

# GIRL SCOUTS OF HAWAII TROOP COOKIE MANAGER CHECKLIST

**Register as a Member of Girl Scouts!**

Every adult volunteer is required to register as a member of the Girl Scouts of Hawai'i. This is a \$25 fee due every year, which includes insurance coverage for the Girl Scouts events and access to resources.



**Fill out a [Cookie Manager Agreement Form](#).**

**Complete a Background Check, if not already completed during registration**  
To complete, Contact Mike Uno at [muno@gshawaii.org](mailto:muno@gshawaii.org) or (808) 672-5515.

**Register for [VIPeTraining](#) (online training) and complete Modules 1 – 4**



**Complete “[Cookie Entrepreneurial Training](#)” in October (in person or online)**

**Complete “[Cookie 101 Webinar](#)” on November 1**

**Connect with your Service Unit Cookie Manager (SUCM)**



**Register in [eBudde](#) (cookie inventory system)**

**Complete “[Digital Cookie 101 Webinar](#)” on November 14**

This webinar is for troops that will participate in the Digital Cookie Program



**Complete “[eBudde #1 Webinar](#)” on December 5**

This webinar covers the following eBudde tabs:

“Dashboard,” “Contacts,” “Settings,” “Girls,” and “Initial Orders.”

**Cookie Sales Start January 2**

**Oahu Cookie Expo/Cookie University and Maui Cookie Rally January 5**

Kick off the Cookie season! [Register Here](#)

**Select your Booth Sites (#1) on eBudde on January 7, 6:30pm**

**Select your Booth Sites (#2) on eBudde on January 9, 6:30pm**

**Complete “[eBudde #2 Webinar](#)” on January 10**

This webinar covers the following eBudde tabs:

“Delivery,” “Girl Order,” “Transactions,” “Rewards,” and “Booth Sites”

**Big Island Cookie Rally on January 12**

Kick off the Cookie season! [Register Here](#)

**Set up your Troop Bank Account by mid-January**

**Select your Booth Sites (#3) on eBudde on January 14, 6:30pm**

**Select your Booth Sites (#4) on eBudde on January 16, 6:30pm**

**Cookie Pre-Sales End January 18**

**TCM’s collect Troops Cookie Orders and Gift of Caring Donations by January 19**

\*\*Include Booth Site Sales and Digital Cookie In-Person Delivery Orders Quantities\*\*

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- Credit Card Square Device for Booth Site Sales - Registration starts January 19**  
Interested troops, [Click Here](#) for your square device registration and procedures
- Submit Initial Cookie Orders & Rewards to SUCM by January 23<sup>rd</sup>**  
TCM locked out of eBudde at midnight
- GSH Kauai Cookie Rally January 26**  
Kick off the Cookie season! [Register Here](#)
- Service Unit Cookie Orders due to Council on January 29. Deadline to deposit GOC presale money collected**
- Complete “eBudde #3 Webinar” on January 30**  
This webinar covers the following eBudde tabs:  
“Deposits,” “Sales Report,” and how to close out eBudde
- Deadline for Cadette and older troops to opt out of rewards for extra proceeds on January 30**
- Complete Troop Delivery Tab - available for sign up at 6:30pm on February 1**  
**Girls can continue selling cookies**
- Input troop bank account information into eBudde by February 8**
- Kona Cookie Pickup on February 20**  
Old Kona Airport Pavilion: 75-5560 Kuakini Hwy, Kailua-Kona, HI 96740
- All Other Islands Cookie Pickup on February 21**  
Hawaii Girl Scout Service Center: 16-105 Opukahaia St, Kea’au HI 96749  
Kauai Veteran’s Center: 3215 Kapule Hwy, Lihue, HI 96766  
Oahu: Aloha Stadium, Halawa Parking Lot  
Maui: tba
- Booth Site Sales February 22 thru March 31**  
Don’t forget to decorate your booth for the cookie season!  
Bling Your Booth! (contest information tba)  
Make bank deposits weekly
- Digital Cookie Sales Close March 31**  
Make sure all in-person delivery orders are completed and marked off in account
- All Troop Cookie Money due to TCM by April 2**
- Troop Final Rewards due by April 3**
- All troop Cookie Money deposited into GSH Council Bank Account by April 3**
- Service Unit Final Rewards due to Council by April 5 (in eBudde)**
- Troops receive proceeds on 4/18 IF ALL cookie money is deposited AND checks are cleared by 3/31**
- Cookie Entrepreneurial Officer (CEO) Event (date tbd)**

# GIRL SCOUTS OF HAWAI`I TROOP COOKIE MANAGER CHECKLIST

- eBudde closes on May 31 at midnight
- Cookie Captain Celebration on June 1 (tbd)

**IF YOU MISSED ANY TRAINING SESSIONS, GO TO VIP eTRAINING TO VIEW PAST PRESENTATIONS: [Click Here](#)**

The Service Unit Cookie Manager is a volunteer of a particular geographic area. This person is a great resource throughout the entire Cookie Season to guide you thru your Cookie Season.



Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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**Stay Informed**

- You will receive emails via eBudde with up-to-date information.
- Visit [Girl Scouts of Hawai`i website - Volunteer Resources](#) and [Cookies](#) Tab.
- Contact your Service Unit Cookie Manager, Customer Care and Product staff with any questions:



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