

2025 Girl Scout Cookie Program

# Troop Cookie Manager Manual



Volunteers support endless possibilities!

It's a fact: Cookie season couldn't happen  
without the hard work of our volunteers.

Thank you for serving as a Troop Volunteer  
and helping our girls Embrace Possibility!



# Girl Scout S'mores

LAST CHANCE!



## ANNOUNCING

2024-2025 Cookie Season is the **FINAL SEASON** for  
**Girl Scout S'mores®**

### Ready-Made Social Posts

Cookie images featuring the “Last Chance” message are ready to help spread the word. Simply download and share to make sure all cookie fans know to stock up before it’s too late.



### Other Resources

To help spread the word, you'll find the “Last Chance” graphic on all Girl Scout order cards, along with fun stickers and table tents that share the news.





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### Need Help?

Email us at  
[customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)

Call us at (210)-349-2404 ext. 380

Check out page 6 for more resources!

Giant pandas are good swimmers and excellent tree climbers.

A newborn is the size of a stick of butter—about 1/900th the size of its mother.

### Giant Panda Facts



Giant pandas can eat for up to 12 hours a day.

Bamboo counts for 99% of their diet.

Giant pandas spend 10-16 hours a day feeding, mainly on bamboo.



# Program Overview



## Before the Program

### November

- ☐ Complete Troop Cookie Manager (TCM) requirements:
  1. Current adult membership for 2024-2025
  2. Cleared background check on file **expiring AFTER April 1, 2025**
  3. Completed 2025 ONLINE TCM training and agreement
- ☐ Is troop bank account in compliance? And have active ACH Authorization on file?
- ☐ Girl memberships renewed for 2024-2025?
- ☐ **Wed., Dec. 4 @ 10-11 a.m.**—Just-in-Time Webinar: Starting the cookie program

### December

- ☐ Check in with Community Cookie Manager (CCM) to receive program materials
- ☐ Host info parent meeting—have parents submit girl permission slips and set troop/personal goals
- ☐ **Fri., Dec. 6**—Initial deadline for TCM/troop requirements AND permission slips for Sat., Dec. 14 start
- ☐ **Wed., Dec. 11 @ 10-11 a.m.**—Just-in-Time Webinar: eBudde Demo

## During the Program

### December—Pre-orders

- ☐ **Sat., Dec. 14**—Program begins—*Girls may begin later, but not before!!*
- ☐ Verify participating girls in eBudde—all girls are added in eBudde by council based on permission slips
- ☐ Begin independent booth requests submission in eBudde—approvals begin mid-January

### January—Initial Order Submission/Pick-up

- ☐ **Thurs., Jan. 2 @ 10-11 a.m.**—Just-in-Time Webinar: Initial cookie order time!
- ☐ **Sun., Jan. 5**—Initial cookie orders AND initial rewards DUE in eBudde before 11:59 p.m.
- ☐ **Thurs., Jan. 9 @ 8 p.m. - Mon., Jan. 13 @ 8 p.m.**—1<sup>st</sup>/prelim round booths scheduling opens
- ☐ **Fri., Jan. 10**—Print or screenshot delivery confirmation from eBudde—Initial order delivery assignments finalized and includes text confirmation code and phone number
- ☐ **Sat., Jan. 11**—Attend Cookie Rally—see [girlscouts-swtx.org](http://girlscouts-swtx.org) for registration deets
- ☐ **Mon., Jan. 20 @ 8 p.m.**—2<sup>nd</sup>/final round booths scheduling opens
- ☐ **Wed., Jan. 22**—Initial cookie order deliveries and independent booths may begin
- ☐ **Week of Jan. 27**—Initial rewards ship to CCMs
- ☐ **Tues., Jan. 28**—Cookie pick-up sites open

### January/February—Cookie Booths

- ☐ **Fri., Jan. 31**—Council-sponsored booths begin
- ☐ **Wed., Feb. 5**—Just-in-Time Webinar: Cookies are Moving!
- ☐ **Thurs., Feb. 13**—1<sup>st</sup> Sweep
- ☐ **Wed., Feb. 19 @ 10-11 a.m.**—Just-in-Time Webinar: Program Wrap-up
- ☐ **Fri., Feb. 21-Sun., Feb. 23**—National Girl Scout Cookie Weekend
- ☐ **Thurs., Feb. 27**—2<sup>nd</sup> Sweep

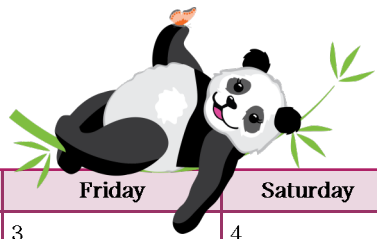
## End of the Program

### March—Clean-up Time

- ☐ **Mon., Feb. 24-Sun., Mar. 2**—Clean-up week—troops & girls should sell all remaining cookies
- ☐ **Wed., Mar. 5**—Digital Cookie orders close—girl-delivery, shipped and donated orders
- ☐ **Fri., Mar. 7**—Assign ALL cookies in eBudde; submit final rewards—eBudde shuts off to TCMs at 11:59 p.m.
- ☐ **Mon., Mar. 10**—If needed, submit online Sweep Adjustment with Uncollected Funds section
- ☐ **Thurs., Mar. 13**—3<sup>rd</sup> Sweep
- ☐ **Week of Mon., April 28**—Final rewards ship to CCMs
- ☐ Distribute rewards to girls ASAP and report any missing by May 9, 2023.



# Program Calendar



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	Jan. 1	2	3	4
Offices Closed				JIT Webinar: Initial Order @ 10 am	Initial Order Due for <b>PARENT Paper Entry in Digital Cookie</b>	
5 Initial Order Due for <b>TCM Paper Order Approval/Entry in eBuddy</b>	6	7	8	9	10 Initial Pick-up Info Confirmed— <b>print eBuddy confirmation</b>	11 <b>GSSWT Cookie Rally</b>
1st Round Closes Jan. 13 @ 8 p.m.				1st Round of Booth Selection Opens Jan. 9 @ 8 pm		
12	13	14	15	16	17	18
19	20 2nd Round of Booth Selection Opens @ 8 pm	21	22	23	24	25
Initial Order Pick-ups						
26	27	28	29	30	31	Feb. 1
Cookie pick-up sites open				Council and Independent Booths		
2	3	4	5 JIT Webinar: Cookies are Moving @ 10 am	6	7	8
Council and Independent Booths						
Cookie pick-up sites open (closed Mondays)						
9	10 Time to calculate payment % for upcoming sweep	11	12	13	14	15
1st Sweep						
Council and Independent Booths						
Cookie pick-up sites open (closed Mondays)						
16	17	18	19 Just-in-Time Webinar: Initial Order @ 10 am	20	21	22
National Girl Scout Cookie Weekend						
Council and Independent Booths						
Cookie pick-up sites open (closed Mondays)						
23 NGSCW Council Booths End Pick-up Sites Close	24 Time to calculate payment % for upcoming sweep	25	26	27	28	Mar. 1
2nd Sweep						
Clean-up Week—troops/girls can continue booths and door-to-door as needed						
2	3	4	5 Digital Cookie closes for online payments @ 11:59 pm	6	7 All cookies must be assigned AND rewards selected in eBuddy by 11:59 pm	8
Clean-up Week Cont.						
9	10 Time to calculate payment % for upcoming sweep	11	12	13	14	15
3rd Sweep						



# Program Resources

## LittleBrownie Bakers Website

[littlebrownie.com](http://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 on Google or Apple App store

Great for:

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



## MyGS

[MyGS.com](http://MyGS.com)

Great for:

- Checking Primary caregiver email for Digital Cookie access
- Checking troop membership status
- Renewing memberships
- Viewing background check expiration

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

## Girl Scouts of Southwest Texas

When reaching out to council ensure to include your troop #, girl names and all info. We also kindly ask you to be respect and a sister to every Girl Scout when talking to staff members!

### **Volunteer Support**

(210) 349-2404

[customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)

### **Product Program Department**

Christina Frazier—*Director of Product Program*

Emma Blevins—*Product Program Manager*

Jinnie Garcia—*Product Program Specialist*

Gillian Smith—*Product Program Assistant*

*If you cannot reach your CCM, please email us at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)!*

## Gift of Caring (GoC) Organizations

Ensure that you and your Girl Scout learn from your troop where/what they're donating to—some troops choose to use the Council GoC program, which provides sweet treats to the following (all are local!):

- USO—strengthening the well-being of the people serving in America's military and their families; our own San Antonio Airport has a USO center that offers around-the-clock hospitality for traveling service members.
- San Antonio Food Bank—fighting hunger and feeding hope. We provide a little something yummy after a nutritious meal when we donate to the food bank.
- Meals on Wheels—delivering meals and companionship to 4,500 clients' homes each weekday. What a way to help put a smile on a senior citizen's face to enjoy a Girl Scout cookie after their meal.
- Soldier's Angels—may no soldier go unloved nor be forgotten. Shipped to many countries overseas, a soldier would feel all the feels to open a care package with Girl Scout cookies

Some troops choose to donate to organizations close to their heart, such as local fire or police stations, hospitals, neighborhood food pantries and so much more! Wherever a cookie goes, it's sure to surprise whoever receives it.

### **We encourage troops to:**

- Teach your girls about the GOC organizations
- Make signs about donations and where those cookies are heading
- Utilize the new council package wrap to advertise GOC





# Troop Info Meeting

TCMs should host an initial meeting to set expectations, provide due dates and distribute materials.

## What TCM needs from parents:

- ☐ Girl permission slip—online or paper
- ☐ Current girl registration for 2024-2025
- ☐ Parent contact info for your own records

## Girl Materials:

- ☐ Family Guide
- ☐ Paper Order Card
- ☐ Money Envelope

## Important Information to Review

### ✓ Dates:

- **Sat., Dec. 14**—Girls begin taking orders & Digital Cookie opens for girls
- **Fri., Jan. 3**—Initial cookie orders due in Digital Cookie from parents before 11:59 p.m.
- **Sun., Jan. 5**—Initial cookie order entry/approval due in eBudde before 11:59 p.m.
- **Sat., Jan. 11**—GSSWT Cookie Rally
- **Wed., Jan. 22–Sat., Jan. 25**—Initial order pick-up & distribution by TCM
- **Fri., Jan. 31–Sun., Feb. 23**—Council-sponsored booths available
- **Wed., Mar. 5**—Digital Cookie closes for the season @ 11:59 p.m. AND 100% money due to TCM
- **Fri., Mar. 7**—TCM must submit final reward selections in eBudde before 11:59 p.m.

### ✓ What do I need to discuss with my parents?

- Use TCM Training Guide for Parents—PDF of training slides available on Cookie webpage AND Cookie Meeting folders available in SCGSLC Resource Center
- Cookie ordering/distribution
  - When, where and how parents should communicate initial orders and additional cookies
  - If girls have hard-to-reach customers, use cookies for other orders
  - Parent/guardians are responsible for payment of undelivered cookies
  - Cookies cannot be returned to troop, community, or council
  - Only sell cookies made by Little Brownie Bakers; DO NOT sell cookies by ABC Bakery
  - Parents/guardians are allowed to check out cookies from pick-up sites—advise parents to pick-up responsibly! And request a copy of receipts from parents.
- Money
  - Girls should only accept cash or credit card via Digital Cookie—do not accept checks
  - Set early and regular deadlines for parents—MUST be deposited 48 hrs before the sweep
  - Parents should only have a balance of \$500 (or 100 unpaid pkgs) at any time—if a parent owes more than \$500 ask for a deposit before providing additional cookies
- Using Digital Cookie
  - Parents REQUIRED to provide approval in Digital Cookie for any GIRL-DELIVERED orders
  - Cookies are NOT automatically provided for Digital Cookie orders—parents need to ask their TCM for any needed cookies
- Participating in cookie program
  - In-person/paper order card and Digital Cookie
  - Booth opportunities
  - Online and social media etiquette



# Digital Cookie

## Why Use Digital Cookie?

Digital Cookie is an online storefront that **girls** can use to email family and friends for support during the cookie program. **Troops** can also use website to set-up troop Digital Cookie site for girls to use to accept credit cards at troop booths.

Digital Cookie helps girls' and troops' superpower their cookie goals as they go beyond the booth with mobile and online channels. The platform is a fun, educational tool that helps girls run and manage their small business online.

## How Girls Get Started with Digital Cookie

An email will be sent to all eligible girls via their Primary Caregiver's email from "Girl Scout Cookies" in December to access Digital Cookie. To receive access, girls must have:

- Active 2024-2025 Girl Scout Membership
- Submitted online girl permission slip

## Login Troubleshooting

### Access Requirements—Girl Permission Slip & Membership

Council will add girls to Digital Cookie after receiving a permission slip and if girl has current membership!

- To check for permission slips:
  - Parents will receive a confirmation email if the form was successfully completed—and ensure to double check that it is for the 2025 cookie program
  - Girl will be listed in your troop eBudde roster under the "Girls" tab
- To check for current membership: Parents and co-leaders can utilize MyGS to check membership

### Access email not received or having username issues?

- Make sure the Primary Caregiver's email as listed in MyGS is being used—if Primary Caregiver's email address needs to be updated contact [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)
- Check spam/junk folders
- Make sure an online girl permission slip was completed for the 2025 cookie program

### Password reset needed?

- Click Forgot Password link on Digital Cookie login page—the user will then get an email to reset their password
- Users can also reach out to Product Program by emailing [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org) if the Forgot Password option doesn't work

## Customer Order Options on Digital Cookie

**Direct Ship (SHIP):** Cookies are shipped directly to customer's front door.

**Girl Delivered (DLVR):** Cookies are delivered to them by girl.

- These online orders **MUST** be approved by parents FIRST.
- Girl-delivered orders placed BEFORE initial order submission are AUTOMATICALLY added to girl's initial order; orders received AFTER must be communicated to TCM or signed-out from cookie pick-up site.

**Donation (DON):** Customers may donate packages to GSSWT's Operation Gift of Caring (GoC) in Digital Cookie. All donations made in Digital Cookie will be sent on behalf of customer by GSSWT to USO. Donations made online will be credited to girl under Council GOC in eBudde and troop doesn't handle any of this type of donation!





# Troop Digital Cookie Site



Troops have option to set up their Troop's Digital Cookie site to use for cookie booths OR for customers to place donated or shipped orders only! After you set up your Troop Virtual Booth site, two links will be listed on your troop dashboard. These links will let your troop reach new customers in your local community and beyond.

## Digital Cookie Help

Have a question about a Digital Cookie Order that hasn't yet arrived?

Scan this QR code for the Digital Cookie support form!



## Troops have Two Options for using their Troop Digital Cookie Site

### Troop Virtual Booth Link

- Troop can toggle ON for customers to place orders for girl-delivery.
  - Troops must coordinate drop-off/pick-up with customer.
- Troops can use this link as virtual cookie booth and have customers pre-pay and pick-up at troop-designated location!

### Troop Shipped Only Link

- Customers in and outside of your community can place orders for **ONLY direct shipped or donated**.
- Once troop site is set-up, link will be listed on the GSUSA Cookie Finder for customers to purchase shipped or donated cookies on National Girl Scout Cookie Weekend, Feb. 21-Feb. 23.

## Troop Digital Cookie Set-up

1. Log into Digital Cookie with email listed for your MyGS account
2. First time logging in you'll see area for the Troop Cookie Site on the main dashboard
3. Select "Start" under Troop Cookie Site and follow prompts
4. Enter troop's main zip code and select yourself to be Troop Site Lead
5. In top drop-down, select "Parent" role and "troop" as Girl Scout
6. Follow registration and set-up process as if it was a girl

**Note:** DO NOT change name of troop—this will appear in GSUSA Cookie Finder for customers

## Using Troop Site at Booths

The troop Digital Cookie site is a great tool to accept credit cards at a booths! Girls/parents should see troop site listed in Digital Cookie app once it has been set-up by TCM. Once in troop site, girls can select "New Cookie Order," record order and process credit card information.

*Note: Cookies may show "Shipping Only" message—this is default message for troop site and girl should be able to select girl-delivery/in-hand on next screen.*

## Tracking Troop Digital Cookie Sales in eBudde

- For shipped/donated orders placed on the Troop Digital Cookie site, TCMs should reallocate packages in the Girl Order tab in eBudde
- For Troop Digital Cookie site payments at booths, TCMs should use eBudde's Booth Sale Recorder to reallocate those to girls

# Girl Rewards

## Initial Rewards

### Girl Initial Order

225+ pkgs—Each girl will earn a **Bamboo Dangler with Pop-in Charms**

### Troop Per Girl Average (PGA)



350+ PGA—Each girl and TCM (max. 3) in troop will earn an **Embrace Possibility T-Shirt**

500+ PGA—Each troop will earn an **Embrace Possibility Booth Kit (includes tablecloth, display stand, cookie costumes & more!)**



## Final Rewards

\*Default item—rewards not chosen in eBudde by Fri., Mar. 7, this is item girl receives.



**20+ pkgs**  
Embrace Possibilities  
Patch



**60+ pkgs**  
Cooling Panda  
Headband



**90+ pkgs**  
Handle with  
Pop-in Charm



**150+ pkgs**  
Panda-yum  
Sandwich Shaper



**250+ pkgs**  
Happy  
Bamboo Plush



**375+ pkgs**  
Charm-collector Journal with  
Pop-in Charms  
OR \$5 Cookie Credits\*



**450+ pkgs**  
Super Patch AND  
Pand-dorable Plush\*  
OR \$5 Cookie Credits



**550+ pkgs**  
Spa Hand Towel, Bamboo  
Comb & Hair Drying Hat  
OR \$10 Cookie Credits\*



**675+ pkgs**  
♥ Do-si-dos T-Shirt  
OR \$10 Cookie Credits\*



**750+ pkgs**  
Panda Bento Box &  
Take-Along Utensil Set\*  
OR \$15 Cookie Credits



**850+ pkgs**  
Panda-hug Neck Pillow  
OR \$15 Cookie Credits\*



**1000+ pkgs**  
Weekender Duffle &  
Travel Case w/Toothbrush  
OR \$20 Cookie Credits\*



**1300+ Movie Party**  
Girls can choose from:  
May 4 @ Santikos Westlakes  
May 17 @ Santikos Cibolo  
May 24 @ Santikos Embassy

*Movie will be announced  
in the spring!*



**1600+ pkgs**  
One-week GSSWT Camp  
OR 2025 American Doll  
AND \$160 Cookie Credits



**2025+ pkgs**  
GSSWT CEO Campout June 4-5  
AND 2026 Girl Scout Membership  
AND \$220 Cookie Credits

AND 2025  
Patch!



**3000+ pkgs**  
Girl Scout Clay Casa Pottery Party on May 10  
OR Sur La Table Cooking Class on May 10  
AND \$300 Cookie Credits



**4000+ pkgs**  
One-week GSSWT Camp  
OR Build-a-Bear Tea Party Apr. 13  
AND \$300 Cookie Credits



**5000+ pkgs**  
GSSWT Explores Dallas June 6-8  
OR Schlitterbahn Family Overnight June 7-8  
AND \$300 Cookie Credits



**6000+ pkgs**  
Immersive Virtual  
Reality Headset  
AND \$300 Cookie Credits



# Additional Incentives

## Additional Opportunities for Girl Incentives

More info  
about GOC  
on page 6!

### Operation Gift of Caring

Council Gift of Caring (C-GOC) rewards are earned for monetary donations entered as a donation in eBudde or added to a Digital Cookie order! Per Volunteer Essentials, all donations (including tips, “keep the change,” etc.) received at a cookie booth or door-to-door must go towards Gift of Caring.



15+ GOC pkgs  
Gift of Caring Patch



30+ GOC pkgs  
Panda Pouch



50+ GOC pkgs  
Panda Fleece Hoodie

### Superstar Reward Opt-Out for Cadette, Seniors and Ambassadors

C/S/A girls who reach 1600+ AND complete Superstar form will INSTEAD receive:

- ONE reward item of choice and ALL patches from 20-1000 pkg levels
- Any rewards earned over 1600+ pkg level AND invite to 1300+ Movie Party
- AND a Superstar item of their choice—options include Custom Converse, Record Player, Sewing Machine & more (see form for more details)!

### 2024-2025 Fall/Cookies Crossover Personalized Patch

To earn, girls must (sisters must reach combined total):

- Earn 2024 Fall Product Program Personalized Avatar Patch **AND**
- Sell 375+ packages of cookies and send 25+ emails during 2025 cookie program

### Community Cookie Princess

Girl with most packages sold in community will earn a custom reward mailed directly to them!

### 2025 Council Top Cookie Seller

- Recognition as 2025 Top Cookie Seller at Second Saturday in late Spring
- Luncheon with GSSWT CEO
- Special rewards including personalized plaque, GSSWT shop boutique named after her and more!

## Additional Opportunities for Troop Incentives

### Community Cookie Crew

Troop with greatest percentage increase over 2024 sales in each community will get to select from a list of special troop items—like a pop-up canopy, cooler, art supply kits! TCMs will be emailed in early April.

### NEW Fall/Cookie Participation Crossover

Troops that reach 100% of registered girl participation during the 2024 Fall Program AND 2025 Girl Scout Cookie Program will receive an additional \$0.025 per package during the 2025 cookie program!

### Reward Opt-Out for Additional Proceeds

Troop with PGA of 350+ AND ONLY Junior, Cadette, Senior, and Ambassador girls (**NO IRGs or Troops with Daisies or Brownies**), may opt out of ALL rewards to receive **additional 5¢/package**. To qualify, TCMs **MUST SUBMIT** opt-out form to [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org) BY Mon., Feb. 24 (PDF form available on the Cookie webpage—form requires ALL girl AND parent signatures).

### Troop Proceed Policy

The proceeds from product programs do not become the property of individual girl members within the troop/group. Girls are, however, eligible for recognitions and cookie credits that they may use for their Girl Scout activities. (*Volunteer Essentials*, Aug. 2018, p. 116)

# eBudde

## Easy as 1, 2, 3



- 1 **Download the eBudde app and bookmark the website.**
- 2 Once you've been added to the system, you will receive an email with a link and login information from **do\_not\_reply@littlebrowniebakers.com**.
- 3 **Set up your troop**—review your roster, enter your troop's package goal, and add any Pick-up Only Users.

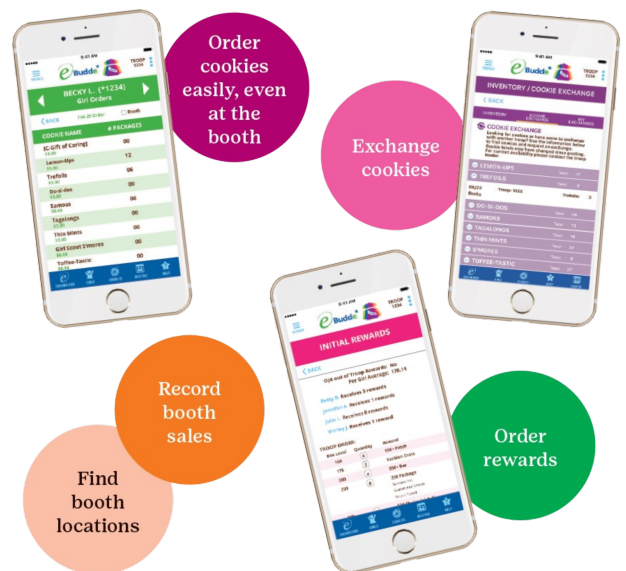
## Quick tips

- Explore the dashboard on both the website and app, where you'll find important messages, links to tools and resources you'll need throughout the season.
- Check the accuracy of each Girl Scout's name, grade and t-shirt size.
- Visit eBudde Help Center for any questions related to tech and training.
- Visual Learner? Check out this playlist for step-by-step training videos.

Watch videos:



## Why eBudde makes it easy



## Login Help

All TCMs will receive an email inviting them to join the site—the link in the email is only active for 12 hours!

**If you have any issues (i.e., missed the 12-hour window or didn't get the email), try these steps:**

- Visit [cookieportal.littlebrownie.com](http://cookieportal.littlebrownie.com) (save to Favorites)
- Login: email address provided on TCM Agreement
- Click Forgot Your Password and follow instructions to reset password

**And if you still have issues:**

- Check all email inboxes, including spam/junk
- Verify the email address provided on your TCM agreement with your CCM or Product Program
- Verify that all TCM and troop requirements have been met with your CCM or Product Program

# Initial Order



## Initial Order Submission

### What is an initial cookie order?

Girls may take cookies orders Sat., Dec. 14-Fri., Jan. 3. Girls can go door-to-door and contact friends/family using Digital Cookie. All these orders are entered in eBudde and picked-up at end of January.

### When are initial cookie orders submitted?

Parents have until Fri., Jan. 3 to enter any paper orders in Digital Cookie, and then TCMs must approve/enter any remaining orders by 11:59 p.m., Sun., Jan. 5. *Check out Cookies Webpage for more help!*

### What about orders placed on Digital Cookie?

Digital Cookie Girl delivery (DLVR) orders approved by parent/guardian **WILL** be automatically included in initial order UNTIL the TCM clicks **submit in eBudde OR** at 11:59 p.m., Sun., Jan. 5. **Once submit button is pressed for your troop, Digital Cookie orders will STOP being added to initial order.**

### Should I order cookies for booths during initial order?

Troops are able to order cookies for booths during initial order, HOWEVER we strongly encourage you order a modest amount and make plans to get additional cookies from pick-up sites beginning Tues., Jan. 28.

### What if my troop doesn't want to submit initial order?

Troops are not required to submit initial order and can wait until cookie pick-up sites open Tues., Jan. 28.

## Initial Order Pick-up

### What does the initial order pick-up look like?

Volunteers will drive-thru a line or up to a trailer to pick up cookies! Volunteers **are expected** to take their time to count, ensure they receive the quantity of cases, and *then confirm the order by texting troop-specific code to phone number provided*. There will also be GSSWT staff and delivery agents on site.

### How can I prepare for cookie pick-up day?

- Print or screenshot confirmation with location, date, time, and *special text code from eBudde*.
- Bring government-issued, picture ID (driver's license or military ID).
- Clean out vehicle and ensure vehicle is large enough—**see suggested carload chart below!**

### What do I need to know for my pick-up day?

- Children are **not** permitted at site and **MUST** remain in vehicle.
- Your patience is appreciated—be prepared to wait (especially if late/early or bad weather).
- **Count order carefully.** Double check order count and inspect outside of case. *Do not rush, ensure count is correct and all cookies are loaded into vehicle—cookies will NOT be replaced.*
- Cookies may **NOT** be separated or distributed to parents/guardians at delivery site.
- You **MUST** text delivery text code to eBudde phone number before leaving site.

### Est. # cases my car can carry

Compact Car <b>23</b>	Hatchback Car <b>30</b>	Standard Auto <b>35</b>
Sport Utility Vehicle <b>60</b>	Station Wagon <b>75</b>	Minivan <b>75</b>
Pickup Truck <b>100</b>	Cargo Van <b>200</b>	

### What if I am not able to make my scheduled pick-up?

You **MUST** find other adult(s) to pick them up at scheduled date/time—ask parents and co-leaders! If not able to find anyone to help, *you will need to notify Product Program and plan to pick up initial cookie order at Ward North American (17275 Green Mountain Rd, SATX 78247) from 9-11 a.m. on Sat., Jan. 25.*

# Cookies & Money



## Basics

- Distribute cookies ONLY to adult.
- Count cookies and/or money with adult until you both agree on total.
- Have adult sign receipt for cookies and/or money.
- Parents should only ever have a \$500 unpaid balance per girl at anytime (more on this below)!

## Receipts 101

- Always complete a receipt when giving cookies or accepting money.
- Keep original receipt and save in case there is a question later about order!
- Once you have signed receipt, responsibility of payment for cookies is transferred other person.
- Enter receipt in eBudde within 24 hours of the transaction!

## Tracking in eBudde

It is the responsibility of every TCM to make sure cookies and payments are entered in eBudde within 24 hours! This ensures that girls sales and payments are being tracked proactively and so that girls can see their current sale numbers in Digital Cookie. This also allows you to better monitor parents and ensure they aren't exceeding the \$500 unpaid limit!

### More About the \$500 Unpaid Limit

To help avoid high unpaid balances parents should only ever have a \$500 unpaid balance per girl at anytime!

#### Some examples of what this looks like:

#1: For Initial Order, a girl has 246 pkgs sold on Digital Cookie and another 80 pkgs in paper orders. This is totally fine as the girl only has \$400 in unpaid cookies as \$1,230 was already paid on Digital Cookie!

#2: A girl got her initial order of 350 packages and of those 100 pkgs were paper orders (i.e., not paid for yet). The girl is now asking for another 250 packages for other paper orders. This is NOT fine and the TCM should ask for a payment before providing any new cookies!

#3: A girl got 100 pkgs from her troop, which are not paid for yet. As she started making deliveries, she sold another 100 pkgs on Digital Cookie. This is fine and the TCM should provide those additional cookies.

***This is why it is VITAL that all TCMs keep eBudde updated with cookie pick-ups and payments!***

## Common FAQs

### What should I do if parent has not picked up cookies?

Use cookies to fill other girls' additional orders and for booths.

### What should I do about excess cookies?

Cookies cannot be returned to council, you should offer them to girls or use at booths.

### What if girls need more cookies?

Girls will most likely need more cookies. TCMs can go to pick-up sites or place orders for parents to pick-up on their own. Parents MUST inform you if more cookies are needed for in-person or Digital Cookie girl-delivered orders.

### When should money be turned into TCMs?

TCMs should collect payments from parents weekly and deposit to troop bank account ASAP—safest place for money is a troop bank account. *Tips: Set early dates and establish collection process.*

### What should I do if parent has not turned in money?

Parents should have all money turned in for initial order cookies before receiving more cookies and should turn in money regularly. If parent misses final deadline, complete Sweep Adjustment Form with the Uncollected Funds section!

### Acceptable forms of payment?

Only cash or credit card! Troops/girls can use Digital Cookie app OR troops may sign up to use Square (GSSWT does not assist with Square AND fees CANNOT be passed onto customer). *Please note that GSSWT strongly urges troops to NOT accept checks as payment!*



# Cookie Pick-up Sites

## Map of Pick-up Sites

No min.  
or max.

Cases  
only

Due in  
eBudde  
48hrs in  
advance

**Sally Cheever (SC) Cookie Warehouse**  
SCGSLC @ 811 N. Coker Loop, SATX, 78216

**Pkgs & cases available; 50 cases max.**  
Must submit pending order and select  
pick-up time in eBudde!

**New Braunfels (NB) Trailer**  
Location TBA in Pick-up Site Calendar

**Ward Cookie Warehouse**  
17275 Green Mountain Rd, SA, 78247

**Gustafson Stadium (Gus.) Trailer**  
7001 Culebra Rd, SATX, 78238

**Blossom Athletic Center (BT) Trailer—  
only open Tues., Jan. 28**  
12002 Jones Maltsberger Road, SATX, 78216

**West Side (WS) Trailer**  
West Side Girl Scout Leadership Center @  
5622 W. César E. Chávez Blvd., SATX, 78237

Confirmed  
schedule will be  
emailed via  
eBudde in  
Dec./Jan.

## Tentative Pick-up Site Calendar

As troops and girls host  
booths and accept more  
orders you can visit cookie  
pick-up sites to get  
additional cookies—or for  
the first time if your troop  
didn't place an initial order!  
Use the map above and  
tentative pick-up site  
calendar to help plan  
additional cookie pick-ups.

Please NOTE: Some sites  
require a pending order to  
be placed in eBudde at least  
48 hours before the  
scheduled date!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Jan. 28	29	30	31	Feb. 1
		Sally Cheever (SC) Cookie Warehouse—12-6p				SC—9:30a-2p
		Ward Cookie Warehouse—1-6p				Ward—9a-12p
		Trailer Sites: BT—11a-6p Gus.—4-6p WS—4-6p		Trailer Site: Gus.—4-6p	Trailer Sites: Gus.—4-6p NB—4-6p	Trailer Sites: Gus.—4-6p WS—4-6p
2	3	4	5	6	7	8
SC—9:30a-2p		Sally Cheever (SC) Cookie Warehouse—12-6p				SC—9:30a-2p
		Ward Cookie Warehouse—1-6p				Ward—9a-12p
		Trailer Site: WS—5-6p		Trailer Site: Gus.—4-6p Outlying: Bandera, Kerrville, Boerne, Bulverde/SB	Trailer Site: WS—5-6p NB—5-6p	Trailer Site: Gus.—4-6p Outlying: Uvalde, Del Rio, Lytle, Floresville, Carrizo Springs
9	10	11	12	13	14	15
SC—9:30a-2p		Sally Cheever (SC) Cookie Warehouse—12-6p				SC—9:30a-2p
		Ward Cookie Warehouse—4-6p			Trailer Site: NB—4-6p	Ward—9a-12p
16	17	18	19	20	21	22
		Sally Cheever (SC) Cookie Warehouse—12-6p				SC—9:30a-2p
23	24	25	26	27	28	Mar. 1
	Clean-up Week—Mon., Feb. 24–Sun., Mar. 2					

# Booths

Girl Scout  
Cookies® are  
**HERE!**

## Independent Booths—Wed., Jan. 26-Sun., Feb. 26

Independent booths are set-up by troops and can begin once initial cookies are picked-up AND booth is approved in eBudde (approvals begin Jan.).

Independent booths may take place at **any business NOT on council-sponsored list**. This includes Walmart, Sam's Club, H-E-B, Lowe's, JoAnn's and Bass Pro Shop!

### How to set-up Independent Booth?

Complete Independent Booth Agreement with the location's management (on Cookies Webpage). Completed request(s) **MUST** be entered in eBudde **3-4 business days before booth** to provide time for approval and send certificate of liability insurance.

**For Booths at residential locations:** Enter in eBudde with "Residence" as Business Name—this allows for insurance coverage but will NOT be listed on Cookie Finder so that strangers won't be directed to a girl's household.

### Military Restrictions

Booths and door-to-door on military bases are restricted to ONLY Girl Scouts in troops who meet or who live on the bases.

## Council-sponsored Booths—Fri., Feb. 4-Sun., Feb. 26

Council-sponsored booths are locations that council has contacted and scheduled possible booths for all GSSWT troops. Troops have access to sign-up once added to eBudde and during the two selection rounds (see dates on p. 4 & 5). These will include all available H-E-Bs, Walmarts, Lowes, Home Depot, JoAnn's, Sam's Club and Bass Pro Shop!

### When/how do you sign-up for council-sponsored booths?

Sign-ups are divided into 2 rounds in eBudde—a preliminary round for troops to secure initial booths AND final round to remain open until end of program.

**Round 1:** Jan. 9 @ 8pm-Jan. 13 @ 8pm  
Max. 5 booths per troop

**Round 2:** Jan. 20 @ 8pm-End of program  
No limit—be a Girl Scout to your fellow troops

### What if we can't attend booth our troop signed-up for?

Release any booth site(s) you will NOT be using—24 hours in advance—to make them available to other girls AND claimed booths will be listed on Cookie Finder for public to see. *If troop does not cover sites and locations are found empty, they may lose all council-sponsored booth privileges.*

### What if there aren't booth location available in my area my troop is interested in?

We strongly encourage troops to consider independent booth locations (info above) if you do not see a spot that your troop would be interested in.



## New Council Booth Buffer Period

- **Arrival:** No more than 10 minutes before the booth start time; *we encourage you to be a sister to your fellow Girl Scouts and **check-in** with the current troop when you arrive*
- **Set-up:** Troops can begin setting up 5 minutes before the booth start time
- **Take-down:** Troops have from end of booth time til 10 minutes after to take-down/finish with customers
- **Departure:** Troops should be leaving the location after the 10 min take-down period
- If the next troop still has not arrived by the set-up time and booth slot start time, you may stay at the location—*but be ready to leave immediately if the troop arrives*

### Example Buffer Breakdown:

- **10am-12:45pm**—Scheduled booth shift for Troop A
- **12:45pm**—Troop A starts their booth breakdown
- **12:50pm**—Troop B arrives and checks-in with Troop A; **AFTER** checking-in Troop B can start unloading supplies
- **12:55pm**—Troop A is now fully packed up and leaving AND Troop B is starting to set-up their booth
- **1:00pm**—Troop B Official Booth Start Time

# Booth Guidelines

## Basics

- Booths can be conducted by troops or Individually Registered Girls (IRGs).
- Booths are a privilege for troops and council; we are subject to business owners discretion.
- Always take the booth confirmation sheet from eBudde with the location/date/time to the booth.
- Handle any conflict with other troops peacefully, and do not involve any store management.
- Adults at booths are responsible for their own actions and those of the Girl Scouts.

## Standards

- NO adult booths—any troop with a reported adult booth will automatically have all booths repealed.
- Min. of 2 adults; max. 4 girls—1 girl/1 parent booths are only recommended for J/C/S/A or IRGs.
- For larger troops or younger girls, schedule girls in shifts.
- Non-registered friends, siblings, friends, pets and any other tagalongs are not allowed at booths.
- All girls should wear a Girl Scout shirt or vest/sash showing that she is a Girl Scout.
- Girls should be asking customers as they are LEAVING the business.
- Follow all set-up instructions listed on the booth confirmation sheet printed from eBudde.
- Respect locations managers; they have the right to ask you to leave at anytime.
- Clean-up and leave the area better than you found it—take empty cases and trash with you.
- Use Booth Sale Recorder in eBudde to record and allocate all booth sales within 24 hours.
- Failure to follow these standards may jeopardize future troop participation in booths.

## Honest & Fair

Being a Girl Scout means we respect authority and follow the rules, not actively looking for ways to bend them. We are putting new strikes for foul play in place to make sure everyone plays by the same book and lives up to the Girl Scout Promise and Law! This is the largest entrepreneurial program for young women to grow into fabulous movers and shakers, and it is vital to their development that they have adults who exemplify what this means.

### 1st Strike

Consider it a friendly warning!

### 2nd Strike

You may lose a booth location.

### 3rd Strike

Your troop will lose access to council booths.

**Note: Volunteers with consistent and egregious issues may be released as volunteers from GSSWT.**

## Supplies

- Cookies—see more info on right
- Table
- Tablecloth
- Signage
- Money Bag or Box
- Calculator
- Change—\$1 and \$5s
- Booth Sale Sheet with Pen/Pencil
- eBudde Confirmation for Booth
- Anything else your girls need to be comfy—like handwarmers, umbrella, etc.

## Booth Cookies

Here is a breakdown from 3,256 booths recorded in eBudde from 2024:

Cookie % for all booths:

- Adventurefuls = 9%
- Lemon-ups = 6%
- Trefoils = 7%
- Do-si-dos = 8%
- Samoas = 21%
- Tagalongs = 11%
- Thin Mints = 28%
- S'Mores = 5%
- Toffee-tastic = 3%

Average for council booths:

- H-E-B = 123 pkgs
- Walmart = 114 pkgs
- JoAnns = 92 pkgs
- Bass Pro Shop = 158 pkgs
- Lowes = 96 pkgs

**NOTE:** These numbers are for planning purposes only; this does not guarantee that your troop will have the same results.



# Payments & Sweeps

## Flow of Cookie Payments

### Girls collect money from customers:

- Paper orders—payment is collected at delivery, either cash or Digital Cookie with credit card
- Online orders (girl delivered AND shipped)—payment will be made online at time of ordering
- Cookie Booths—either cash or troop Digital Cookie site with credit/debit card

### Collecting money from parents:

- Set early due dates for money—**100% money due from parents by Wed., Mar. 5**
- Digital Cookie closes for payments on Wed., Mar. 5
- **ALWAYS complete receipt when collecting money**  
*If parent misses deadline, complete submit Sweep Adjustment with Uncollected Funds Section!*

### Troop balance is paid to council:

- **Sweep directly from your troop account**—see dates and formula below  
- OR -
- **Deposit directly to council account with Agreement to Deposit**
  - MUST deposit 100% of funds by Thurs., Mar. 13
  - IRGs will receive access to IRG Fund via email
  - Troops will receive proceeds once their bank account is compliant

### Keeping Money Safe

- Do not keep large sums of money; make deposits after each booth—bank is SAFEST place.
- Deposit to approved troop bank account or council account ONLY, **NEVER** a personal account.

## Updated Info on Sweeps from Troop Accounts

### Important Sweep Dates

Sweep	Payment % Requirement	Sweep Date—council will sweep as needed to reach % requirement	Troops should calculate their payment % and complete sweep adjustment	Estimated eBudde Post Date—tentative date to help you plan	Additional Notes
1st	40%	Thurs., Feb. 13	Mon., Feb. 10 @ 1-5 pm	Wed., Feb. 19	
2nd	75%	Thurs., Feb. 27	Mon., Feb. 24 @ 1-5 pm	Wed., Mar. 5	
3rd	100%	Thurs., Mar. 13	Mon., Mar. 10 @ 1-5 pm	Wed., Mar. 19	Digital Cookie closes March 5
Final	As needed	Thurs., Mar. 27	N/A		

### Sweep Calculations

For each sweep TCMs and Money Managers are asked to work together to calculate if their troop has met the payment requirement %, and if not how much they expect their sweep to be! **The payment % requirements listed above are the required payment minimums for your troop to continue to pick-up cookies.**

PPD will calculate troops payment % and sweep amounts at 4 pm Monday before each sweep so that Digital Cookie payments can be credited to troops from the prior weekend!

**Sweep Formula—use numbers listed on your eBudde Sales Report**  
= (“Council Proceeds” x %) – “Total Payments”

### Math Time:

- **Council Proceeds=**  
\$8,559.50
- **Payment % = 75%**  
(or .75 in calculator)
- **Total Payments =**  
\$4,236.00

### Breaking It Down:

**Formula** = (\$8559.50 x .75) - 4236

- (\$8559.50 x .75) = \$6,419.62
- \$6419.62-\$4236 = **\$2,183.62 will be swept AND troop will have paid 75%**

### eBudde Sales Report:

Pkgs Received				Payments Made		
Date	Reference	Amount		Date	Reference	Amount
12/13	Initial Order	---	1824	2024-08-06	Digital Cookie Pay	\$ 2,500.00
12/13	C2	UHI000	* 120	2023-02-14	ACH Sweep 1	\$ 1,736.00
C-GOC pkgs.			70	Total Payments		
Total Pkgs Received			2014	Total DOC Payments		
Total Troop Sales			\$ 10,070.00	Council Proceeds		
Troop Proceeds			- \$ 1,510.50	Payments Made		
Council Proceeds			\$ 8,559.50	Amount You Owe Council		



# Cookie Program Terms



**Agreement to Deposit**—This is an online form that troops with non-compliant bank accounts and IRGs can use in place of a troop bank account. While completing the online agreement the troop or IRG will select a council account to make deposits to. *More info on p. 16!*

**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.

**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. *More info on p. 8 and 9!*

**eBudde**—Website used to submit initial order, additional cookie pick-ups, assign cookies/payment, and track troop sales. This site is only used by TCMs and parents will not have access. For extra help with eBudde check out the TCM Guide to eBudde on the Cookie Webpage or Linktree. *More info on p. 12!*

**Pick-up Only User**—TCMs can add parents and other troop volunteers into eBudde as a Pick-up Only User so that they are able to pick-up pending orders placed by the TCM.

**Troop Booth Recorder Only User**—TCMs can add parents and other troop volunteers into eBudde as Booth Recorder Only Users so that they can help enter booth sales.

**Gift of Caring (GOC)**—Monetary donations used toward cookies for four GOC organizations. All donations or trips given to a troop during the cookie program must go towards GOC. *More info on p. 6!*

**Initial Order**—First opportunity for troops to submit any cookies from pre-orders and for any booths at the beginning of the program. These cookies are submitted at the beginning of January for pick-up at the end of the month. All troops that submit an initial order **MUST** also pick them up. *More info on p. 13!*

**Pick-up Sites**—Cookie warehouses and trailer drop sites that are set-up on various days and in various areas in San Antonio/surrounding cities. A schedule will be posted on the cookie webpage and Linktree by mid-January and keep posted for any location updates throughout the season. *More info on p. 15!*

**Cookie Warehouses**—There are two cookie warehouses in San Antonio, Sally Cheever and Ward, these warehouses hold the most cookie stock. Sally Cheever is also the only location that can provide individual packages.

**Trailer Drops**—These are pick-up sites that are facilitated on select days and orders must be submitted 48 hours in advance so that the delivery agent can load all of the cookies into a truck for the pick-up date. For these sites you will be picking-up from a Ward truck and staff member.

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

**Sweep**—Withdrawal of funds from troop's bank account—divided across three sweeps. The sweep is submitted by the Finance dept. on Tuesday morning for the bank to process Thursday; sweep results then take 5-6 business days. TCMs should work with their Money Managers to check their current payment % and if a sweep is needed. Troops will calculate their sweep amount with the numbers listed on your eBudde Sales Report and this formula = ("Council Proceeds" x %) - "Total Payments." *More info on p. 18!*

**Sweep Adjustment**—An online form that troops can use if their troop will not meet the expected sweep amount. This form will also restrict your troop from being able to pick-up cookies until there are additional Digital Cookie payment or another sweep without completing a sweep adjustment form. *More info on p. 18!*

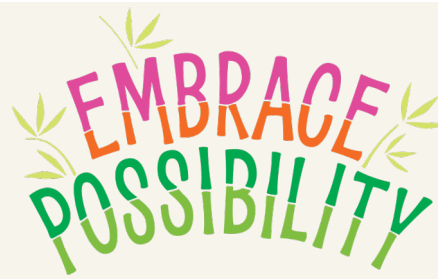
**Uncollected Funds Section**—This is a section on the Sweep Adjustment form that allows troops to report any uncollected funds due by parents or the TCM. This is to protect troop proceeds from being used to pay for parents unpaid funds. This form was formerly Delinquent Account Report.

**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.



# Volunteer Action Plan

Embrace a new Girl Scout Cookie™ Season by making a plan! Mapping out the information you need in advance will help keep volunteers and entrepreneurs organized every step of the way.



## To Do

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

## Key Dates

## Girl Business Plan

## Troop Proceed Goal

Troop Proceeds = \_\_\_\_\_ x \$0.75 per pkg Troop Proceeds = \$ \_\_\_\_\_  
Troop Package Goal

Troop Per Girl Average to reach your goal = \_\_\_\_\_ ÷ \_\_\_\_\_ = \_\_\_\_\_ PGA  
Troop Package Goal # Girls Selling

