girl scouts of southeastern michigan

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 and GSSEM - Product Program Support on Facebook.
- ☐ Hold a Family Cookie Meeting to distribute order cards and other materials from Cookie Kit. If additional materials are needed, print off from Cookie Seller Resources.
- ☐ Log in to eBudde when welcome emails go out around January 12, 2027 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@gssem.org
- ☐ January 12, 2027: Cookie Program officially begins; girls can begin taking orders on their Order Card and through Digital Cookie
- ☐ January 8, 2027: Big Game Booth Application due
- ☐ January 23, 2027: Cookie Rally; visit the Cookie Seller Resources page for registration information
- ☐ February 7, 2027: The Girl Delivery option in Digital Cookie will pause
- ☐ February 8, 2027: Booth reservations open – Troops may select up to 2 council booth slots
- ☐ February 9, 2027: Troops may select up to 2 additional council booth slots
- ☐ February 10, 2027: Booth reservations open without limit

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.*
- ☐ February 10, 2027: Big Game Booth pick-up for troops selected
- ☐ February 11, 2027: Troop Initial Order, Delivery Selection and Initial Reward Order due in eBudde by 11:59 PM
- ☐ February 12, 2027: Girl Delivery will resume in Digital Cookie
- ☐ February 12 – April 18, 2027: Goal Getter Cards are used to gather additional orders, which can be picked up at Cookie Cupboards starting on February 26

- ☐ February 13, 2027: Big Game Booth Day for selected troops
- ☐ February 20, 22, 23, 24, 2027: 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 26, 2027: 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@gssem.org or Volunteer Cupboard Managers with any late orders or changes.
- ☐ February 26, 2027: Booth sales begin. *Remember to make regular deposits to the troop account!*
- ☐ March 6, 2027: 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 March 10.
- ☐ March 10, 2027: Funds must be available in the troop bank account (checks cleared) for Initial Order ACH Sweep
- ☐ March 15, 2027: Initial Order ACH sweeps begin; $2.50 of every Initial Order package due

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 25, 2027: Mixed case pickups available in cookie cupboards – Troops can order cases with 12 boxes of any varieties
- ☐ March 25, 2027: Cookie Exchange opens in eBudde. Troops may offer extra cookies to transfer out or request cookies from other troops to transfer in.
- ☐ April 16, 2027: Cookie Cupboards close



- ☐ April 18, 2027: The Girl Delivery option in Digital Cookie will turn off for the remainder of the season.
- ☐ April 18, 2027: Booth sales end. Reach out to parents for Final Reward selections.
- ☐ April 18, 2027: All girl orders entered and Troop Final Reward Order due in eBudde
- ☐ April 28, 2027: The remaining balance must be available in the troop bank account (checks cleared) for Final ACH Sweep
- ☐ May 3, 2027: Final ACH sweep of 2027 Cookie Program

The final ACH sweep will be for your troop's full balance due to GSSEM for the 2027 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

- ☐ Late-May-Early June 2027: Rewards available to troops, plan a celebration early to mid-June

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

