

The background of the cover features a stylized illustration of bamboo stalks in various shades of green, with long, slender leaves. Three butterflies with orange and black wings are scattered throughout the design. A large orange banner with rounded corners is positioned at the top, containing the title and subtitle.

2024-2025 Girl Scout Cookie Program

Troop Cookie Manager Guide

girl scouts 
of southeastern
michigan

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Important Cookie Program Dates

December 16, 2024: Girls can begin taking early online orders through the Digital Cookie platform

January 6, 2025: Cookie Program officially begins; girls can begin taking orders on their Order Card from family and friends

January 19, 2025: Big Game Booth application due

January 25, 2025: Cookie Rally event

January 26, 2025: The Girl Delivery option in Digital Cookie will pause

January 27, 2025: Mall booth reservations open

January 28, 2025: Booth reservations open (limit 2)

January 29, 2025: All booths open for reservation (no limit)

January 30, 2025: Troop Initial Cookie order due in eBuddle

January 31 – April 4, 2025: Goal Getter Cards are used to gather additional orders, which can be picked up at Cookie Cupboards starting on February 13

February 2, 2025: Girl Delivery will resume in Digital Cookie

February 3, 2025: Big Game Booth pick-up

February 6, 7, 8, 10, 11, 2025: Troop cookie pick-up for Initial Orders

February 8, 2025: Big Game Booth Day

February 13, 2025: Cookie Cupboards open

February 14, 2025: Booth sales begin

February 26, 2025: Initial Order ACH sweeps begin; \$2.50 of every Initial Order package will be due to council on this day

March 13, 2025: Mixed cookie case pickups available

March 13, 2025: Cookie Exchange opens in eBuddle

April 2, 2025: The Girl Delivery option in Digital Cookie will turn off for the remainder of the season

April 4, 2025: Cookie Cupboards close

April 6, 2025: Booth sales end

April 9, 2025: Troop Final Reward Order due

April 21, 2025: Final ACH sweep of 2025 Cookie Program

Mid-May 2025: Rewards available to troops

Important Contact information

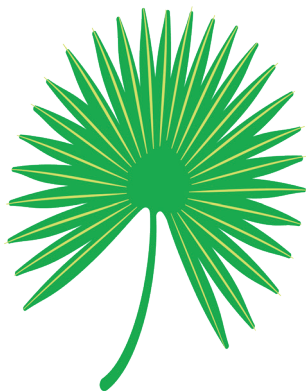
For the quickest response to inquiries, please email:

productsales@gsssem.org



Cookie Program Checklist

- ☐ Complete the 2025 Cookie Rookie or Cookie Refresher 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 an initial troop meeting to discuss 2024-25 cookie goals and troop expectations
- ☐ Distribute the girl materials from the Cookie Kits to the parents/guardians of the Girl Scouts
- ☐ Ensure all girls who are participating in the Girl Scout Cookie Program have a current membership
- ☐ Log in to eBudde at <https://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 in eBudde will show up on 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 6, 2025 – January 30, 2025. There is an early online selling opportunity in Digital Cookie that will start December 16, 2024.

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 14 – April 6, 2025.





2024–2025 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
Approximately 15 cookies per 6.3 oz. pkg.
⑩D

\$ 5



Lemon-Ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits
Approximately 12 cookies per 6.2 oz. pkg.
⑩D

\$ 5



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe
Approximately 38 cookies per 9 oz. pkg.
⑩D

\$ 5



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

Oatmeal sandwich cookies with peanut butter filling
Approximately 20 cookies per 8 oz. pkg.
⑩D

\$ 5



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes
Approximately 15 cookies per 7.5 oz. pkg.
⑩D

\$ 5



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating
Approximately 15 cookies per 6.5 oz. pkg.
⑩D

\$ 5



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint
Approximately 30 cookies per 9 oz. pkg.
⑩

\$ 5



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

Graham sandwich cookies with chocolaty and marshmallowy flavored filling
Approximately 16 cookies per 8.5 oz. pkg.
⑩D

\$ 6



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits
Approximately 14 cookies per 6.7 oz. pkg.
⑩D

\$ 6



Rewards

Troop Proceeds

Troops earn 85 cents for each package of cookies sold.

Troops can earn more than 85 cents per package by having a 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+: \$1.05 per box

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 achievements, but do not receive any individual rewards, including Initial Order rewards, troop PGA rewards, or reward events. Troops should opt out of rewards in the “Settings” tab in eBudde; no additional form is needed to opt out of rewards.

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.

Troop Rewards

Troops with an Initial Order PGA of 225+ will receive one Do-Si-Dos Panda Charm, one Embrace Possibility Charm, and one Cooling Headband per girl. Troops with a Final Reward Order PGA of 350+ 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 Rewards Order”
3. Click “Submit Girl Order”
4. Repeat for each girl as needed
5. Submit troop Initial Reward Order by **January 30, 2025, at 11:59 PM**





Submitting your Final Reward Order

1. Open the “Rewards” tab in eBudde
2. Click “Fill Out” next to “Final Rewards Order”
3. Click on each girl’s name to select any choices that need to be made, including t-shirt size for the Troop Final PGA Reward (if applicable)
4. Repeat for each girl as needed
5. Input any booth patches the troop may need
6. Click “Submit Troop Reward Order” button at the bottom of the page
7. Submit troop Final Reward Order by **April 9, 2025, at 11:59 PM**

Top Cookie Seller Events

Girls will receive invitations for each event for which they qualify. Please see the Order Card and Top Seller Info Page for more information.

750+ = Choice of 1 Cookie Celebration OR Snow Cone Maker

Cookie Celebration options (Girl Scouts may select 1 date/location):

Urban Air (Sterling Heights) – June 18, 2025

Urban Air (Livonia) – June 20, 2025

IFLY (Novi) – June 21, 2025

Rev’d Up Fun (Woodhaven) – June 26, 2025

1250+ = Fun Day at Cedar Point OR Michigan’s Adventure OR Vlogging Kit & Accessories

Fun Day options (Girl Scouts may select 1 date/location):

Michigan’s Adventure – June 29, 2025

Cedar Point – July 19, 2025

3,000+ = Mall of America Trip (Bloomington, MN; August 3-6, 2025; girl only; J/C/S/A levels only) OR Great Wolf Lodge Trip (Sandusky, OH; August 19-21, 2025; girl & guardian; all levels) OR Beats Headphones OR Smart-Phone Enabled Telescope

The cookie events are hosted by GSSEM to honor our top cookie sellers. We are providing these dates well 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/guardians. 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 might best suit your troop needs. Girls may also choose the alternative reward option if they are not able to attend the event(s) on the scheduled date(s).

Soliders' Angels

Soldiers' Angels is dedicated to serving our past and present heroes in whatever way we can. We have many opportunities available for almost anyone. Volunteer opportunities can range from a few hours a month to as frequent as your schedule allows. We use VolunteerMatch to post and advertise available volunteer opportunities as listed below.

How it works:

Donations via Paper Order Card: When taking orders, girls can ask customers 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 donated through the Order Card will be included in the troop's Initial Order sales. 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.

Donations via Booth/Direct Sales: Cookie booths are also a great place to promote the Troops to Troops project. You can print out cards (available online on the Cookie Seller Resources Page) 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, as 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 <https://ebudde.littlebrownie.com> starting on December 16, 2024. 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 16, 2024 with a link and login information, or log in at <https://ebudde.littlebrownie.com>. This will direct you to the Cookie Portal homepage. You will select eBudde.
- Enter in your personal profile information. 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@gssem.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 6, 2025 – January 30, 2025. These orders will be included in the troop's Initial Cookie Order, which must be placed in eBudde by **January 30, 2025, 11:59 PM**.

Picking up your Initial Order

Enter your troop Initial 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 round up to 84 boxes of Samoas, 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@gsssem.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 Cookie orders will automatically populate next to the girl's 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
Users	Girl	C	GOC	Advt	LemUp	Tre	D-S-D	Sam	Tags	ThinMint	SNr	Toff	T Gr
✓	Amelia J.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DGC 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
✓	Elena R.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DGC 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 S.	Order Card	0	0	0	0	0	0	0	0	0	0	0
		DGC 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
	Pkgs. Ordered		0	-	-	-	-	-	-	-	-	-	-
	Cakes to Order		0	0	0	0	0	0	0	0	0	0	0
	Other (Liquor+Cherry)		0	0	0	0	0	0	0	0	0	0	0

Amelia J. Initial Order

Cancel

Save

Product	Order Card	Gst Delivery	Total
Gift of Caring \$ 5.00	<input type="text" value="0"/>	0	0
Adventurefuls \$ 5.00	<input type="text" value="0"/>	0	0
Lemon-Ups \$ 5.00	<input type="text" value="0"/>	0	0
Trefoils \$ 5.00	<input type="text" value="0"/>	0	0
Do-Si-Dos \$ 5.00	<input type="text" value="0"/>	0	0
Samoas \$ 5.00	<input type="text" value="0"/>	0	0
Tagalongs \$ 5.00	<input type="text" value="0"/>	0	0
Thin Mints \$ 5.00	<input type="text" value="0"/>	0	0
S'mores \$ 6.00	<input type="text" value="0"/>	0	0
Toffee-tastic \$ 6.00	<input type="text" value="0"/>	0	0
Troop GOC \$ 5.00	<input type="text" value="0"/>	0	0
Total	0	0	0

Product	Order Card	Gst Delivery	Total
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Selecting your Delivery Site

Once you have entered your Initial Order, you will need to select a location to pick-up your cookies!

- Click on the “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 if 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 the 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 pick-up confirmation.

Delivery Confirmation

Cookie Order

Variety	My Troop
Adventurefuls	17
Lemon-Ups	17
Trefoils	17
Do-Si-Dos	17
Samoas	17
Tagalongs	17
Thin Mints	9
S'mores	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 beds)
- 1 Cargo van (seats in)

[Edit Delivery](#)

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 January 30, 2025, by 11:59 PM). 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 number of cases being picked 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 pick-up. 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.

Money Management

As a general rule with in-person orders, money is collected when cookies are delivered, or in some cases, requested up front by the troop leader. As a reminder, Digital Cookie orders are already paid by credit card at the time of check out; no money should be collected for Digital Cookie orders.

Booth Sales

Booth Sales/Direct Sales refer 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, to sell cookies to the public. The dates for this year’s Direct Sale are February 14 – April 6, 2025.

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 can be selected through eBudde. Mall kiosk time slots will be available for selection in eBudde on January 27, 2025, at 7 PM. 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 sign-ups.

Cookie Booth Process

GSSEM 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 request that 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 28, 2025, at 7 PM; on this day, you may select two booth slots total. If you selected a mall cookie kiosk on January 27, you will only be able to select one additional booth opportunity on January 28, for a total of two. On January 29 at 7 PM, 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 cannot staff it. GSSEM may add additional limitations on the number of booths selected per troop in eBudde based upon the number of troops participating and the number of booth slots secured in eBudde. Any updates will be shared via eBudde email.

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, and Sam's Club will be arranged by GSSEM and selected by troops through eBudde. Troops may not visit or contact these stores for extra dates.

Setting Up Your Own Booth

After January 29, 2025, troops are welcome 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.). Please remember that leaders and parents cannot make cookie booth inquiries at any corporate chains listed above. Failure to honor this policy may prevent GSSEM 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 the 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 as pending. Approvals are every Monday, Wednesday, and Friday.
- This will ensure that your booth shows up on the Cookie Locator.

How To: Credit Girls for Booth Sales

- Click the “Booth Sites” tab.
- Select the cookie booth for which 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 for 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 up until March 13. After March 13, troops may pick-up mixed varieties that total a full case; for example, you may place a pending order for 3 boxes of Trefoils, 3 boxes of Samoas, 4 boxes of Thin Mints, and 2 of boxes Tagalongs, totaling 12 boxes, which equals a full case.

Cookie cupboards will be open February 13 – April 4, 2025.

Most cupboards will be open for pick-ups on Thursdays and Fridays, as well as the first four Saturdays of the cupboard season. Specific operating day and hours may vary by location; the exact cupboard schedule will be released before Direct Sales period begins.

Pending Orders

To ensure inventory is available at each cupboard, troops must place a pending order. Troops must enter their pending order by 10 PM on Sunday to pick-up the following week during cupboard hours. 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 PM on Sunday for pick-up the following week.

- Click on the “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 the pick-up date.
- Select where you would like to pick-up.
 - Select your preferred pick-up date and time.

- Enter the number 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 Cookie Committee, or productsales@gssem.org.

Cookie Exchange

On March 13, 2025, the Cookie Exchange tab will go live in eBudde. If you have packages of cookies to transfer to other troops, you will 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:

- Open the “Transactions” tab
- Click “+Add”
- “Cookie Transaction” window appears
- Select “Troop”
- Input the troop number you are transferring the cookies to
- “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 to those that prefer to purchase online. All orders on Digital Cookie require payment by card at the time of check out, regardless of what type of order is placed. Leaders and parents/guardians 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.**

There are four ways customers can purchase cookies on Digital Cookie: 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 **five 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.**

If the order was placed during the Initial Order period, the Girl Delivered order will show under the girl's name on the "Initial Order" tab in eBudde. If the order was placed after the Initial Order period, the Girl Delivered order will show under the "Girl Order" tab in eBudde.

These Girl Delivered orders will be picked up by the troop leader, either at an Initial Order delivery site or from the Cookie Cupboard (depending on which sales period the orders were placed in), and will be distributed out to the girls, for them to then deliver to their customers.

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.

- Direct Shipping orders will be locked; the troop leader will not be able to make edits to these orders.

Donation Orders

When customers choose to donate cookies to GSSEM's Gift of Caring in Digital Cookie, 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.

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

For more information on participating in Digital Cookie, please view the Digital Cookie handouts and tip sheets, and/or watch the recorded Cookie Café training on Digital Cookie, online on the Cookie Seller Resources page.

Managing Digital Cookie Orders in eBudde

All Digital Cookie sales will flow over into eBudde.

- Initial Order Period: cookie quantities/flavors will flow over into eBudde for all Digital Cookie sales
- Booth/Direct Sales Period:
 - Shipped/Donated Orders: order numbers and cookie quantities/flavors will flow into eBudde
- Girl Delivered Orders: order numbers will flow into eBudde, but cookie quantities/flavors need to be assigned to girls under the correct order number

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

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 of setting up a Troop Virtual Booth Link. To begin, click the "Start" button.

You will be asked to enter a zip code for your troop; enter one that represents the majority of the girls in your troop.

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.”

The Troop 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 & 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 the Product Program team to resolve before proceeding.

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 parent/guardian can turn delivery off for their Girl Scout.

If pick-up is an option in your council, this link will enable customers to select pick-up 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.

Once your site is set up and published, there is nothing additional you will need to do 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 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

Parent Initial Order with Digital Cookie

There is an optional feature in Digital Cookie which allows a parent/guardian 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 26, 2025, by 11:59 PM – set by GSSEM. The troop leader can make changes to the Parent Initial Order entries if needed; these changes need to be made by the Troop Initial Order submission date of January 30, 2025, by 11:59 PM.

You will go to the “Initial 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 received the order. It will go from “Needs Review” to “Review Parent IO.”



Troop Initial Order

Print Submit Troop ID

All Girl IO orders should be reviewed and saved.

Uses DOC	Girl		ARCA	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	TGOC	Total
✓	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	0

Addison B. Initial Order

Cancel Save

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

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

Product

Gift of Caring
\$ 5.00 PIO=6

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 will review the order and click “Save.”



Addison B Initial Order

Cancel

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

Save

Success

Order for Addison B has been saved.

Close

Product	Order Card	Girl's Order Card	Total
Gift of Caring \$ 0.00 * PCH-01	1	0	1
Adventurefuls \$ 0.00 * PCH-01	10	0	10
Lemon-Ups \$ 0.00 * PCH-01	1	0	1
Trefoils \$ 0.00 * PCH-01	4	0	4
Do-Si-Do \$ 0.00 * PCH-01	12	0	12
Samosas \$ 0.00 * PCH-01	4	0	4
Tagalongs \$ 0.00 * PCH-01	8	0	8
Thin Mints \$ 0.00 * PCH-01	24	0	24
S'mores \$ 0.00 * PCH-01	10	0	10
Toffee-tastic \$ 0.00 * PCH-01	3	0	3
Troop GDC \$ 0.00 * PCH-01	0	0	0
Total	77	0	77

This will return you to the Initial 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 the Order Card row, you will notice that eBuddle tells you:

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, make those updates, and save. You may not have a girl with an order; that is okay – 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, before the Troop Initial Order deadline on January 30, 2025, by 11:59 PM. 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?

The screenshot shows the eBudde interface for 'Suzie T. Initial Order'. It features a table with two columns: 'Product' and 'Qty'. The 'Product' column lists various cookie items with their prices and parent order IDs. The 'Qty' column has two rows of input fields: one for the user's initial order and another for the parent's submission. A red box highlights the 'Qty' column, and a green box highlights the 'Use Parent's' button. A message box at the top right states: '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	Qty
Gift of Caring \$ 1.00 P100-10	1
Adventures \$ 1.00 P100-10	1
Lemon-Ups \$ 1.00 P100-10	1
Trefoils \$ 1.00 P100-10	1
Do-Si-Des \$ 1.00 P100-10	1
Samosas \$ 1.00 P100-10	1
Tagalongs \$ 1.00 P100-10	1
Thin Mints \$ 1.00 P100-10	1
S'mores \$ 1.00 P100-10	1
Taffies Assort \$ 1.00 P100-10	1
Troop GOC \$ 1.00 P100-10	1
Total	11

Click the Order Card row to open 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 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.

Financials

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.

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 2025 Cookie Program

Initial Order Sweep – Funds must be available in the troop bank account (checks cleared) by **February 21, 2025**.

Electronic withdrawal of **\$2.50** per package for Initial Order cookies will begin on **February 26, 2025**.

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 **April 18, 2025**.


The remaining balance due to GSSEM will be debited from troop accounts beginning on **April 21, 2025**.

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.

If you want to get an estimate of what might be due for IO ACH Sweep: an example of the calculation is as follows:

- Number of boxes on IO – 1,000
- Multiply by \$2.50 – \$2,500
- Subtract out Total DOC Payments (Girl Delivered Only as of February 14, 2025) – \$2,000
- Balance owed of \$500 will be set up for ACH Sweep on February 26, 2025.





There is also the Early renewal bonus that may affect your troop as well. If your troop qualified for this, you will see this on the payment side of your eBudde report by February 14, 2025.

The GSSEM Finance Department will have all of the calculations for the first ACH sweep completed by Thursday, February 21, 2025. If you would like to know the exact amount of your troop's first ACH sweep, please send an email to gssem-finance@gssem.org; subject line: "IO ACH Sweep Amount – Troop 12345" (your troop number) after February 21, 2025.

The final ACH sweep will be for your troop's full balance due to GSSEM for the 2025 Girl Scout Cookie Program. This can be reviewed on the "Sales Report" tab of your troop dashboard in eBudde. For any questions regarding your troop's final ACH sweep, please email gssem-finance@gssem.org.

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 PM on April 11, 2025**. This form can be found on the Forms section of the GSSEM website.

GSSEM takes misuse of funds extremely seriously. If personal use of funds occur, GSSEM will begin collection procedures, taking legal action as necessary. GSSEM will pursue all available criminal and/or civil charges involving misuse of funds.

Unpaid Parent Account Form

If you have parents/guardians 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 PM on April 11, 2025. Late forms will not be accepted. This form is available on the GSSEM website; use the search term "UNPAID" to find the form online. Complete the form fully, giving as much detail as possible. Attach receipts for all the cookies the parent/guardian 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/guardian debt. If GSSEM can 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.), fill out a receipt and have them sign it to document the transaction. You may use the receipts from the receipt book included in your Cookie Kit.

Credit Card Sales

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 your troop. The sales 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 under "No Reward Proceeds."

Earned Additional Proceeds?

You will find your tiered rate under "Tiered Proceeds."

Membership Year 2025 Early Renewal Bonus

Troops that earned the 2025 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 Paper Order Card orders, Digital Cookie Girl Delivered orders, and booth extras placed on the "Booth" line of the Initial Order tab. The early renewal bonus will show up in eBudde as a payment credit prior to the first ACH sweep.

Volunteer Resources

- For recorded trainings, print material copies, tip sheets, and booth resources, visit our Cookie Seller Resources online at www.gssem.org/csr.
- For updates and/or additional information, join our Product Program Facebook Support Group by searching "GSSEM-Product Program Support."
- Check out our baker's website for activities and printable resources at www.littlebrowniebakers.com



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