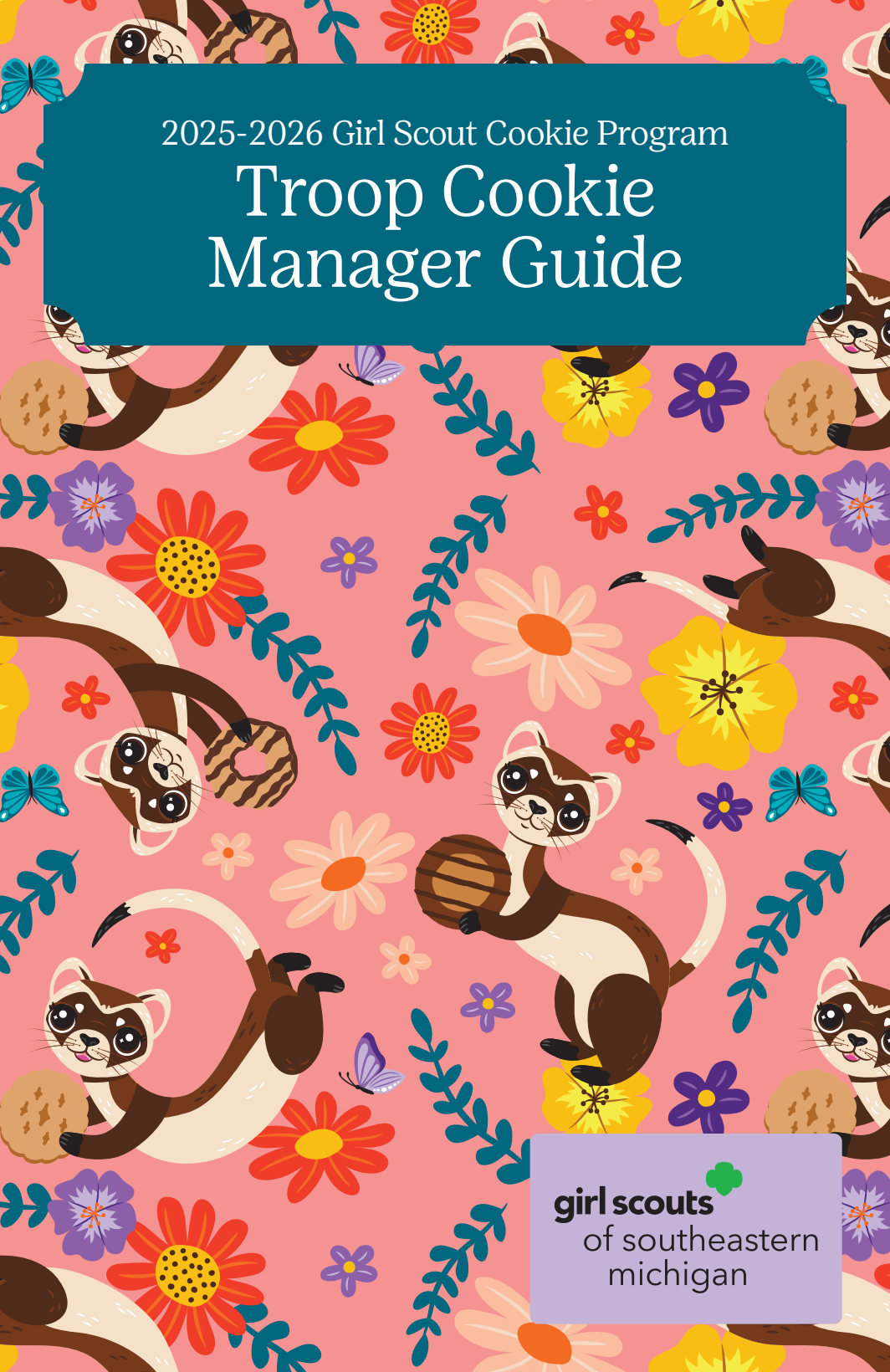




2025-2026 Girl Scout Cookie Program

Troop Cookie Manager Guide

girl scouts 
of southeastern
michigan

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BRAVE.
FIERCE.
FUN!





Important Cookie Program Dates

December 15, 2025: Volunteers receive access to eBudde; girls begin taking early online orders through Digital Cookie

January 5, 2026: Official Cookie Program kickoff; girls begin taking orders on their Order Card from family and friends

January 9, 2026: Big Game Booth application due

January 24, 2026: Cookie Rally event

January 25, 2026: The Girl Delivery option in Digital Cookie pauses

January 25, 2026: Parent Initial Order due in Digital Cookie

January 26, 2026: Mall booth reservations open

January 27, 2026: Booth reservations open (limit 2)

January 28, 2026: All booths open for reservation (no limit)

January 29, 2026: Troop Initial Order due in eBudde

January 30 – April 5, 2026: Girls use Goal Getter Cards to gather additional orders, to be picked up at Cookie Cupboards starting on February 12

February 1, 2026: Girl Delivery resumes in Digital Cookie

February 4, 2026: Big Game Booth pick-up

February 5, 6, 7, 9, 10, 2026: Troop Initial Order pickup

February 7, 2026: Big Game Booth Day

February 12, 2026: Cookie Cupboards open

February 13, 2026: Booth sales begin

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

March 12, 2026: Mixed cookie case pick-ups available from Cookie Cupboards

March 12, 2026: Cookie Exchange opens in eBudde

April 1, 2026: The Girl Delivery option in Digital Cookie turns off for the remainder of the season

April 3, 2026: Cookie Cupboards close

April 5, 2026: Booth sales end

April 10, 2026: Troop Final Reward Order due

April 20, 2026: Final ACH sweep of 2026 Cookie Program

Mid-May 2026: Troop Leaders pick up rewards

Important Contact Information & Resources

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

- Add us to your email contact list to ensure you don't miss our emails/replies

Resources

- For recorded training, print material files, tip sheets and booth resources, visit our Cookie Seller Resource page online at www.gssem.org/csr.
- Visit eBudde's Help Center tab to access in-depth eBudde support resources.
- 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 <https://www.littlebrowniebakers.com>
- GSSEM often uses eBudde email blasts to send updates troop leadership
 - Add do_not_reply@littlebrowniebakers.com to your email contact list to be sure you don't miss any council updates!

Cookie Program Checklist

- ☐ Complete the 2026 Cookie Rookie or Cookie Refresher Training. This season, Cookie Rookie is required for all new Troop Product Program Managers. New troops starting in the 2026 Membership Year must have at least one volunteer per troop complete Cookie Rookie by February 15, 2026. For questions about training requirements, please email the Volunteer Experience team at volunteerexp@gssem.org.
- ☐ Ensure you and your co-leader have current memberships and background checks
- ☐ Complete the **two** financial forms required to access eBudde and participate in the Girl Scout Cookie Program:
 1. Troop ACH Debit Authorization - www.gssem.org/banking
 2. Troop Agreement to Assume Debt - www.gssem.org/responsibility
- ☐ Hold an initial troop meeting to discuss 2025-26 cookie goals and troop expectations
- ☐ Distribute the girl materials from the Cookie Kits to the Girl Scouts' caregivers
- ☐ Ensure all girls who are participating in the Girl Scout Cookie Program have a current membership
- ☐ Log in to eBudde at www.ebudde.littlebrownie.com and 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 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 5 – January 29, 2026. There is an early online selling opportunity in Digital Cookie that will start December 15, 2025.

Booth/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 13 – April 5, 2026.



2025–2026 Girl Scout Cookies®

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPQ 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.

U D



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.

U D



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe

\$ 5

Approximately 38 cookies per 9 oz. pkg.

U D



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.

U D



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes

\$ 5

Approximately 15 cookies per 7.5 oz. pkg.

U D



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.

U D



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.

U



Exploremores® • Real Cocoa

NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème

\$ 5

Approximately 18 cookies per 7.9 oz. pkg.

U D



Toffee-tastic® • No Artificial Flavors

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits

\$ 6

Approximately 14 cookies per 6.7 oz. pkg.

U D



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. Please note that, even if listed on the roster in eBudde, girls who have zero sales will not be factored into the PGA. 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) proceeds 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, troop PGA rewards, or reward events. Opting out of rewards must be a troop decision, made with input from all girls. Troops should opt out of rewards by emailing productsales@gsssem.org; 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.

Troop Rewards

Troops with an Initial Order PGA of 225+ will receive a BFF Charm Patch with three charms for each girl who submits an initial order. Troops with a final PGA of 300+ will receive one themed t-shirt per selling girl.

Submitting your Initial Reward Order

- Open the “Rewards” tab in eBudde
- Click “Fill Out” next to “Initial Rewards Order”

- Click “Submit Girl Order”
- Review totals then select “Submit Reward Order”
 - a. Clicking **Submit Reward Order** finalizes the troop order.
After submission, troop-level edits are locked and can only be changed by a staff member.
- Submit troop Initial Reward Order by **January 29, 2026, at 11:59 PM**

Submitting your Final Reward Order

- Open the “Rewards” tab in eBudde
- Click “Fill Out” next to “Final Rewards Order”
- 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)
 - a. If a girl’s order requires input, eBudde will display a red message:
“Size/catalog selection needed.”
 - b. Once completed, it will turn green:
“Size/catalog selection done.”
- Repeat for each girl as needed
- Input total number of girls who earned the **booth patch** (3+ booths)
- Click “**Submit Troop Reward Order**” button at the bottom of the page
 - a. Clicking Submit Reward Order finalizes the troop order.
After submission, troop-level edits are locked and can only be changed by a staff member.
- Submit troop Final Reward Order by April 10, 2026, 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 Sellers insert for more information.

750 + Choice of 1 Movie Day Cookie Celebration OR JBL Speaker

Cookie Celebrations will be held at Emagine Theaters (Girl Scouts may select 1 date/location):

Emagine Novi – June 12, 2026

Emagine Macomb – June 13, 2026

Emagine Woodhaven – June 19, 2026

Emagine Royal Oak – June 20, 2026

1250+ Fun Day at Cedar Point OR Michigan's Adventure OR King's Island

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

King's Island – July 11, 2026

Michigan's Adventure – July 14, 2026

Cedar Point – July 23, 2026

1600+ Rebel Nell Experience OR GSSEM Summer Camp

Girl Scouts may select 1 of the experiences below:

Rebel Nell Experience – July 25, 2026

GSSEM Summer Camp – TBD

2026+ CJ Barrymore's Cookie Stars Party OR Fitbit Activity Tracker

CJ Barrymore's - June 27, 2026

3,000+ Mackinac Island Trip (Mackinac City, MI; August 2-4, 2026; girl + adult; all levels) OR Nex Playground Active System OR Meta Quest VR Headset

Reward 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 to better suit your troop's needs. Girls may also choose an alternative reward option if they are not able to attend the event(s) on the scheduled date(s).

Gift of Caring - Troops 2 Troops

GSSEM's Gift of Caring program, otherwise known as Troops 2 Troops, is a donation program built into the cookie sale. Council partners with Soldiers' Angels to provide donations to veterans, active military members, and their families.

How it works:

When taking orders, girls can ask customers if they'd like to purchase packages for the council's Troops 2 Troops project. Girls will record the packages ordered and collect payment but will not give cookies to the customer. When T2T orders



are submitted, they are not picked up by the troop but are held at the warehouse for distribution by council.

Paper order cards, Digital Cookie, and eBudde (T2T) all include a place to enter donations. Donations via paper order card will be included in the troop's Initial Order sales. Donations via booth/direct sales must be recorded in eBudde along with regular orders; this will credit the scouts and add the cost to your total amount due. All donations are paid for at the end of the sale, as part of the final ACH payment, and then GSSEM distributes the cookies.

eBudde

eBudde is the online system that troops use to manage the cookie sale. Using eBudde, you can manage your inventory, 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 15, 2025. Volunteers must have a current membership and background check in order to access eBudde.

Complete the following steps to get started:

- Download the eBudde app wherever you typically search for apps.
- Look for a welcome email around December 15, 2025 with a link and login information, or log in at www.ebudde.littlebrownie.com. This will direct you to the Cookie Portal homepage. Select eBudde.
- You may log in with an existing password or, if new to eBudde, select “Forgot Password.” Enter your personal profile information and 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 will 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.

eBudde Help Center:

You can access additional eBudde and Digital Cookie Support resources by visiting eBudde's "Help Center" tab:

- **eBudde tab overviews:** Managing Your Sale > Troops
- **eBudde training videos:** Managing Your Sale > Troops > Microburst Training Videos
- **eBudde User Manual:** Manual > Troop User Manual (PDF)

Allocating Cookies:

After the Initial Order, one of the most important things you'll do in eBudde is credit girls for cookie sales and manage your troop's inventory using the "Girl Orders" tab. To that end, Troop Leaders are responsible for allocating cookies to scouts in eBudde. After the initial order, you'll use the "Girl Orders" tab to record Goal Getter Card orders, Digital Cookie girl delivered orders, booth sales, and any other distribution of cookies to scouts. This process will move the cookies from your troop's inventory (which you can see in the "Difference" line on the Girl Orders Summary) to the individual girls.

Follow the steps below to allocate cookies to girls:

- Go to the "Girl Orders" tab in eBudde
- Click on a Girl Scout's name
- Click "+Order"
- Enter the correct number of packages of each variety
- Enter payment, if applicable
- Use the "Comment" box to enter relevant information (i.e. the date, type of sale, booth location)
- Click "Save"
- Repeat as needed throughout the season

We recommend completing this process each time you hand out cookies to families or collect payment. Remember that you always have the capability to edit and delete any entries you make. It's important that the Girl Orders Summary is accurate so that girls are credited for their sales; please note that Final Reward numbers are based on the Girl Orders Summary.



Initial Order

Order Taking

In your troop Cookie Kit, you should have received an Order Card for each Girl Scout. They can use these cards to take orders from family and friends from January 5, 2026 – January 29, 2026. These orders will be included in the troop's Initial Cookie Order, which must be submitted in eBudde by **January 29, 2026, 11:59 PM.**

Placing your Initial Order

Enter your troop's Initial Cookie Order into eBudde using the totals from each girl's Order Card, plus any additional cookies you want for booths. Cookies are packed in cases of 12 boxes. eBudde automatically rounds your totals up to the nearest full case, and the troop is responsible for any extra boxes created by this rounding.

Example: If girls' orders total 79 boxes of Samoas, eBudde rounds up to 84 boxes (7 full cases). The troop is responsible for the 5 extra boxes. These 5 boxes will appear on the difference line of the Girl Orders tab as part of the troop's starting inventory.

These cookies will be picked up at your delivery site. **Please note: there are no returns of cookies.**

How To Input your Initial Order

- Click on the "Initial Order" Tab.
- You will see a screen come up with every Girl Scout that is in your troop. If you are missing anyone, please email your troop number and the name of the Girl Scout(s) missing to productsales@gssem.org.
- Click on each individual Girl Scout's name to complete their order.
- When you click the Girl Scout's name, you will be taken to a new screen where you can enter/edit each Girl Scout's order card packages by variety; 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 and they cannot be edited.**
- Continue for each Girl Scout 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.



Dashboard	Contacts	Settings	Gifts	Initial Order	Delivery	Gift Orders	Transactions	Troop Pickups	Cookie Cash	Promo	Snack Sales	Payments	GOC Org	Sales Tax
-----------	----------	----------	-------	---------------	----------	-------------	--------------	---------------	-------------	-------	-------------	----------	---------	-----------

Troop Initial Order

		Outfall Troop (0)												
		\$5.00	\$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	Advt	LmUp	Tre	D-S-D	Sam	Tags	ThinMint	SMr	Toff	T G	
✓	Amelia J.													
	Order Card	0	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	0	
	Total Order	0	0	0	0	0	0	0	0	0	0	0	0	
✓	Elana R.													
	Order Card	0	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	0	
	Total Order	0	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	0	
	DGC Girl Del.	0	0	0	0	0	0	0	0	0	0	0	0	
	Total Order	0	0	0	0	0	0	0	0	0	0	0	0	
	Imported													
	Other													
	Flags Ordered													
	Cases To Order													
	Other (Excludes/Cherry)	0												

Amelia J. Initial Order

Cancel

Save

Product	Order Card	Gift 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 \$3.00	0	0	0
Toffee-tastic \$3.00	0	0	0
Troop GOC \$3.00	0	0	0
Total	0	0	0

Product	Order Card	Gift Delivery	Total
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Parent Initial Order with Digital Cookie

There is an optional feature in Digital Cookie which allows a parent/guardian to submit their scout's Initial order card sales; these submissions automatically flow into eBuddy. Parent Initial Orders are due Sunday, January 25, 2026, by 11:59 PM. Troop leaders can make changes to the Parent Initial Order entries as needed until the Troop Initial Order submission date of Thursday, January 29, 2026, by 11:59 PM.

Troop Initial Order

Print Submit Troop IO

All Girl IO orders should be reviewed and saved.

Uses Girl	DOC	Product	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

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 P10=0	0
Adventurefuls \$5.00 P10=10	10
Lemon-Ups \$5.00 P10=7	7
Trefoils \$5.00 P10=4	4
Do-Si-Dos \$5.00 P10=8	8
Samoas \$5.00 P10=12	12
Tagalongs \$5.00 P10=6	6
Thin Mints \$5.00 P10=24	24
S'mores \$5.00 P10=20	20
Toffee-tastic \$5.00 P10=1	1
Troop CDC \$5.00 P10=0	0
Total	92

Product	
Gift of Caring \$5.00 P10=0	
Adventurefuls \$5.00 P10=10	
Lemon-Ups \$5.00 P10=7	
Trefoils \$5.00 P10=4	
Do-Si-Dos \$5.00 P10=8	
Samoas \$5.00 P10=12	
Tagalongs \$5.00 P10=6	
Thin Mints \$5.00 P10=24	
S'mores \$5.00 P10=20	
Toffee-tastic \$5.00 P10=1	

When a Parent Initial Order has been submitted, you'll notice that the quantities they entered will be marked in grey with "PIO=." If you make any changes, you will always be able to see the original PIO numbers. eBudde will flag any orders that are incomplete or that have mismatched Parent Initial Order entries. Be sure to review each girl's initial order before the Troop Initial Order submission deadline. For more information on Parent Initial Order, please visit the eBudde help center > Managing Your Sale > Troops > Initial Order.

Selecting your Delivery Site

Once you have submitted 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.
- Indicate whether you or someone else will be picking up. Remember, if you are unavailable, another troop parent can pick up the cookies.
- Indicate whether 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.
 - **Note:** Some locations may have more than one line; use the left and right arrows to view more available time slots.
- 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
Adventurufels	17
Lemon-Ups	17
Trefalls	17
Do-Si-Dos	17
Samoa's	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's)
- 2 Pick-up truck (full-size bed's)
- 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 January 29, 2026, 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.
 - For large orders requiring multiple vehicles, your troop might consider using troop funds to rent a large trailer or box truck. This will help the process run smoother and require fewer troop helpers.
- Troop number written on paper in black marker on the left side of your windshield.

The site workers will load your vehicle(s) 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

When possible, payment should be collected when an order is placed (from customer to Girl Scout and from Girl Scout to Troop). 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/Direct Sales

Booth Sales/Direct Sales 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 to sell cookies to the public. The dates for this year's Direct Sale are February 13 – April 5, 2026.

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 for Goal Getter order submissions. You're responsible for allocating Goal Getter Card sales to girls under the "Girl Orders" tab in eBudde (see "Allocating Cookies" on page 10).

Mall Kiosks

GSSEM will host Girl Scout cookie kiosks at a few 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 26, 2026, 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 businesses 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. Booth slots for stores and drive-up sites listed in eBudde will be available for selection on **January 27, 2026, at 7 PM**; on this day, you may select two booth slots total. If you select a mall cookie kiosk on **January 26**, you will only be able to select one additional booth opportunity on January 27, for a total of two. On **January 28 at 7 PM**, the remaining slots will be open for selection. Please only select sites that your troop can work and cancel booths in eBudde as soon as you know your troop cannot staff them. **NEW:** You can now release a booth site that you can no longer attend from the calendar on the dashboard.

Contact productsales@gssem.org if you have council booth location suggestions.

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 or council booth locations for additional dates/times.

Setting Up Your Own Booth

After January 28, 2026, troops are welcome to make their own arrangements for cookie booths at locations **not listed in eBudde**: local stores, 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 of the 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 in eBudde

For GSSEM organized booths:

1. Click on the “Booth Sales” tab.
2. Click on “Sign up for a council booth”
3. Use the down arrow to select the city where you’d like a booth.
4. Click the down arrow next to the store/location you’re interested in.
 - Check the *Hide Unavailable* box to filter out currently unavailable locations.
5. Click directly on the listed date/time range. A small window will appear on the right showing available slots.
6. Click in the space next to the desired time. (Click again to deselect if needed.)
7. **Submit your request** – Click Submit to reserve the booth.
8. **Confirm reservation** – Wait for the confirmation message. Click OK to finalize.
 - If you don’t see the message, your slot was not reserved.

Council Booth Waitlist

- Toggle “*Email if slots open up*” to **on** for a specific booth/date.
- eBudde™ emails you if a slot opens (note: multiple troops may receive the same email).
- **Claim quickly** – Log into eBudde™ or the Troop App to reserve; slots are **first come, first served**.
- **NEW:** The *Notify* button now shows how many troops are on the waitlist.
- To turn off emails, return to the booth site and toggle the option **off**.

How To: Add Your Own Booth

- Click on the “Booth Sites” tab.
- Click “My Sales” from the drop-down box.
- Enter business and booth 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 GSUSA Cookie Finder.



How to Credit Girls for Booth Sales

- Using eBudde's Booth Sale Recorder:
 - Click the "Booth Sales" tab.
 - Select "Record Sale" for the relevant booth site
 - Input the packages sold and payment collected
 - eBudde will distribute the cookies as evenly as possible
 - **NEW** – you now have the option to "bank" your T2T booth sales to distribute at the end of the season. You may toggle this option on or off as part of each booth distribution.
- Manually (see "Allocating Cookies" on page 10)
 - The troop may choose to manually distribute cookies based on # of hours worked per girl or other criteria. In this case, the troop leader will manually distribute booth cookies on the "Girl Orders" tab. We recommend including the booth location and date in the comments for each allocation.

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 12, 2026. After March 12, troops may pick up mixed variety cases: for example, you may place a pending order for 3 boxes of Trefoils, 3 boxes of Samoas, 4 boxes of Thin Mints, and 2 boxes of Tagalongs, totaling 12 boxes, which equals a full case.

Cookie cupboards will be open February 12 – April 3, 2026.

Most cupboards will be open for pick-ups on Thursdays and Fridays, as well as the first few Saturdays of the cupboard season. Specific operating day and hours may vary by location; the exact cupboard schedule will be released before the 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** for pick-up the following week during cupboard hours. When placing the order, you will select a date and time slot to pick up your cookies.

- You should plan to pick up at the location/date/time you selected. Council cupboards will **not** send a “your order is ready” email—unless you are contacted otherwise, your order will be waiting for you.

How To Place a Pending Order

- 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 your pick-up location
- Select your 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 Product Program Committee, or productsales@gssem.org.

Cookie Quality Control

Troops may exchange clearly damaged cookie packages at a cookie cupboard during cupboard hours. These exchanges may only be swapped with the same variety.

For any customer quality concerns, we ask that customers contact Little Brownie Bakers directly. Their contact information is on the side panel of every cookie package.

For product inquiries or concerns call us at 1-800-962-1718 or visit littlebrowniebakers.com.

Cookie Exchange

On March 12, 2026, 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. Only one troop should enter the transaction into eBudde; **the troop giving the cookies is responsible for entering the transaction in eBudde.**

Entering a Troop Cookie Exchange Transaction:

- Open the “Transactions” tab
- Click “+Add”
- “Cookie Transaction” window appears
- Select “Troop”
- Input the troop number you are transferring the cookies to
- Under “Cookie Order,” select “Remove Product” (removes the cookies from the troop inventory)
- Fill in the correct number of boxes the other troop received from you
- Click “Save”

The screenshot shows the 'Add Transaction' window in eBudde. The top navigation bar includes tabs for Settings, Girls, Init. Order, Delivery, Girl Orders, Transactions (highlighted), Cookie Exch., Tim Pickups, and Rewards. The 'Add Transaction' window has a 'Cancel' button and a 'Save' button. The 'Time & Place' section shows the date as 09/29/2025 and the receipt number as 382100. The 'Cookie Order' section has radio buttons for 'Add Product' and 'Remove Product' (selected). Below this is a table with columns for Product, Cases, and Packages. The table lists various cookie products and their quantities. At the bottom, there is a 'Totals' row showing 0 cases and 45 packages.

Product	Cases	Packages
Adventurefuls	0	1
Lemon-Ups	0	2
Trefolls	0	3
Do-Si-Dos	0	4
Samoas	0	5
Tagalongs	0	6
Thin Mints	0	7
S'mores	0	8
Toffee-tastic	0	9
Totals	0	45

Digital Cookie

Digital Cookie is an online sales platform for the Girl Scout Cookie Sale. 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 online at the time of check out, regardless of what type of order is placed. 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.**

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, caregivers must approve the order in Digital Cookie **within five days**. Otherwise, the order will be cancelled or donated based on the customer’s preference (they’ll make this selection at checkout). Once the order is approved, the customer’s payment*(see bullets below) will automatically show under the girl’s name in eBudde.

- Girl Delivered orders placed during the Initial Order period will appear in eBudde under the girl’s name on the **Initial Order** tab. These orders will be included in your troop’s Initial Order for pick-up and distribution. You will not see a breakdown of individual customer orders here, only total girl delivery packages for each Girl Scout.

Note: After the Initial Order is submitted, these orders will also appear on the **Girl Orders** tab. You will see only the **total packages by variety** for each girl. To view order details, toggle the Girl Orders “all orders” drop down menu to show “**IO Recap**” or “**Girl Del. (IO)**”

- Girl Delivered orders placed **after the Initial Order period** will show under the “Girl Orders” tab in eBudde.

Note: the order number and payment will flow into eBudde, but these orders will show zero packages. Care givers must tell the troop leader how many packages of each cookie the girl needs to fill the order. Once the cookies



are signed out to the caregiver, the troop leader is responsible for allocating these cookies to the girl under the “Girl Orders” tab in eBudde.

Notes on Allocating DOC Girl Delivered Cookies:

You'll notice that after the initial order, DOC Girl Delivered orders will automatically appear in the “Girl Orders Summary,” but you won't be able to edit the orders to allocate cookies. Instead, you'll create a new order line to allocate the appropriate number of packages to the girl (see “Allocating Cookies” on page 10). It may help to think of this in the same way you'd think of a paper order card: you're entering the total number of each variety that the girl will need to fulfill all of her DOC Girl Delivered orders. Remember, all Digital Cookie orders are paid for by the customer online at the time of purchase. You will not collect or enter any payment in eBudde for these orders.

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.
- Customers with shipped order inquiries/issues should contact Digital Cookie directly via the link in their order confirmation email.

Donation Orders

When customers choose to donate cookies in Digital Cookie to GSSEM's Gift of Caring program, otherwise known as “Troops 2 Troops,” the online order and payment will automatically appear under the girl's name in eBudde under the “T2T” 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 as well as total sales as it pertains to rewards.

Troop Virtual Booth Link

Your troop site links will help your troop make sales online in addition to, or instead of, your regular in-person cookie booths. When you set up your troop site, there will be two links you can share. These links will let your troop reach new customers in your community and beyond.

Setting up your Troop Virtual Booth Site

When a leader or troop cookie volunteer logs into Digital Cookie for the first time, they will see the option to begin setting up the troop virtual booth site by clicking **“Get Started.”** The first volunteer to log in will also select a **Troop Site Lead** from the dropdown list of volunteers. The Troop Site Lead is responsible for setting up the site and approving orders; this role can be changed later if needed. Once designated, the Troop Site Lead will see a **“Set up your Site”** button on their dashboard. After clicking **Activate**, they will complete the site registration and use the **Site Setup** page to work with the troop to add a message and photo/video, just like with individual Girl Scout sites.

During setup, the volunteer will enter a zip code that represents most of the troop. It’s important not to change the Preferred First Name, since this ensures the troop’s URL is correct. If there is an issue with the troop number, contact productsales@gsssem.org **before continuing**. **Once the site is published** and the council’s sale is live, the troop will be able to share their site by accessing the QR code and links from the **Troop Site Dashboard**.

Troop Virtual Booth Link:

- This link will function the same as any scout’s link, offering customers shipping, donation, delivery, and in-hand (on the app) options. You can turn delivery off for the troop link the same way a caregiver can turn delivery off for their scout.
- This link will enable customers to select pick-up orders as a delivery type. This means customers can order cookies virtually for pickup at an in-person booth.

Troop Ship Only link:

- This link will only allow customers to purchase Shipped and Donated orders. Once your link is published, it will be listed in the National Girl Scout Cookie Finder in late February after the start of Booth/Direct sales.



All purchases on either troop links will appear in your troop records in eBudde. You will be able to allocate these cookies to every scout who sold at the end of the sale:

- Go to “Girl Orders”
- Click on the Troop Site line at the bottom of the girl order summary.
- Click “+Distribution” and use the drop-down menu next to each scout’s name to allocate cookies and make any edits
- Click “Save”

eBudde Glossary for Digital Cookie Orders

- **DOC:** Digital Order Card/Digital Cookie
- **“Girl Order” Tab Abbreviations:**
 - **DLVR:** Delivered by girl boxes
 - **SHIP:** Shipped to customer boxes
 - **DON:** Donation boxes
 - **SHIP+:** Shipped donation boxes
 - **INHAND:** Delivered by the girl via mobile app boxes
 - **PICKUP:** Customer preorder and pickup at booth site

For additional resources, please visit the Digital Cookie section of the Cookie Seller Resource Page at www.gssem.org/csr. There, you’ll find tip sheets for all of the topics mentioned above.

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 Cookie Program trainings.

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 **Monday, February 23, 2026**. Electronic withdrawal of **\$2.50** per package for initial-order cookies will begin on **Wednesday, February 25, 2026**.

- After the initial ACH sweep, 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 15, 2026**. The remaining balance due to GSSEM will be debited from troop accounts beginning on **Monday, April 20, 2026**.
- ACH debits will continue until the balance due to GSSEM has been collected. Bank NSF charges (\$20) incurred by GSSEM will be added to troop debt for each ACH rejection.
- Refunds (monies owed to the troop) will be processed on **Friday, April 24, 2026**.

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 13, 2026) - \$2,000
- Balance owed of \$500 will be set up for ACH Sweep on February 25, 2026.

The Early renewal bonus 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 13, 2026. The GSSEM Finance Department will have 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 gssem-finance@gssem.org; subject line: "IO ACH Sweep Amount - Troop 12345" (your troop number) after February 23, 2026.

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.

GSSEM takes misuse of troop/group funds extremely seriously. If personal use of group 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 Caregivers Policy Change

As of this year, council will no longer be pursuing collections for unpaid caregivers on behalf of troops. Troops are financially responsible for any unsold product that results from unpaid caregiver situations. We understand the challenges troop leaders may face when it comes to managing payments and ensuring families follow through on their commitments during Council product programs. Please refer to the Best Practices for inventory and payment management, linked on the Cookie Seller Resource Page at www.gssem.org/csr. For additional support, please contact Product Program and Member Support staff.

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. Consider using receipts in conjunction with the digital Family Cookie Check-Out Form, linked on the Cookie Seller 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 set up and service fees.

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.”
- Add these to the base proceed rate for your troop’s total proceeds/package.

Membership Year 2026 Early Renewal Bonus

Last spring, Troops that had 75% of girl members and two adult volunteers renew early earned 5 cents per box on all Initial Order cookies; troops that had 85% of girl members and two adult volunteers renew early will receive 10 cents per box on all Initial Order cookies. For the purposes of this bonus, Initial Order cookies will include the any of the following entered before the Troop Initial Order deadline: manually entered order card orders, DOC girl delivered orders, and booth extras entered on the “Booth” line of the Initial Order tab. The early renewal bonus of 5 or 10 cents per box will show up in eBudde as a payment credit prior to the first ACH sweep.

Please contact troopsupport@gsssem.com with any questions about the Early Renewal Bonus.



