2027 Girl Scout Cookie Program

Troop Cookie Manager Guide



girl scouts of southeastern michigan

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Important Cookie Program Dates

January 12, 2027: Volunteers receive access to eBudde

January 12, 2027: Official Cookie Program kickoff; girls begin taking orders on their Order Card from family and friends and online through Digital Cookie

January 18, 2027: Big Game Booth application due at 8AM

January 23, 2027: Cookie Rally event

February 7, 2027: The Girl Delivery option in Digital Cookie pauses

February 7, 2027: Parent Initial Order due in Digital Cookie

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

February 10, 2027: Big Game Booth pick-up

February 11, 2027: Troop Initial Order due in eBudde

February 12, 2027: Girl Delivery resumes in Digital Cookie

February 12 – April 18, 2027: Girls use Goal Getter Cards to gather additional orders, to be picked up at Cookie Cupboards starting on February 26

February 13, 2027: Big Game Booth Day

February 20, 22, 23, 24, 2027: Troop Initial Order pickup

February 26, 2027: Cookie Cupboards open

February 26, 2027: Booth sales begin

March 15, 2027: Initial Order ACH sweeps begin; $2.50 of every Initial Order package is due to council

March 25, 2027: Mixed cookie case pick-ups available from Cookie Cupboards

March 25, 2027: Cookie Exchange opens in eBudde

April 14, 2027: The girl delivery option in Digital Cookie turns off for the remainder of the season

April 16, 2027: Cookie Cupboards close

April 18, 2027: Booth sales end

April 18, 2027: Troop Final Reward Order due

May 3, 2027: Final ACH sweep of 2026 Cookie Program

Late May-Early June 2027: 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 2027 Cookie Rookie or Cookie Refresher Training. Cookie Rookie is now required for all new Troop Product Program Managers. New troops starting in the 2027 Membership Year must have at least one volunteer per troop complete Cookie Rookie by March 1, 2027. 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 2027 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 (DC): The Girl Scout platform where girls can set up their online business to sell cookies to friends and family.

PGA (Per Girl Average): Calculated by dividing the number of packages the troop sold by the number of girls selling cookies. Please note that, even if listed on the roster in eBudde, girls who have zero cookies assigned to them will not be factored into the PGA.

Initial Order: Selling cookies online and for pre-order in person from January 12 to February 11, 2027. Both Digital Cookie and Paper Order Card sales will begin on January 12.

Booth/Direct Sale: On the spot selling, in addition to continued online sales and preorders. Inventory for booths can be ordered and picked up at a Cookie Cupboard. The Booth Sale will run from February 26 to April 18, 2027.



2026-27 Cookie Lineup



Please welcome this season's brand new, online exclusive cookies: the allergy-friendly **Girl Scout Sparkables**, a crunchy oatmeal cookie with chocolate chips and colorful sprinkles and **Patch Pals**, the first ever Girl Scout cookie for dogs!





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; see glossary for more information). 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@gssem.org; no additional form is needed.

Girl Rewards

Based on their individual sales, scouts 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 pair of sunglasses 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”
  - 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 **February 11, 2027, 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)
  - If a girl's order requires input, eBudde will display a red message: "Size/catalog selection needed."
  - 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
  - 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 18, 2027, 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 a Cookie Celebration event OR a 3Doodler 3D Pen Kit

This season, GSSEM will host Cookie Celebrations at four locations (Girl Scouts may select 1 date/location):

- May 18, 2027 – Trenton High School
- May 20, 2027 – Henry Ford II High School
- May 22, 2027 – Troy High School
- May 25, 2027 – Walled Lake Central High School

1250+ Day at the Theme Park OR a Fujifilm Instax Mini Camera

Day at the Theme Park (Girl Scouts may select 1 date/location):

- Cedar Point | Sandusky, OH – June 19, 2027
- Michigan's Adventure | Muskegon – July 18, 2027
- King's Island | Mason, OH – July 31, 2027

1600+ iFly on June 20, 2027 **OR Dave and Buster's** on June 26, 2027 **OR a set from the Lego Botanicals Collection**

2027+ Ohio Caverns Tour on June 22, 2027 **OR Nintendo Alarmo**

3,000+ Hersheypark Trip (Hershey, PA; August 3-5, 2027; **all levels; see top seller insert for details) OR a 3D Printer OR Beats Headphones**

The cookie events are hosted by GSSEM to honor our top cookie sellers. We are providing these dates well in advance so that families may plan accordingly; there are no make-up dates. If a Girl Scout cannot attend on any of the scheduled dates, they should choose an alternative reward option.

Gift of Caring - Troops 2 Troops

GSSEM's Gift of Caring program, otherwise known as Troops 2 Troops (T2T), 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 on January 12, 2027. 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 January 12, 2027 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 the pencil icon to open a Girl Scout's individual sales
- 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 Order"
- 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 12 – February 11, 2027. These orders will be included in the troop's Initial Cookie Order, which must be submitted in eBudde by **February 11, 2027, 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 "Totals" – your troop's total number of packages ordered – and "Cases to Order" – the number of cases you'll be picking up. Remember, troop orders are rounded up to full cases; you can see the number of extra packages your troop will have on hand on the line labeled "Unsold Pkgs Due to Rounding." Once all orders are entered, you must click on the "Submit" button to place your order and proceed to select your pick-up location.

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 eBudde. Parent Initial Orders are due Sunday, February 7, 2027, 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, February 11, 2027, by 11:59 PM.

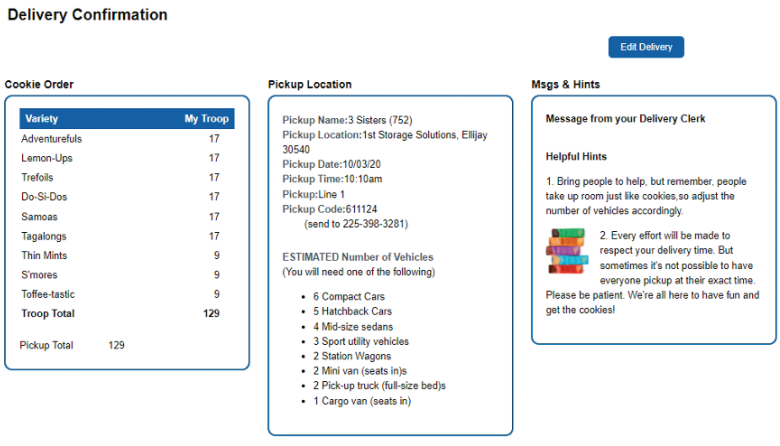
When a Parent Initial Order has been submitted, you'll notice that the quantities they entered will be marked in grey with "PIO." If you make any changes, you will always be able to see the original PIO numbers. eBudde will flag any orders that are incomplete or that have mismatched Parent initial order 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.



Picking up your Initial Order

Delivery sites are the locations where troops pick up their Initial Cookie Order (submitted and selected by February 11, 2027, 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 person responsible for 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/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 26 – April 18, 2027.

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 11).

Cookie Booth Process

GSSEM will arrange cookie booth opportunities at malls and businesses in each community. 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. All booth slots, including mall kiosks, will open on February 8, 2027 at 7 PM; on this day, troops can select up to two booth slots. On February 9 at 7 PM, troops will be able

to select an additional two booth slots, and on February 10 at 7 PM, booth reservations will be open without limit. Please only select sites that your troop can work and cancel booths in eBudde as soon as you know your troop cannot staff them. 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 February 10, 2027, 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**.
- 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
  - You now have the option to “bank” your Troops 2 Troops 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 11)
  - 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 25, 2027. After March 25, 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 26– April 16, 2027.

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" tab in eBudde.
- You will see a screen come up with all your cookies ordered to date.
- Click on the blue "Add Transaction" button at the top of the page.

- Fill in the quantity of cookies needed by variety, pickup location, and pickup date and time.
- Click the “Save Transaction” button.
- You are all set for the pickup date you selected.

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

Cookie Return Policy

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.

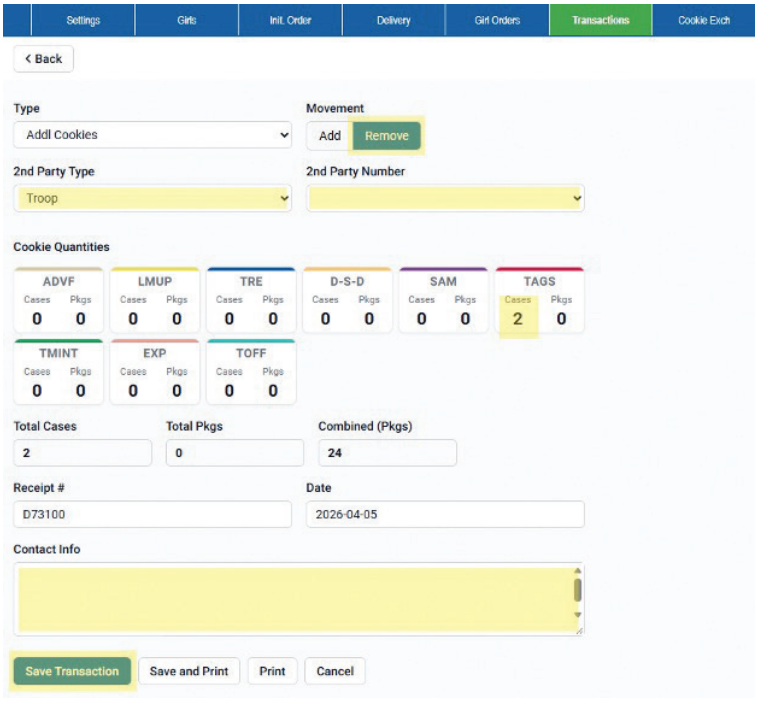
Cookie Exchange

On March 25, 2027, 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:

- Click on the “Transactions” tab in eBudde.
- Click on the blue “Add Transaction” button at the top of the page.
- Under “Movement,” select “Remove”
- Use the “2nd Party Type” drop-down menu to select “Troop” and enter the number of the troop you’re transferring the cookies to under “2nd Party Number”
- Fill in the quantity of cookies you transferred to the other troop
- Make any relevant notes in the “Contact Info” comment box.
- Click “Save Transaction”



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 DC Girl Delivered Cookies:

You'll notice that after the Initial Order, DC 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 11). 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 DC 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 Site

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@gssem.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.

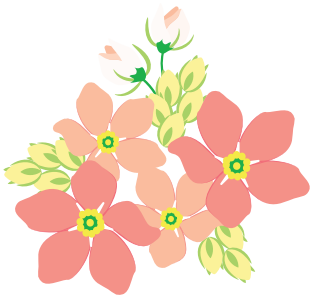
All purchases on either troop links will appear in your troop records in eBudde. You will be able to allocate these cookies to every scout who sold at the end of the sale:

- 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

- **DC:** 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 2027 Cookie Program

- **Initial Order Sweep:**Funds must be available in the troop bank account (checks cleared) by **Wednesday, March 10, 2027**. Electronic withdrawal of **$2.50** per package for initial-order cookies will begin on **Monday, March 15, 2027**.
- 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 28, 2027.** The remaining balance due to GSSEM will be debited from troop accounts beginning on **Monday, May 3, 2027.**
- 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, May 7, 2027.**

If your troop qualified for the Early Renewal Incentive, you'll see that credit on your eBudde sales report under "payments made" by February 26, 2027.

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.

GSSEM takes misuse of troop/group funds extremely seriously. If misuse of Troop/Group monies occurs, GSSEM will begin collection procedures and take legal action as necessary. Legal action may include collection efforts from GSSEM Corporate

Attorneys and/or legal action in the judicial system in the form of a lawsuit. GSSEM will pursue collection efforts for all funds from the cookie program (not just what is owed to GSSEM, but Troop Proceeds that are unaccounted for as well). Volunteers who misuse funds for which they are responsible will be released from all positions with GSSEM. Volunteers who are released for owing debt will not be allowed to return to GSSEM as a volunteer.

Unpaid Caregivers Policy

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

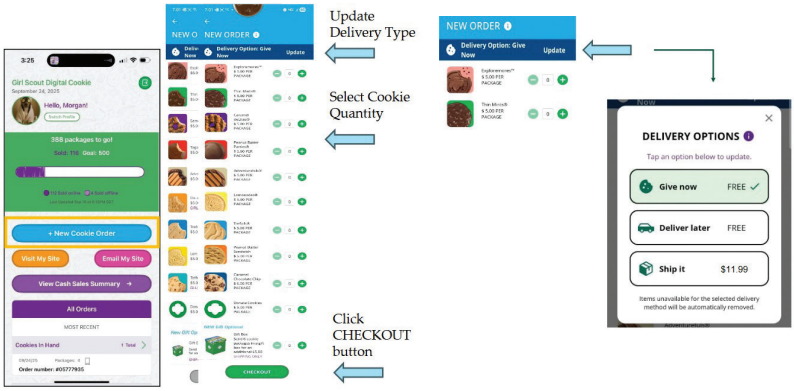
Troops may accept credit card payments for cookies. To accept credit card payments directly, our recommended service provider is Square. Troops may also accept Credit Card, PayPal, and Venmo payments using the Digital Cookie app's "Give Now" feature.

How to accept credit card payments using the Digital Cookie Mobile App:

1. Click 'New Cookie Order' to open the order screen.
2. Review Delivery Option – Defaults to 'Give Now' or last selected. Tap 'Update' to change.

Note: Deliver later orders still need to be approved within five days or the order will be canceled.

3. Select Cookie Quantities – Use '+' and '–' buttons, then click 'Checkout'.
4. Review Order and Enter Customer & Payment Details – For shipped or delivery orders, enter address. For 'Give Now', customer info is optional."



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.



READY TO EXPLORE

girl scouts of southeastern michigan