



# Cookie Rookie Resource Guide

## Important Dates

### Cookie Program: December 16, 2021–April 10, 2022

**December 14, 2021** – Troops can access eBudde.

**December 16, 2021** – The Cookie Program begins! Girls can begin taking orders on their order card from family and friends and on Digital Cookie!

**January 19, 2022** – Selection for one mall kiosk in eBudde at 7:00 PM.

**January 20, 2022** – Selection for two booths (only one additional booth if the troop selected a mall kiosk on January 20) at 7:00 PM. After January 20, begin setting up booths on your own at locations that are not listed in eBudde.

**January 21, 2022** – Remaining mall kiosks and booths will be open for selection at 7:00 PM.

**January 27, 2022** – Initial orders are due by 11:59 PM.

**February 12, 14, 15, 2022** – Troop cookie pickup at your selected delivery location.

**February 18–April 11, 2022** – Direct and booth sales.

**February 18–April 10, 2022** – Cookie Cupboards open. Not all cupboards are open on the same day, so please check eBudde for the most up-to-date cupboard list.

**February 28, 2022** – First ACH sweep. Electronic withdrawal of \$2.00 per package for initial order cookies.

**March 17, 2022** – Troops may begin picking up mixed cases of cookies from cupboards.

**April 11, 2022** – Troop rewards due in eBudde.

**April 15, 2022** – Unpaid parent form submitted to Finance, if applicable.

**April 22, 2021** – Final ACH sweep.

**June 2022** – Troop reward distribution.

### Virtual Office Hours for Families or Troop Volunteers

Monday, December 20	5:00 PM–7:00 PM • Zoom
Monday, January 10	5:00 PM–7:00 PM • Zoom
Monday, January 31	5:00 PM–7:00 PM • Zoom
Monday, February 7	5:00 PM–7:00 PM • Zoom
Monday, February 28	5:00 PM–7:00 PM • Zoom

Visit myGS or [www.gssem.org/events](http://www.gssem.org/events) to RSVP!

### Starter Checklist

- Complete the 2022 Cookie Rookie training on gsLearn or at an in-person session.
- Complete the two financial forms required to access eBudde & participate in the Girl Scout Cookie Program:
  - ACH Debit Authorization [www.gssem.org/banking](http://www.gssem.org/banking)
  - Agreement to Assume Debt [www.gssem.org/responsibility](http://www.gssem.org/responsibility)
- Hold initial troop meeting to discuss your 2021-22 Cookie Program goals.
- Distribute Cookie Kit materials to girls' parents or guardians.
- Log into eBudde and make sure your account has been updated for the 2021-22 Cookie Season.
- Schedule booths in eBudde.

### Questions or Support

Please email the Product Program team at [productsales@gssem.org](mailto:productsales@gssem.org).

If you don't get a reply within 24 hours, please email Angela Bluhm at [abluhm@gssem.org](mailto:abluhm@gssem.org).

### Important Resources

Cookie Seller Resources Page: [www.gssem.org/cookiesellers](http://www.gssem.org/cookiesellers)

Check frequently for updates to Cookie Program information!

Digital Cookie: [www.gssem.org/digitalcookie](http://www.gssem.org/digitalcookie)

Little Brownie Bakers: [www.gssem.org/lbb](http://www.gssem.org/lbb)

Product Program Support Fb: [www.gssem.org/productsupport](http://www.gssem.org/productsupport)

gsLearn: [www.gssem.org/gsllearn](http://www.gssem.org/gsllearn)

# Girl Scout Cookie Glossary

## Cookie Cupboard

Locations around the Council where Troop Leaders and Independent Girl Members (IGMs) can pick up additional cookies throughout the cookie season. Locations where extra cookies can be picked up for booths or additional orders. Refer to eBudde for dates & times!

## Cookie Finder

An app and website where customers can enter their zip code to find the nearest cookie booth. Only Cookie booths entered into eBudde show up in Cookie Finder.

## Core Cookies

Thin Mints, Trefoils, Do-si-dos, Samoas, Lemon-ups, Adventurefuls

## Council-Scheduled Booths

Booths scheduled by the Council, usually at the large grocery chains. The booth schedule was arranged with their district offices. Troops may not contact them for additional booths.

## Delivery (Cookie Delivery)

Council offers many locations throughout SE MI for troops to pick up their initial cookie order on Feb 12, 14, 15, 2022. Troops will pick delivery location in eBudde and pick up cookies at their scheduled location and time slot.

## Digital Cookie/Digital Order (DOC)

The Girl Scout platform where girls can set up their online business to sell cookies to friends and family. Girls can also use the DOC platform to work through age-specific Cookie Badge requirements. Credit card payments can be taken through the Digital Cookie app.

## eBudde

The online platform used to place the Troop Initial Order, manage troop inventory, assign cookies to girls, document payment of cookies, schedule booths, and order Girl Rewards.

## Initial Order

Pre-selling cookies and collecting orders on the paper order card from Dec 16, 2021-January 27, 2022.

## Parent/Guardian Permission and Financial Agreement

A form the girl's parent or guardian must sign before she can participate in the Girl Scout Cookie Program.

## PGA (Per Girl Average)

The average number of cookies sold by each girl participating in the cookie program. Girls without assigned cookies in eBudde are not included in the average.

## Troop Organized Booths

Booths that troops have scheduled themselves. These booths are entered into eBudde by the troop and need Council approval.

## Specialty Cookies

Toffee-tastic (gluten-free option), and S'mores

## Troop Cookie App

A mobile app to access eBudde to select or delete booths, enter your initial order and more.

## Troop Product Manager

The Troop Product Manager leads the troop through the cookie program and is responsible for financial and product transactions, program logistics, and girl program. Best practices suggest this volunteer should not be the Troop Leader.

## Troops 2 Troops

A program where customers can donate cookies to troops overseas.

## Walkabouts

Girls and chaperones walk around the neighborhood selling cookies door to door.

