handles all aspects of community's cookie program and works directly with council. Troops should reach out to them first with questions and concerns, please!

Troop Cookie Manager (TCM)— Handles all aspects of troop's cookie program and works directly with money manager/co-leader and CCM. Should be parent/guardians FIRST point of contact for issues or questions.

eBudde—Website used to submit initial order, reorders, assign cookies/payment, and track troop sales.

Digital Cookie (DOC)—Website that girls use as virtual storefront and can email family/friends. Troops will also use this website to set-up troop Digital Cookie site.

Gift of Caring (GOC)—Monetary donations used toward cookies for four GOC organizations.

ACH Sweep—Sweep of funds from troop's council-approved bank account—divided across three sweeps.

Receipts—A receipt MUST be completed and signed EVERY time product and/or money exchanged.