

**Brave.  
Fierce.  
Fun!**

girl scouts  
of southwest texas

Little Brownie  
BAKERS

2026 Girl Scout Cookie Program

# Troop Cookie Manager Guide



INTRODUCING

# Exploremores™ Exploremores™ Exploremores™

NEW!



*Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème.*



**FIND NEW  
RESOURCES  
HERE:**



# Table of Contents



| <u>Topic</u>              | <u>Page</u> |
|---------------------------|-------------|
| Program Overview          | 4           |
| Program Calendar          | 5           |
| Program Resources         | 6           |
| Troop Info Meeting        | 7           |
| Digital Cookie            | 8           |
| Troop Digital Cookie Site | 9           |
| Rewards                   | 10          |
| Additional Incentives     | 11          |
| eBudde                    | 12          |
| Initial Order             | 13          |
| Cookies & Money           | 14          |
| Cookie Pick-up Sites      | 15          |
| Booths                    | 16          |
| Booth Guidelines          | 17          |
| Payments & Sweeps         | 18          |
| Cookie Program Terms      | 19          |
| Cookie Action Plan        | Back        |

## What's new?

### New Cookie—Exploremores

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallows, and toasted almond crème.



Online resources available on Little Brownie Baker website to help girls market this new cookie online and in-person!

### Updated Adventurefuls Packaging

Adventurefuls has NEW packaging using a recyclable PET tray designed for sustainability and enhanced strength to keep cookies protected.



*You may still see a few remaining cardboard packages as LBB finishes using their packaging stock from last year.*

### Additional Just-in-Time PM Webinars

Just-in-time webinars will now be at 10-11 am AND 6-7 pm! Webinar recordings will still be posted to the Product Program Linktree following the PM webinar.

Don't know your Community Cookie Manager (CCM)?

Scan this QR code to check out the CCM Directory!



# Program Overview



## Before the Program

### November

- ☐ Complete Troop Cookie Manager (TCM) requirements:
  1. Current adult membership for 2025-2026
  2. Cleared background check expiring AFTER April 1, 2026
  3. Completed 2026 online TCM training and agreement linked at end of training
- ☐ Check with your Money Manager:
  1. Troop bank account is compliant with all paperwork and Money Manager requirements
  2. ACH Authorization has been updated with any new Money Managers
  3. Troop has submitted a complete June and November 2025 Finance Report

### December

- ☐ **Wed., Dec. 3 @ 10-11 am AND 6-7 pm**—Just-in-Time Webinar: Starting the cookie program
- ☐ Check in with your Community Cookie Manager (CCM) to receive program materials
- ☐ Host parent meeting—have parents submit permission slip, set goals AND try the new cookie
- ☐ **Wed., Dec. 10 @ 10-11 am AND 6-7 pm**—Just in-Time Webinar: eBudde Demo
- ☐ **Thurs., Dec. 11**—Initial deadline for TCM/troop requirements AND permission slips for Sun., Dec. 14 start

## During the Program

### December—Pre-orders

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

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

- ☐ **Wed., Jan. 7 @ 10-11 am AND 6-7 pm**—Just-in-Time Webinar: Initial cookie submission
- ☐ **Thurs., Jan. 8 @ 8 pm–Mon., Jan. 12 @ 8 pm**—1st round booth scheduling opens in eBudde
- ☐ **Sat., Jan. 10**—Attend Pre-Cookie Rally at 2nd Saturday
- ☐ **Sun., Jan. 11**—Initial cookie orders and initial rewards DUE in eBudde before 11:59 pm
- ☐ **Fri., Jan. 16**—Print or screenshot delivery confirmation from eBudde—initial order delivery assignments finalized and include text confirmation code and phone number
- ☐ **Sat., Jan. 17**—Cookie Rally @ Spurs Game—details TBA
- ☐ **Thurs., Jan. 22 @ 8 pm**—2nd round booth scheduling opens and remains open through the program
- ☐ **Week of Jan. 26**—Initial rewards ship to CCMs
- ☐ **Wed., Jan. 28**—Initial cookie order deliveries and independent booths may begin

### February—Cookie Booths

- ☐ **Tues., Feb. 3**—Cookie pick-up sites open
- ☐ **Wed., Feb. 4 @ 10-11 am AND 6-7 pm**—Just-in-Time Webinar: Cookies are moving
- ☐ **Fri., Feb. 6**—Council-sponsored booths begin
- ☐ **Thurs., Feb. 12**—1st Sweep
- ☐ **Fri., Feb. 20–Sun., Feb. 22**—National Girl Scout Cookie Weekend
- ☐ **Wed., Feb. 25 @ 10-11 am AND 6-7 pm**—Just-in-Time Webinar: Program wrap-up
- ☐ **Thurs., Feb. 26**—2nd Sweep

## End of the Program

### March—Clean-up Time

- ☐ **Mon., Mar. 2–Wed., Mar. 11**—Clean-up week—troops and girls should sell all remaining cookies ASAP
- ☐ **Wed., Mar. 11**—Digital Cookie closes—girls should accept final credit/debit payments BEFORE this date
- ☐ **Fri., Mar. 13**—Assign ALL cookies in eBudde AND submit final rewards—eBudde will close at 11:59 p.m.
- ☐ **Mon., Mar. 16**—If needed, submit online Sweep Adjustment form with Uncollected Funds section
- ☐ **Thurs., Mar. 19**—3rd Sweep
- ☐ **Week of May 1**—Final rewards ship to CCMs
- ☐ Pick-up and distribute rewards to girls ASAP and report any missing rewards by Mon., May 18

# Program Calendar



| Sunday                                                                                          | Monday                                                                                           | Tuesday                                                       | Wednesday                                                                        | Thursday                                         | Friday                                                                        | Saturday                           |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------|
|                                                                                                 |                                                                                                  |                                                               |                                                                                  | Jan. 1                                           | 2                                                                             | 3                                  |
| GSSWT Office Closed for Holiday Break                                                           |                                                                                                  |                                                               |                                                                                  |                                                  |                                                                               |                                    |
| 4<br>GSSWT Office Closed                                                                        | 5                                                                                                | 6<br>Digital Cookie Troop sites listed on GSUSA Cookie Finder | 7<br>JIT: Initial Order @ 10 am & 6 pm                                           | 8                                                | 9<br>PARENT Initial Order Paper Entry Due in Digital Cookie @ 11:59 pm        | 10                                 |
|                                                                                                 |                                                                                                  |                                                               |                                                                                  | 1st Round of Booth Selection Opens Jan. 8 @ 8 pm |                                                                               |                                    |
| 11<br>Initial Order Entry/ Approval Due in eBudde @ 11:59 pm<br>1st Round Closes Jan. 12 @ 8 pm | 12                                                                                               | 13                                                            | 14                                                                               | 15                                               | 16<br>Initial Pick-up Info Confirmed—print eBudde confirmation                | 17<br>GSSWT Cookie Rally @ Spurs   |
| 18                                                                                              | 19                                                                                               | 20                                                            | 21                                                                               | 22<br>2nd Round of Booth Selection Opens @ 8 pm  | 23                                                                            | 24                                 |
| 25                                                                                              | 26                                                                                               | 27                                                            | 28                                                                               | 29                                               | 30                                                                            | 31                                 |
|                                                                                                 |                                                                                                  |                                                               | Initial Order Pick-ups<br>Independent Booths can begin when troops have cookies! |                                                  |                                                                               |                                    |
| Feb. 1                                                                                          | 2                                                                                                | 3                                                             | 4<br>JIT: Cookies are moving @ 10 am & 6 pm                                      | 5                                                | 6<br>Council and Independent Booths                                           | 7                                  |
|                                                                                                 |                                                                                                  | Cookie Pick-up Sites Open (closed Mondays)                    |                                                                                  |                                                  |                                                                               |                                    |
| 8                                                                                               | 9<br>Calculate payment % for upcoming sweep                                                      | 10                                                            | 11                                                                               | 12<br>1st Sweep                                  | 13                                                                            | 14                                 |
|                                                                                                 | Cookie Pick-up Sites Open (closed Mondays)                                                       |                                                               |                                                                                  |                                                  |                                                                               |                                    |
|                                                                                                 | Council and Independent Booths                                                                   |                                                               |                                                                                  |                                                  |                                                                               |                                    |
| 15                                                                                              | 16                                                                                               | 17                                                            | 18                                                                               | 19                                               | 20                                                                            | 21                                 |
|                                                                                                 | Cookie Pick-up Sites Open (closed Mondays)                                                       |                                                               |                                                                                  |                                                  |                                                                               |                                    |
|                                                                                                 | Council and Independent Booths                                                                   |                                                               |                                                                                  |                                                  |                                                                               | National Girl Scout Cookie Weekend |
| 22<br>NGSCW                                                                                     | 23<br>Calculate payment % for upcoming sweep                                                     | 24                                                            | 25<br>JIT: Program Wrap-up @ 10 am & 6 pm                                        | 26<br>2nd Sweep                                  | 27                                                                            | 28                                 |
|                                                                                                 | Cookie Pick-up Sites Open (closed Mondays)                                                       |                                                               |                                                                                  |                                                  |                                                                               |                                    |
|                                                                                                 | Council and Independent Booths                                                                   |                                                               |                                                                                  |                                                  |                                                                               |                                    |
| Mar. 1                                                                                          | 2                                                                                                | 3                                                             | 4                                                                                | 5                                                | 6                                                                             | 7                                  |
|                                                                                                 | Clean-up Week—troops/girls can continue booths and door-to-door as needed for remining inventory |                                                               |                                                                                  |                                                  |                                                                               |                                    |
| 8                                                                                               | 9                                                                                                | 10                                                            | 11<br>Digital Cookie online payments close @ 11:59 pm                            | 12                                               | 13<br>All cookies must be assigned AND rewards selected in eBudde by 11:59 pm | 14                                 |
|                                                                                                 | Clean-up Week continued                                                                          |                                                               |                                                                                  |                                                  |                                                                               |                                    |
| 15                                                                                              | 16<br>Calculate payment % for upcoming sweep AND complete adjustment form if needed              | 17                                                            | 18                                                                               | 19<br>3rd Sweep                                  | 20                                                                            | 21                                 |

Final Rewards will be shipped to Community Cookie Managers in **mid-April** and all missing rewards **MUST** be reported by May 4; missing rewards submitted after this date may not be available from vendor  
AND join us for the TCM Celebration Happy Hour tentatively scheduled for Fri., May 8—RSVP to be sent in April!

# Program Resources



## Little Brownie Bakers Website

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

Great for:

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

*AND check out the Little Brownie Bakers Social Media for more ideas:*



## GSSWT Product Program LinkTree

[linktr.ee/gsswtcookieprogram](http://linktr.ee/gsswtcookieprogram)

Great for:

- GSSWT cookie program webpage
- Timely cookie program resources
- Forms for TCMs and parents



## Girl Scouts of Southwest Texas

When reaching out to council ensure to include your troop #, names and all info. We also ask you to be a sister to all Girl Scouts when talking to staff or volunteers.

### Product Program Department

Christina Frazier—*Director of Product Program*

Emma Blevins—*Product Program Manager*

Jinnie Garcia—*Product Program Specialist*

Gillian Smith—*Product Program Assistant*

Chloe Shreder—*Product Program Assistant*

### Contact us at...

(210) 349-2404 ext. 380

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



Sign up for text updates by texting  
"Cookies" to (210) 349-2404

## eBudde App

*Google or Apple App store*

Great for:

- Entering cookie pick-up orders
- Recording booth sales
- Allocating cookies to girls



## MyGS

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

Great for:

- Checking troop membership
- Renewing memberships
- Checking Background check
- Accessing gsLearn



## TCM/CCM Facebook Group

TCMs and CCMs are invited to join a specific 2026 cookie program Facebook group! This is a great place to talk with other cookie managers, post questions and review upcoming due dates.



*Scan to join the Facebook Group!*

## Gift of Caring (GoC) Organizations

Ensure that you and your Girl Scouts learn where/what customers are 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
- San Antonio Food Bank—fighting hunger and feeding hope
- Meals on Wheels—delivery meals to 4,500 clients homes each weekday
- Soldier's Angels—Supplies and care packages shipped to soldiers overseas

Some troops also choose to donate to organizations close to their heart, such as local fire stations, hospital, food pantries, etc..

# Troop Info Meeting



TCMs should host an initial meeting with parents and girls to set expectations, give due dates, distribute program materials and try the new cookie—Exploremores! You don't have to go it alone, we have put together a guide to help get your parents trained—scan the QR code below to download and print.

## What TCM needs from parents:

- ☐ Girl permission slip—online only
- ☐ Current girl membership for 2025-2026
- ☐ Parent contact info for your own records

## Girl Materials:

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

## Important Information to Review

### ✓ Dates:

- **Sun., Dec. 14**—Girls begin taking order and Digital Cookie opens for girls
- **Fri., Jan. 9**—Initial cookie orders due in Digital Cookie from parents before 11:59 pm
- **Sat., Jan. 10**—GSSWT Cookie Power Activities @ 2nd Saturday at Sally Cheever Leadership Center
- **Sun., Jan. 11**—Initial cookie order entry/approval due in eBudde before 11:59 pm
- **Sat., Jan. 17**—GSSWT Cookie Rally @ Spurs Game—details TBA
- **Wed., Jan. 28-Sat., Jan. 31**—Initial order pick-up and distribution by TCM
- **Fri., Feb. 6-Sun., Mar. 1**—Council-sponsored booths available
- **Wed., Mar. 11**—Digital Cookie closes for the season @ 11:59 pm AND 100% money due to troop
- **Fri., Mar. 13**—TCM must submit final reward selections in eBudde before 11:59 pm

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

- **Use TCM Training Guide for Parents**—PDF of training slides available on Cookie web page
- **Cookie ordering/distribution**
  - When, where and how parents should communicate initial orders and additional cookies needs
  - 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
  - Parent/guardians are allowed to pick-up cookies from pick-up sites—advise parents to pick-up responsibly, and request a copy of receipts from parents or direct them NOT to pick-up
- **Program 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 unsold pkgs) at anytime—if a parent owes more than \$500 ask for a deposit before providing additional cookies
- **Using Digital Cookie**
  - Parents are REQUIRED to provide approval in Digital Cookie for any GIRL-DELIVERED orders
  - Parents need to ask their TCM for any cookies needed for girl-delivered Digital Cookie orders.
- **Participating in the cookie program**
  - In-person with her paper order card or Digital Cookie
  - Booth opportunities
  - Online and social media etiquette
- **New Cookie**
  - Exploremores—Rocky road inspired sandwich cookie
  - Available online and in-person

# Digital Cookie



## Why use Digital Cookie?

Digital Cookie is an online storefront that **girls** can use to market their cookie business to family and friends. **Troops** can also use the website to set-up a troop Digital Cookie site that girls can 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 do 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 Digital Cookie access, girls must have:**

- 2025-2026 Girl Scout Membership
- Submitted online girl permission slip

**How to check girl requirements—Girl Permission Slip & Membership**

- For permission slips:
  - Parents will receive a confirmation email if the permission slip was successfully completed—and ensure to double check that they completed the 2026 permission slip
  - Girl will be listed in your troop eBudde roster under the "Girls" tab
- For current membership: Parents and co-leaders can utilize MyGS to check membership

## Login Troubleshooting

**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 us at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)
- Check spam/junk folders
- Make sure an online girl permission slip was completed for the 2026 cookie program

**Password reset needed?**

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

## Customer Options for Ordering in Digital Cookie

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

**Girl Delivered (DLVR):** Cookies are delivered to customer by the girl they ordered from.

- These orders **MUST** be approved by the parent/girl first
- Girl-delivered orders **BEFORE** initial order submission are **AUTOMATICALLY** added to a girl's initial orders
- Orders received **AFTER** initial order submission must be communicated to TCM if additional cookies are needed

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



For Digital Cookie order issues, scan and share this QR code!

# Troop Digital Cookie Site



Troops can set up their Troop's Digital Cookie site to use for cookie booth payments or to share a direct link for customers to place donated/shipped orders or even booth pre-orders!

## Troops have THREE options for using their Troop Digital Cookie Site

### Booth Payments

- Girls should use the **troop** site to accept ALL booth payments—even if she is the only girl at the booth
- eBudde allows you to allocate troop site booth payments in the Booth Sale Recorder
- After you set up your Troop Site, parents/girls will be able to see the troop site listed in their Digital Cookie app for those booth payments.

### Troop Virtual Booth Link

- Troops 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 a troop-designated location.

### Troop Shipped Only

- 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 beginning Tues., Jan. 6!

## 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 an area for the Troop Cookie site on the main dashboard
3. Select "Start" under Troop Cookie Site and follow prompts
4. Enter troop's meeting site zip code and select yourself to be the Troop Site Lead—if another TCM has already listed themselves as the site lead they will need to set-up the site for the troop
5. In top drop-down, select "Parent" role and "troop" as the Girl Scout
6. Follow registration and set-up process as if it was a girl

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

## 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 while at booths, TCM should use eBudde's Booth Sale Recorder to reallocate those to girls
- For any other payments accepted on Troop Digital Cookie, use our quick guide linked in the QR code to the right

Scan this QR code for a quick guide on how to reallocate troop site funds in eBudde!



## Oops a Girl Scout accidentally use her personal site at a booth!

This may happen and while we want to avoid it as much as possible, you are able to correct the "accounting" for this in eBudde. When we use the Booth Sale Recorder it will automatically allocate payments AND when a girl uses Digital Cookie it will also assign a payment to her—this means that she has duplicate payments.

In order to correct this you must add a **NEGATIVE** payment to Girl Order tab so that the system is balance with just one payment, since it was entered twice—through Booth Sale Recorder and Digital Cookie!

# Rewards



## Initial Order Rewards

### Reward based on pkgs sold by girls

250+ pkgs—Each girl will earn a Cookie Lanyard & Pop-in Cookie Charms

### Rewards based on Troop Per Girl Average (PGA)

375+ PGA—Each girl selling & TCM (max. 3) in troop will earn a BFF Trucker Hat

500+ PGA—Each troop will earn a BFF Booth Kit

## Final Rewards—Lower Levels



25+ pkgs  
Brave, Fierce, Fun.  
Patch



75+ pkgs  
BFF Sticker Sheet



125+ pkgs  
Secret-pocket  
Cooling Headband



250+ pkgs  
Ferret Charm-it &  
BFF Wristlet Strap



375+ pkgs  
Mini Ferret Friend  
OR \$5 Cookie Credits\*



450+ pkgs  
Super Patch AND  
Shirley—Your New Ferret BFF\*  
OR \$5 Cookie Credits



550+ pkgs  
Cookie Pouch w/ Fuzzy Letter  
Appliques & BFF Bracelet Hair Ties  
OR \$10 Cookie Credits\*



675+ pkgs  
BFF T-shirt  
OR \$10 Cookie Credits\*



750+ pkgs  
Convertible Crossbody  
OR \$15 Cookie Credits\*



875+ pkgs  
Goal Getter Patch AND  
Choose one for Sun., Apr. 12 OR Sat., May 23:  
The DoSeum OR Morgan's Wonderland OR SAMA  
OR \$15 Cookie Credits\*



1000+ pkgs  
On-the-go Cookie Duffle  
OR \$20 Cookie Credits\*



1300+ pkgs  
Dave & Busters Party,  
Choose ONE Date:  
Sun., May 3 OR Sat., May 16

## Final Rewards—Higher Levels



1600+ pkgs  
One-week FREE GSSWT camp OR  
2026 American Girl-of-the-Year OR  
a "Stop" in The Cookie Jar Boutique  
AND \$160 CC (if highest level reached)



2026+ pkgs  
2026 Patch AND GSSWT CEO SeaWorld  
Overnight June 3-4  
AND \$220 CC (if highest level reached)



3000+ pkgs  
Animal Tour @ SA Zoo April 12  
OR Ultimate Day @ Six Flags May 2  
AND \$300 CC (if highest level reached)



4000+ pkgs  
One-week FREE GSSWT Camp  
OR BFF Conservation Donation &  
a "Stop" in The Cookie Jar Boutique  
AND \$300 CC (if highest level reached)



5000+ pkgs  
GSUSA National Convention Trip to  
Washington D.C. July 2026  
OR Kalahari Overnight Package June 6-7  
AND \$300 CC (if highest level reached)



6000+ pkgs  
Apple Watch  
OR Kiwi Co 12-month Subscription  
AND \$300 Cookie Credits

# Additional Incentives



## Additional Girl Incentives

### Operation Gift of Caring

Council Gift of Caring (C-GOC) rewards are earned for monetary donations entered as C-GOC donation in eBudde by the TCM or added to a Digital Cookie order! Per GSSWT 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+ pkgs  
Gift of Caring Patch



30+ pkgs  
Ferret Clip-on Pouch



60+ pkgs  
BFF Glow-in-the-dark Blanket w/ Pocket for Shirley

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

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

- ONE reward item of choice and ALL patches earned
- Any rewards earned over 1600+ pkg level as listed on reward panel AND invite to 1300+ Party
- AND a Superstar Item of their choice—options include Custom Vans, Bitty Bog Bag, Camping Gear Set and more (see form for more details and full list of Superstar items)

### 2025-2026 Fall and Cookies Crossover Personalized Patch

To earn, girls must:

- Earn 2025 Fall Product Program Personalized Avatar Patch AND
- Sell 400 pkgs of cookies and send 25+ emails during 2026 cookie program (sisters must reach 400 pkgs and 25 emails combined to earn)

### Community Cookie Princess

Girl with most packages sold per Community will earn a custom reward mailed directly to her!

### 2026 Council Top Cookie Seller

- Recognition as 2026 Top Cookie Seller at Second Saturday in May 2026 with a special treat and reception for family, friends and troop members
- Luncheon with GSSWT CEO
- Special rewards including personalized plaque, GSSWT shop boutique sign and more!

## Additional Troop Incentives

### Community Cookie Crew

Troop with greatest % increase over 2025 in each community will get to select from a list of special troop items! TCMs will be emailed in early April.

### Fall/Cookie Participation Crossover

Troops that reach 100% of registered girls participating during the 2025 Fall AND 2026 Cookie Program will receive additional 5¢ per pkg during 2026 cookie program. More details on the GSSWT website.

### Reward Opt-out for Additional Proceeds

Troop that meet at least 350 PGA (see chart to right) with ONLY Junior-Ambassadors may opt-out of ALL rewards to instead receive additional proceeds. TCMs MUST SUBMIT opt-out form *available on cookie web page* to [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org) BY Feb. 25.

| NEW PGA Levels for Opt-Out   |                     |
|------------------------------|---------------------|
| Per Girl Average Requirement | Additional Proceeds |
| 350 PGA                      | 5¢ per pkg          |
| 500 PGA                      | 10¢ per pkg         |





## Cookie program where YOU are!

eBudde is an online cookie management system offering calendar reminders, reports, training and much more—on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for the packages they sold and their hard-earned rewards.



## Easy as 1, 2, 3

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

## Top Tips

### Contact Caregivers

Use eBudde to communicate directly to caregivers. You can send deadline reminders, booth opportunities, cookie inventory info and more!

### Top Reports for Managing the Troop Sale

- Use the Girl Initial Order report to sort cookies for easy pickup and receipt writing.
- Check the Sales Report to see troop proceeds and amount due to council for each sweep.

### Cookie Exchange

A troop-to-troop transfer can help with inventory.

- Log your extra cookie inventory.
- Check before visiting a cookie pick-up site.

### Help is a Click Away ?

Simply tap the question mark icon for quick access to helpful information.

## Your One-Stop Shop



## 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, try these steps:

- Visit [cookieportal.littlebrownie.com](http://cookieportal.littlebrownie.com)
- 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 and all TCM and troop requirements with your CCM or Product Program
- Email us at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)

# Initial Order



Scan here for the Initial Order Excel Guide



## Initial Order Submission

### What is an initial cookie order?

Girls may take cookie pre-orders Sun., Dec. 14-Fri., Jan. 9 on Digital Cookie or by using her paper order card. All these orders are entered in Digital Cookie and approved in eBudde to then be picked-up at end of January.

### When are initial cookie orders submitted?

- Parents have until 11:59 pm on Fri., Jan. 9 to enter any paper orders in Digital Cookie
- TCMs must approve/enter any remaining orders in eBudde by 11:59 pm, Sun., Jan. 11

### What about orders placed on Digital Cookie?

Digital Cookie girl delivery orders approved by parents WILL be automatically added to the troop initial order UNTIL the TCM clicks submit OR at 11:59 pm, Sun., Jan. 11. Once you click the submit button, 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 to order a modest amount and make plans to get additional cookies from pick-up sites beginning Tues., Feb. 3. See the Initial Order Excel Guide linked in the QR code above to help estimate a modest booth order.

### 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., Feb. 3—however this should be a girl's decision.

## 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 correct quantity of cases, and then confirm the order by texting troop-specific code to phone number provided. There will be GSSWT staff and delivery agent staff 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-issues, picture ID (driver's license or military ID).
- Clean out vehicle and ensure it is large enough for ALL cookies!

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

- Children are not permitted on site and MUST remain in the vehicle.
- Please be patient—be prepared to wait; especially if bad weather.
- Count order carefully. *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 at delivery site.
- You MUST text delivery code to eBudde phone number before leaving site.

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

You MUST find another 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 order at Ward North American (17275 Green Mountain Rd, SATX 78247) from 9-10 am on Sat., Jan. 31.

Est. # cases per car size  
(suggestions only!)

|                          |                  |                  |
|--------------------------|------------------|------------------|
| Compact Car 23           | Hatchback Car 30 | Standard Auto 35 |
| Sport Utility Vehicle 60 | Station Wagon 75 | Minivan 75       |
| Pickup Truck 100         | Cargo Van 200    |                  |

# Cookies & Money



## Basics

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

## Receipts

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

## Tracking Cookies & Payments in eBudde

TCM MUST enter cookies pick-ups and payments in eBudde within 24 hours! This ensures that girls sales and payments are being tracked proactively and so that girls can see their current 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 balance 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 80 pkgs in paper orders (i.e., not paid).

This is totally fine as the girl only has \$400 in UNPAID cookies as \$1,230 was already paid on Digital Cookie!

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

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

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

## Common FAQs About Cookie Money

### What if a parent has not picked up?

Do not hold on to them; instead use them to fill additional orders and for booths.

### What should I do about excess cookies?

Cookies cannot be returned to council, instead offer them to girls to sell 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.

### When should money be turned into TCMs?

TCMs should collect payments from parents weekly and deposit to troop bank account ASAP.

### What should I do if parents have not turned in money?

Money should be turned in for initial order before receiving more cookies and/or weekly. If parent misses final deadline, complete Sweep Adjustment Form, see p. 18-19.

### Acceptable forms of payment?

Only cash or credit card! For credit cards use the Digital Cookie app OR CheddarUp (troops are required to pay processing fees). GSSWT strongly urges troops to NOT accept checks.

# Cookie Pick-up Sites



## Map of Pick-up Sites

No min  
or max.

Cases  
only

Due in  
eBudde  
2 days in  
advance

**Sally Cheever (SC) Cookie Warehouse**  
811 N. Coker Loop, SATX 78216  
Pkgs & cases available; 50 case max.  
Must submit order and pick-up time  
in eBudde!

**NEW Walk-up SC+ Trailer**  
Feb. 3 ONLY (replacing Blossom Trailer)

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

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

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

**New Braunfels (NB) Trailer**  
Further up I-35—Location TBA

**St. Jerome Trailer**  
7955 Real Rd, SATX, 78263

**Harlandale Stadium (HAR)**  
1109-1101, Apollo St, SATX, 78214

## Tentative Pick-up Site Calendar—Check for confirmed calendar in Mid-Janruray

As troops and girls host booths and accept orders you can visit cookie pick-up sites to get additional cookies! Use the map above and tentative pick-up site calendar to help plan additional cookie pick-ups.

### Trailer Sites

All trailer sites require a pending order to be placed in eBudde at least 2 days before the scheduled date; order must be in FULL cases.

### Warehouse Sites

For Sally Cheever (SC):

- Requires an order in eBudde before arriving to the site
- 50 case MAXIMUM
- Packages available this site only
- Must park and come inside to have order processed

For Ward:

- Walk-up only location
- Order must be in FULL cases
- First come, first serve AND can get busy with BIG orders

| Sun         | Mon | Tues                                                | Wed                       | Thurs                                                                                    | Fri                                   | Sat                                                                                                                 |
|-------------|-----|-----------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|             |     | Feb. 3                                              | 4                         | 5                                                                                        | 6                                     | 7                                                                                                                   |
|             |     | Sally Cheever (SC) Cookie Warehouse—12-6p           |                           |                                                                                          |                                       | SC—9:30a-2p                                                                                                         |
|             |     | Ward Cookie Warehouse—2-6p                          |                           |                                                                                          |                                       | Ward—9a-12p                                                                                                         |
|             |     | Trailer Sites:<br>SC—11a-2p<br>Gus.—4-6p<br>WS—5-6p | Trailer Site:<br>Har—5-6p | Trailer Site:<br>Gus—4-6p                                                                | Trailer Sites:<br>Gus—4-6p<br>NB—4-6p | Trailer Sites:<br>Gus—10a-12p<br>WS—11a-12p                                                                         |
| 8           | 9   | 10                                                  | 11                        | 12                                                                                       | 13                                    | 14                                                                                                                  |
| SC—9:30a-2p |     | Sally Cheever (SC) Cookie Warehouse—12-6p           |                           |                                                                                          |                                       | SC—9:30a-2p                                                                                                         |
|             |     | Ward—2-6p                                           | Trailer Site:<br>Har—5-6p | Trailer Sites:<br>Gus.—4-6p<br>Outlying: Bandera,<br>Castroville, Boerne,<br>Bulverde/SB | Ward—2-6p                             | Trailer Sites:<br>Gus.—4-6p<br>Outlying: Uvalde,<br>Del Rio, Floresville,<br>Seguin, St. Jerome,<br>Carrizo Springs |
| 15          | 16  | 17                                                  | 18                        | 19                                                                                       | 20                                    | 21                                                                                                                  |
| SC—9:30a-2p |     | Sally Cheever (SC) Cookie Warehouse—12-6p           |                           |                                                                                          |                                       | SC—9:30a-2p                                                                                                         |
|             |     | Ward—4:30-6p                                        |                           |                                                                                          | Ward—4:30-6p                          |                                                                                                                     |
|             |     |                                                     |                           |                                                                                          | Trailer Sites:<br>NB—4-6p<br>GUS—5-6p |                                                                                                                     |
| 22          | 23  | 24                                                  | 25                        | 26                                                                                       | 27                                    | 28                                                                                                                  |
| SC—9:30a-2p |     | Sally Cheever (SC) Cookie Warehouse—2-6p            |                           |                                                                                          |                                       | SC—9:30a-2p                                                                                                         |
| Mar. 1      | 2   | 3                                                   | 4                         | 5                                                                                        | 6                                     | 7                                                                                                                   |
| SC—9:30a-2p |     | Sally Cheever (SC) Cookie Warehouse—3-6p            |                           |                                                                                          |                                       |                                                                                                                     |

# Booths



## Independent Booths—Wed., Jan. 28-Wed., Mar. 11

Independent booths are set up by troops and can begin once initial cookies are picked-up AND booth is approved in eBudde. Booths are allowed at locations girls can legally patronize.

However troops **CANNOT** ask ANY location of the following:

- Walmart
- H-E-B
- Sam's Club
- Lowe's (hardware store)
- Traders Village
- Bass Pro Shop

### How to set-up Independent Booths?

- Complete an Independent Booth Agreement with the location's management (PDF of form available on Cookie web page)
- Enter booth info in eBudde at least **5 business days** before booth
- Check back in eBudde for approval before the booth date

**For booth at home:** Enter "Residence" as business name in eBudde.

**Military Restrictions:** Booth and door-to-door on military bases are restricted to **ONLY** girls in troops who meet or live on that base.

### Why do I need Council approval?

Council reviews all Independent Booths to ensure that girls can legally patronize the business, that there is no overlapping with other troops at nearby locations AND, most important, we request liability insurance coverage for all booth locations.

## Council-sponsored Booths—Fri., Feb. 6-Sun., Mar. 1

Council-sponsored booths are locations that council has contacted and scheduled possible booths for all GSSWT troop. Troops have access to sign-up once added to eBudde and during the two selection rounds. These will include all available H-E-Bs, Walmarts, Lowe's, Sam's Club, Bass Pro Shops, Dunkins and more.

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

Sign-ups are divided into two 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. 8 @ 8pm-Jan. 12 @ 8pm  
Max. 2 H-E-B/Bass Pro and 3 any others

**Round 2:** Jan. 22 @ 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 booths you will NOT be using—24 hours in advance to make them available to others AND claimed booths are listed on Cookie Finder for public to see. ***If a claimed location is reported as empty, Product Program will be contacting the TCM and troop may lose council-booth privileges.***

### What if there aren't booth locations that my troop would be interested in?

We strongly encourage troops to also consider independent booth locations.

## Honest & Fair

Being a Girl Scout means we respect authority and follow the rules, not actively looking for ways to bend them. In order to ensure everyone continues to play by the same book (i.e., Girl Scout Promise & Law) we will continue to use the new strikes system. 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.

# Booth Guidelines



## Basics

- Booths are a privilege for troops and council; we are subject to business owners discretion.
- Always take the booth confirmation sheet with the location/date/time from eBudde to the booth.
- Handle any conflict with other troops peacefully, and do not involve any store managers.
- Adults at booths are responsible for their own actions and those of the Girl Scouts.
- NO adult booths—any troop with a reported adult booth will automatically have all booths cancelled.
- Non-registered friends, siblings, pets and any other tagalongs are not allowed at booths.

### Before the booth

- Min. of 2 adults; max. 4 girls—1 girl/1 parent booths are only recommended for girls and adults that can go the entire booth slot without a bathroom or snack break, etc.
- All girls should wear a Girl Scout shirt or vest/sash showing that she is a Girl Scout.
- Print or screenshot booth confirmation sheet in eBudde and note any set-up instructions.
- Gather supplies and cookies—ensure to use receipts when checking in/out cookies with the booth adults.

### During the booth

- Your troop # should be visible to customers and store management.
- Use Booth Sales Worksheet to track sales.
- Utilize the troop Digital Cookie to accept credit/debit cards—girls should NOT use their personal site.
- Girls should be asking customers as they are LEAVING the business.
- Respect location managers; they have the right to ask you to leave at anytime.

### After the booth

- Begin wrapping-up shortly before your booth ends and hand-off customers to the next troop once the shift has ended.
- 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.

## Supplies

- Cookies—see more info on right
- Table
- Tablecloth
- Signage
- Money Bag or Box
- Calculator
- Change—\$1s and \$5s
- Booth Sales Worksheet with pen/pencil
- eBudde Confirmation for Booth
- Phone or device to accept credit/debit cards
- Anything else your girls need to be comfy—like handwarmers, umbrellas, etc.



## Booth Cookie Recommendations

Cookie % for all booths:

- Adventurefuls = 8%
- Lemon-ups = 6%
- Trefoils = 7%
- Do-si-dos = 8%
- Samoas = 21%
- Tagalongs = 11%
- Thin Mints = 27%
- Exploremores\* = 9%

*\*Exploremores are new and may be in higher demand.*

Average for council booths:

- H-E-B = 123 pkgs
- Walmart = 114 pkgs
- JOANN's = 92 pkgs
- Bass Pro Shop = 158 pkgs
- Lowe's = 96 pkgs

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

Use the Booth Cookie Calculator to help estimate the # of pkgs per variety—just make sure to save your own copy of the calculator!

Scan QR or type in the Bitly link to open AND save your own copy of the calculator:



<http://bit.ly/3Vxdi9n>

# Payments & Sweeps



## Flow of Cookie Payments

Girls collect money from customers:

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

Collecting money from parents:

- Set early due dates—100% money due from parents by Wed., Mar. 11
- Digital Cookie closes for payments on Wed., Mar. 11
- Always complete receipts
- If parent misses final deadline, complete Sweep Adjustment with Uncollected Funds section—available on online

Troop balance is paid to council:

- Sweep directly from your troop account—see table below
- OR -
- Deposit to council with Agreement to Deposit
- MUST deposit 100% of funds by Thurs., Mar. 12
- MUST email ALL deposit slips to [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)
- IRGs receive access to IRG Fund
- 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.
- NEVER deposit to a personal bank account.

## Sweeps from Troop Accounts

### Important Sweep Dates

| Sweep | Payment % Requirement | Calculate Sweep and Complete Adjustment | Sweep Date      | Estimated eBudde Post Date |
|-------|-----------------------|-----------------------------------------|-----------------|----------------------------|
| 1st   | 40%                   | Mon., Feb. 9 by 5 pm                    | Thurs., Feb. 12 | Wed., Feb. 18              |
| 2nd   | 75%                   | Mon., Feb. 23 by 5 pm                   | Thurs., Feb. 26 | Wed., Mar. 4               |
| 3rd   | 100%                  | Mon., Mar. 16 by 5 pm                   | Thurs., Mar. 19 | Wed., Mar. 25              |
| Final | As needed             | N/A                                     | Thurs., Apr. 2  |                            |

### Sweep Calculations

For each sweep TCMs and Money Managers should use the eBudde Sales Report and below formula calculate if the troop has met the payment %, AND how much the sweep is expected to be. Utilize the NEW Sweep Calculator Excel sheet to assist you! **Troops must meet payment % to continue to pick-up cookies.**

If troop cannot meet the sweep amount then you **MUST** complete Sweep Adjustment form by Monday before each Sweep—if last sweep, you must submit the Uncollected Fund section with any parent info who have not paid 100% of their balance.

NEW Cookie Sweep Calculator—enter your eBudde Sales Report info & select the sweep

Use eBudde sales report and this formula to determine Sweep Amount = ("council proceeds" multiplied by sweep %) MINUS "Total Payments"

# Cookie Program Terms



**Agreement to Deposit**—Online form that troops with non-compliant bank accounts and IRGs can use in place of a troop bank account. Troop or IRG will select a council account to make deposits. More info on p. 18!

**Clean-up Week**—From March 2-11, your troop should work together to clean out any remaining inventory by attending booths and doing last calls for any customers. It should be the entire troop's goal to deplete all cookie inventory.

**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.

**CCM Directory**—Available on Product Program Linktree and p. 3 for you to find your CCM's contact info.

**Digital Cookie (DOC/DC)**—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 to accept credit card at booths. More info on p. 8 and 9!

**eBudde**—Website used by TCMs to submit initial order, additional cookie pick-ups, assign cookie/payments, and track troop sales. Check out the TCM G2eB on the web page and Linktree. More info on p. 12!

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

**Troop Booth Recorder Only User**—TCMs can add parents and other troop volunteer into eBudde as Booth Recorder Only User so that they can help allocate booth sales cookies to girls appropriately.

**Gift of Caring (GoC)**—Monetary donation used toward cookies for our four GoC organizations. All donations troops 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** pick up that order. More info on p. 13.

**Pick-up Sites**—Cookie warehouses and trailer drop sites that are set-up on various days and areas. Schedule will be posted on the cookie web page and Linktree by mid-January but keep posted for location updates. More info on p. 15!

**Cookie Warehouses**—There are two warehouses in San Antonio, Sally Cheever (SC) and Ward, these hold the most inventory of cookies. Sally Cheever is the only location that can provide packages.

**Trailer Drops**—These are pick-up sites that are facilitated on select days and orders must be submitted 2 days 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 team member.

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

**Sweep**—Withdrawal of funds from a troop's bank account across three sweeps. The sweep is submitted by the Finance dept. on Tuesday morning for the bank to process Thursday; sweep results take 5-6 business days. TCMs should work with their Money Managers to check their account balance and if sweep is needed. Calculate the sweep amount with the numbers listed on your eBudde Sales Report and this formula = ("council proceeds" MULTIPLIED BY Sweep %) MINUS "Total Payments." NEW Excel calculator is available online if you need additional assistance. See p. 18 for more info!

**Sweep Adjustment**—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 payments 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.

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

# Volunteer Action Plan



## To Do



## Key Dates

## Girl Business Plan

## Troop Proceed Goals

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