

2026–27 Girl Scout Cookie Program®

Troop Cookie Manager Manual



Little Brownie
BAKERS®

girl scouts 



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When you have a question related to the Cookie Program, please use the following support path. Most questions can be answered quickly by following these steps:

Cookie Manual –
Start here. The manual contains program policies, procedures, deadlines, and answers to the most common questions.

Online Resources –
Check the additional resources available on our website, eBudde, GSUSA, the VTK, and LBB.

Training – Learn all you can via the gsLearn trainings and eBudde trainings for step-by-step instructions and demonstrations.

SUCM, Island Manager or Troop leader – They are your first point of contact for program support and local guidance.

If you still need help - scan here



Key Cookie Dates

December

eBudde Access granted after ALL requirements have been met.

Sign-In to eBudde.

- Update contact information.
- Confirm troop age level is correct.

- Enter troop banking information.
- Verify Girl Scout names.
- Sign into Digital Cookie® website and setup troop link.

January

January 1

- Digital Cookie® registration link sent to caregivers.

January 4

- In-person order taking begins.
- Digital Cookie® websites open for customer orders.

January 9

- Cookie University

January 10- 12

- Booth selection

January 12

- Banking information due in eBudde.

January 17

- Presales end

January 19

- Troop initial order due in eBudde by 10pm.
- Submit initial order, order booth cookies, and select delivery location.

January 26

- ACH test sweep.

February

February 17

- Cookie Deliveries - Kona & Waimea.

February 18

- Cookie Deliveries – Oahu, E. Hawai'i, Maui, & Kauai.
- Cookie booths begin.

February 19 – February 21

- National Girl Scout Cookie Weekend.
- Buffers Open.

March - Girl Scouts of Hawaii 110th Birthday!

March 10

- ACH Sweep for 50% of balance due.

March 27

- Last day for Cookie Buffer Pickups.

March 29

- Cookie Program ends.
- Last day for cookie booths during the Cookie Program.
- Last day to accept credit card payments using Digital Cookie.
- Last day to complete troop-to-troop cookie transfers.

April

April 2

- Deadline to allocate cookies to Girl Scouts and submit rewards. eBudde lock-out at 10 p.m.

April 13

- ACH sweep of 100% for monies owed council.
- ACH credit for troop overpayment in eBudde.

May/June

June 30

- Rewards must be picked up by this day (unless prior arrangements are made) or they will be forfeited.
- ACH form must be submitted and inaccurate, or the troop will forfeit its proceeds.

CHECKLIST

October/November – Meet Requirements

- ☐ Active troop with two (2) active leaders with current criminal background checks.
- ☐ Verify troop roster and correct any errors.
- ☐ Attend required gsLearn and Cookie Academy trainings.
- ☐ Submit TCM Agreement.
- ☐ Submit ACH Authorization form.

December – Prepare

- ☐ Pick up sales materials.
- ☐ Familiarize yourself with the resources and review the TCM Manual.
- ☐ Log into eBudde and Digital Cookie once you receive your registration emails.
- ☐ Verify settings tab and girls in eBudde.
- ☐ Schedule a Family Meeting, hand out materials, review pricing, selling dates, deadlines, Gift of Caring, booth expectations, and selling safety.
- ☐ Set troop and individual selling goals.
- ☐ Get family support.

January – Sale Begins & Initial Order Phase

- ☐ Digital Cookie Troop Site and Girl Site setup on January 1.
- ☐ Sale starts January 4 – Promote Gift of Caring, share Digital Cookie sites, or use order cards.
- ☐ Attend council virtual trainings.
- ☐ Booths – schedule troop-secured booths and select council-secured booths in the lottery.
- ☐ Submit Troop Initial Order and select delivery location and time in eBudde.
- ☐ Continue selling after you submit your Initial Order.

February/March – Inventory Arrives & Booths Begin

- ☐ Pick up cookies on your delivery day. Distribute to families as soon as possible.
- ☐ Create and manage receipts every time money or product exchanges hands.
- ☐ Work scheduled booths, pickup additional, if needed.
- ☐ Attend council virtual trainings.
- ☐ Deposit cash payments into your troop's bank account. Do not use GSH's account.
- ☐ Review schedule booths – cancel those you can not attend or reserve additional.

April – Closing the Program

- ☐ Deposit remaining cash into your troop's bank account.
- ☐ Complete final cookie allocations to Girl Scouts.
- ☐ Double-check that all payments are applied to Girl Scouts so their balance in eBudde is zero \$0.00.
- ☐ Submit rewards in eBudde.

May/June – Rewards Pickup & Distribution

- ☐ Pick up rewards from your Island Manager.
- ☐ Distribute rewards to your Girl Scouts.

Highlights

A personalized online storefront where Girl Scouts can market and sell cookies for girl delivery, shipping, booth pickup, or Gift of Caring donations.

Digital Cookie



One cookie for you, one for your furry best friend.

Available online only!:

Girl Scout Sparkables™ –
allergen friendly

Patch Pals™ – first-ever
dog treat

New Products – Online Exclusives!



Toffee-tastics will be available **exclusively** through Digital Cookie this season. They are **no longer offered for in-person sales**. Customers can order Toffee-tastics online for **direct shipping**.

Toffee-tastics



New and improved interfaces make managing troop data, inventory, and orders smoother and more intuitive for volunteers.

eBudde Enhancements



Our council-wide service project where customers may purchase **virtual packages of cookies** for a charitable cause. Girl Scouts collect the funds, but **do not take physical possession** of the donated cookies..

Council Gift of Caring



This annual celebration highlights the creativity and success of Girl Scout Cookie entrepreneurs nationwide and the positive change made possible through cookie earnings.

February 19 – February 21

National Girl Scout Cookie Weekend



Learn the art of selling cookies with **Girl Scouts of Hawai'i** at this fun, skill-building kickoff event.

Saturday, January 9

Cookie University



Girls can earn service s and qualify for the **Cookie CEO Event** by supporting operations at the O'ahu **Buffer** or - if they're Cadettes and older - by **mentoring younger Girl Scouts** during cookie sales.

Cookie Captain



This year's Cookie CEO Event will be hosted at **Wai Kai** on **Saturday, May 8**. Girl Scouts on all islands who sell **850+ packages** will be invited to attend, and **caregivers and parents are welcome** to join the celebration.

Cookie CEO Event – Save The Date!



Your Role



MAHALO NUI! Girl Scouts of Hawai'i volunteers are an invaluable part of the Girl Scout Cookie Program. Volunteers like you are the champions who help Girl Scouts discover their amazing potential!

Volunteer's Commitment to the Program

Serving as a Troop Cookie Manager (TCM) is an opportunity to model the Girl Scout Promise and Law in action. Cookie volunteers play a vital role in creating a safe, organized, and empowering experience for every Girl Scout. Your leadership helps girls build confidence, practice goal-setting, and learn essential life skills throughout the program.

As a TCM, you are entrusted with guiding families, managing troop inventory and finances, and ensuring the program is run with integrity, transparency, and care. The responsibilities below outline the core commitments that support a successful and meaningful cookie season for your troop.

Troop Cookie Manager Primary Responsibilities:

- ✓ **Be a registered** Girl Scout adult volunteer with a current criminal background check.
- ✓ **Complete required gsLearn and Cookie Academy trainings.**
- ✓ Use eBudde and Digital Cookie confidently.
- ✓ **Submit** the ACH Authorization Form.
- ✓ **Ensure a signed Girl Scout Cookie Permission Slip** is submitted for every participating Girl Scout.
- ✓ **Prepare your troop** by holding a family meeting and setting goals for the season.
- ✓ **Plan your season** by placing the Initial Order and following all Council deadlines.
- ✓ **Support Digital Cookie** by setting up your troop site and encouraging Girl Scouts to set up their own individual sites.
- ✓ **Promote participation** in the Gift of Caring program.
- ✓ **Manage cookies and money** by tracking inventory, collecting payments, meeting banking deadlines.
- ✓ **Create dated, signed receipts** for all cookie transactions involving money or product, including transfers between troops or caregivers.
- ✓ **Coordinate cookie booths** with girls and caregivers.
- ✓ **Allocate cookies and payments** to Girl Scouts for packages sold, including in-person sales and booth sales.
- ✓ **Finalize rewards** by submitting selections in eBudde and distributing earned rewards to Girl Scouts.

Rewards must be picked up before June 30, 2027 (unless prior arrangements are made) or they will be forfeited.

Get Support- Break the Cookie into Bites!

Don't Take On The Full Cookie! Break It Into Bites.

Sharing responsibilities creates checks and balances, frees up your time, and helps keep the season running smoothly. Delegate Cookie Program tasks to trusted, background-checked volunteers.



Match roles to strengths:

Numbers → Monies Pointperson OR Logistics → Cookie Counter



Cookie Program Explained

The Girl Scout Cookie Program is a beloved tradition and an essential part of the Girl Scout experience. Through this program, Girl Scouts develop an entrepreneurial mindset, gain new skills, and build confidence as they set goals, interact with customers, and manage their cookie business.

The program began in 1917, when Girl Scouts in Muskogee, Oklahoma baked and sold homemade cookies in their high school cafeteria, an origin that continues to inspire today's Trefoils shortbread cookies. It has since grown into the largest girl-led entrepreneurial program in the world, with all proceeds staying local to support troop activities and Girl Scouts of Hawai'i (GSH) programming.

Why participate in the Girl Scout Cookie Program?

The Cookie Program builds **real-world skills** that support Girl Scouts now and throughout their future. Through hands-on experience, participants develop **five (5) essential skills** that strengthen confidence, leadership, and financial literacy:

Goal Setting as they set a troop goal based on what they want to do with their troop proceeds.

Decision Making by deciding where and when to sell cookies, how to market their cookie business, and what to do with their proceeds.

Money Management as they develop a budget, take cookie orders, handle and manage money.

People Skills as they safely talk to their customers in person and virtually to work as a team with others.

Business Ethics as they learn to run their businesses using the Girl Scout Law as a guide, being honest and responsible every step of the way.



Other Benefits For Girl Scouts:

Creates Community — Girl Scouts, volunteers, families, and community partners come together to support one another and share meaningful experiences.

Instills Financial Independence — Girl Scouts build real-world money skills, including budgeting and managing their troop's proceeds.

Builds Future Leaders — Girl Scouts who participate in the Cookie Program are twice as likely to engage in entrepreneurial activities compared to their peers.

Strengthens the Movement — Cookie proceeds stay local, funding programs and opportunities that empower Girl Scouts now and into the future.

Earning Opportunities

Troop Proceeds

- Troops earn **\$0.85 per package** for all cookies sold during the Cookie Program.
- A **troop bank account is required** to participate in **in-person** cookie sales.
- Troops **without** a troop bank account:
 - May **only** sell cookies online through **Digital Cookie**.
 - Any credits remaining in **eBudde** at the end of the program will remain with **GSH** and may be used **only** for membership renewal fees and GSH programming.
- Overpayments are issued at the end of the program and only if GSH receives an ACH Authorization form.
 - If the ACH form is **not received by the due date** (see **Key Cookie Date page**) or if the **submitted information is inaccurate**, the troop will **forfeit its proceeds**.

Individual Rewards

Girl Scouts can earn a variety of rewards for their achievements in the **Girl Scout Cookie Program**.

- Rewards may include:
 - **Patches**
 - **Fun reward items**
 - **Experiences** designed to celebrate success
- The **individual reward levels** are listed on the reward panel on the **back of the girl order card**.
- **Most rewards are cumulative**, allowing Girl Scouts the opportunity to earn every item up to the Hall of Fame level.
- Girls may continue working toward their reward goals **until the last day of the sale**.
- Troops that choose to **opt-out of rewards** will not receive individual or initial order rewards.

Initial Order Rewards

Girl Scouts who meet the Initial Order Reward requirement will receive an initial order reward. Refer to the reward panel on the back of the girl order card for details.

Cookie Dough Program Credits

- Cookie Dough is a council specific credit that may be used toward qualifying GSH programs, events, camps & council retail purchases

Rewards Opt-Out

Cadette, Senior, and Ambassador troops are eligible to receive an additional \$0.07 per package in lieu of individual rewards. Multi-level troops with younger Girl Scouts (Daisy, Brownie, or Junior) are not eligible to Opt-Out.

To opt-out of rewards you must do the following:

- All Girl Scouts must agree to opt-out.
- Mark the **opt out of rewards for add. proceeds** box in eBudde.
 - Listed under the **Settings** tab.
- Do not submit your initial order until you confirm that the “Opt out of rewards for additional proceeds” box in eBudde has been marked. This can not be changed once you submit your initial order.

Host a Cookie Family Meeting

Talk to Caregivers about...

Cookie Program

Use the family meeting to give caregivers and Girl Scouts a clear overview of the Cookie Program and how it builds entrepreneurship.

- Review cookie varieties and pricing
- Explain the different ways to sell: Order Card, Digital Cookie, booths, door-to-door, workplace sales, and Gift of Caring
- Emphasize that the Cookie Program should be Girl Scout-led — caregivers support, but Girl Scouts do the selling
- Talk about the five (5) Skills: Goal Setting, Decision Making, Money Management, People Skills, Business Ethics
- Introduce cookie badges, pins, and other learning opportunities the troop may work toward

Learn, Earn, Experience

Help families understand that cookie season is more than selling cookies — it is a learning experience.

- Learn: Girl Scouts practice real-life skills like speaking to customers, making decisions, setting goals, and handling money.
- Earn: Girl Scouts can earn rewards, patches, badges, and troop proceeds to support troop plans.
- Experience: Troops can use proceeds for Girl-chosen activities, travel, service projects, supplies, and more!

Goals

Guide Girl Scouts and families through goal setting so everyone knows what the troop is working toward.

- Set a troop goal together & brainstorm what Girl Scouts want to do with troop proceeds
- Have each Girl Scout set an individual goal
- Write goals down so the troop has a clear plan
- Choose a fun way to track progress visually & celebrate milestones throughout the season

Important Dates

Make sure families know what is coming and when.

- Share key program dates
- Build a troop cookie calendar
- Include order deadlines, booth dates, payment deadlines, reward dates, and pickup/distribution dates
- Set a reminder schedule for families using emails, texts, handouts, or troop meeting reminders
- Keep communication simple, consistent, and early

Money & Financial Responsibility

Set clear expectations at the beginning so families understand how inventory and payments will be handled.

- Explain how cookies will be distributed & when and how money will be collected
- Collect money early and often ideally at each troop meeting
- Use receipts every time cookies or money change hands
- Remind families that financial responsibility is the entire troop's responsibility

Family Support

Caregivers play an important support role during cookie season.

- Help Girl Scouts practice their pitch & make the ask themselves
- Support Digital Cookie setup
- Help with transportation, booth coverage, and communication
- Encourage Girl Scouts to follow booth rules, safety guidelines, and deadlines

Ways to Run a Cookie Business

Deciding how to sell cookies is one of the biggest and most exciting decisions Girl Scouts will make during the cookie program and there are a lot of choices!

Girl Scouts take the lead and learn how their choices impact their goals.

Selling Options

In-Person

Girl Scouts take pre-orders using their **paper order card**, and they may sell directly at booths once cookies arrive.



Online

Girl Scouts send out marketing emails asking their friends and family if they would like to purchase or donate cookies using their **Digital Cookie** website.



Ways to Run a Cookie Business

In-Person Sales Explained

Paper Order Card

Initial orders taken in-person by a Girl Scout during the initial order period using the Girl Order Card.

Digital Cookie Girl Delivered

An order placed by a customer using a Girl Scout's Digital Cookie selling page. Available for the entire program.

Booths

A cookie booth is Girl Scout led direct sale held at businesses throughout Hawai'i, where customers can purchase cookies directly from Girl Scouts.

Walkabout

Girl Scout led direct sale conducted after the initial order where girls go door-to-door to sell cookies in-hand.

Mom & Me Booths

A Girl Scout led direct sale conducted after the initial order by a Girl Scout and her caregiver.

Goal Getter Order Card

Post initial order taking by a Girl Scout using the Goal Getter Order Card.

Resources

There are lots of resources available to help your Girl Scout shine! Everything from booth inventory sheets, templates for door hangers, cookie variety menus, recipes, signs, and more!

Get inspired here:



GS Hawai'i



GSUSA



LBB

Gift of Caring

Gift of Caring (GOC) is our council-wide service project where customers may purchase virtual packages of cookies for a charitable cause.

Purchase with Purpose: Customers buy cookies knowing their donation creates real impact.

Deliver with Heart: Girl Scouts collect the funds, and Girl Scouts of Hawai'i distribute the cookies to our community partners - individual Girl Scouts or troops do not physically take possession of the cookies.

Local Impact: Our council partners with local charities to ensure donated cookies reach those who serve our community.

GOC is a true win-win. It helps Girl Scouts increase their sales, reach their goals quickly, and show appreciation for community heroes. In addition, both Girl Scouts and troops benefit from GOC donations by earning special rewards and proceeds. Everyone is encouraged to join in and contribute to this wonderful program!

What Girl Scouts Should Do:

- Ask every customer if they would like to purchase an additional package for the Gift of Caring (GOC) program.
- Encourage customers to donate their change from in-person cash purchases to help fund a donated package.
- Each donated package costs \$6.00. When customers donate change, Girl Scouts should combine all cash donations and divide the total by 6 to determine the number of donated packages.
- Give all in-person GOC cash to the Troop Cookie Manager, who will enter the donated packages in eBudde under the Girl Scout on the [Girl Orders](#) tab so the Girl Scout receives credit. Troops deposit the funds into their troop account for the ACH sweep.
- Customers may also purchase donated cookies through Digital Cookie.
- Customers do not pay shipping fees on donated cookies purchased through a Girl Scout's or troop's Digital Cookie site.
- Girl Scouts earn rewards, and troops earn proceeds, for every donated package.
- Girl Scouts do not take possession of donated cookies — GSH coordinates delivery to community partners.

Gift of Caring Girl Scout Rewards

25 donated packages

Gift of Caring Patch



75 donated packages

Bunny Hat



Gift of Caring

Allocating GOC Cookies in eBudde

Please refer to the Inventory Management section for guidance on allocating GOC cookies and entering payments in eBudde.

- Allocate donated packages to each Girl Scout by entering the number of GOC packages in the **CGOC** column in eBudde.
- You may add GOC packages during the Initial Order using the [Initial Orders](#) tab or anytime throughout the program using the [Girl Orders](#) tab.
- Troops **do not** receive physical inventory for GOC packages.
- **No action** is required for donated cookies **purchased through Digital Cookie using a credit card** - those donations flow automatically.
- **Digital Cookie Cash** donations will **need** to be manually allocated in eBudde.
- Individual Rewards will automatically be calculated for each Girl Scout with GOC numbers allocated.

Payments & Proceeds

- Enter a payment for the donated cookies you manually to a Girl Scout on the [Girl Orders](#) tab so their balance remains \$0.00.
- The [Sales Report](#) will automatically calculate troop proceeds and show the amount owed to council for the troop.
- **Individual Rewards** will automatically calculate for each Girl Scout once GOC packages are allocated.



Fun Fact

Over 80% of customers say yes when asked if they would like to donate.



Social Media

Girl Scouts can use websites and social media to promote their cookie businesses. Online sales should always be girl-led, family-supervised, and safety-focused.

Girl-Led & Family-Supported

- Girl Scouts should take an active role in marketing their cookie business.
- Girl Scouts ages 13 and up may use social media with adult supervision to promote their cookie sale or Digital Cookie link.
- For Girl Scouts under 13, parents/caregivers must make the posts.

Where You Can Share

- Girl Scout and troop Digital Cookie links **may not be shared on selling sites such as:** Facebook Marketplace, Craigslist, eBay, or similar sites.
- Follow each group's posting rules.
- Public posts can be found and shared by anyone, so consider what information is visible.
- Never purchase or accept donated social media ads to promote cookie sales.

Tips and Tricks

- Follow **GSUSA** on social media for up-to-date cookie information.
- Post a **countdown** before the season begins to build excitement.
- Use **hashtags** for shout-outs and visibility during the season (e.g., **#girlscouts**).
- Create and share **fun, engaging videos** that highlight cookie activities.
- Encourage families to share their Girl Scout's **Digital Cookie link** with friends and supporters.

Stay Safe Online

- Review the **Girl Scout Internet Safety Pledge**, **Digital Cookie Pledge**, and all applicable **Safety Activity Checkpoints**.
- Never direct message with people you don't know online.
- If someone you don't know wants to place an order, share the **Troop Digital Cookie link** instead of a girl's individual link.
- Parents/caregivers must approve **Girl Scout delivered online orders** and supervise all communications and deliveries.
- It is advised that you do not accept Girl Scout delivered orders from individuals you do not know.

Social media tools are available at:

- girlscoutcookies.org/troopleaders
- littlebrowniebakers.com/social-resources

Never share personal information or Digital Cookie links if girl delivery is enabled.



Meet The Cookies

Donate · Gift · Share

Adventurefuls®



\$6

Lemon-Ups®



\$6

Trefoils®



\$6

Do-si-dos®



\$6

Samoas®



\$6

Tagalongs®



\$6

Thin Mints®

MADE WITH VEGAN INGREDIENTS



\$6

Exploremores®



BACK FOR YEAR 2!

\$6

Toffee-tastic®

GLUTEN-FREE



ONLINE ONLY

\$7



girl scouts

Little Brownie
BAKERS®

New! Online Exclusives

Allergen Free:
Peanuts, Milk, Shellfish, Tree
Nuts, Eggs, Fish, Wheat, Soy,
and Sesame

Patch Pals™ are blueberry muffin
flavored soft baked dog cookies made
with blueberries. Each dog cookie has
been baked into one of four “patches,”
representing Girl Scout experiences.

One cookie for you,
one for your furry bestie!



Available
online
only!

Girl Scout Sparkables™ are crunchy
oatmeal chocolate chip cookies baked
with rich chocolate chips and colorful
sprinkles, and allergen-friendly to help
more of us join in the yum.



Digital Cookie

Digital Cookie® is a personalized website for Girl Scouts and troops to market and sell cookies. Customers may order cookies and have them delivered by a Girl Scout, shipped directly to their residence, pick up at a cookie booth, or donate cookies.

With Digital Cookie Girls Scouts can: Personalize their site:

- Build digital marketing and strategy skills.
- Send emails inviting friends and family to purchase cookies.
- Build and retain a customer list year after year.
 - You must save customer to your list.
- Make reward selections as they are earned.
- Work toward the Cookie Business badge and Cookie Entrepreneur Family pin.
- Play interactive game that build program knowledge in a fun way.



Benefits of using Digital Cookie:

- Expands community reach through easy link sharing.
- Track sales in real time.
- Reduces cash handling.
- Offers contactless payment through the mobile app.
- Automatically transfers payments into eBudde.
- Enables Troop Cookie Managers to add inventory and payments.

Did you know? Girl Scouts who paired Digital Cookie with traditional sales on average sold 76% more Girl Scout Cookies than Girl Scouts who did not sell cookies online.



Digital Cookie

How Do I Get Started?

Getting started is super easy and only takes four steps to complete! All they need to do is one (1) register, two (2) set up their site, three (3) invite customers, and four (4) track their sales.

- All registered Girl Scouts will receive their own personalized registration link via email in **early-January**.
- The registration link will be sent to the email address that was used when registering for the current membership year.
- Girl Scouts and caregivers are encouraged to download the Digital Cookie Mobile App from either the App Store or Google Play.
- Help resources can be found on the council website and in eBudde.

Caregiver Email in eBudde

Caregiver email addresses are listed on the **Girls tab** in eBudde. This allows Troop Cookie Managers to verify the email address that was imported into Digital Cookie for each Girl Scout. The eBudde field is **editable** but updating it does **not** update the Girl Scout's record in Digital Cookie.

If an email address needs to be corrected, please notify council so we can update the Girl Scout's Digital Cookie website and GSUSA membership record. Email any changes to customercare@gshawaii.org or scan the QR code on the Table of Contents page.

When emailing us, please include:

- Troop number.
- Girl Scout's first and last name.
- The correct caregiver email address.



Digital Cookie QR Code

A QR code is a quick and convenient way to share your **Digital Cookie** site without needing to write down, type out, or remember your full URL. When someone uses their smart device's camera to scan your QR code, a link to your Digital Cookie site will appear on their screen. They simply tap the link to access your Digital Cookie website instantly.

Locating the Digital Cookie QR Code

Digital Cookie automatically generates a QR code for your personalized Digital Cookie website once it is published. You may locate it in the **Digital Cookie App** by clicking on "**Visit My Site**" or you may access it from the "**Home**" page of the **Digital Cookie** website by clicking on "**View QR Code**."

Safety Tip

Do not share Digital Cookie links with strangers if girl delivery is enabled.

Cookie Pro Tip

Screenshot your QR Code on your phone and place it on flyers to share!

Digital Cookie – Girl Delivered

Digital Cookie® allows Girl Scouts to accept Girl Delivery orders, and this feature is automatically turned on.

- When Girl Delivery is enabled, customers can place an order, pay by credit card, and expect the cookies to be delivered by a Girl Scout.
- Caregivers may turn Girl Delivery on or off at any time.

Girl Delivered Approvals

Caregivers must **approve or decline** each Girl Delivery request **within five (5) days** of the customer's purchase.

- Orders not approved in time will either be cancelled or donated, based on the customer's selection at checkout.
- If an order automatically cancels due to lack of approval, the Girl Scout will not receive credit, and the troop will not earn proceeds for those cookies.
- It's important for caregivers to monitor Digital Cookie daily to ensure all Girl Delivery orders are reviewed promptly.

During the Initial Order Period

- Approved Girl Delivery orders will automatically appear on the **Initial Order** tab in eBudde **until** your troop submits its Initial Order.
- These orders are added directly to your troop's Initial Order and will be delivered with your IO delivery.
- You do not need to allocate Girl Delivery cookies purchased online during the Initial Order period, if the caregiver approves the order within five days **and** before the troop submits its Initial Order.
- If shortages occur, troops may pick up additional cookies from a cookie buffer.

After Initial Order

- Girl Delivery orders approved **after** your troop submits its Initial Order must be filled using the **unsold inventory** your troop received with its Initial Order.
- If shortages occur, troops may pick up additional cookies from a cookie buffer or through a **troop-to-troop transfer**.

Delivering Orders

- Approved Girl Delivery orders are **not** automatically sent to customers. Girl Scouts must physically deliver the cookies once the order is approved.
- After the cookies have been delivered, the caregiver must **mark the order as Delivered** in Digital Cookie.
 - This action sends a confirmation email to the customer.
 - Only mark an order delivered **after** the actual delivery—marking it early can cause confusion if the customer hasn't received their cookies.

Digital Cookie – Troop Site

The Digital Cookie® **troop site** is an additional selling tool that troops may set up and use throughout the cookie season.

- It functions the same way as an individual girl Site, but a troop must allocate the cookies sold, so that participating Girl Scouts can receive credit.
- **Girl Scout Cookie Finder**
 - Troop Digital Cookie site will display where customers may order shipped cookies.



Cookie Pro Tip

Troops should only use Digital Cookie to process credit cards. They should not use other vendor sites.

Digital Cookie Benefits for Troops

- Sharing your troop's Digital Cookie link allows customers to purchase **Girl Scout Delivered, direct-shipped, donate Gift of Caring, and booth pickup** cookies.
- Boosts troop proceeds helping Girl Scouts reach their goals.
- Troop sites appear in the **national Cookie Finder**, helping your troop reach more customers for donated and shipped orders.
- Contactless payment option with optical character recognition (OCR) for in-person booth sales using the Digital Cookie Mobile App.
- Digital payments are automatically transferred into eBudde for easy reconciliation.
- Girl Scouts may enter their reward choices and shirt sizes allowing you to export the information from Digital Cookie for quick entry into eBudde.

eBudde



Technology

As a volunteer you will manage the entire cookie season using the eBudde technology platform. There are two versions of eBudde that you may access: either [eBudde App](#) or the [desktop version](#).

Log in at eBudde.littlebrownie.com

- Your council will grant you access to eBudde.
- Review your profile details and make necessary corrections.
- Select a password.
- Click **Update Profile**.

Volunteer Form Acknowledgment

- Click the hyperlink to download and review the [Volunteer Agreement Form](#).
- Check the box: "I agree to the terms outlined in the document."
- Click **Submit Agreement** to proceed.

Verify Troop Settings

- Click the **Settings** tab, then click **EDIT**.
- Confirm your troop's age level, contact Council to update it if it not correct.
- Enter your **troop's package goal**.
- Add your troop's banking information.
 - [Refer to the Finances section of this manual for instructions.](#)
- If your troop has chosen to receive additional proceeds in lieu of individual rewards and met the opt-out requirements, ensure the **Opt out of rewards for additional proceeds** box
- Click **SAVE**.

Add Additional Users

- Click on the **Contacts** tab, then click **+ADD**.
- Select the additional user's role from the drop-down menu.
- Enter email addresses of additional users. This will include people picking up cookies at a cupboard or delivery station and booth recorder users. **Do not add yourself to any other role.**
- Click **SAVE**.



eBudde

Confirm Girl Scout Listed in eBudde

- Check the **Girls tab** to ensure all participating Girl Scouts are listed.
- Missing Girl Scouts may not be registered and will not receive a Digital Cookie registration email.
- If a Girl Scout is registered in MyGS but missing in eBudde, contact Customer Care.
- Select a password.
- Click **Update Profile**.

Review Dashboard Messages

- Each time you log in, check the Dashboard for new messages.
- Click **Read More** to open the full message.
- Click **Mark as Read** after reviewing to clear alerts.
- These messages contain essential Cookie Program updates and reminders.
- Check the box: "I agree to the terms outlined in the document."
- Click **Submit Agreement** to proceed.

The screenshot displays the eBudde interface for Troop 1912. At the top, there's a navigation bar with tabs: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, and Transactions. Below this is a 'MY COOKIE SEASON' banner with progress indicators for 'PROGRAM BEGINS' and 'TROOP I/O DUE'. A message box indicates 'You have 4 unread priority messages and 4 unread new messages!' with a 'Show All Messages >' link. A 'Sales Progress Report' section shows a bar chart comparing 2025-26 and 2026-27. On the right, a 'Messages' panel lists two messages from the council, both dated 09/12/26, with 'MARK AS READ' and 'READ MORE' links. A red oval with the text 'Check Messages' and arrows points to the messages panel.

Stay Subscribed to eBudde email

- GSH kindly requests that you **do not** opt out of eBudde emails.
- Opting out may cause you to miss important Cookie Program communications.
- You will also not receive registration and/or password recovery emails.

eBudde Help Available at Your Fingertips



Training Videos

Here to help every step of the way.

Got a Question

The question mark icon brings you the help you need.

eBudde User Manual

Available in the eBudde Help Center.

Council Help Sheets

Available in the eBudde Help Center.

Finances

Finances

- Your troop is financially responsible for all cookies received during the Girl Scout Cookie Program.
- Cookies may not be exchanged or returned once accepted.
- Payment to council is made through an ACH sweep from your troop's bank account on file.
- Manage and retain **dated, signed receipts** to ensure a complete and accurate financial trail; refer to the Receipts section for additional detail.

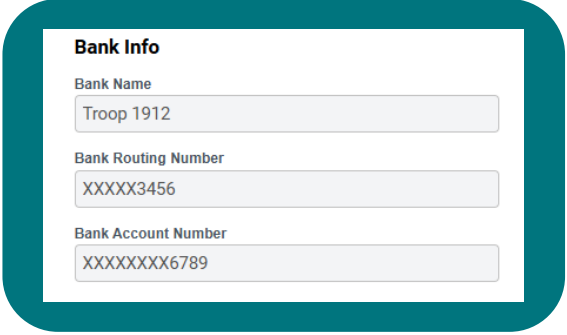
Entering Banking Information into eBudde

To ensure accurate ACH sweeps throughout the Cookie Program, each troop must enter its **official troop bank account information** directly into eBudde.

Navigate to the **Settings** tab and select **Edit** settings. The banking field will appear in the lower portion of the screen.

Required Information:

- **Bank name** – enter the name on the troop's bank account, not the financial institution name and not a volunteer's personal name.
 - e.g., *Troop 00816*, not your personal name or the financial institution)
- **Routing number** – enter the 9-digit routing number associated with the troop's checking account.
- **Account number** – enter the troop's checking account number exactly as it appears on the troop's bank documents.



The screenshot shows a form titled "Bank Info" with three input fields. The first field is labeled "Bank Name" and contains the text "Troop 1912". The second field is labeled "Bank Routing Number" and contains the text "XXXXX3456". The third field is labeled "Bank Account Number" and contains the text "XXXXXXXXX6789".

Banking Tips

- **Deposit all money collected into your troop bank account** often.
 - **Do not deposit funds into GSH's council bank account under any circumstances.**
- Prevent ACH bounce fees by ensuring enough money is available in your account **before** each ACH sweep.
- Council will withdraw the amount your troop owes as listed in **eBudde**. Refer to the **Sales Report** tab for your exact totals.
- **Overpayments** will be refunded to your troop via ACH credit at the conclusion of the Girl Scout Cookie Program.
 - GSH retains proceeds and overpayments for troops that do not have a troop bank account or do not provide accurate ACH authorization before the deadline.
- **Personal checks are not recommended.** Troops assume financial responsibility for any checks accepted, including any non-sufficient funds (NSF) fees incurred for returned or bounced checks.
 - Include the Girl Scout's first/last name on any check accepted for tracking purposes.

Banking Dates for ACH Sweeps

January 26 — Test Sweep

March 10 — 50% of balance owed

April 13 — 100% of money owed council or credit for troop overpayment

Girl Scouts of Hawai'i reserves the right to seek the services of a collection agency and/or pursue legal action for delinquent monies owed for product received.

Receipts

Cookie Receipts

Receipts are one of the most important financial and inventory-control tools in the Cookie Program because they create a **verifiable, transparent record every time cookies or money change hands**. This protects *you*, the *troop*, and the *families* - and ensures an accurate inventory and financial reconciliation.

Why are receipts important?

Receipts serve as your official documentation if questions arise about:

- Missing inventory
- Disputed payments
- Incorrect sales totals
- Caregiver concerns

A signed receipt is your proof of what was picked up or paid.

Required Process for All Cookie and Money Transactions.

1. Prepare Your Receipt System

- Use the council-provided receipt book or electronic receipt option in eBudde.
- For paper receipts - label each receipt with the Girl Scout's name and troop number.
- Keep a dedicated folder or binder for all receipts throughout the season.

2. Receipt Every Cookie Pickup

- Count cookies **together** with the caregiver before signing.
- Record the number of packages or cases released.
- Note any special circumstances (e.g., booth inventory, pending payment).
- Both the TCM and caregiver should sign the receipt.
- Give the caregiver their copy immediately.

3. Receipt Every Payment

- Accept payments only from the caregiver, not the Girl Scout.
- Record the exact amount received and the date.
- Both the TCM and caregiver should sign the receipt.

4. Log Receipts Weekly

- Enter cookie pickups and payments into eBudde.
- Cross-check your receipt binder against system totals.
- Flag discrepancies early and resolve them with the caregiver.

5. End-of-Season Reconciliation

- Match all receipts to eBudde records.
- Confirm each Girl Scout's final package totals and balance using signed receipts.
- Store receipts securely in case there are questions.

Best Practices for TCMs

- Never release cookies or accept money without a receipt.
- Always count inventory together with the caregiver.
- Keep receipts neat, dated, and legible.
- Use receipts to support accurate troop financial reporting.
- Treat receipts as required documentation, not optional.

Refer to the Managing Inventory Section for details on managing electronic receipts in eBudde

Initial Order

The Initial Order (IO) refers to your cookie presales and is the first major cookie order your troop submits in eBudde. It includes all cookies needed for approved Girl Delivery orders, girl order card cookies, and any booth cookies your troop chooses to order.

- The Initial Order pre-sale period runs in through mid-January – refer to eBudde for key dates. During this time, Girl Scouts sell using their paper order card or through their Digital Cookie website.
- You must submit an Initial Order in eBudde if you would like to receive your cookies at one of our island deliveries - refer to eBudde for key dates.
- Cookies entered on the **Initial Order** tab in eBudde will be rounded up to full cases (12 packages per variety).
- Troops are financially responsible for any unsold/extra packages due to rounding
 - These extras may be sold or transferred to another troop.
- Booth cookies may be ordered during the Initial Order.
 - GSH recommends ordering enough cookies to cover your first two (2) booth sales.

After the Initial Order is Submitted

Girl Scouts may continue selling through **Digital Cookie**, the **Goal Getter Order Card**, and at **cookie booths**. Girls will keep earning individual rewards until the program ends – refer to eBudde for date.

Initial Order Tab

The **Initial Order (IO) tab** is where Troop Cookie Managers enter each Girl Scout's beginning cookie order for the season. Three (3) columns appear next to every Girl Scout's name, on the **Initial Order** tab helping you capture both paper orders and approved Digital Cookie girl-delivery orders.

Order Card:

- This column is used to enter each Girl Scout's **in-person order card totals by variety**.
- Enter the number of packages recorded on the paper order card.
- Parent Initial Orders submitted in Digital Cookie may auto-populate here.

DC Delivered:

- This column displays **pre-paid Digital Cookie girl delivery orders** that were **approved by the caregiver before your troop submitted its Initial Order**.
- They appear as read-only totals so you can ensure they are included in your troop's initial delivery.

Total:

This column shows the **combined package count** for:

- Order Card
- DC Delivered
- Together, this gives you the **full initial order** total for each Girl Scout.



Initial Order

Submitting Your Initial Order

1. **Review Parent Initial Orders (PIOs):** Click the **pencil icon** next to each Girl Scout's name that shows **Review parent IO** to confirm the **Parent Initial Order (PIO)** that was submitted by the caregiver using Digital Cookie.
 - a. A confirmation screen will open where you can verify or edit the Parent Initial Order submitted in Digital Cookie.
 - b. Make changes if needed.
 - c. Click **REVERT** to restore the original PIO values.
 - d. Click **Save** to confirm.
2. **Enter Paper Order Card Totals:** For Girl Scouts who do **not** have *Review parent io* next to their name, enter their paper order card totals.
 - a. Click the **pencil icon** next to the Girl Scout's name.
 - b. Use the **Tab** key to move through fields and enter package totals by variety.
 - c. Enter **Gift of Caring** cash purchases in the **Council Gift of Caring** field.
 - d. Click **Save**.
 - e. Repeat Steps 1 and 2 until all Girl Scout orders are entered.
3. **OTHER Line – Troop Site Girl Delivery Orders (Optional):** Use this line for **Girl Delivery orders placed through the Troop Site**, as these do **not** automatically populate in eBudde and must be added manually.
 - a. Click the **pencil icon** next to **OTHER** and a new screen will open.
 - b. Click the pencil next to the **OTHER** line at the bottom of screen.
 - c. Use the **Tab** key to enter packages by variety.
 - d. Click **Save**.
4. **BOOTH Line – Booth Cookies (Optional):** Use this line for **booth cookies** you would like to take out on consignment. Refer to the Booth section for forecasting tips.
 - a. Click the **pencil icon** next to **BOOTH** and a new screen will open.
 - b. Use the **Tab** key to enter booth cookie quantities by variety.
 - c. Click **Save**.
5. **UNSOLD PACKAGES DUE TO ROUNDING –** eBudde automatically rounds package totals **up to full cases (12 packages)**. Example: Ordering 10 packages of Samoas rounds up to **12 packages**, creating **2 extra packages**.
 - a. Troops are **financially responsible** for any unsold rounded-up packages.
6. **Submit Initial Order:** Review all totals carefully, then click **SUBMIT INITIAL ORDER**.
 - a. A message will appear: "You are about to submit your Initial Cookie Order. Are you sure? Once the Initial Order is submitted it cannot be changed."
 - b. Click **OK**. The **Initial Order** tab will now read **Submitted**.

After you submit your Initial Order, you must select a **Delivery Station in eBudde.**

If you do not select a delivery station, your cookies may be routed to the wrong island.

Delivery Day – IO

Delivery Tab

The **Delivery** tab is where you select the location where your troop will receive its Initial Order. Complete the steps below to choose your delivery site.

1. Click on the **Delivery** tab.
2. Answer the Delivery Questions:
 - A. Who is picking up your cookies?
 - a. Select **someone from my troop** if the cookies will be picked up by your troop.
 - b. Select **some other troop (or my SU)** if your cookies will be picked up by another troop.
 - i. This message will appear – You have indicated that someone else will take Delivery of your Initial Order.
 - ii. Click **Submit**. A pop-up box will appear with the message **SUCCESS** – Delivery Info Submitted.
 - iii. Click **OKAY**.
 - B. Will you be picking up for more than one troop? Yes or No.
 - a. Select **Yes**, if you are picking up for additional troops. Enter the troop numbers. You may add two additional troops. If there are more than two, contact the **Council Cookie Team**.
 - b. Select **No**, if you are only picking up for your own troop.
3. Select your **Delivery Station**:
 - A. A listing of the available delivery sites may be found by clicking the carrot on the box that appears on the screen. Locations are listed alphabetically. Select your preferred delivery station. Please pay special attention to the Island location.
 - B. Locations will require a time slot selection. Select the desired time slot.
4. Click **SUBMIT**. A pop-up box will appear with the message **SUCCESS** – Delivery Info Submitted.
5. Click **OKAY**.

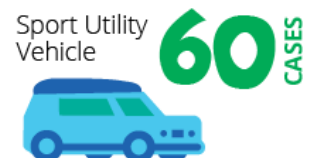


Delivery Day – IO Pickup

Steps for a Smooth and Accurate Cookie Pickup

Please review the steps below to ensure a successful and efficient cookie pickup:

- **Bring your delivery confirmation** from the [Delivery](#) tab in eBudde and have it ready at pickup.
- **Pick up all cookies on your order.** No changes can be made once your Initial Order has been submitted.
- **Arrive with enough vehicles** to fit your entire order, and clear out extra items (unused car seats, storage bins, etc.) before arriving.
- **Dress for the weather.** You will need to exit your vehicle and count cookies as they are loaded.
- **Arrive on time** at your selected location and inform the team if you are using multiple vehicles.
- **Count your cookies before they are loaded** and confirm quantities are correct. You are financially responsible for all cookies you accept and sign for at delivery.



Important Note

Girl Scout cookies cannot be returned or exchanged once they are signed for. You are financially responsible for all cookies that you accept. When in doubt...recount!

Cookie Booths – Types

Cookie booths are an excellent way for Girl Scouts to learn customer service skills. At Girl Scouts of Hawai'i, we have such a strong Cookie Booth culture, and every customer loves to see Girl Scouts out in the community sharing the cookie love. There are several ways to run a cookie booth with your troop or family!

Council-Secured Booths

- **What They Are :**
 - Booths set up by GSH and are hosted at high-traffic businesses throughout the Hawaiian Islands. AKA – Hot Spots
- Dates and time for signups will be communicated via email, eBudde dashboard, and Help Center.

Troop-Secured booths

- **What They Are:**
 - Booths that are organized directly by a troop **or Girl Scout caregiver** and are not council-sponsored locations.
- All troop-secured booths must be entered into eBudde 48-hrs prior to the date of the booth.

Troop may not contact these Hot Spot locations:

- | | | |
|---------------------------|----------------------------|--------------------------|
| • Ace Hardware | • Island Grocery Depot | • Pukalani Superette |
| • Ala Moana | • Kalakaua Gardens | • Queens Marketplace |
| • Aloha Island Mart | • Kahuku Superette | • Sack N Save |
| • American Savings Bank | • Koko Maria | • Safeway |
| • Big Save | • Koolau Center | • SALT at our Kaka'ako |
| • Central Pacific Bank | • KTA Stores | • Sam's Club |
| • ChoiceMART | • Longs | • Shima's Market |
| • City Mill | • Lowe's | • Schofield |
| • Costco | • Malama Market | • Times Supermarket |
| • Don Quijote | • Matsuyama Food & Fuel | • Tamura's Market |
| • Finance Factors | • Maui Sunday Market | • Target |
| • First Hawaiian Bank | • MCBH Commissary | • Wainiha Country Market |
| • Foodland/Foodland Farms | • MCX Marts | • Walgreens |
| • Fort Shafter Exchange | • Menehune Food Mart | • Walmart |
| • Goodwill | • Mizuno Superette | • Wendy's |
| • Hawai'i Reserves | • OKK Farmers Market | • Whole Foods Market |
| • Hickam Commissary | • Pearl City Navy Exchange | |
| • HPM Building Supply | • Pearlridge Center | |
| • Home Depot | • Petco | |

Cookie Booths – Guidance

Booth Requirements

To keep our cookie booths safe, fair, and fun for all Girl Scouts, please follow the Booth Requirements outlined below. These guidelines help ensure every booth meets council and safety standards.

- **Registered Girl Scouts** must be present for the duration of your booth.
- Girl Scouts must wear **official Girl Scout attire** (sash, vest, or Girl Scout apparel).
- Your **troop number must be visible** either on the Girl Scout Vest or displayed on your table.
- **Cookie prices must be clearly displayed.**
- **Siblings and other non-Girl Scouts should not attend** the booth.
- **Gift of Caring** should be actively promoted to help increase sales.
- Be courteous and **do not block ATM machines, entrances, or business doorways.**
- **Nicotine products** (including vaping and smokeless tobacco) are not permitted within visual vicinity of the booth or Girl Scouts.
- For health and safety reasons, **food and beverages should not be consumed at the booth** or stored near cookie packages. Please step away from the booth to eat or drink.
- Booth setup and breakdown should occur **no more than five (5) minutes** before the start or end of your scheduled booth time. Prepare for a quick turnover if another troop is scheduled after yours.



Adult Supervision Guidance

- If a Girl Scout is participating without their own parent or caregiver, the booth must have **two un-related registered, background-checked volunteers.**
- Cookie booths that have **all members under the direct supervision of their own parent/caregiver** do not require adults to be registered, background-checked Girl Scout volunteers.
 - Example – if Girl Scouts Kailani and Mahina attend a Walmart booth and they both are chaperoned by their own caregiver, neither caregiver needs to be a registered or background checked volunteer. If a third Girl Scout, Leia, joins then either Leia's caregiver must stay to chaperone or 2 unrelated, registered and background checked volunteers must supervise the booth instead. In all instances, follow any state or local regulations that may have more stringent policies in place.

Please remember to be kind and courteous to others — you are setting the example your Girl Scouts will follow.

Cookie Booths – Guidance

Before participating in any money-earning Girl Scout activity, it's super important for Girl Scouts and adults to review our safety tips to be safe. Share & discuss these safety tips with all Girl Scouts and adults prior to the start of the cookie season & review as needed.

Tips for Volunteers

Do's

- ✓ Ensure every troop booth meets the Booth Requirements.
- ✓ Keep a first aid kit and each participating Girl Scout's Health History Form with you.
- ✓ Keep cash secure and out of sight, preferably in a zippered waist pouch worn by an adult.
- ✓ Use an adult or troop-managed phone number or email address for customer questions and reorders.
- ✓ Encourage customers to use Digital Cookie for electronic payments.

Don'ts

- ✗ Leave Girl Scouts alone at a booth or allow the booth to be unattended.
- ✗ Allow anyone other than participating Girl Scouts and supervising adults to remain in the booth area.
- ✗ Sell to people in vehicles (except at approved drive-thru booths) or in unsafe locations such as alleys.
- ✗ Share a Girl Scout's personal contact information with customer

Tips to share with Girl Scouts

Remind Girl Scouts TO:

- ✓ Wear their Girl Scout uniform, sash, vest, or other Girl Scout clothing when selling cookies.
- ✓ Always use the buddy system.
- ✓ Be aware of surroundings and follow safe pedestrian practices.
- ✓ Help load and unload cookies safely while watching for traffic.

Ensure Girl Scouts Don't :

- ✗ Leave the booth without telling an adult.
- ✗ Leave booth alone .
- ✗ Enter a stranger's home or vehicle.
- ✗ Give customers their personal phone number, address, or email.

Safety

Be sure to follow all guidelines for safe selling at [GirlScouts.org/CookieResources](https://www.girlscouts.org/cookieresources)

Cookie Booths – Guidance

Family-Run Girl Scout Cookie Booths

Family-run cookie booths are a flexible way for Girl Scouts to sell cookies with their parents or guardians, offering a hands-on entrepreneurial experience while meeting safety and operational requirements.

GSH encourages you to work with your families to setup cookie booths for your Girl Scouts – either Council-Secured or Troop-Secured. Simply follow the Adult Supervision Guidance and Booth Safety Requirements.



Guidelines for Selecting a Troop-Secured Cookie Booth Location

Is a booth location permissible?

Guiding principle: Girl Scouts should not sell in or in front of establishments that they themselves cannot legally patronize. Examples being bars, dispensaries, or casinos.

Consider not only the policies and regulations but also the standards and perception of your local community or government.

Locations that serve alcohol – yes if criteria met

Family friendly restaurants with bars or breweries that house a kitchen are permissible.

Members should never in any way promote the purchase of alcohol, such as a cookie/beer pairing or a coupon offer with purchase of cookies. Booth must be set up away from the bar and present adults may not consume alcohol during the booth.

Cookie Booths – Troop

Requesting approval for a Troop-Secured Booth

- All cookie booths should be authorized by a member of the council's Cookie Team prior to conducting them. Troops may **not** contact any business listed on the **Hot Spot** list.
- Troops may reach out to **any other business** to request permission to hold a Girl Scout cookie booth.
 - Speak with your **Island Manager** first, so they are aware.
 - This prevents multiple people reaching out to the same locations.
- Once permission is secured from the business, the booth **must be entered into eBudde** for formal approval.
- Approved troop-secured booths will feed into GSUSA's **Cookie Finder** for public viewing.
- For safety, **personal residences should not be entered** into the system.

Entering Troop Cookie-Secured Booths in eBudde

1. Go to the **Booth Sales** tab.
2. Click **ADD/EDIT A TROOP BOOTH**.
3. Click **+ADD**.
4. Enter the **business name** into the **Business** field.
 - a. Ensure spelling, street addresses and city information are correct.
 - b. Do **not** enter information in **ALL CAPS** or **all lowercase**.
5. Enter the **business contact information** (phone and email).
 - a. Do **not** enter your personal contact information here.
6. Enter the **Booth Date**.
7. Enter the **Start Time**.
8. Enter the **End Time**.
9. Review all information for accuracy.
10. Click **SAVE**.
11. A popup box will appear with the header **SUCCESS** – Sales added. Status will be pending until approved or denied. Click **OKAY**.



Approvals are processed on weekdays; please allow a minimum of 48-s (two business days) for review. We will not deny any request that meets the safety guidelines.

Accuracy Is Essential for Public Cookie Finder Listings

Accurate booth information is essential because eBudde feeds directly into GSUSA's **Cookie Finder**, which is fully public-facing. Misspellings, incorrect addresses, or inconsistent naming conventions can make locations hard for customers to find and can reflect poorly on the Girl Scout brand. Clean, correct entries ensure families, customers, and community members see professional, reliable information when searching for cookie booths.

Enter all booth details **accurately**, especially spelling, street addresses, and city information. Avoid using **ALL CAPS** or **all lowercase** when entering location names or details. **Do not enter personal residences** into eBudde for safety and privacy reasons.

Cookie Booths – Council

Booth Lottery for Council-Secured Booths

Council-sponsored booths are **initially reserved through an open booth lottery in eBudde**. The lottery ensures that all troops have a **fair and equal opportunity** to access high-demand locations before **first-come, first-serve** scheduling begins.

During the lottery window, troops will log in to eBudde and make their booth selections. Once the lottery has concluded, there will be no limitations on the number of booth slots you may choose.

How Will Volunteers Receive Details

All information about the booth lottery - including:

- **Lottery dates.**
- **Opening and closing times.**
- **Number of selections allowed.**
- **Any council-specific rules or guidelines.**

will be communicated through:

- **Council email announcements.**
- **The eBudde Dashboard.**
- **The eBudde Help Center.**



Volunteers should check these sources regularly to ensure they have the most up-to-date information before the lottery opens.

What Volunteers Should Do Now

- Talk with your **Girl Scouts and families** about their interest in hosting cookie booths.
- Review upcoming communications so you're ready when the lottery window opens.
- Family booths are permitted at council-sponsored locations for
- One-to-one adult-to-Girl Scout ratio is allowed at council-sponsored locations for Girl Scouts at **the Juniors, Cadettes, Senior or Ambassador** level.
- Plan to select booth sites **that you are willing to travel to and attend**, keeping **safety** at the forefront.

Sisterhood & Fairness: Hoarding Reminder

We kindly ask that troops **do not hoard booth slots**, particularly at high-demand chains such as **Walmart, Safeway**, and similar locations.

If you notice that your troop has selected **over 50% of the open slots** at a designated location, please reconsider your options and be **sisterly** to other troops in our Girl Scout community. Sharing opportunities ensures that all Girl Scouts have a chance to participate meaningfully in the Cookie Program.



Cookie Booths – Council

How to Reserve a Council-Secured Booth

1. Go to the [Booth Sales](#) tab.
2. Click **SIGN UP FOR A COUNCIL BOOTH**.
3. Select a **city** from the list, then click the **carrot** next to it to expand the locations.
4. Find the **cookie booth location** you want from the available list.
5. Choose a **date** and click on it.
6. A location highlighted in **green** means that it is available for reservations.
 - a. A new screen will display all **available time slots**.
7. Select the **start time** you want by clicking the field next to it.
 - a. Your booth ends at the **start time of the next slot**.
8. Click **SUBMIT**.
9. A popup box will appear with the header **SUCCESS – Your Times have been updated**.
 - a. Click **OKAY** to return to the **Council Sales** screen.
10. Click **ADD ANOTHER FROM SAME CITY** to return to your [Booth Sales](#) tab.
11. Your **current booth signups** will now appear in your [Booth Sales](#) tab.



Cookie Booth Notify

If a **council-secured booth** in eBudde is already booked, you can **add your troop to the waitlist** for that location. This ensures your troop is next in line if the current troop cancels or releases the spot.

1. Select the **location and date** you desire.
2. On the **Council Sales** screen, move the **Email Me if Slots Open** toggle to the **right**.
 - a. The toggle will turn **green**.
3. Click **SUBMIT**.
4. A popup will appear with the header **SUBMISSION FAILED!** – Warning: submission was successful, but you did not make any changes.
 - a. Click **OKAY** - this message is expected.
5. eBudde will send you an **email notification** if a booth slot opens.
 - a. This feature is **first-come, first-serve**, so act quickly when you receive the alert.
6. To claim the open slot, **sign into eBudde** and reserve the time.
7. To turn off notifications, return to the [Booth Sales](#) tab, select the same location, and move the **green toggle** back to the **left**.

Cookie Booths

No-Shows Are a No-No!

No shows to any booth, council-secured or troop-secured booths, hurt everyone – as does last minute cancellations. We understand that emergencies can happen unexpectedly, and while they are rare, we kindly ask that no-shows or last-minute cancellations remain just as uncommon.

Why it matters:

- **Cookie Finder reliability:**
 - Customers use GSUSA's Cookie Finder to locate booths. Every year, our Customer Care Team receives **multiple calls** from angry customers unable to purchase cookies because a troop no-shows, arrives late, or leaves early.
 - When no one shows up or does not stay for the entirety of their reserved time, it frustrates customers and hurts our reputation.
- **Lost sales:**
 - Empty booths mean missed opportunities for Girl Scouts to sell cookies.
- **Damaged relationships:**
 - Booth partners expect troops to attend. No-shows weaken trust and future booth opportunities.
- **Fairness to other troops:**
 - Canceling late prevents other troops from taking your spot. Cancel at least 24–48 hours in advance if you must.
- **Emergencies happen:**
 - Rare exceptions are understandable - but keep no-shows and last-minute cancellations just as rare.

Always cancel reserved booths if your troop is unable to attend, even if the start time has already passed.

Canceling Council Secured Booth

Completing these steps will remove the booth from the Girl Scout Cookie Finder and opens the slot for another troop.

1. Go to the [Booth Sales](#) tab.
2. Find the **booth location, date, and time** you need to cancel, then and click [NOTES/CANCEL](#).
3. A new screen will appear. Click the field next to the **time slot** your troop reserved, then click [SUBMIT](#).
 - a. This immediately removes the booth from Cookie Finder and makes it available to other troops.

Canceling Troop Secured Booth

Completing these steps will remove the booth from the Girl Scout Cookie Finder.

1. Go to the [Booth Sales](#) tab.
2. Click [Add/Edit a Troop Booth](#).
3. A new screen will appear. Locate the desired booth, then click [DELETE](#).
4. A popup box will appear with the message [Delete Requested](#) – Deletion is permanent. Are you sure you want to continue.
5. Click [Yes](#).

Cookie Booths – Inventory & Calculator

Ordering Cookies for Booths

Ordering packages for booth days is not an exact science, so we've provided a breakdown of **average sales percentages by cookie variety** based on our council's historical data. These percentages will help you estimate how much of each variety to order for your booth. Please keep in mind that sales may vary depending on your **specific booth location** within the council.

9%	Adventurefuls	22%	Samoas
6%	Do-Si-Dos	14%	Tagalongs
7%	Exploremores	5%	Trefoils
7%	Lemon Ups	30%	Thin Mints



LBB Cookie
Information and
Allergen Guide

Online Exclusive Products

Do not order Digital Cookie online exclusives - **Girl Scout Sparkables™**, **Patch Pals™**, or **Toffee-tastics** - for booth sales. These items are available only through Digital Cookie and are intended for online, direct-ship purchases. They are not stocked in buffers, not included in troop inventory, and cannot be sold at in-person booths.

Online exclusives are designed to enhance the **digital customer experience**, so please ensure that all booth orders and booth inventory include only **buffer** cookie varieties.



Cookie Calculator

The cookie calculator in eBudde helps you quickly determine the **total selling price** of cookies for transactions.

To use this tool:

1. Go to the **Booth Sales** tab
2. Click **COOKIE CALC.**
3. Enter the **quantities by variety**.
4. eBudde will calculate the **total selling price**.

Cookie Booths – Allocating Sales

Allocating Booth Cookies to a Girl Scout

Booth cookies must be assigned to the Girl Scouts who participated so they receive credit toward rewards, and you have accurate sales records. All booth activity – packages sold, Gift of Caring donations, and payments – must be entered on the [Booth Sales](#) tab. Once sales are recorded, you will distribute those packages to participating Girl Scouts either evenly or by entering individual amounts. Proper allocation ensures each Girl Scout's total in eBudde reflects the cookies they sold.

Recording Booth Sales

1. Open the [Booth Sales](#) tab.
2. All approved booth locations will display. Locations with **Unrecorded Sales** will appear in that section.
3. Click [RECORD SALE](#) next to the booth you are allocating.
4. Verify the **location, date, and time**.
5. Enter the number of packages sold at the booth:
 - **Product**- Enter the number of packages, per variety, sold at your booth.
 - **Gift of Caring (GOC)** - Enter the number of GOC packages sold at the booth.
 - GOC (cash/other) – Enter all GOC packages **not** processed as a credit card transaction through Digital Cookie. This includes **any GOC donations collected in cash**, even if the troop used the Digital Cookie app but the customer paid cash
 - GOC (DC – Troop Site) – **GOC packages purchased via credit card through the Troop Site.**
6. (Optional) [Payments](#) –Enter payments for your records:
 - **Cash** – Total cash received.
 - **Other** – Any non-cash, non-Digital Cookie payments.
 - **Digital Cookie – Troop Site** – Total credit card payments processed through the Troop Site.
7. Select [GO TO DISTRIBUTE](#).
8. A pop-up box will appear with the message **SUCCESS** – Your Booth Sale package counts were saved. Click [OKAY](#).



See next page for additional steps.

Cookie Booths – Allocating Sales

Even Distribution Among Participants

1. A distribution screen will appear showing all Girl Scouts with a ✓ next to their name..
2. **Confirm** which Girl Scouts participated. Remove the ✓ for anyone who did not attend.
3. Click **DISTRIBUTE** to divide packages evenly among the selected Girl Scouts.
4. Review totals for accuracy.
5. Click **SAVE**.
6. A popup box will appear with the header **SUCCESS – Your Booth Sale Distribution has been saved**. Click **OKAY**.

Uneven Distribution Among Participants

1. To start fresh, you may select **(De)select All Girls**.
 - o A popup box will ask to confirm clearing all values. Click **OKAY**.
2. Select the Girl Scout you wish to assign inventory to by checking the box next to their name.
3. Click the empty box to place a ✓.
4. Click **carrot icon** next to their name.
5. Enter the number of packages to assign:
 - a. **Cookie** – Total packages sold (excluding Toffee-tastics).
 - b. **Toff** – Total Toffee-tastics packages sold.
 - c. **Gift of Caring (GOC)** – Total GOC packages to assign.
6. Repeat for each participating Girl Scout until all inventory is assigned.
7. Click **SAVE**.
8. A popup box will appear with the header **SUCCESS – Your Booth Sale Distribution has been saved**. Click **OKAY**.



Final Step

After completing the distribution for one booth, repeat the same process for every additional booth your troop hosted during the cookie season.

- These will be listed under **Unrecorded Sales** on the **Booth Sales** tab.
- **Each booth** must have its **own recorded sale** and distribution so that Girl Scout totals remain accurate and all participants receive proper credit.
- Reviewing each booth individually ensures that sales, Gift of Caring donations, and payments are correctly captured and that inventory is assigned only to the Girl Scouts who attended that specific booth.

Managing Inventory

Distributing Cookies

Follow these steps to ensure a smooth and organized cookie pickup for Girl Scouts and their families:

- Notify families of the **date, time, and location** for cookie pickup. Build in enough time after your delivery to sort inventory and prepare receipts for each order.
- If a Girl Scout has **multiple households**, create separate receipts and ensure each caregiver picks up their portion of the order.

When to Allocate Cookies

Allocating cookies ensures each Girl Scout receives credit for every package sold and earns the correct rewards. Use this guide to know when allocation is required and when it is not.

- Cookies purchased through a Girl Scout's personalized Digital Cookie website **do not** need to be allocated. Payments for **shipped orders** and **Gift of Caring credit card transactions** are automatically applied in eBudde.
- Girl Delivered orders placed **during the initial order period** will automatically appear on [the Girl Orders](#) tab once your troop's Initial Order is submitted.
- Girl Delivered orders placed **after the initial order period** must be manually allocated to the Girl Scout.
- At the end of the program, confirm that **all cookies have been allocated**. When everything is complete, the ***Unallocated Inventory*** line on the [Girl Orders](#) tab should show **zero (0)**.

Reminders

- Allocate cookies in eBudde **each time** additional inventory is provided to a caregiver and for **every booth** the Girl Scout attends.
- Distribute cookies sold through your troop's **Digital Cookie link** to each Girl Scout who participated.



Managing Inventory

Allocating Cookies and Payments

Allocating cookies and recording cash payments ensures each Girl Scout receives credit for every package sold, maintains an accurate balance, and earns the correct rewards.

Some cookies purchased through a Girl Scout's personal Digital Cookie site do not need to be allocated. These include **shipped orders**, **Gift of Caring credit card purchases**, and **Girl Delivered orders approved before you submit the troop's IO**. All corresponding payments are automatically applied in eBudde.

Girl Delivered Orders after the Initial Order has been placed must be **manually allocated** to the Girl Scout in eBudde. Payments for these orders flow through from Digital Cookie, but the **cookie packages themselves must still be allocated** to ensure reward credit.

Allocate cookies whenever:

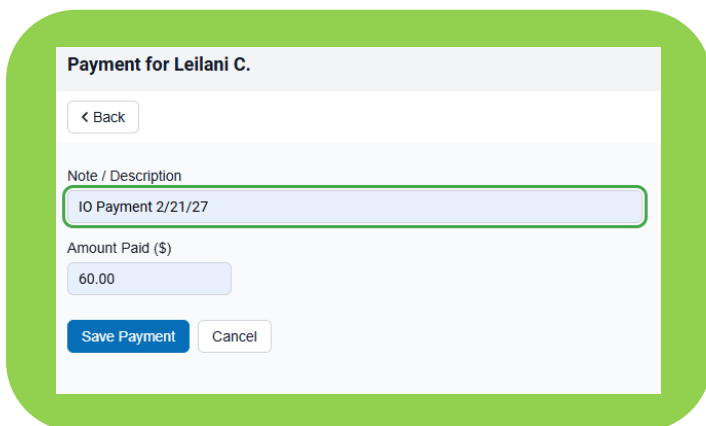
- A caregiver receives additional inventory
- A Girl Scout participates in a booth
- Cookies are sold through the **troop's Digital Cookie link** (distribute evenly to participating Girl Scouts)

At the end of the program, ensure **all cookies are allocated**. The ***Unallocated Inventory*** line on the **Girl Orders** tab should show **zero (0)**. A negative (-) number indicates cookies that still need to be assigned.

Recording Payments

You may add a payment to a Girl Scout at any time throughout the program.

- Click the **Girl Orders** tab.
- Click the pencil icon next to the **Girl Scout** you are applying payment to.
- Click **+PAYMENT**.
- In the **Note/Description** field, enter the payment details (payment date and payment type).
- Enter by **dollar amount** into the **AMOUNT PAID** field.
- When finished, click **SAVE PAYMENT**.



Cookie Pro Tip

Keep an accurate record of receipts anytime cookies or monies changes hands!



Managing Inventory

Allocating Cookies

Cookies sold during the initial order (paper order card) and at cookie booths are already paid for by customers, and the money is turned in to the troop. To keep accounting accurate, enter each Girl Scout's cookies **and** the payment so their balance remains **\$0.00**.

Steps to Record a Girl Order

1. Click the [Girl Orders](#) tab.
2. Locate the Girl Scout who should receive credit.
3. Click the **pencil icon** on that row to open their record.
4. Click **+ORDER**.
5. In the **Comment/Description** field, enter the transaction details (e.g., Buffer Order 3/12 or Walkabout 3/15).
6. Select a box if applicable, Booth Sale, DC Sale, or DC Inventory.
7. **Booth Sale** – No need to select this here; use the [Booth Sales](#) tab to record and distribute cookies for booth activity.
8. **DC Sale** – Do not select; Digital Cookie automatically transfers these sales.
9. **DC Inventory** – Select this box to send offline sales to a Girl Scout's My Orders tab in Digital Cookie. eBudde sends summary totals (total packages and total payments), not individual transaction records.
10. Use the **Tab** key to move across the fields and **allocate cookies** by variety. If this is an eBudde scheduled booth, please use the [Booth Sales](#) tab.
11. Add any Gift of Caring packages sold into the **CGOC** field, if needed.
12. Enter any **payment** received at the time of the transaction into the **Amount Paid** field.
13. Click **SAVE ORDER**.
14. Click **<BACK** to return to the **Girl Order Details** view. Repeat these steps for additional Girl Scouts, as needed.

Cookie Pro Tip

Allocate cookies throughout the season – it makes submitting Final Rewards a breeze!

Recording Orders and Managing Receipts in eBudde

New this year – eBudde can send electronic receipts to caregivers. Follow these steps to use this functionality when allocating cookies or payments in eBudde.

1. Click the [Girl Orders](#) tab.
2. Locate the Girl Scout whose caregiver is picking up cookies or has provided payment.
3. Click the **pencil icon** on that row to open their record.
4. Click **+ORDER**. Record order and/or payment details. Click **SAVE**.
5. Send Receipt from the [Girl Orders](#) tab. Click the **receipt icon** on the Girl Scout's line.
 - a. Caregiver will enter their phone number
 - b. They will choose **Acknowledge Immediately** or **Send Text for Acknowledgement**.
6. **Caregiver Receipt Text** – Caregiver will open text, selects receipt link, then will choose **Acknowledge** or **Decline**. Enter Adult Name (Optional)
7. **Track Receipt Status** – eBudde tracks status through color-coded indicators. Refer to eBudde for details.

Managing Inventory

DC Inventory

You may send **offline sales information** to a Girl Scout's **My Orders** tab in Digital Cookie by checking the box labeled **DC Inventory** box. Once the box is selected, eBudde will calculate and send the **total number of packages and payments** to Digital Cookie.

eBudde will **not** send individual records over to Digital Cookie.

Unallocated Inventory Guidance

The system will not allow you to allocate more cookies than the number assigned to your troop in eBudde. When all cookies have been properly allocated, the **Unallocated Inventory** line on the **Girl Orders** tab should show **zero (0)**.

If the **Unallocated Inventory total** shows a **negative (-) number**, it means there are still cookies that have not been allocated to Girl Scouts and additional allocations are required.

If the **Unallocated Inventory total** shows a **positive (+) number**, it means that you have allocated more cookies than your troop received. This typically occurs when troop-to-troop transfers are completed after allocations have been entered. Please reach out to GSH for assistance in correcting this error. We will ensure your troop's inventory and allocations are properly set.

Allocating Gift of Caring Cookies to a Girl

Packages purchased **in-person** for Gift of Caring after the troop's Initial Order has been submitted may be allocated to Girl Scouts under the **GOC** column on the **Girl Orders** tab. Girl Scouts must have cookies allocated in the **GOC** column to earn **Gift of Caring rewards**.

All Gift of Caring packages allocated to Girl Scouts - whether collected in cash or entered through Digital Cookie – count toward their individual **GOC** totals. At the end of the program, the council will distribute all donated Gift of Caring cookies to our community partners.



Managing Inventory

Allocating Troop Site Cookies to Girl Scouts

Upon conclusion of the cookie program, it is important to reassign any cookies sold under your troop link from the Digital Cookie site. To do so, please complete the following steps to ensure you zero (0) out all packages and payments prior to allocating these cookies to the Girl Scouts.

1. Click the **Girl Orders** tab.
2. Locate the **Troop Site**.
3. Click on your **Troop Site**.
4. Click on the **Pencil Icon** to manage orders for the Troop Site.
5. Click **DISTRIBUTE**.

Even Distribution Among Participants

1. A distribution screen will appear showing all Girl Scouts with a ✓ next to their name.
2. **Confirm** which Girl Scouts participated. Remove the ✓ for anyone who did not attend.
3. Click **DISTRIBUTE** to divide packages evenly among the selected Girl Scouts.
4. Review totals for accuracy.
5. Click **SAVE**.
6. A popup box will appear with the header **SUCCESS – Troop Site Allocation has been saved**. Click **OKAY**.

Uneven Distribution Among Participants

1. To start fresh, you may select **(De)select All Girls**.
 - o A popup box will ask to confirm clearing all values. Click **OKAY**.
2. Select the Girl Scout you wish to assign inventory to by checking the box next to their name.
3. Click the empty box to place a ✓.
4. Click **carrot icon** next to their name.
5. Enter the number of packages to assign:
 - a. **Cookie** – Total packages sold (excluding Toffee-tastics).
 - b. **Toff** – Total Toffee-tastics packages sold.
 - c. **Gift of Caring (GOC)** – Total GOC packages to assign.
6. Repeat for each participating Girl Scout until all inventory is assigned.
7. Click **SAVE**.
8. A popup box will appear with the header **SUCCESS – Troop Site Allocation has been saved**. Click **OKAY**.

To prevent errors, please wait until the conclusion of the Cookie Program to allocate Troop Site shipped sales.

Troop Site booth sales should be distributed using the Booth Sales tab.

Transferring Cookies

It **is** possible to have too much of a good thing! If your troop has extra cookies, connect with other troops in your community who may need inventory. This moves excess product out of your troop and saves time for the receiving troop by reducing buffer visits.

If you know another troop has extra cookies and your troop can help sell them, coordinate with that troop to have the cookies transferred to your troop in eBudde.

Troop-to-Troop Transfers

Troops are responsible for managing all transfers between troops.

- The **troop giving** cookies enters the transaction in eBudde.
- The **troop receiving** cookies may verify the transfer on their **Transactions** tab.
- Financial responsibility transfers to the receiving troop once the transaction is completed.
- **No money should exchange hands.** Troops should ***not*** buy cookies from another troop, as this removes the rebate and prevents girls from earning rewards.
- Always complete transfers in **eBudde** to ensure accurate records and reward eligibility.

Protect Your Troop

To keep everyone safe and aligned with Council procedures:

- **Fill out a receipt** for every troop-to-troop transfer. Include: varieties, quantities, troop numbers, date, adult giving cookies, and adult receiving cookies (both signatures required).
- Use eBudde's electronic receipting whenever possible.
- **Count cookies together** before completing the transfer.
- **Confirm the transfer in eBudde** so both troops have matching records.

How to Transfer Cookies in eBudde

- Go to the **Transactions** tab and click **+ADD TRANSACTION**.
- **Type:** select ADDL COOKIES.
- **Movement:** select **REMOVE PRODUCT**.
- **2ND Party Type:** Enter the **receiving** troop's number (e.g., 0055).
- **Cookie Quantities:** Enter the **number of cases/packages by variety** that your troop is transferring. This action also transfers **financial responsibility** to the receiving troop.
- **Date:** Adjust the **date of transfer**, if needed.
- **Save Transaction:** Click **SAVE TRANSACTION**.

Cookie Exchange

The **Cookie Exchange** lets troops post extra cookies or see what other troops have available. When you first open the **Cookie Exch** tab, you may see all zeros until someone posts inventory.

- Each troop has **one record** that can be updated as inventory changes.
- Click **+Expand All** to browse other troop's offerings.

To post cookies on the Exchange:

- Enter the number of **packages by variety** that your troop has available to exchange or transfer.
- If you want your phone number displayed, select **Include my phone number in listings**.
- Click **UPDATE PKGS TO EXCHANGE**.
- Double-check your quantities and update your posting as your inventory changes.
- Remove your offering anytime by selecting **REMOVE MY OFFERING**.

Buffer Pick-Ups

Cookie Buffers

From time to time, your troop may need to pick up **additional cookies** from one of our cookie buffers. Buffers are located on each island, and you can find each location's **address and hours of operation** in eBudde.

Please review the following important guidelines:

- Refer to eBudde for buffer schedule and locations.
- **All buffers require a pending transaction in eBudde at least 24-hours before pickup.**
- All buffers use an **electronic signature** to confirm receipt of cookies.
 - Be sure to **sign into eBudde at least once before visiting a cupboard** and know your **username and password** before you arrive.
- Add caregivers and trusted individuals as **"Troop Cookie Pickup User Only."**
 - This allows other individuals to pick up cookies when needed.

Placing a Buffer Order

Troops must place a pending order at least 24-s before pickup to ensure buffers are stocked with the desired varieties.

- On the **Transactions** tab, click the **ADD TRANSACTION**.
- Confirm **TYPE** is **Addl Cookies**.
- Set **Movement** to **ADD**.
- Under **2nd Party Type**, select **Cupboard** from the drop-down list.
- Under **2nd Party Number**, choose the **Cupboard location** from the drop-down list.
- In the **Select Location** box, click the carrot and choose the location where you will pick up cookies.
- Choose a **Pickup Date**.
- Select a **time slot** — the slot will display **OPEN**.
- Enter **cookie quantities** by variety.
- Click **SAVE TRANSACTION** to submit the order to the cupboard.

Confirming a Buffer Order

The **Txn Pickup** tab allows buffers to operate in a contactless, paper-free manner. When you arrive at the buffer, the manager will **release your transaction**, and you must then **confirm receipt** in eBudde.

- On the **Txn Pickup** tab, locate the transaction that has been released by the cupboard manager.
- Verify the quantities listed for each cookie variety to ensure accuracy.
- Click **CONFIRM** to finalize the pickup.

Cookies picked up from buffers are issued **on credit**.

Troops are encouraged to keep selling after the initial order period.

Closing the Program

Final Rewards

Before finalizing rewards, your troop must **allocate all cookies**, including **Troop Site Sales**, to ensure every package is assigned correctly. When allocations are complete, your **Unallocated Inventory** total should read **zero**, and your **Troop Site packages sold** should also read **zero**. This confirms that all cookies have been properly distributed to **Girl Scouts** and that your troop is ready to finalize rewards accurately.

Before selecting Final Girl Rewards:

- Update the **Girl Orders** tab by allocating the correct number of cookies sold and payments received for each Girl Scout.
- Confirm **all troop cookies are fully allocated** before submitting Final Girl Rewards.
- Ensure **Unallocated Inventory is zero**.
- Confirm all **Digital Cookie Girl Delivered orders** have been approved.
- Verify that all approved Girl Delivered orders have been delivered to the customer.

If you accidentally submit an inaccurate rewards order, contact your **Island Manager** before the **Reward Due Date** and request that they **un-submit** your order so you can adjust it.

Submitting Final Rewards

1. Click **SELECT REWARDS** on the **Final Rewards** tab. A list of Girl Scouts will populate.
2. Girl Scouts who require action will display **(size/catalog selection needed)** next to their name.
3. After entering selections, click **SAVE GIRL REWARD ORDER**.
4. Repeat step 2 for **each** Girl Scout who requires action.
5. Enter the desired number of patches for each type, if your troop would like to purchase **bar patches** or **volunteer patches**.
6. Review your reward order and click **SUBMIT REWARD ORDER** to finalize your troop's rewards.

Cookie Pro Tip

Get reward choices early in the season to save time when submitting Final Rewards.

Rewards must be picked up from your Island Manager before June 30, 2027 (unless prior arrangements have been made) or they will be forfeited.

Closing the Program

Girl Scout caregivers are financially responsible for every package of cookies they receive during the Girl Scout Cookie Program. To protect yourself and your troop, maintain accurate records of all cookies and payments exchanged between your troop and each Girl Scout.

If you experience difficulty collecting payment, please submit a **Caregiver Debt Form** – located in the eBudde Help Center - to Customer Care. Girl Scouts of Hawai'i will attempt to collect the outstanding balance on your troop's behalf.

Important Requirements

- **Keep signed receipts** for all cookies distributed and all payments received for each Girl Scout and ensure these records match **eBudde entries**.
- If money remains owed at the end of the program, complete the **Caregiver Debt Form** - available on eBudde - and submit it to **Customer Care by due date** (see eBudde or key dates page).
 - Forms **will not** be accepted after this date.
 - Once the form is submitted, **do NOT accept payment** from the caregiver.
 - Please direct them to GSH for payment.
- Complete the form fully and include all required documentation. Incomplete submissions will not be accepted.
 - Your eBudde records must match the information on the form.
 - All receipts must be signed by the caregiver from whom you are seeking payment.

Required Paperwork for Caregiver Debt

Submit **originals** of all documents and keep copies for your records:

- **Current Membership Year Girl Scout Cookie Permission Slip** for the Girl Scout involved
- **Signed receipts** for all cookies checked out and any payments received
- **Documentation of all communication attempts** related to payment or financial responsibility
 - Include text messages, emails, or phone logs with dates/times
 - Provide a brief description of each conversation
 - List the names of everyone involved in each communication



Glossary

- **Allocate Cookies** - A method by which cookies are assigned in eBudde to a participating Girl Scout. It is important to allocate cookies throughout the program because this is how Girl Scouts will earn rewards.
- **ACH - Automated Clearing House** - A banking system used for electronic fund transfers during the Cookie Program. It uses the troop's bank account and routing numbers which are entered into eBudde by the Troop Cookie Manager. It is a safe, secure system through which funds are "swept" or electronically transferred to our Council on specific banking dates.
- **Booth Recorder App** - An App that is downloaded onto a mobile device and used at a booth to track sales and Girl Scout participation. It enables the user to record the number of packages sold and divide them evenly between the Girl Scouts participating. ([Download here](#))
- **Case** - Girl Scout cookies are packaged and distributed to troops in cardboard boxes called cases. Each case contains 12 packages of cookies regardless of cookie variety.
- **Cookie Booth** - A stationary sale of Girl Scout cookies at a public location such as a grocery store, convenience store, bank, place of worship, school, library, or other venue where Girl Scouts are permitted. There are two (2) types of booths:
 - **Cookie Booth –Council-Secured** - Booths set up by the council and are hosted at high-traffic businesses throughout the Hawaiian Islands. Troops are not permitted to contact these locations. Dates and time for signups will be listed under the Booth Sales tab in eBudde.
 - **Cookie Booth – Troop-Secured** - A booth at a public location that is contracted by individual troops or family. They must be setup in eBudde once secured.
- **Cookie Booth Notify**- A waitlist for troops to secure a council-secured booth location in eBudde. The system will notify the troop if a desired booth becomes available and is on a first come, first served basis.
- **Cookie Calculator** - The cookie calculator is a tool in eBudde that allows users to quickly calculate the total selling price of cookies.
- **Cookie Buffer / Cupboard** - Locations within the council boundaries where troop cookie managers and other assigned adults may pick up additional cookies for Girl Scouts to sell during the Cookie Program.
- **Cookie Dough** - A reward option that can be used to pay for Girl Scout membership, Council shop items, or local Girl Scout programming.
- **Cookies In Hand** - A phase in the Cookie Program after Girl Scouts and troops receive their initial order cookies and begin selling them directly to customers.
- **Council Gift of Caring (CGOC)** - A council-wide service project where customers may purchase virtual packages of cookies for a charitable cause. Girl Scouts collect the money, but do not physically take possession of the cookies.
- **Digital Cookie (DC)** - A customized website for Girl Scouts to market and sell cookies. Customers may order cookies and have them delivered by a Girl Scout, shipped directly to their residence, pickup at a cookie booth, or donate cookies.
- **eBudde** - A web-based technology platform that is used to manage the entire Cookie Program. Visit at ebudde.littlebrownie.com. The App version is available for download on the App Store or Google Play.
- **Girl Order Card** - Girl Scouts use a girl order card to track in-person orders and set their goal for rewards. It lists cookie varieties, nutritional information, and individual rewards. There are rows and columns to track each customer's name, address, and phone number along with the quantities of each variety ordered and amount owed.
- **Girl Scout Cookie Finder** - A website which enables customers to locate a cookie booth near them by entering their zip code into the website. Customers can visit girlscoutcookies.org to locate a cookie booth.
- **Girl Scout Cookie Permission Slip** - A form that provides permission for a Girl Scout to participate in the council-secured Cookie Program and must be signed by a caregiver prior to a Girl Scout's participation.

Glossary

- **Girl Scout Cookie Program** - An educational and fun way for Girl Scouts to sell cookies and earn funds for their Girl Scout activities. It is the largest girl-led entrepreneurship program in the world and began in 1917 when Girl Scouts baked cookies and sold them to help finance troop activities.
- **Goal Getter Phase** - Second part of the Cookie Program, after the Girl Scouts turn in their Initial order. Girl Scouts may choose to use a goal getter order form to continue taking orders.
- **Initial Order Calculator** - A calculator located on the GSH website that helps troops determine the number of cookies by flavor that they should make in their Initial Order.
- **Little Brownie Bakers (LBB)** - Our bakery partner for the Cookie Program. They supply our council with cookies as well as resources for Girl Scouts and volunteers to be successful.
- **Microburst Training** - Short training videos developed by Little Brownie Bakers to show users how to utilize specific areas in eBudde. Access the eBudde Microburst Training videos on Little Brownie's YouTube page.
- **National Girl Scout Cookie Weekend** - An annual occasion to honor creative and successful Girl Scout Cookie entrepreneurs across the country, as well as the positive change that cookie earnings make possible.
- **Package** - Each cookie variety is sold in a package. The number of cookies in each package varies by variety. 12 packages are in a case.
- **Per Girl Average (PGA)** - The total number of cookies sold by a troop divided by the number of Girl Scouts selling in that troop.
- **Receipt** - A receipt is a written or electronic record that proves goods, money, or services were received.
- **Rewards** - Items earned through participation in a council sponsored product program. Cookie rewards are based on the number of packages sold during the annual Cookie Program. All sale types count toward rewards.
- **Rewards Opt-Out** - A method by which a Cadette, Senior, or Ambassador troop chooses to not receive rewards in exchange for extra troop proceeds. Multi-level troops with younger Girl Scouts (Daisy, Brownie, or Juniors) are not eligible to Opt-Out.
- **Service Unit Cookie Manager (SUCM)** - A volunteer who trains, supports, and oversees all troop cookie managers within an assigned service unit.
- **Transaction (Cupboard/Buffer Pickup)** - A cupboard/buffer transaction in eBudde is the entry that add product to or removes product from a troop's inventory, depending on the type of pickup or adjustment recorded.
- **Troop Booth Recorder User** - An eBudde user who may record booth sales. Booth sales must be allocated after a booth timeslot closes. Note: As a Troop Leader or Troop Cookie Manager do not add yourself to this role.
- **Troop Cookie Manager (TCM)** - A volunteer who is responsible for the logistics of the Cookie Program for a single troop. Duties include ordering cookies, collecting money, and distributing individual rewards.
- **Troop Cookie Pickup Only User** - Trusted individuals such as parents, grandparents, or guardians who may pick up cookies at a local cookie buffer/cupboard. Note: As a Troop Leader or Troop Cookie Manager do not add yourself to this role.
- **Troop Proceeds** - A troop's share of money earned by the sale of products through a council-secured product program such as the Girl Scout Cookie Program.
- **Troop-to-Troop Transfer** - Transfer of cookies (packages and/or cases) between Girl Scout troops. Fiscal responsibility follows the cookies. A receipt is written by the troop giving the cookies and both troops sign the receipt. The troop giving the cookies is responsible for entering a transaction into eBudde transferring the cookies.
- **Troop View Only User** - An eBudde user who is given permission to view information listed in eBudde, and does not enable them to make changes.
- **Virtual Cookie Booth** - A method by which Girl Scouts sell cookies online such as using the Digital Cookie booth "pickup" option or a social media platform to promote their Digital Cookie website.
- **Walkabout** - Girl Scouts and chaperones walk around the neighborhood selling cookies door to door.

Key Cookie Dates

December

eBudde Access granted after ALL requirements have been met.

Sign-In to eBudde.

- Update contact information.
- Confirm troop age level is correct.

- Enter troop banking information.
- Verify Girl Scout names.
- Sign into Digital Cookie® website and setup troop link.

January

January 1

- Digital Cookie® registration link sent to caregivers.

January 4

- In-person order taking begins.
- Digital Cookie® websites open for customer orders.

January 9

- Cookie University

January 10- 12

- Booth selection

January 12

- Banking information due in eBudde.

January 17

- Presales end

January 19

- Troop initial order due in eBudde by 10pm.
- Submit initial order, order booth cookies, and select delivery location.

January 26

- ACH test sweep.

February

February 17

- Cookie Deliveries - Kona & Waimea.

February 18

- Cookie Deliveries – Oahu, E. Hawai'i, Maui, & Kauai.
- Cookie booths begin.

February 19 – February 21

- National Girl Scout Cookie Weekend.
- Buffers Open.

March

March 10

- Girl Scouts of Hawaii 110th Birthday!
- ACH Sweep for 50% of balance due.

March 27

- Last day for Cookie Buffer Pickups.

March 29

- Cookie Program ends.
- Last day for cookie booths during the Cookie Program.
- Last day to accept credit card payments using Digital Cookie.
- Last day to complete troop-to-troop cookie transfers.

April

April 2

- Deadline to allocate cookies to Girl Scouts and submit rewards. eBudde lock-out at 10 p.m.

April 13

- ACH sweep of 100% for monies owed council.
- ACH credit for troop overpayment in eBudde.

May/June

June 30

- Rewards must be picked up by this day (unless prior arrangements are made) or they will be forfeited.
- ACH form must be submitted and inaccurate, or the troop will forfeit its proceeds.