



2023-2024 Girl Scout Cookie Program

Troop Cookie Manager Guide

girl scouts 
of southeastern
michigan

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Important Dates!

December 16, 2023: Girls can begin taking early online orders through the Digital Cookie platform.

January 8, 2024: Cookie Program Officially begins! Girls can begin taking orders on their order card from family and friends.

January 12, 2024: Big Game Booth application due.

January 24, 2024: Mall booth reservations open.

January 25, 2024: Booth reservations open (limit 2).

January 26, 2024: All booths open for reservations.

January 28, 2024: The Girl Delivery option in Digital Cookie will pause.

January 28, 2024: Deadline for Parents to submit their paper initial order in Digital Cookie. This is an optional feature, please see page 24 for more information.

February 1, 2024: Initial Cookie Order due in eBudde.

February 5, 2024: Girl Delivery will resume in Digital Cookie.

February 1-April 7, 2024: Goal getter cards are used to gather additional orders, which can be picked up at cookie cupboards starting on February 15.

February 9, 10, 12, 13 2024: Troop Cookie pickup for Initial Orders.

February 15, 2024: Cookie Cupboards open.

February 16, 2024: Booth Sales begin!

February 26, 2024: \$2.50 of every initial order package will be due to council on this day.

February 26, 2024: Initial ACH Sweep.

March 15, 2024: Mixed cookie case pickups available.

March 15, 2024: Cookie Exchange opens in eBudde.

April 2, 2024: The Girl Delivery option in Digital Cookie will turn off for the remainder of the season.

April 7, 2024: Booth Sales end.

April 8, 2024: Digital Cookie Closes for the season.

April 9, 2024: Final Troop Rewards Submitted in eBudde.

April 19, 2024: Final ACH Sweep.

Early June: Rewards available for service center pick up.
Final date to be provided in May.



Important Contact information

For the quickest response to inquiries, please email:
productsales@gssem.org

If your inquiry is not answered within 24 business hours
(M-F, 8:30 a.m.-5 p.m.), please contact:

Angela Chavez
Director of Product Program
achavez@gssem.org



Cookie Program Checklist

- Complete the 2024 Cookie Rookie Training.
- Ensure you and your co-leader have current memberships and background checks.
- Complete the two financial forms required to have access to eBudde and participate in the Girl Scout Cookie Program:
 1. ACH Debit Authorization Form
 2. Agreement to Assume Debt Form
- Hold initial Troop meeting to discuss 2023-24 Cookie Goals and Troop expectations.
- Distribute the girl material from the cookie kits to the parent/caregivers of the Scouts.
- Ensure all Girls who are participating in the Girl Scout Cookie Program, have a current membership.
- Log into eBudde at www.ebudde.littlebrownie.com, verify your troop roster is correct.



Girl Scout Cookie Glossary

eBudde: The online platform used to place the Troop Initial Order, manage troop inventory, assign cookies to girls, document payment of cookies, schedule booths and order Girl Scout rewards.

Cookie Cupboard: Locations around the Council where Troop Leaders can pick up additional cookies throughout the Cookie Season.

Cookie Finder: Website where customers can enter their zip code to find the nearest cookie booth, or virtual cookie booths. Only cookie booths entered eBudde show up in the Cookie Finder.

Digital Cookie (DOC): The Girl Scout Platform where girls can set up their online business to sell cookies to friends and family.

PGA (Per Girl Average): The average number of cookies sold by each girl participating in the Cookie Program. Girls without cookies assigned to them in eBudde are not included in the average.

Initial Order: Pre-selling cookies and collecting orders on the paper order card from January 8 - February 1, 2024. There is an early online selling opportunity in Digital Cookie that will start December 16, 2023.

Booth Sale or Direct Sale: On the spot selling, no pre-orders required. Cookie inventory for booths can be ordered and picked up at a cookie cupboard! The Booth Sale will run from **February 16 - April 7, 2024.**





2023–2024 Girl Scout Cookies®

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

The World's Most Flavorful Lineup



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt **\$ 5**
 Approximately 15 cookies per 6.3 oz. pkg.
 Ⓢ ⓓ

Lemon-Ups®
 NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits **\$ 5**
 Approximately 12 cookies per 6.2 oz. pkg.
 Ⓢ ⓓ

Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe **\$ 5**
 Approximately 38 cookies per 9 oz. pkg.
 Ⓢ ⓓ

Do-si-dos® • Made with Natural Flavors
 • Real Peanut Butter
 • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling **\$ 5**
 Approximately 20 cookies per 8 oz. pkg.
 Ⓢ ⓓ

Samoas® • Real Cocoa
 • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes **\$ 5**
 Approximately 15 cookies per 7.5 oz. pkg.
 Ⓢ ⓓ

Tagalongs® • Real Cocoa
 • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating **\$ 5**
 Approximately 15 cookies per 6.5 oz. pkg.
 Ⓢ ⓓ

Thin Mints® • Made with Vegan Ingredients
 • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint **\$ 5**
 Approximately 30 cookies per 9 oz. pkg.
 Ⓢ

Girl Scout S'mores® • Made with Natural Flavors
 • Real Cocoa

Graham sandwich cookies with chocolaty and marshmallow flavored filling **\$ 6**
 Approximately 16 cookies per 8.5 oz. pkg.
 Ⓢ ⓓ

Toffee-tastic® • No Artificial Flavors
 GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits **\$ 6**
 Approximately 14 cookies per 6.7 oz. pkg.
 Ⓢ ⓓ

Rewards

Troop Proceeds

Troops earn 85 cents for each package of cookies sold.

Troops can earn more than 85 cents per package by having higher sales volume. Troop sales volume is measured by per girl average (PGA). The troop PGA is calculated by taking the number of packages sold by the troop and dividing by the number of girls selling cookies in the troop. Bonus levels are:

PGA of 1-349: troop earns 85 cents per box.

PGA of 350-599: troop earns 90 cents per box.

PGA of 600-999: troop earns 95 cents per box.

PGA of 1000+: troop earns \$1.05 per box.

Money is collected when cookies are delivered, or in some cases, requested up front by the Troop Leader. Digital Cookie Orders are already paid by credit card at the time of check out. No money should be collected for Digital Cookie.

Opting out of Rewards

Any troop may choose to take 6 cents extra (\$.06) per package in place of individual girl rewards. If the troop opts out of rewards, the girls will still receive patches for sales achievement, but do not receive any individual rewards, including initial order rewards or troop rewards, or troop PGA events. Opting out of rewards must be a troop decision, made with input from all girls. Troops should opt out of rewards on the Settings tab in eBudde. No additional form is needed.

Girl Rewards

Based upon their individual sales, girls who participate in the cookie program are eligible to earn rewards. A full list of reward items and levels can be found on the back of each cookie order card. Please note if the troop opts out of rewards, girls do not receive an invitation to any cookie reward events, INCLUDING the Cookie Celebration.

Initial Order PGA Reward

Girls with an initial order PGA of 225+ boxes will receive one themed t-shirt per girl.

Submitting your Initial Reward Order

1. Open the rewards tab in eBudde.
2. Click Fill out next to initial Reward Order
3. Click on each girl's name to select the girl's t-shirt size selection.
4. Click submit girl order.
5. Repeat for each girl as needed.
6. Submit troop order by **February 1, 2024, at 11:59 p.m.**

Submitting your Final Reward Order

1. Open the rewards tab in eBudde.
2. Click Fill out next to Final Reward Order.
3. Click on each girl's name to select any choices that need to be made (if applicable).
4. Repeat for each girl as needed.
5. Input any booth patches the troop may need.
6. Select the Submit Troop Reward Oder button at the bottom of the page.
7. Submit troop order by **April 9, 2024, at 11:59 p.m.**

Top Cookie Entrepreneurs Events

Girls will receive invitations for each event for which they qualify, if the troop did NOT opt out of rewards.

750 + = **Cookie Celebration OR Ice cream maker**
Cookie Celebration Options (Girl Scouts may select 1 date/location):
Waterford Oaks Water Park- June 21, 2024
Toledo Zoo- June 22, 2024
Red Oaks Waterpark- June 29, 2024
Crossroads Village- June 30, 2024

1250+ = **Fun Day at Cedar Point OR Michigan Adventure OR Fuji Film Instant Camera**
Fun Day options (Gril Scouts may select 1 date/location):
Cedar Point, July 12, 2024
Michigan Adventure, August 10, 2024

3,000+= **Chicago Adventure, Chicago IL, August 4-6, 2024, OR Applie Air Pods OR Mini Projector with screen.**

The cookie events are hosted by GSSEM to honor our top cookie entrepreneurs. We are providing this date many months in advance so that families and troops may plan accordingly. There are no make-up dates. Please be sure to share this information with parents. If your troop has several girls unable to attend on the scheduled date, or that are not easily flexible with dates, you may choose to opt out of rewards and plan a troop event with the additional proceeds that can be more flexible based on your troop needs.

Troops to Troops (Gift of Caring)

This project was developed for Girl Scouts as a community service project. This year, our donations will either go to “Soldier’s Angels,” an organization that will send the cookies to military members serving overseas, or to local police and fire rescue departments.

How it works:

Orders: Girls can ask customers when taking orders if they would like to purchase additional packages for the council’s Troops to Troops project. There is a donation column on the order card for this purpose. The total number of packages of cookies ordered is included in the initial troop order. These cookies are not picked up by the troop but are held at the warehouse for distribution to the partner agencies. They are paid for at the end of the sale, in the final payment.

Direct Sales: Cookie booths are also a great place to promote the Troops to Troops project. Print out cards (available on the Cookie Resource page at gssem.org) that customers can write their names on when they buy cookies to donate. Display the cards around the booth throughout the day. After the booth is over, count the “Troops to Troops” cards. These cookie sales are virtual (you take the order and the money, but don’t give the cookies to the customer). Enter the total number of boxes from the cards under the “T2T” column in eBudde. This will add the cost to your total amount due, you will pay for them at the end of the sale and GSSEM will arrange for the cookies to be delivered to the partner agencies mentioned above. Give credit to the girls in the same way you would for traditional booth sales.

eBudde

eBudde is the online system that troops use to manage the cookie sale. Using eBudde, you can place your initial order, select a delivery location, find cookie booth opportunities and more. Troops can access eBudde at www.ebudde.littlebrownie.com starting on December 14, 2023. Volunteers must have a current membership, and background check to have eBudde access.

Here are some quick steps to get you started:

- Download the eBudde app wherever you typically search for apps.
- Look for a welcome email around December 14, 2023, with a link and login information, or log in at www.ebudde.littlebrownie.com. This will direct you to the cookie portal homepage. You will select eBudde.
- Enter in your personal profile information. All profile fields are mandatory except for the address line 2. Be sure to enter your current password. Click update profile.
- Set up your troop—in this step, you'll enter your troop's package goal and edit your troop's rewards settings.
- Check your Girl Roster. Only Registered Girls may be added to eBudde. If a Scout is missing from your roster, please email productsales@gsem.org.
- Explore the dashboard on both the desktop and app versions, where you'll find messages and links to tools and resources you'll need throughout the season.



Initial Order

Order Taking

In your troop cookie kit, you should have received an order card for each girl. Girls can use these cards to take orders from family and friends from January 8, 2023-February 1, 2024. These orders will be included in the troop's initial cookie order, which must be placed in eBudde by February 1, 2024, 11:59 p.m.

Placing your Initial Order

Enter your initial troop cookie order into eBudde using your girl order card totals, and any additional cookies needed for booths. The eBudde system will automatically round your totals up to full cases. The troop is responsible for these extra cookies. For example, if the girls' orders total 79 boxes of Samoas, the troop order will be 84 boxes or 7 cases. All cases of cookies have 12 individual boxes. These cookies will be received at the delivery sites. There are no returns on cookies.

How to: input your initial order

- Click on the Initial Order Tab.
- You will see a screen come up with every girl that is in your troop. If you are missing a girl, please email your troop number and the name of the girl(s) missing to: productsales@gsem.org.
- Click on each individual girl when placing their order.
- When you Click the Girl Scout's name, you will be taken to a new screen where you can enter each individual cookie in the correct line, it will total at the end. **Girl Delivered Digital Cookies will automatically populate next to the girls name, you do not need to add these.**
- Continue for each girl in your troop.
- When you are done, you will see a tally amount at the bottom. One says packages ordered, and the other says cases to order. When looking at that, you will see how many cases of cookies you will be receiving. Remember, troop orders are rounded up to full cases. Once all orders are entered you must click on the submit button to place your order and proceed to select your pick-up location.

Troop Initial Order

		Submit Troop ID											
		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Unit	Girl	C	GOC	Adv	LeUp	Tre	D-S-D	Sam	Tags	ThinM	SM	Tot	T G
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DDC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
✓	Eliana R.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DDC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
✓	Savannah B.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DDC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	0	0	0	0	0	0	0	0	0	0
Important			0	0	0	0	0	0	0	0	0	0	0
Other			0	0	0	0	0	0	0	0	0	0	0
Plgs. Ordered			0	0	0	0	0	0	0	0	0	0	0
Lines to Order			0	0	0	0	0	0	0	0	0	0	0
Other (Liquor+Cloth)		0	0	0	0	0	0	0	0	0	0	0	0

Amelia J. Initial Order

Cancel

Save

Product	Order Card	Girl Delivery	Total
Gift of Caring \$ 3.00	0	0	0
Adventurefuls \$ 3.00	0	0	0
Lemon-Ups \$ 3.00	0	0	0
Trefoils \$ 3.00	0	0	0
Do-Si-Dos \$ 3.00	0	0	0
Samoas \$ 3.00	0	0	0
Tagalongs \$ 3.00	0	0	0
Thin Mints \$ 3.00	0	0	0
S'mores \$ 6.00	0	0	0
Toffee-tastic \$ 6.00	0	0	0
Troop GOC \$ 5.00	0	0	0
Total	0	0	0

Product	Order Card	Girl Delivery	Total
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The screenshot shows a comprehensive dashboard for a Troop Manager. At the top, there's a summary bar with 'Plgs. Ordered' (0), 'Lines to Order' (0), and 'Troop Pkg. Amt Average' (\$74,000.00). Below this are several widgets: 'DDC Girl Delivery Orders' (listing items like Lemons, S'mores, etc.), 'Vendor List Contacts' (with a 'View by city' dropdown), 'Dashboard Location' (a map), 'Troop Checked' (listing items like Lemons, S'mores, etc.), and 'Change Password (Optional)'. A 'Change Password Profile' dialog box is open in the foreground, prompting for a new password and its confirmation. The background also features promotional banners for 'Build Your Cookie Season Plan!' and 'Build Your Troop!'

New this year for the Initial Order

There is an optional feature in Digital Cookie that allows parents to enter their initial order on Digital Cookie, and it will carry over to eBudde. More about this feature can be found in the Digital Cookie section on Page 24.

Selecting your Delivery Site

Once you have entered your initial order you will need to select a sport to pick up your cookies!

- Click on “Delivery” tab.
- You will see a page that shows your total number of cases ordered, and some drop down boxes.
- Click on the bubble if you are picking up, or someone else will be picking up on your behalf. Remember, if you are unavailable, another troop parent can pick up the cookies.
- Click on whether or not you will be picking up for more than one troop. If picking up for another troop, please enter the troop number in the box.
- Click on the “station” drop box. Select that location you want to pick up from.
- Click on the box below and pick your time.
- Next, click on the “submit my info” button, which is located above your order box.
- You can now view and print your pickup confirmation.

Delivery Confirmation

[Edit Delivery](#)

Cookie Order

Variety	My Troop
Adventurefuls	17
Lemon-Ups	17
Trefoils	17
Do-Si-Dos	17
Samoas	17
Tagalongs	17
Thin Mints	9
Smores	9
Toffee-tastic	9
Troop Total	129
Pickup Total	129

Pickup Location

Pickup Name: 3 Sisters (752)
Pickup Location: 1st Storage Solutions, Ellijay 30540
Pickup Date: 10/03/20
Pickup Time: 10-10am
Pickup: Line 1
Pickup Code: 611124
(send to 225-398-3281)

ESTIMATED Number of Vehicles
(You will need one of the following)

- 6 Compact Cars
- 5 Hatchback Cars
- 4 Mid-size sedans
- 3 Sport utility vehicles
- 2 Station Wagons
- 2 Mini van (seats in)
- 2 Pick-up truck (full-size bed)
- 1 Cargo van (seats in)

Msgs & Hints

Message from your Delivery Clerk

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.



2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time.

Please be patient. We're all here to have fun and get the cookies!

Picking up your Initial Order

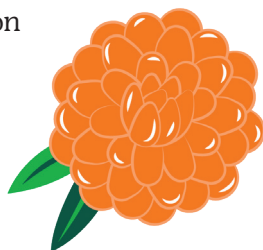
Delivery sites are the locations where troops pick up their initial cookie order (submitted and selected by February 1, 2024, by 11:59 p.m.). The Troop Cookie Manager or other assigned person picks up the cookies for the troop at a chosen date, time, and site. GSSEM offers a wide variety of pick-up sites, dates and times.

The person(s) picking up the cookies for the troop must arrive at the assigned pick-up site (at the proper date and time) with the following:

- A copy of the initial order (printed from eBUDDE).
- An EMPTY vehicle large enough to hold the amount of cases they will be picking up. You can view the number and size of vehicles needed on your delivery confirmation.
- Troop number written on paper in black marker on the left side of your windshield.

The site workers will load your vehicle with the amount of product specified on the troop initial order. The troop person picking up the cookies should carefully count the cookies, as they are loaded. If your count is correct, both you and the site personnel will sign the order. Make sure your count is correct before you leave the site or sign off. If you are not sure, do not leave the site until you count the cookies again and ensure that your order is correct. Once you leave the pick-up site, if you find you are short cookies, you will still be charged for the cases signed for (unless those cases are found in the council/truck audit of product).

If your troop has a shortage at the site or you get more product than you ordered, this must be reported the same day of your pickup. Notify GSSEM by sending an email to: productsales@gssem.org. The email must include your troop number, delivery site, name, contact phone number and a brief description of the problem.



Booth Sales

Booth Sales or “direct” sale refers to selling cookies to customers “on-the-spot” without requiring them to pre-order and wait for delivery. Girls can sell cookies to individual customers using their Goal Getter Card, or troops can reserve and set up a Cookie Booth at a GSSEM authorized location and sell cookies to the general public. The dates for this year’s direct sale are: February 16 - April 7, 2024.

Goal Getter Cards


Your troop Cookie Kit contains a Goal Getter Card for each girl. You should hold onto these and give them to each girl once she submits her initial order to the troop. Girls can continue to take orders using their Goal Getter cards. These cookies will be picked up by the troop at a cookie cupboard. To minimize trips to the cupboard, set a deadline of when you want the Goal Getter orders submitted from the girls to the troop.

Mall Kiosks

GSSEM will host Girl Scout Cookie kiosks at most major malls across the Council. A complete list will be available in eBudde in mid-January. Mall kiosks are open to all troops and will be selected through eBudde. Mall kiosk time slots will be available for selection on eBudde on January 24, 2024 at 7 p.m. In order to give as many troops as possible the opportunity to sell at a mall kiosk, sign-ups are limited to one slot on the first day of signups.

Cookie Booth Process

Girl Scouts of Southeastern Michigan will arrange cookie booth opportunities at places of business in each community, including drive up opportunities. Store management at all locations that have hosted cookie booths in the past have been given the option to request that GSSEM organize booths at their store (troops sign up through eBudde), or to have troops contact them directly to arrange dates and times for booths. Dates and times for stores and drive-up sites that wish to be selected through eBudde will be available for selection on January 25, 2024 at 7 p.m. On this day, you may select two booth slots total. If you selected a mall cookie kiosk on January 24, you will



only be able to select one additional booth on January 25, for a total of two. On January 26 at 7 p.m., the remaining slots will be open for selection. Please only select sites that your troop can work, please cancel the booths in eBudde as soon as you know your troop can not staff it.

Chain Store Locations

All Kroger, WalMart, Lowes, and Sam's Club cookie booths are coordinated between GSSEM and the chain's corporate headquarters. GSSEM has been given specific dates for each store from the chain's corporate headquarters. In exchange for the guarantee of these dates, GSSEM has agreed that troops will not approach individual store managers about additional dates. To summarize, all booths at Kroger, Walmart, Lowes, Sam's Club and Kmart will be arranged by GSSEM and selected by troops through eBudde. Troops may not visit or contact stores for extra dates.

Setting Up Your Own Booth

After January 26, 2024, troops should begin to make their own arrangements for cookie booths with local stores in their area not listed on eBudde, at their schools, places of worship, and local community events (crafts fairs, sporting events, etc.) and at drive-up sites. Please remember that leaders and parents cannot make cookie booth inquiries at any corporate chains listed above. Failure to honor this policy may prevent us from being able to set up booths with these stores in future years. In addition to the stores mentioned above, the following stores have a national corporate non-solicitation policy and do not allow non-profit groups, including Girl Scout cookie booths: Home Depot, Meijer, and Target.

How to: Select a Cookie Booth on eBudde

For GSSEM organized booths:

- Click on the Booths sites tab.
- Click on free slots.
- Select a booth that works for your schedule and click submit.
- Click on current signups to ensure the booth has been reserved.

For booths you setup on your own:

- Click on the Booth Sites tab.
- Click on My Sales.
- Enter the requested information.

This will ensure that your booth shows up on Cookie Locator.

How to: Add your own booth

- Click on the Booth sites tab.
- Click My Sales from the drop-down box.
- Enter in all information.
- Click Add.
- Approval will show pending.
- Approvals are every Monday, Wednesday, and Friday.

How to Credit girls for booth sale

- Click the Booth Site tab.
- Select the cookie booth you wish to record a sale.
- Input total amount of cookies sold.
- eBudde can then distribute the cookies as evenly as possible, or you can input the boxes manually for each girl.



Cookie Cupboards

Cookie Cupboards are mini-cookie warehouses located at GSSEM Service Centers or volunteer locations. After picking up your initial order at the scheduled date/time/delivery site, you can go to a local Cookie Cupboard if you need more cookies for a booth or additional orders. A complete list of cupboard locations will be sent to Troop Cookie Managers through an email from the eBudde system. Cookies must be checked out in full cases, Beginning on March 15, troops may pick-up mixed cases. For example, you may place a pending order for 3 boxes Trefoil, 3 boxes Samoas 4 boxes Thin Mint, and 2 boxes Tagalongs. Total number of boxes is 12, which equals a case.

Cookie cupboards will be open February 15 - April 8, 2024.

Pending Orders:

In order to ensure inventory is available at each cupboard, troops must place a pending order. In order to have inventory available, troops must enter their pending order by 10 p.m. Sunday for pick up during the upcoming week during regular Cookie Cupboard hours. There may be some extra cookies on hand for troops that do not place an order. When placing your pending order you will select a date and time-slot to pick up your cookies.



Placing a Pending Order

Troops are required to place a pending order to pick up cookies from a cookie cupboard. Pending orders due **by 10 p.m. on Sunday** for pick up during the upcoming week during regular Cookie Cupboard hours.

- Click on “transactions” button.
- You will see a screen come up with all your cookies ordered to date.
- Click on “+Add.”
- You will see a new screen that says “Add Transaction”.
- Fill in pick-up date.
- Select where you would like to pick-up.
- Select your preferred pick-up date and time.
- Enter amount of cookies needed by flavor.
- Click the “save” button.
- You are all set for the pick-up date you selected.

If you need to change or cancel your pending order, please email productsales@gssem.org.

Cookie Returns

To ensure product quality, GSSEM cannot accept cookie returns from initial orders or cupboard pick-ups. For support in ordering appropriately for your cookie booth, please contact a member of the GSSEM product program support committee, or productsales@gssem.org.

Cookie Exchange

On March 15, 2024, the Cookie Exchange tab will go live in eBudde. If you have packages of cookies to transfer to other troops, you would use the cookie exchange tab to list the flavors you have available. As you give cookies to other troops make sure to update your packages available. Troops looking for cookies can go to the tab and see what is available nearby. A cookie transaction receipt should be completed, both troops should retain a copy of the receipt for their records. **The troop giving the cookies is responsible for entering the transaction in eBudde.**

Entering a troop-to-troop transfer:

1. Open the transactions tab.
2. Click "+Add."
3. Cookie Transaction window appears.
4. Select "troop."
 - Input the troop number you are transferring the cookies too.
 - Troop Number = Troop number of troop giving the cookies.
 - Under Cookie Order, select "Add Product."
 - Fill in the correct number of boxes the other troop received from you.
 - Click save.



Digital Cookie

Digital Cookie is an online sales platform for girls. After setting up their Digital Cookie Site, girls will be able to sell cookies online to friends and family who do not live locally, or those that prefer to purchase online. All orders on Digital Cookie require payment by card at time of check out, regardless of what type of order is made. Leaders and caregivers do not have to collect any money for Digital Cookie Orders! No money should be collected for Digital Cookie Orders. **All Digital Cookie Sales will flow into eBudde, you do not need to enter any Digital Cookie Orders.**

Customers can purchase cookies on Digital Cookie, 4 ways: Girl-Delivery, Direct Ship, Donation, and Troop Virtual Booth Link.

Girl-delivered orders

When customers choose 'girl-delivered' on the Digital Cookie platform, parents **MUST** approve the order in Digital Cookie for it to be a successful order. Parent/Guardians have 5 days to approve the order, or it will be canceled.

Once the order is approved, the payment from the customer will show under the girl's name in eBudde.

The parent **MUST** tell the troop leader how many packages of each cookie the girl needs to fill the Digital Cookie girl-delivered order. The Girl Delivered order will show under the girls name on the Initial Order tab, if it was placed during the Initial Order period. If the order was placed after Initial Order, the Girl Delivered order will show under the Girl Order tab.

Once the cookies are signed out to the parent, the troop leader **MUST** assign those cookies to the girl in eBudde (under Girl Order Tab). Girls should then connect with their customer to coordinate the delivery.

Direct shipping orders

When customers choose direct shipping in Digital Cookie, the packages and payment will automatically appear under the girl's name in eBudde under the Digital Cookie column of the Girl Order tab. Direct Shipped cookies are sent directly to the customer for a shipping fee. Shipping

fees are based on average FedEx/ UPS/ USPS shipping fees to send food products. These fees are set by GSUSA and FedEx.

•The order will be locked; the troop leader will not be able to make edits to these orders.

Donation orders

When customers choose to donate cookies in Digital Cookie, to GSSEM's Gift of Caring, otherwise known as "Troops 2 Troops," the online order and payment will automatically appear under the girl's name in eBudde under the GOC column of the Girl Order tab.

- The order will be locked; the troop leader will not be able to make edits to these orders.
- These orders will count toward the girl's Council Gift of Caring packages.

For more information on participating in Digital Cookie, please view the Digital Cookie handouts and tip sheets at www.gssem.org and/or attend the Cookie Café Digital Cookie Webinar, dates and times are on the cookie café schedule included in the cookie kit!

Troop Virtual Booth Link

Your Troop Virtual Booth links will help your troop make sales online instead of, or in addition to, your regular in person cookie booths.

Setting up your Troop Virtual Booth Site

Step 1: The first time a leader or cookie volunteer for the troop logs in to their volunteer role in Digital Cookie, they will see a place to begin the process to have a troop virtual booth link. To begin, click the "Start" button.

Step 2: You will be asked to enter a zip code for your troop. Enter one that is representative of the majority of the girls in your troop.

Step 3: You will also select a name from the drop down of one of the volunteers from the troop to serve in the role of "Troop site lead". The Troop site lead will be responsible for working with the girls in the troop to set up their site and approving orders.

If you assigned yourself to be the troop site lead, your dashboard will be updated with a Set up your site button. If you have assigned another troop cookie volunteer to be the troop site lead, the next time they log into Digital Cookie they will see the new role in their role selector drop down.

To begin setting up the troop site, click set up your site.

Step 4: The site lead will then need to complete the registration process as if the troop were a new Girl Scout by possibly watching the safety video (depending on role and prior logins) and accepting the terms and conditions and Girl Scout pledge, plus activating the account.

It is important to leave the Preferred First Name as it appears so that your Troop URL is correct. If there is an issue with the troop number, please contact your Council Customer Care to resolve before proceeding.

Step 5: After that, the Troop Site Lead will use the “Site Setup” to work with the Girl Scouts in the troop to create their message and photo/video. It functions the same way as the Girl Scouts’ Site Setup.

Once the site is published and the council’s sale is live, the troop will have two links to use if they wish for the cookie season.

From your Troop Dashboard, you may see two links available for your troop.

The top link is your **Troop Virtual Booth Link**.

This link will function the same as any Girl Scout’s link with Shipping, Donation, Delivery and In Hand (on the app) as options that customers can use when enabled by your Girl Scout Council. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their Girl Scout.

This link will enable customers to select pickup orders as a delivery type.

The Troop Ship Only link is available if you need a shipped/donated only link.

This link will only allow customers to purchase Shipped and Donated orders. This link will be sent to the National Girl Scout Cookie Finder beginning National Girl Scout Cookie Weekend.

Step 6: Once your site is set up and published, there is nothing additional you will need to do in order to have your Troop Ship Only link appear to customers coming to the cookie finder to find a troop near them to purchase cookies from.

All purchases on either Troop Virtual Booth Link will appear in your troop records in eBudde.

eBudde Glossary For Digital Cookie

- **DOC** - Digital Order Card/ Digital Cookie
- **Girl Order Tab abbreviations:**
 - **DLVR** - Delivered by girl boxes
 - **SHIP** - Shipped to customer boxes
 - **DON** - Donation packages
 - **SHIP+** - Shipped and Donated Packages
 - **INHAND** - Delivered by the girl via mobile app boxes
 - **PICKUP** - At booth site for customer pickup

NEW Parent Initial Order Option with Digital Cookie

There is now a new optional feature which allows a parent in Digital Cookie to submit an initial order for the girl that will post to the girl's initial order record in eBudde. The troop will have a parent initial order deadline date of **January 28, 2023 by 11:59 p.m.** —set by GSSEM. The parent initial order date populates to the troop record so the troop can make changes if needed by the Troop Initial Order submission date of **February 1, 2024, by 11:59 p.m.**

You will go to the Init. Order tab in eBudde. You will see a list of your girls. If the messaging says **Needs Review** that means that nothing has been done for this girl yet. If you click the order card row on the entry screen, all the numbers will be zero. Your job will be to wait until the parent initial order comes in, review the numbers and save.

When the parent sends the initial order from Digital Cookie to eBudde, the messaging will change to let you know that eBudde got the order. It will go from Needs Review to Review Parent IO.

Troop Initial Order

Print

Submit Troop ID

All Girl IQ orders should be reviewed and saved.

Uses DOC	Girl			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$5.00	Total
				ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	
✓	Addison B	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0
✓	Elizabeth C	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0
✓	Isabelle C	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0
✓	Samantha C	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0
✓	Suzie T	Order Card	Needs Review	0	0	0	0	0	0	0	0	0	0	0
		DOC Girl Del.		0	0	0	0	0	0	0	0	0	0	0
		Total Order		0	0	0	0	0	0	0	0	0	0	0
Imported			0	0	0	0	0	0	0	0	0	0	0	
Other			0	0	0	0	0	0	0	0	0	0	0	
	Last Year (Other)		0	0	0	0	0	0	0	0	0	0	0	
Booth			0	0	0	0	0	0	0	0	0	0	0	
	Last Year (Booth)		0	0	0	0	0	0	0	0	0	0	0	
Pkgs. Ordered			0	0	0	0	0	0	0	0	0	0	0	
Cases To Order			0	0	0	0	0	0	0	0	0	0	0	
Other+Extras+Charity			0	0	0	0	0	0	0	0	0	0	0	

Addison B. Initial Order

Cancel

Save

You have provided the sale values from the Girl's Order Card.

Product	Order Cart
Gift of Caring \$ 5.00	0
Adventurefuls \$ 5.00	10
Lemon-Ups \$ 5.00	7
Trefoils \$ 5.00	4
Do-Si-Dos \$ 5.00	8
Samoas \$ 5.00	12
Tagalongs \$ 5.00	6
Thin Mints \$ 5.00	24
S'mores \$ 5.00	20
Toffee-tastic \$ 5.00	1
Troop GOC \$ 5.00	0
Total	92

Product

Gift of Caring \$ 5.00	PIO=0
Adventurefuls \$ 5.00	PIO=10
Lemon-Ups \$ 5.00	PIO=7
Trefoils \$ 5.00	PIO=4
Do-Si-Dos \$ 5.00	PIO=8
Samoas \$ 5.00	PIO=12
Tagalongs \$ 5.00	PIO=6
Thin Mints \$ 5.00	PIO=24
S'mores \$ 5.00	PIO=20
Toffee-tastic \$ 5.00	PIO=1
Troop GOC \$ 5.00	PIO=0

You will notice that there is PIO= under the product name in grey. This tells you the packages that were sent from the parent in the Digital Cookie system. If you update the numbers in the order, you will always be able to see the original numbers that were sent. You review the order and click Save.

Addison B Initial Order

You have provided the sale values from the Girl's Order Card

Product	Order Card	Girl's Order Card	Total
Gift of Caring \$1.00 = PIO=1	1	0	1
Adventurafuls \$1.00 = PIO=10	10	0	10
Lemon-Ups \$1.00 = PIO=1	1	0	1
Trefoils \$1.00 = PIO=4	4	0	4
Do-Si-Does \$1.00 = PIO=12	12	0	12
Samosas \$1.00 = PIO=4	4	0	4
Tagalongs \$1.00 = PIO=8	8	0	8
Thin Mints \$1.00 = PIO=24	24	0	24
Snuggles \$1.00 = PIO=10	10	0	10
Toffee-tastics \$1.00 = PIO=3	3	0	3
Troop GDC \$1.00 = PIO=0	0	0	0
Total	77	0	77

Success

Order for Addison B has been saved.

This will return you to the Init, Order recap screen. You will now see that the girl's initial order has been Saved.

Saved

Needs Review

Needs Review

Needs Review

Needs Review

If you open up the order card row, you will notice that eBudde tells you that you have:

You have accepted the parent submission.

If that situation has changed please enter corrected values in the Order Card column and chose 'Save'.

You will continue to do this for each girl that has submitted a parent initial order. If the parent does not submit an initial order, you will open the order card row for the girl, enter in the packages manually and save the girl's order. If there are changes to any order, you open the girl by clicking the order card row and make those updates and save. You may not have a girl with an order. That is ok, you do not need to open her order card row and save. You can save all zeroes, but it is not necessary. You will submit your order when you are ready and before the troop initial order deadline on **February 1, 2024, by 11:59 p.m.** Once you submit, the numbers cannot be changed.

So, what happens if things are not done in order?

If you submit earlier than the parent initial order date, the parents will not know that their orders are not going to be part of the initial order. eBudde will get the data and there is a report that will let you know that the order was not processed as part of the initial order.

If you enter numbers in the order card row and then the parent initial order is submitted by the parent, eBudde is going to message you to Review Parent IO in orange to let you know that you have keyed in numbers and now the parent IO came in after those numbers were saved. When you click the order card row there is additional messaging from eBudde as to what is going on. Let's look at that.

A parent initial order came in from Digital Cookie for Suzie. The troop cookie chair had already keyed one package of each variety for her initial order and saved it. Now the troop cookie chair has a decision to make. Do I take what I keyed or use the parent initial order?

Suzie T. Initial Order

*After you initially saved this girl's order the parent made a submission.
Their values are visible below.*

Choose 'Save' to keep your version or 'Use Parent's' to use their submission.

Product	Order	Card
Gift of Caring \$ 5.00 PID-0	1	1
Adventurefuls \$ 5.00 PID-15	1	1
Lemon-Ups \$ 5.00 PID-8	1	1
Trefoils \$ 5.00 PID-2	1	1
Do-Si-Dos \$ 5.00 PID-8	1	1
Samoas \$ 5.00 PID-12	1	1
Tagalongs \$ 5.00 PID-5	1	1
Thin Mints \$ 5.00 PID-23	1	1
S'mores \$ 5.00 PID-18	1	1
Toffee-tastic \$ 5.00 PID-1	1	1
Troop GOC \$ 5.00 PID-6	1	1
Total		11

Click the order card row to open up the record. You will see messaging and numbers for what is currently keyed in and what the parent submitted.

You will see a new button that says Use Parent's. And below that it states that you had already submitted some numbers for this girl. To easily update all the numbers to use what was submitted by the parent, click the Use Parent's button. It will automatically do a save when you click this button, If you do not want to use the parent's numbers and have no changes, just click Save.

You will also notice that the current numbers are in boxes that are orange. This is to clue you in that there is something different about this girl's order. Mainly, that the numbers were keyed first and the parent initial order came in later.

As the Troop Leader and or/ Troop Product Program Manager, you are responsible for reviewing and understanding the money handling procedures outlined in this handbook and discussed during training for the Cookie Program.

Financials

Funds owed to GSSEM for Council proceeds from the Cookie Program will be collected, via ACH debit from your troop bank account.

ACH Debit Schedule for 2024 Cookie Program

Initial Order Sweep - Funds must be available in the troop bank account (checks cleared) by **February 23, 2024**.

Electronic withdrawal of \$2.50 per package for initial order cookies will begin on **February 26, 2024**.

After the initial order ACH sweep, bi-weekly ACH sweeps will be done for troops with a balance of \$5,000 or more owed to GSSEM. Troops will be notified three business days before the sweep is set to take place. Troops will not be able to get additional cookies from the cookie cupboard until an ACH sweep is completed.

The remaining balance must be available in the troop bank account (checks cleared) by **Wednesday, April 17, 2024**.

The remaining balance due to GSSEM will be debited from troop accounts beginning on **Friday, April 19, 2024**.

ACH debits will continue until balance due to GSSEM has been collected. Bank NSF charges (\$20) incurred by GSSEM will be added to troop debt for each ACH rejection.

Please submit an Unpaid Parent/Guardian Account Form for any monies owed to the troop by parents/guardians to the GSSEM finance department by fax to 313-309-1193 or email to gssem-Finance@gssem.org by **4 p.m. on Friday, April 12, 2024**. This form can be found on the Forms section of the GSSEM website.

Because the girls work so hard to raise money for their troop, GSSEM takes misuse of troop funds extremely seriously. If personal use of monies occurs, GSSEM will begin collection procedures, taking legal action as necessary. Volunteers who misuse funds for which they are responsible will be released from all positions with GSSEM. GSSEM will pursue all available criminal and/or civil charges involving misuse of funds.



Unpaid Parent Account Form

If you have parents or customers who owe the troop money and you have not been able to collect it, complete an Unpaid Parent Account Form for each person who owes. This should be done as quickly as possible. Unpaid parent forms must be submitted to gssem-finance@gssem.org by 4 p.m. on **Friday, April 12, 2024**. Late forms will not be accepted. This form is available on the GSSEM website. Use search term “UNPAID”. Complete the form fully, giving as much detail as possible. Attach receipts for all the cookies the parent received and for all payments made. Make a copy of the form and these receipts for your records. Once the council receives these forms we will attempt to collect the monies due. The troop must pay \$2.50 per package for any parent debt. If GSSEM is able to collect from the parent, the troop will be reimbursed as appropriate.

Receipts

Please use a receipt for every transaction. If you turn the money over to someone else in the troop (leader, treasurer, etc.) make out a receipt and have them sign it to document the transaction. You may create your own receipt template, or find a pre-made receipt template on our Cookie Resource Page at www.gssem.org/csr.

Credit Card Sales

GSSEM offers the opportunity for troops to accept credit card payments for cookies. If your troop would like to accept credit cards this year, our recommendation for a service provider is Square. Your troop is responsible for setting up this service.

Reading your Troop Sales Report

Your Troop’s sales report will provide all the necessary financial information for you troop. The Sale’s report shows your troop’s PGA, Digital Cookie Transactions, Troop Proceeds, Council Proceeds, and much more.

Opted out of rewards? You will find your additional 6 cents on the “no reward proceeds.”

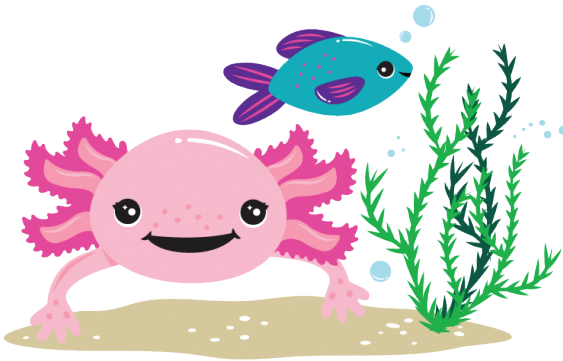
Earned additional proceeds? You will find your tiered rate under “tiered proceeds.”

Early Renewal Bonus

Troops that earned the 2024 Early Renewal Bonus earned an extra 10 cents per box on all initial order cookies. For the purposes of this bonus, initial order cookies will include girl initial orders taken on a paper order card and entered manually under each girl’s name on the initial tab in eBudde by the troop product program manager, Digital Cookie girl delivered orders that have flowed to initial order tab under the girl’s name by the troop initial order deadline, and booth extras placed on the BOOTH line of the initial order tab only. The early renewal bonus of 10 cents per box for the boxes described above will show up in eBudde as a payment credit prior to first ACH sweep.

Volunteer Resources

- For recorded trainings, print material copies, tip sheets and booth resources, visit our Cookie Resource Page at: www.gssem.org/csr.
- For advice, commentary and updates, join our Product Program Facebook Support Page by searching “GSSEM-Product Program Support”.
- Check out our Baker’s website for activities and printable resources at www.littlebrowniebakers.com.





girlscouts 
of southeastern
michigan