

Troop Cookie Program Step by Step for Leaders

- Ensure troop checking account is open with two unrelated background checked volunteers as signers: [Troop Banking Package](#)
- Fill out the necessary forms: [ACH Debt Authorization](#) and [Agreement to Assume Debt](#)
- Troop Leaders and Product Program Managers sign up for training: [Cookie Rookie](#) (required for new troop volunteers) OR [Cookie Refresher](#)
- One Leader orders a [Cookie Kit](#)
- Bookmark [Cookie Seller Resources](#), [GSSEM - Product Program Support](#) on Facebook and [GSSEM Product Programs](#) on Rallyhood
- Hold a [Family Cookie Meeting](#) to distribute order cards and other materials from Cookie Kit. Find Family Cookie Meeting slides and any additional print materials on the [Cookie Seller Resources](#) page.
- Log in to [eBudde](#) when welcome emails go out around December 15, 2025 to verify your troop roster is correct. Only registered girls may be added to eBudde. If a girl is missing from your roster, please email productsales@gsssem.org
- December 15, 2025 - Girls can begin taking early online orders through [Digital Cookie](#) once parent sets up girl site. Leader will set up Troop Site.
- January 5, 2026: Cookie Program officially begins; girls can begin taking orders on their Order Card from family and friends
- January 9, 2026: [Big Game Booth Application](#) due
- January 24, 2026: Cookie Rally; visit the [Cookie Seller Resources page](#) for registration information
- January 25, 2026: The Girl Delivery option in [Digital Cookie](#) will pause
- January 26, 2026: Mall booth reservations open in [eBudde](#) at 7pm
- January 27, 2026: Booth reservations open (limit 2 total) in [eBudde](#) at 7pm
- January 28, 2026: All booths open for reservation (no limit) in [eBudde](#) at 7pm



Troops may add and drop booths as needed in [eBudde](#)

- Clearly communicate deadlines for paper order card totals and Initial Order payment from families. *Do not collect original order cards, families will need them to distribute cookies to customers.*
- January 29, 2026: Troop Initial Order, Delivery Selection and Initial Reward Order due in [eBudde](#) by 11:59 PM

- January 30 – April 5, 2026: Goal Getter Cards are used to gather additional orders, which can be picked up at Cookie Cupboards starting on February 12
- February 1, 2026: Girl Delivery will resume in [Digital Cookie](#)
- February 5, 2026: Big Game Booth pick-up for troops selected
- February 5, 6, 7, 9, 10, 2026: Troop cookie pick-up for Initial Orders - All drivers get in line together in EMPTY vehicles. Delivery tab in eBudde will suggest size of vehicle(s) needed
- Troops distribute cookies ordered on Initial Order to families. Families must have filled out [Parent Permission and Agreement to Assume Debt](#) form
- Provide receipts to families for cookies received and payments submitted

Leaders deposit checks and cash regularly throughout cookie sale, after weekend booths and after parent payments, so all monies are available for ACH sweeps.

- February 7, 2026: Big Game Booth Day for selected troops
- February 12, 2026: Cookie Cupboards open. Order cookies using the Transactions tab in [eBudde](#) by 10 PM Sunday night for pickup at Cupboards the following week. Contact productsales@gsssem.org or Volunteer Cupboard Managers with any late orders or changes.
- February 13, 2026: Booth sales begin. *Remember to make regular deposits to the troop account!*
- February 19, 2026: Families should be directed to have paid for Initial Orders by this time and deposits made on this date so that checks will be cleared by February 23.
- February 23, 2026: Funds must be available in the troop bank account (checks cleared) for Initial Order ACH Sweep

The GSSEM Finance Department will have all of the calculations for the first ACH sweep completed by Monday, February 23, 2026. If you would like to know the exact amount of your troop's first ACH sweep, please send an email to gsssem-finance@gsssem.org; subject line: "IO ACH Sweep Amount – Troop 12345" (your troop number) after February 23, 2026.

- February 25, 2026: Initial Order ACH sweeps begin; \$2.50 of every Initial Order package due

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

- Number of boxes on IO – 1,000
- Multiply by \$2.50 - \$2,500
- Subtract out Total DOC Payments (Girl Delivered Only as of February 13, 2026) - \$2,000
- Balance owed of \$500 will be set up for ACH Sweep on February 25, 2026

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.

- March 12, 2026: Mixed case pickups available in cookie cupboards – Troops can order cases with 12 boxes of any varieties
- March 12, 2026: Cookie Exchange opens in [eBudde](#). Troops may offer extra cookies to transfer out or request cookies from other troops to transfer in.
- April 1, 2026: The Girl Delivery option in Digital Cookie will turn off for the remainder of the season.

- April 3, 2026: Cookie Cupboards close
- April 5, 2026: Booth sales end. Reach out to parents for Final Reward selections.
- April 10, 2026: All girl orders entered and Troop Final Reward Order due in [eBudde](#)
- April 15, 2026: The remaining balance must be available in the troop bank account (checks cleared) for Final ACH Sweep
- April 20, 2025: Final ACH sweep of 2025 Cookie Program

The final ACH sweep will be for your troop's full balance due to GSSEM for the 2026 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

- Mid-May 2026: Rewards available to troops, plan a celebration early to mid-June
- For the quickest response to inquiries, please email: productsales@gssem.org



BRAVE. FIERCE. FUN!