

Allocating Cookies Troop Inventory to Girl Scout

There are two types of cookies transfers you can complete from your Troop:

- Troop to Girl Scout cookie allocation
- Troop to Troop Transfers (use the “Cookie Exchange” feature on eBudde)

Troop to Girl Scout Cookie Allocation

1. Click on the “Girl Order” tab
2. Click on the Girl Scout’s name you wish to move the cookies to (this will open a new window)
3. Click on the “+Order” button, which will open a new screen with their name at the top
4. Add any notes for the order in the comment box. e.g. “Cookies out 2/27”
5. Check the INV box if these cookies should be posted to the Girl Scout’s progress bar in Digital Cookie
6. Add the number of packages (by variety) that should be allocated to the Girl Scout
7. When finished, click on “save” button at the top
8. At this point, you can transfer more cookies by clicking “+Order” or leave the page
9. To move to another Girl Scout, click the “Girl Orders” tab again and repeat the process

Documenting Money Turned in by a Girl Scout

1. Follow the steps above but instead of “+Order”, click “+Payment”
2. In the comment box, add notes, e.g. “Money in 2/27” and click “save”

Important Note:

All Girl Scout cookie allocations and payments received should be documented using a receipt booklet. See the Cookie Manager Manual for more details on receipting guidelines.

