

NEW
COOKIE

girl scouts
of greater chicago
and northwest
indiana



Girl Scout Cookie Program 2026



Troop Cookie Manager
You'll show them the way.
They'll have the confidence to succeed.

**BRAVE.
FIERCE. FUN!**



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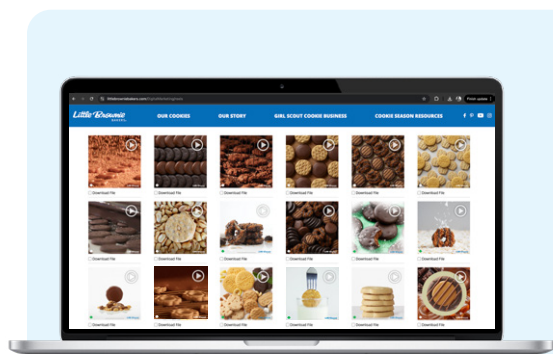
With each new cookie season, Girl Scout entrepreneurs know it's about more than just the cookies—it's about being **BRAVE** enough to make their pitch, **FIERCE** enough to smash their biggest goals, and having loads of cookie **FUN** while doing it!

This guide is designed to help you empower every Girl Scout, from new cookie entrepreneurs planning their first cookie booth to experienced entrepreneurs boosting their social media marketing strategies to reach more consumers.

There's no limit to what Girl Scouts can achieve. With your support, this cookie season promises to be **BRAVE**, **FIERCE** and oh-so-**FUN**!

Troop volunteers model leadership

It's a fact: Cookie season couldn't happen without the hard work of our volunteers. You serve as a model for Girl Scouts developing important leadership skills. **Thank you for serving as a Troop Volunteer!**



LittleBrownie.com

One-stop shop for cookie season resources

Resources on LittleBrownie.com help make things easy. Find QR codes throughout the manual to guide you to specific print and digital resources.

Getting Started – You’ve Got This!

Ready to make this cookie season AMAZING? Whether you’re diving into your first cookie adventure or you’re a returning cookie champion, we know the Cookie Program can feel like a whirlwind of activity. That’s exactly why this guide exists – to be your trusted sidekick through it all!

Think of this as your cookie season survival guide. When questions pop up (and they will!), this is your go-to resource for answers and confidence.

Your Recipe for Cookie Success!

Master Your Troop Cookie Manager Guide

This is your cookie mentor! Mark important dates on your calendar and connect with your Service Unit Cookie Manager for training schedules.

Stay Connected Through Email

Those weekly emails are your lifeline! Check email daily and create a cookie folder to stay organized.

Hold a Power-Packed Family/Caregiver Meeting

Get everyone excited and aligned with the Girl Scout and troop goals! Set clear expectations and get those permission slips completed immediately.

Build Your Dream Team

Recruit volunteers (ask caregivers) to help with booth sales, cookie pickups, sorting deliveries, and more. You don’t have to do this alone!

Organization is Your Superpower

Use a dedicated cookie binder/folder for your guide, paperwork, documents, and signed receipts. When everything has its place, you’ll feel unstoppable!

You’ve got the tools and support – now let’s make this cookie season amazing!

What’s New?

New eBudde Updates

eBudde has a fresh new look with brighter colors, updated logos, and modern imagery for a better user experience. Key improvements include an enhanced Help Center, upgraded Troop Dashboard features and more to make managing the troop’s cookie program easier than ever.

It’s back!

Troops that had the 80% membership renewal by September 15, 2025, and sold \$1,000+ in 2025 Fall Product will earn an additional 5 cents per package sold during our 2026 cookie program. New troops can earn the additional 5 cents by having sold \$1,000+ in Fall Product. New troops are defined as those that started after November 1, 2024.

Digital Cookie:

Fees Decrease: GSUSA is pleased to offer decreased shipping rates for the 2025-2026 season. Please be aware that there are unknown economic factors which could impact prices for future seasons.

Troop Links: Troop Links will be available December 12, 2025.

Girl Links: To ensure that the Girl Scout can continue to use her Digital Cookie link to reach her goal, **only parents/caregivers will be allowed to turn off their Girl Scout’s Girl Delivered option.**

New Cookie!

Exploremores are here. The newest Girl Scout Cookie, Exploremores, invokes that limitless spirit of exploration. With every incredibly delicious bite, they remind us that nothing tastes as sweet as supporting the next generation. Whether they’re climbing a mountain or boarding a plane to their dream destination, you’d better believe Girl Scouts are exploring their world. Follow their trail and get ready to explore more fun and flavor with Exploremores Girl Scout Cookies.



Cookie Season Terminology

Girl Scouts has a unique language, and the cookie program is no exception. Here is a summary of the more common terms we use on a daily basis that can be confusing until you know what we mean.

ACH DEBIT—an eBanking transfer from one bank account to another. ACH stands for Automated Clearing House which is the federal system of sending funds electronically. Girl Scouts GCNWI gives instructions to our bank to ACH Debit the troop accounts and deposit funds into the council's bank account.

Allocations—a process that takes packages that have been signed out to a troop and gives credit for their sale to individual Girl Scouts. The total of cookie packages and Gift of Caring sales determines each Girl Scout's final sales quantity and her reward level.

Booth Site—the process where Girl Scouts sell cookies to customers in a face-to-face transaction at an approved council booth site. Troops will host booths based upon the motivation levels of their Girl Scouts and in direct relationship to their goals. The average troop hosts four booths, but many large troops will have dozens of booths every weekend and even each day of the cookie program.

Booth Chair—a service unit volunteer who manages the relationship with businesses hosting booths on their properties and approves troop booth requests.

Booth Scheduler—a function that allows troops to sign up for available booth sites and times.

Cookie Dough—a voucher that may be used towards membership dues, program fees, camp registration, shop merchandise (including cookie badges, patches, pins and other awards) and Girl Scout travel opportunities.

Cookie Entrepreneur Officer (CEO)—a Girl Scout in business for herself, learning transferable life skills, while building self-confidence and having fun with her other troop members.

Cookie Cupboard—locations throughout the council where cookies are warehoused and troops are able to pick up product during designated days and hours.

Cupboard Manager—a volunteer or Girl Scouts GCNWI staff person who manages the local cookie warehouse.

Delivery Site—a special location within each service unit where initial orders are sorted and distributed to troops.

Digital Cookie (DOC)—an online sales platform that can be used by Girl Scouts of all ages. Girl Scouts send emails to family and friends to invite them to visit their personalized site and purchase cookies with a credit card for girl-delivered. Customers also can donate cookies to Gift of Caring.

eBudde™—internet-based product sales software used by troops to track sales, inventory, booth sites, booth scheduling, rewards, and payments. Every facet of the cookie program is managed within eBudde™.

Gift of Caring – council-wide troop service program where other partnering non-profits receive cookie donations toward their mission.

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Girl-Delivered – orders placed and paid for by customers online through Digital Cookie for delivery in person by the Girl Scout.

Girl-Delivered after Initial Order – girl-delivered orders that come after the Initial Order (IO) and are filled with extra cookies from the troop and credited to the Girl Scouts by the troop cookie manager (TCM)

Girl Order Card – customized form that is used to record customer orders. It contains information about the cookies for the customer and details of the reward plan for Girl Scouts.

Phase One – Initial Order Period – the first phase of the cookie program which typically runs from December 13 through the middle of January.

Little Brownie Bakers (LBB) – the council cookie bakery partner located in Louisville, KY. Only two bakeries produce all Girl Scout Cookies in the USA. The other baker is ABC Bakers.

Opt out – Junior level and above troops can elect to waive the rewards they would otherwise earn, and instead receive an additional \$.10 per package sold in proceeds. Opt out troops still receive patches and charms only.

Parent/Guardian Permission and Responsibility Agreement – form that parents or guardians sign to grant permission for their Girl Scout to participate in the cookie program and accept financial responsibility for all cookies their Girl Scout takes possession of based on signed receipts.

Phase Two – the second phase of the cookie program which typically runs from the middle of January through the end of March and includes booth sites, loop sites, the Goal Getter program and rewards.

Product Program Team (PPT) – Girl Scouts GCNWI staff members who have primary responsibility for working with volunteers in the council to deliver the cookie program.

Reward – a comprehensive term that includes all items received by a Girl Scout, a troop, or a service unit such as recognitions, troop proceeds, and program credit.

Service Unit (SU) – a geographic area set by Girl Scouts GCNWI to create manageable groups of troops. Boundaries can be set by town lines, school districts, roadways, or other demarcation.

Service Unit Cookie Manager (SUCM) – a volunteer who coordinates the cookie program for the service unit. Chosen by the service unit manager, and appointed by Girl Scouts GCNWI, this position trains and supports the troop cookie manager.

Troop Cookie Manager (TCM) – a volunteer who coordinates the cookie program at the troop level. Chosen by the troop leader, and appointed by Girl Scouts GCNWI, this position trains and supports Girl Scouts and parents through the cookie program.

Troop Proceeds – monies earned by a troop on their total cookie sales, including opt out proceeds.

Troop-to-Troop Transfer – the flexibility to move cookies (and their financial responsibility) from one troop with an excess supply of cookies to another troop with a demand for those cookies. This can be very helpful at the end of the program when a troop would otherwise be left with excess inventory and few prospects to sell them to.

Cookie Program At-a-Glance

The Girl Scout Cookie Program consists of two phases. Phase one (initial order period) encompasses the paper card and digital cookie orders, which are delivered to your troop or service unit delivery site. Phase two of the cookie program includes booth sites and the Goal Getter program, which allows Girl Scouts to continue selling cookies to reach their goals! Girl Scouts can continue taking girl-delivered orders through Digital Cookie and their paper order card but must contact their troop leader to fulfill the order.

NOVEMBER

- Hold a troop meeting and explain the cookie program to Girl Scouts and their families. During the meeting, encourage Girl Scouts to set challenging yet attainable goals for the cookie season.
- **November 20:** Troop Cookie Manager Training (virtual), 6:30 PM CST.

DECEMBER

- Loop Site Guidelines available on the cookie resource page (**December**).
- **December 1:** ACH Form due *If you completed an ACH form for the 2025 Fall Product Program or the 2025 Cookie Program, you do not have to submit a new form.
- **December:** A Digital Cookie training video will be emailed out to parents and leaders to watch.
- **December 6:** Troop leader receives welcome email from Girl Scout Cookies and gains access to eBudde™ to view girl information.
- **December 6:** Be aware that girl households will receive an email from the Girl Scout Cookie Program/Girl Scouts USA with the subject, "Register for the Digital Cookie Platform."
- **December 8:** Digital Cookie Overview for Parents and Leaders, 6:30 PM CST
- **December 12:** The Girl Scout Cookie Program begins.

*Register for all training
webinars by scanning
this QR code.*



JANUARY

- **December 12–January 14:** Initial order taking period.
- **January 2-5:** Loop Site Commitment form online submission period.
- **January 3:** Attend the Cookie Rally! (Details at girlscoutsgcnwi.org/cookie-rally).
- **January 4:** Council Booth Site Sales sign up begins at 7:00 PM CST (troops can register for up to two time slots only).
- **January 6:** eBudde Overview for Troops Training, 6:30 PM CST.
- **January 8:** eBudde Overview for NEW Troops Training, 6:30 PM CST.
- **January 11:** Council Booth Site Sales sign up (round two) begins at 7:00 PM CST (troops can register for an additional two time slots only).
- **January 12:** Families can enter their Girl Scout's in-person order (order card orders) into the Digital Cookie site by January 12 at 11:59 PM CST.
- **January 13-14:** The troop leader can enter in-person orders into eBudde™ if the parent or guardian has not entered the order into the Digital Cookie site through January 14 at 11:59 PM CST.

— January 13 continue

Cookie Program At-a-Glance— *continued*

- **January 13-14:** Open mic nights, 6:00 PM – 8:00 PM CST. Have questions about entering troop cookie orders? Need assistance with eBudde? First time troop cookie manager? Have a general question about the cookie program? Members of the product program team will be available to answer questions in this open forum.
- **January 14:** Digital Cookie girl-delivered sales for the Initial Order (IO) period ends at 11:59 PM CST.
- **January 14:** Submit troop initial cookie order and initial reward order due in eBudde™ (11:59 PM CST).
- **January 18:** Council Booth Site Sales sign up (round three) begins at 7:00 PM CST (troops can register for unlimited time slots).
- **January 19:** eBudde™ transaction tab opens at 7:00 PM CST; troops may place cookie cupboard orders.
- **January 22–Feb. 1:** Cookie delivery. (Check with your SUCM for your pick up time and location.)
- **January 25:** Troop Booths (My Sales) site sign up begins.
- **January 26:** Cookie cupboards, including gathering place cupboards, open for additional cookie pick up. Goal Getter program begins.
- **January 30:** Cookie Booth Sales weekends begin.

FEBRUARY

- **February 11:** ACH Adjustment Form due.
- **February 13:** ACH Sweep One (50% of initial order due).
- **February 20-22:** National Girl Scout Cookie Weekend.

MARCH

- **March 8:** All online sales will be stopped at 11:59 PM CST. No more online sales.
- **March 9:** Cookie program, including Goal Getter, ends; gathering place cookie cupboards close.
- **March 11:** ACH adjustment and individual collection (IC) forms due; last day to enter troop cookie transfers.
- **March 11:** Submit troop/girl final reward orders in eBudde™; last day to opt out of rewards.
- **March 13:** ACH Sweep Two (100 percent of remaining balance due).
- **March 24:** Loop Site day one.
- **March 26:** Loop Site day two.

APRIL

- **April 1:** Loop Site day three.
- **April 8:** ACH for Loop Site days.

MAY/JUNE

Your SUCM will notify you when rewards are ready for pick up. Please count the rewards you receive and distribute to Girl Scouts in a timely manner. Report any damaged or missing rewards to your SUCM within 2 weeks of delivery.

Watch eBudde training
videos by scanning this
QR code.



How the Cookie Crumbles

Experiences supported by the Girl Scout Cookie Program enable Girl Scouts to build the courage, confidence and character they need to make the world a better place. Each package costs \$6. More than 75% of the purchase price stays local to ensure that each Girl Scout, her troop and our volunteers have overall rewarding experiences.

Who Benefits from Each Cookie Purchase?

51% Girls ages 5 – 17

- Access to a nationally consistent leadership development curriculum.
- Local resources, programs and events developed by professional staff.
- Financial assistance to remove economic hardships for girls who want to join and engage in activities.
- Support for the pursuit of Gold, Silver, and Bronze Awards.
- Opportunities to learn **The 5 Skills** of the Girl Scout Cookie Program.
- Maintenance and upkeep of residential camps, day camps, and properties.
- Property managers to ensure maintenance, safety, and access.
- Operating funds for troop activities.

23% Adult members, volunteers, and families

- Orientation and training to prepare volunteers for their roles.
- Background checks and other protocols to encourage a safe environment.
- Marketing resources for volunteers to promote membership.
- Supplies and programming resources.
- Customer service professionals available to answer questions by phone, e-mail, and in person.
- Membership and event registration processing.
- Data management.
- Technology support for website, online training, and communication channels.

What Other Ingredients Are in the Price?

26% Cookie program and baker costs

- Cost of cookies (including market cost for ingredients) from the baker.
- Transportation and storage of cookies.
- Staff and temporary staff resources to support program implementation.

Inspire cookie entrepreneurs



Skills they build

The Girl Scout Cookie Program® helps Girl Scouts develop real-world skills in five essential areas:

- 1 Goal Setting**
Girl Scouts learn how to set goals and create a plan to reach them.
How you can help: Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.
- 2 Decision Making**
Girl Scouts learn to make decisions on their own and as a team.
How you can help: Talk about how they plan to spend the troop's cookie earnings.
- 3 Money Management**
Girl Scouts learn to create a budget and handle money.
How you can help: Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.
- 4 People Skills**
Girl Scouts find their voices and build confidence through customer interactions.
How you can help: Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.
- 5 Business Ethics**
Girl Scouts learn to act ethically, both in business and life.
How you can help: Talk to them about the importance of delivering on their promise to customers. They can also consider offering a cookie donation option.



Learn more

Cookie business badges

Entrepreneurs can earn these official Girl Scouts® recognitions by completing requirements that help them develop new business skills.

Learn more at [girlscouts.org](https://www.girlscouts.org).

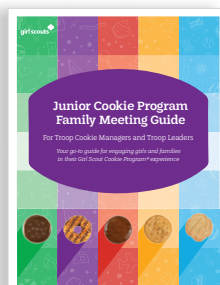


Getting families involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

Inspire families to get involved by reviewing these resources:

- [Cookie Program Family Meeting Guides](#)
- [Cookie Entrepreneur Family Pins](#)



Market their business online



NEW Social Media Guide



The Little Brownie Social Media Guide is all new with tips and tricks for volunteers, caregivers and entrepreneurs to reach more cookie customers this season.

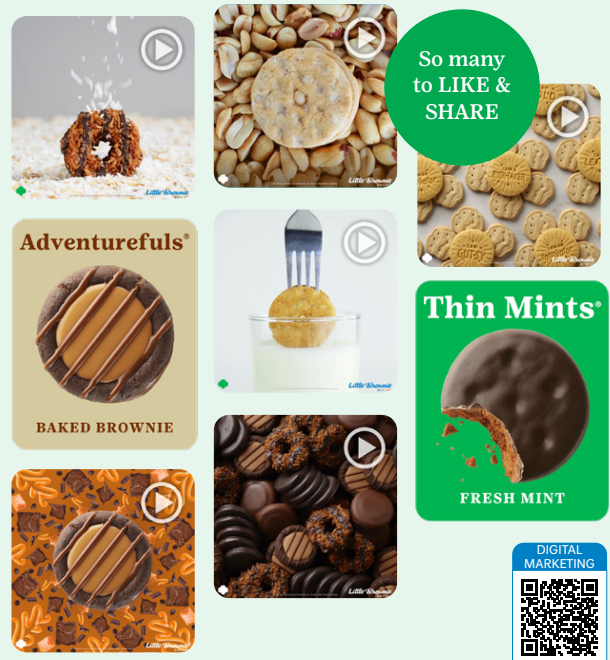
Today's consumers average over three hours on social media per day, and more than half of cookie customers say their phone is their most important shopping tool. Whether or not you are social media savvy, the new Social Media Guide will help you **Follow, Like, Share** your way to cookie season success.



Ready-to-share gifs and reels

Ready-to-share gifs and reels make social media a snap. Fact: When Girl Scout entrepreneurs promote their businesses online it boosts sales. More frequent posts equate to increased sales. Check out the video below to see all the social content Little Brownie has to offer.

- [Social Sizzle Reel](#)



NEW virtual backgrounds



Safety resources

Before launching their Digital Cookie site and engaging in online marketing and sales efforts, Girl Scouts and caregivers must read and agree to the guidelines below.

- [Safety Tips from GSUSA](#)
- [Girl Scout Internet Safety Pledge](#)
- [Digital Cookie® Pledge](#)

Ways to Participate

Customers are just as excited as we are when it's Girl Scout Cookie season, but did you know that 35 percent of people are never asked to purchase cookies? Sometimes we expect girls to naturally know how to sell cookies. The fact is they may need some guidance from you during the selling process. Below are some ways to help your girls achieve their goals.

Selling practices vary from council to council. In our area, girls sell cookies through these channels.

In-Person Order Taking

Encourage girls to canvas their communities with buddies and adults, leaving no doorbell un-rung! Girls can take orders door-to-door at the beginning of the cookie program with their order cards. Girls can also sell door-to-door with cookies in-hand. After girls pick-up/receive cookies, load up a wagon, make signs, and organize for a neighborhood walkabout.

Digital Cookie

Customers buy more cookies when girls sell online. Girls can send friends and family to their website to order and pay for cookies online.

Cookie Booths

Council Site Booths: Approved times and locations are organized by service unit volunteers. Troops must sign up to participate.

Troop Booths: Troops secure cookies at a cupboard and sell directly to customers at the location they secure.

Loop Site Days: Booths secured by the council in high-rise buildings in downtown Chicago.

Workplace Orders

Girls can contact business owners or managers to request permission to take orders for cookies at a workplace; however, high-rise buildings in downtown Chicago are reserved exclusively for Loop Site Days and will be secured by the council. If you have a personal connection to a high-rise building in downtown Chicago, you may be able to secure that building for your troop's use. Please coordinate that opportunity with Susan Rakis at srakis@girlscoutsgcnwi.org.

Use the Internet to Market Cookies

Online social networking sites are a great place for teens (13 and older with parent permission) to ask for cookie orders. Girls may not sell cookies directly online on public forums such as eBay, Craigslist, Amazon, Facebook Marketplace etc. Be sure girls follow the Girl Scouts USA Supplemental Safety Tips for Online Marketing which can be found on girlscoutsgcnwi.org/cookie-resources.

Gift of Caring (GOC)

If, for instance, customers say they've already purchased cookies or are on a diet, girls may encourage them to make a monetary donation to support the Gift of Caring Program. Always remind customers that money donated to GOC will go toward purchasing packages of cookies for women and men in the Armed Forces, first responders, and community organizations.

It's important to allow your Girl Scouts to lead throughout the program! It's your job to encourage them to be Brave. Fierce and have FUN!!



Gift of Caring Facts

Instead of purchasing a package of cookies to take home, customers may make donations that give cookies to individuals in the Armed Forces as well as their families, and to community organizations. The council is responsible for the distribution of Gift of Caring (GOC) cookies.

Girl Scouts take orders and collect payment for donated cookies during the initial order phase and beyond. The council will deliver all donated cookies to the USO, Soldiers Angels, essential workers, and community organizations.

This year GOC will be taken three ways: on the order card in the first column, in a Goal Getter transaction, and online donations through Digital Cookie™.

Donations made through the Digital Cookie™ program will count towards whatever portion of the program it is placed. Troop cookie managers (TCMs) must NOT allocate any online GOC transactions. Many troop order mistakes happen here, so be careful!

Donations to Local Organizations – Troop Projects

Troops can collect packages of cookies during their booth sales and deliver them directly to a local organization of their choice, such as a food pantry, shelter, military organization, nursing home, etc. These cookie packages do NOT qualify for the council GOC rewards. Troops participating in their own cookie donation service project are responsible for payment of the packages and delivery to their organization of choice. Packages collected for troop projects should not be delivered to the gathering places and are not part of Gift of Caring.

At the end of the program, the troop cookie manager will count the number of packages remaining, match with donation money and allocate those varieties directly to the Girl Scouts in the troop. The money is then deposited into the troop's bank account.

Final Gift of Caring

All GOC donations, whether they happened during the initial order period or during booth sites, need to be reported and allocated at the girl level. These donations count toward the Girl Scouts' rewards AND overall sales level. All donations received by the troop should be converted into GOC.

At the end of the program, any donation money remaining after troop projects and last minute orders should be converted into Gift of Caring packages. These new GOC packages are allocated directly to individual girls in eBudde™ and the money is deposited into the troop's bank account.

Gift of Caring Business Support

This is a great way for a business/organization to support more than just our Girl Scouts. If a Girl Scout reaches out to a business that is willing to participate, she receives a patch and the business receives recognition from our council, as well as visibility on our website. In addition, this adds to the Girl Scouts' rewards and to the troop's bottom line. All Gift of Caring Business Support donations must be submitted to the council for the business to receive recognition. Council will handle the transaction to credit the Girl Scout. For more information, visit girlscoutsgcnwi.org/gift-of-caring.

INTRODUCING

Exploremores™ Exploremores™ Exploremores™

NEW!



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



FIND NEW
RESOURCES
HERE:



Digital Cookie Facts

Digital Cookie is both a website and resource developed by GSUSA in conjunction with Little Brownie Bakers, which allows Girl Scouts to take online cookie orders. Customers can order and pay for cookies online and have the option for the cookies to be directly shipped to them (shipping charges apply), have the Girl Scout deliver the cookies, or donate cookies with no additional handling fees.

Over 80% of Girl Scouts cookie sales are through Digital Cookie. For those unfamiliar, A Digital Cookie training video will be emailed out to parents and leaders to watch.

Important Facts

The minimum Digital Cookie order requirement for shipped cookie orders is four packages. Digital Cookie orders count towards Girl Scout rewards and troop proceeds. Special Digital Cookie rewards can be earned. (Rewards are cumulative).

Participation in Digital Cookie is a Girl Scout/family decision.

How do Girl Scouts/Parents Get Started?

On December 6, 2025, registered Girl Scout household(s) will receive an email from the Girl Scout Cookie Program/Girl Scouts USA with the subject “Register for the Digital Cookie Platform.”

Follow the prompts to create a password.

Watch the “Safe Selling for Smart Cookie” video with your Girl Scout, and read and accept the Girl Scout Pledge. Upon completion, you will receive an email to set up the Girl Scout’s Digital Cookie Store.

Parent Initial Order in Digital Cookie. One of the big enhancements for DOC is the ability to allow parents/caregivers to add their Girl Scout’s order card quantities into Digital Cookie. These orders will then flow over to eBudde once the parent/caregiver submits the order. Refer parents to the Digital Cookie Parent Instructions resource available on our GCNWI website at girlscoutsgcnwi.org/cookie-resources.

How do Troop Leaders Get Started?

Watch your inbox for an email from the Girl Scout Cookie Program/GSUSA with the subject, “Register for the Digital Cookie Platform.” How to get started:

- On December 6, troop cookie managers and leaders will receive that email.
- If you are ALSO the PARENT of a Girl Scout, you will gain access to your daughter’s site via an email that you will receive as a PARENT on that very same day (December 6). Be sure you and your daughter check out her site together!
- Once you register on the Digital Cookie platform the first time, even if you have multiple roles (parent, troop cookie manager, leader), at your next login you will see a screen where you can select the role you want to visit from a drop-down box. How easy is that!!!
- If you select a troop role, you will be taken to the Troop Dashboard.
- No need to log out when switching roles, simply use the menu at the top of the screen.
- The Troop Dashboard is your cookie campaign headquarters. This is where you will find the Girl Scouts’ online sales at a glance, send email blasts to parents, and view reports. These reports will be helpful for online purchases/girl-delivered sales. You can also pull reports from eBudde.

A recorded webinar and additional tip sheets will be available on the GCNWI website at girlscoutsgcnwi.org/cookie-resources.

Digital Cookie Facts



Gift of Caring: You will notice that GOC packages may be automatically assigned to a Girl Scout and troop without a variety attached. You do not need to supply any inventory or log any eBudde entries for Gift of Caring; the council is happy to handle these donations!

Direct Shipped: Direct shipped inventory will automatically be assigned to Girl Scouts and troops. You do not need to do any entry to account for those packages.

Girl-Delivered: In the initial order phase, cookies and payments will automatically be assigned to your Girl Scouts and included in the troop's Initial Order.

In the second phase of the cookie program, there will be no additional cookie inventory automatically assigned to your Girl Scouts; you will need to allocate the cookies sold and you will need to fill those orders from troop inventory, troop to troop transfer, or get them from a cupboard. (Money, however, will be automatically allocated.) You can filter a report in Digital Cookie to help you see what cookies you will need. You can also get this information in eBudde.

Here are three ways to get cookies to fulfill Digital Cookie girl-delivered orders in the second phase of the cookie program:

1. Use remaining inventory from the initial order period.
2. Exchange cookies/use troop-to-troop transfer with another troop in our council.
3. Fulfill the order through a transaction in eBudde from one of our gathering place cookie cupboards.
 - Girl Scout Digital Cookie girl-delivered orders will be approved by parents. Please communicate with your Girl Scouts' parents to coordinate this.
 - Set a date each week to receive cookie orders and a corresponding date to collect packages from a cookie cupboard.
 - Enter the order in cases and/or packages as a transaction in eBudde.
 - Allocate cookies to the Girl Scouts after picking them up. Don't forget the customer already paid for these cookies and Digital Cookie girl-delivered orders are not the same as Goal Getter orders.

Note: Failure to deliver cookies for a girl-delivered online order will result in a Council DOC Cupboard transaction. The financial responsibility of these cookies will be moved to the troop.

Troop 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 may be two links you can use, In Person Delivery or Direct Ship. Both have the option for customers to donate cookie packages. These links will let your troop reach new customers in your community and beyond.. The Troop Link can also be used at booths. Using the Mobile App is a fee-free way to process cards at booths. More information about this later in the guide.

Digital Cookie 101

When customers place orders online, they can choose to have their orders shipped directly from the distributor OR they can have their cookies delivered locally by the Girl Scout they are ordering from.

How does it work?

- During the Initial Order period, orders placed online for Girl Delivery will count towards a troop member's Initial Order cookies.
- These cookies will auto-load into the Initial Order tab, where you can see each Girl Scout's orders. Parent/Caregivers will pick these cookies up during the delivery phase and they are responsible for delivering them to their customers.
- Please advise parents to only share their child's Digital Cookie link with trusted friends and family and make sure they're aware that out-of-area customers will need to select Direct Ship if the family is unable to deliver their cookies to them.
- They cannot post their child's Digital Cookie link to places like Facebook Marketplace, NextDoor, etc. It may be unsafe to deliver to unfamiliar people who stumble upon these links when posted to these semi-public places.
- After the Initial Order phase, the Girl Delivery continues, families will need to periodically check their child's Digital Cookie storefront for new orders. If they have new orders after the Initial Order, they must notify you that they need more cookies.
- If there is surplus in the troop inventory, you can use those cookies to fill these orders. If there is not, you must visit a cookie cupboard or exchange with other troops to restock for these orders. Parents can also come to the council Gathering Place Cookie Cupboards.

- In order to minimize burden on the TCM, a good rule of thumb is to ask parents/caregivers to report these orders weekly during the cookie program so appropriate arrangements can be made.
- The TCM can also run a DOC report in eBudde, filtered by date, to see orders made after the IO. TCM can assign additional users as cookie pickup people to help pick up cookies from cupboards.
- Any orders left unfilled at the end of program will be charged to the troop if they have to be filled from Council.

Why do we need to allocate cookies in eBudde after Girl Delivery reopens?

Once Initial Order is wrapped up, orders still feed from Digital Cookie to eBudde. The major difference is that eBudde doesn't know that troops have those cookies in their inventory or if families have those cookies in-hand. TCMs have to "tell" eBudde that families have received the cookies to fill the order by adding a transaction to the individual Girl Scout. The payment already feeds to eBudde so you don't need to add the amount paid. Adding a new transaction with the cookies and 0 amount paid will even out the individual's "balance".



Initial Order

The initial order phase is the phase of the program that spans from when the program begins in December to the Initial Order submission day. This is when Girl Scouts set up their Digital Cookie accounts, take orders on their paper order cards, and make goals with their troops for booth sales.

The initial order is submitted by the TCM and SUCM, in eBudde before Council submits it to the bakery. This order becomes the starting inventory for each troop. It includes:

- ♦ all paper order card orders
- ♦ all Digital Cookie - Girl Delivered orders prior to the “pause”
- ♦ booth cookies (ordered by the troop)
- ♦ additional cookies to fill cases

The order is then delivered to the Service Unit during the delivery phase, where troops will pick theirs up at their designated time.

Once picked up, the TCM (with help from the other troop volunteers!) will sort the Inventory, fulfill the Girl Scout's order and hand out the cookies to each family. The only cookies that remain in “troop inventory” are booth cookies and any additional cookies ordered. Girl Delivered cookies and paper order card cookies should be delivered to the families ASAP so they can deliver orders to their customers.

Order Card Basics:

Notify the families in your troop to bring their order cards to the meeting closest to your deadline.

- ♦ When the Girl Scout turns in their order card, give them a Goal Getter Order Card so that they can continue to take orders.
- ♦ When Gift of Caring orders are received, no variety needs to be indicated.

Preparing the Initial Order:

Use this checklist to ensure you don't miss anything. Triple-check before submission and contact your SUCM if you suspect any errors.

Initial Order Submission Period:

January 13-14, 2026

Navigate to the **INIT ORDER** tab in eBudde and review each Girl Scout's order as follows:

1. Parent Initial Order (PIO): Parents enter these in Digital Cookie; they're sent to eBudde for troop review and approval.

- ♦ Click the **red link** next to the Order Card line
- ♦ Verify the order looks correct (watch for obvious mistakes like extremely high quantities)
- ♦ Check if girls are close to Girl Initial Order Rewards levels - notify families so they can order additional cookies if needed (always maintain email trail)
- ♦ Click the **blue Save** button
- ♦ Once approved, the order becomes part of the Girl Scout's initial order and turns from red to black

Note: Troops can edit the Paper Order line up until submission (January 14) if additional orders are received.

2. Paper Order Cards: For paper order cards turned in to the troop that weren't entered as PIO in Digital Cookie.

- ♦ Click on the **Order Card** line next to the Girl Scout.
- ♦ Enter the packages to order.
- ♦ Click the **blue Save** button.
- ♦ **Important:** Parents are responsible for paying for all paper order card initial orders, whether they enter them in Digital Cookie or the troop leader enters them in eBudde.

3. Digital Cookie (DOC Girl Del): Girl-delivered orders that automatically transfer from Digital Cookie to eBudde.

- ♦ These orders automatically add to eBudde when parents approve them (up until troop submission).
- ♦ **Troops cannot edit these orders.**
- ♦ **Important:** After submitting the initial order, any new girl-delivered orders approved by parents become part of the second phase and must be filled from troop inventory or fulfilled at a Gathering Place.

4. Booth Cookie Orders:

Council encourages troops to place orders for their booth needs. ***Cookies ordered on the Booth line will be a part of the 2nd ACH Sweep.***

- ♦ Click the Booth line at the bottom of the **INIT ORDER** tab.
- ♦ Enter the number of packages you wish to order to be delivered with your initial order.
- ♦ **Recommendation:** Order in full cases of 12.
- ♦ **Do NOT** add booth cookies to individual girl orders.
- ♦ Click the **blue Save** button to add this to your troop initial order

5. Review Extras

- ♦ Check the Extras line at the very bottom - these are extra packages that automatically come with your order.
- ♦ Important: Troops are financially responsible for extras included with their order
- ♦ Extras can be used at booth sites or to fulfill orders received after Initial Order period

6. Final Order Entry and Verification

- ♦ Girl Scout level ordering is done in packages
- ♦ Troop Initial Orders are rounded up to full cases on the “Cases to Order” line
- ♦ All names from the Girl Tab will appear on the **Initial Order** tab

Order Entry Process:

1. **Verify all order cards** - total up all forms and check quantities
2. **Check for missing troop members** - if someone has orders but isn't listed:
 - ♦ Contact Product Program to add the Girl Scout to the **“Girl”** tab
3. Enter individual orders:
 - ♦ Click on a Girl Scout's name (line will highlight)
 - ♦ Enter quantities needed

- ♦ **Note:** Individual totals include Gift of Caring numbers, but troop totals at page bottom do not (virtual Gift of Caring column isn't part of physical order)
- ♦ Verify the individual's total and click “Ok” or press Enter
- ♦ Continue for each troop member until all orders are entered

Submitting the Initial Order:

You will need to submit the Initial Cookie Order that you entered and saved previously. This order can be placed using your laptop, tablet or phone.

Make sure to use the “Submit Order” button when you are confident your order is correct and complete.

The system will confirm that the troop order was submitted on the screen.

Note: You can only submit your order once, so be sure it is correct before hitting the submit button.

If you have changes after submission, contact your SUCM immediately.

Initial Rewards:

Rewards are set to automatically load cumulative rewards based on the individual orders. You still need to submit them.

Once your troop initial order has been submitted, you will be able to view the Initial Reward Order on the Reward tab.

Click on each name and submit their reward order. When you are finished, submit the troop reward order. Return to the Report List on the Rewards tab and the Initial Rewards Order – “Girl Rpt”.

Do NOT submit the Initial Order before the submission deadline. Digital Cookie orders continue flowing into eBudde throughout the submission period. Submitting early will lock out these additional orders and negatively impact both rewards and final order totals.

eBudde™ basics

A must-have for Girl Scout Cookie™ volunteers

The eBudde cookie management system offers calendar reminders, reports, training and much more — on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.

Quick tips to get you started:

- Download the eBudde app or navigate to <https://ebbudde.littlebrownie.com>.
- Once you've been added to the system, you will receive an email with a link and login information from do_not_reply@littlebrowniebakers.com. *This link will expire in 7 days.*
- Set up your troop — review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings.
- Explore the dashboard on both the desktop and app versions, where you'll find messages, links to tools and resources you'll need throughout the season.
- Visit the eBudde Help Center for any questions related to tech and training.



Visual learner?

There's a video for that on the Little Brownie Bakers® YouTube channel! Check out this playlist for step-by-step eBudde training videos.



Watch videos!



In-Person Cookie Sales

After the Initial Order Period

Once Girl Scouts have cookies in hand, there are several ways to participate in the program through in-person sales!

Door-to-Door and Walkabouts

- ▶ Encourage Girl Scouts to canvas their communities with Girl Scout buddies and adult partners.
- ▶ Girl Scouts may go door-to-door in their residential neighborhoods, so long as it is within GSGCNWI's boundaries.
- ▶ Load up a wagon with cookies, create signs, and you're ready for a residential neighborhood walkabout
- ▶ Leave door hangers for customers who aren't home
- ▶ Always wear Girl Scout apparel when selling cookies (full uniform is best practice for maximum customer interest)
- ▶ Walkabouts occur only during daylight hours, in residential, non-commercial areas.
- ▶ Adult supervision required at all times for ALL Girl Scouts
- ▶ Never enter a customer's home or approach customers in cars
- ▶ A walkabout means you are constantly walking, not staying in one place to sell cookies. Girl Scouts may also ask for a customer's contact information to call back later or add them to their Digital Cookie list for email orders. Girl Scouts should leave their cookie "business card" (printed from Digital Cookie) so the customer can order more.
- ▶ Troop members' personal contact information should never be given to customers.

Workplace Sales

- ▶ Girl Scouts may sell at their parent/caregiver's workplace.
- ▶ Sell only to employees, NOT to business customers (selling to customers = booth sales)
- ▶ Consult with your SUCM with locations you would like to contact.

- ▶ Girl Scouts can: Make a brief "sales pitch" at staff meetings (with business approval) or leave an order card in a location visible to employees (not customers). The Girl Scout may leave a note outlining the troop/individual goals and plans for the cookie proceeds. Set a pick up date for the completed order card. Notify employees when to expect delivery.
- ▶ Girl Scouts cannot: Contact businesses already being contacted by SUCMs for booth sites or GCNWI council/Loop sites. List the Girl Scout's last name or phone number on order cards. Sell cookies to businesses for resale. Remember, Girl Scouts are to sell the cookies, not adults.

Parents may have cookies at their workplace with Girl Scout's message included.

Delivering Cookies

- ▶ Girl Scouts must **always have parent/caregiver/ adult supervision** while delivering cookies.
- ▶ **Contact customers** in advance to coordinate porch drop-off
- ▶ **Call or text upon arrival** to let customer know you're there
- ▶ **Wait on the sidewalk** while customer picks up cookies and leaves payment (if applicable)
- ▶ **Never leave cookies unattended** at doorsteps without pre-arranged contactless delivery with the customer



Goal Getter Program



Quick, easy, and convenient! The Goal Getter Program is a special purchase offer available at our council cupboard locations. Girls may fulfill orders they continue to receive after the initial order or stock up on any of the varieties for future customers! As a bonus, single orders that have 15 or more packages come with a Goal Getter patch at time of pick up! One patch per girl; multiple orders may not be combined. Just follow the five easy steps below to take advantage of this convenient option:

1. Visit shop.girlscoutsgcnwi.org and select the LOG IN button in the top right corner of the screen. You will be redirected to a “MY ACCOUNT” page.
 - a. If you have already shopped on the site, you just need to log in. (You can also register/create a new account.)
 - b. If you haven’t or are unsure if you have an account, you can enter your email address and select “Lost Your Password” and an email will be sent to you to reset your password.
 - c. Make sure you check your junk or clutter boxes in your email.
 - d. If you don’t get the email, contact customer care at customercare@girlscoutsgcnwi.org
2. After successfully logging in, select GOAL GETTER COOKIES from the main navigation.
3. Complete the Goal Getter information page where you will enter the troop number, Girl Scout’s first and last name, parent/caregiver first, and last name, and phone number.
4. Enter the quantity for each cookie variety you wish to order and proceed to checkout. If you chose Gift of Caring Cookies, you will not receive those cookies but rather they will be delivered by our council to military, essential workers and community organizations. **Council will handle the allocation of cookies to the Girl Scout.**
5. Select the pickup location, date and time, and proceed to payment. To keep everyone safe, we encourage one form of payment: debit card, credit card and/or cash.
6. Come back as often as you like!



The Goal Getter process and cupboard locations are subject to change.



Digital Cookie girl-delivered orders should not be fulfilled through the Goal Getter Program. Customers have already paid for these cookies and troops have received a payment credit.

Cookie Delivery

Cookie delivery will take place **January 22–February 1**. Your SUCM or SU delivery coordinator will communicate the details to you. Troops pick up at the designated delivery site. In preparation for the delivery, you will need to take a total count of your initial order to determine how many vehicles are needed to pick up the troop order. Have your vehicles empty and ready to be loaded.

Service Unit Delivery Station Sites

- TCMs must verify the troop's order at the delivery site. Bring a print out of the troop order to verify case counts.
- A receipt must be signed by the TCM and the SUCM stating that the troop order was received in its entirety.
- If the order was not received completely, the missing cases must be noted on the receipt by the SUCM.
- The SUCM is responsible for locating the missing cases.
- Once the receipt is signed, no corrections will be made.

Drive-Through Delivery Sites

- A minimum of two volunteers per vehicle is required.
- One volunteer stays in the vehicle to drive.
- One volunteer verifies the case count BEFORE it is loaded into the vehicle.
- A receipt must be signed by the TCM and the SUCM stating that the troop order was received in its entirety.
- If the order was not received completely, the missing cases must be noted on the receipt by the SUCM.
- Once the receipt is signed, no corrections will be made.

Product Distribution to Girl Scouts

- Sort each Girl Scout's order before you schedule a pick up time.
- Prepare a receipt for each Girl Scout.
- Girl Scouts and their families must verify the order and sign a receipt stating that the order was filled completely and accurately.
- Give the family the yellow copy of the receipt.
- Once the receipt has been signed and the product is in the family's possession, the parents agree that the order has been filled correctly and in its entirety; no corrections will be made.
- A receipt should be filled out and signed by the TCM and the parent. The Girl Scout and her family are responsible for product distribution and payment collection from their customers and payment in full for all product received from the TCM in full for all product received from the TCM.

Booth Sales

Cookie booths are fun and rewarding opportunities for Girl Scouts and troops to learn and enhance the 5 Skills, reach their goals and connect with more customers. They are great for Girl Scouts who do not have local family connections and help troops reach their goals by working together.

Cookie booths are typically held outside stores, and most are held on Fridays, Saturdays and Sundays. All Girl Scouts levels (Daisies through Ambassadors) may participate in booth sites with appropriate supervision.

Girl Scouts, parents and other volunteers are reminded that participation in a booth site is a privilege provided to them by merchants and business owners. Everyone who participates represents Girl Scouts, and everyone must always display proper manners and exceptional behavior, following all merchant rules and council booth guidelines. Girl Scouts of Greater Chicago and Northwest Indiana reserves the right to suspend booth privileges for any troop, group or individuals who do not adhere to guidelines.

Building on the 5 Skills

Girl Scouts learn the ins and outs of: teamwork, communicating goals, merchandise display, inventory management, making change, customer service, add-on sales, handling donations and so much more at a booth!

Types of Booths

COUNCIL BOOTHS:

These are booths in front of businesses, inside malls and in public areas. Some examples are grocery and retail stores, restaurants, libraries, park district facilities and some churches. Service Unit Cookie Teams secure the locations within their service unit borders or work with our council staff for national agreements. These locations will be uploaded into eBudde for selection by troops.

TROOPS MAY NOT CONTACT THESE LOCATIONS DIRECTLY TO REQUEST BOOTHS.

TROOP BOOTHS:

Small businesses, family-owned restaurants and locations that have personal connections and are not identified by the Service Unit as Council Booths. Troops must contact their local service unit prior to setting up any Troop Booth. If the troop booth site is outside of your service unit borders, your Service Unit Cookie Team must get approval from the local service unit before it is approved. All Troop Booths must be entered into eBudde.

NEW! COOKIE STANDS:

Like the old-fashioned lemonade stand, families can choose to set up a cookie stand on their driveway. Girls must be supervised by a parent/guardian at all times.

Who Secures Booths

Type of Booth	Who Secures
Walmart, Sams Club, Malls, and Chicago Loop buildings	Council
Jewel-Osco	Local Service Unit and Council working together
Other retail merchants, local businesses, area restaurants and civic establishments	Service Unit
Family-Owned Business where only one troop is allowed to sell	Troop after receiving permission from Service Unit

*Check out our website
for cookie booth site tips!*



Booth Selection

Before committing to a booth, troops should check with their families to see interest and availability. Ask for volunteers to help with booths and get their general availability so you know which booths you may want to select.

Dates

Troops may sign up for Council Booths on the Booth Site tab in eBudde using the following schedule:

Date Open	No. of Timeslots allowed per troop
January 4 – 7:00 p.m.	Up to 2 slots total
January 11 – 7:00 p.m.	Up to 4 slots total
January 18 – 7:00 p.m.	Unlimited*
After January 18	New timeslots will open every Wednesday and Sunday at 7:00pm as needed

*eBudde will be monitored for troops who have excessive amount of booths selected.

Booths will be loaded up to the time selection begins. Additional booths will be put on hold.

Selecting Council Booths in eBudde

Instructions

To sign up for a council-designated booth:

1. Click **Sign Up for a Council Booth** to view booths by city.
2. Click the **down arrow** next to a city to see booth locations.
3. Click the **down arrow** next to an address to view available date/time slots.
4. Click a **date/time** slot to sign up.
5. Click the **blank time** slot to auto-fill your troop number.
6. Click **SUBMIT** to confirm.

To cancel a sign-up:

Follow the same steps. Click your troop number to remove it, then click **SUBMIT** to save the change.

Troop Booth Approval

All Troop Booths must be approved by the Service Unit in eBudde. Many service units ask troops to

contact the Service Unit Cookie Manager (SUCM) before approaching ANY business to make sure the location is appropriate and not a duplicate of a location secured by the service unit or another troop already. Please ask your SUCM for their process before proceeding.

Troop Booths may not be secured or entered into eBudde until January 25. Troops may not hold any Troop Booths until they are approved by their service unit in eBudde.

Entering Troop Booths in eBudde

Instructions – To enter a Troop Booth Site (formerly called My Sales):

1. Click Booth Site tab in eBudde.
2. Use the dropdown to select the My Sales option.
3. Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary.
4. Click a date/time slot to sign up.
5. Click Add once all the information is entered. The system will display a confirmation window. Your request is in a Pending status until reviewed. It will be approved or denied by your Service Unit Cookie Manager.

Troops may be able to delete their request at any time.

Canceling Booths

If a troop is unable to hold their booth, they need to cancel as soon as possible to allow another troop to fill in. Troops who cancel multiple booths in a weekend will be contacted to discuss future scheduled booths. Booths should be canceled a minimum of 48 hours before the scheduled time, preferably as soon as you know you will not be able to hold it. We understand that emergencies and sickness come up, but remember, the business is counting on you being there!

To cancel a booth: select the booth time slot in eBudde and click “Update Time.” Click on your troop number and it will disappear. Click “Update” and it will save the change and remove your troop from the booth.

Donations at Booths

All donations received by the troop during the cookie program period are to be converted into GOC. Every “keep the change” or direct contribution should be converted into GOC. Troops should not keep direct cash contributions during the cookie program.



Troop Credit Card Processor

Use the Digital Cookie App to collect payment for credit card cookie orders!

Customers will love the ease of paying for their cookie order with a credit card, and troops will benefit by offering their customers a cashless option. Optimal Character Recognition (OCR) allows for contactless checkout/scan payment using the phone's existing technology to scan a credit card. Plus, there is a QR code for purchasing cookies from the troop site.

Troops are welcome to use other credit card processors. We recommend collecting credit card payments with the Digital Cookie App to avoid fees and to streamline the process for next year.

However, the council cannot reimburse the troop for those credit card fees.



Brand-new Cookie Booth-In-A-Bag!

Only \$35

shop.girlscoutsgcnwi.org

girlscouts of greater chicago and northwest india

GIRL SCOUT COOKIES

\$6 /pkg

Through the Girl Scout Cookie Program girls build 5 skills that will last a lifetime: goal setting, decision-making, money management, people skills, & business ethics.

Booth Etiquette

BEFORE GOING TO YOUR BOOTH

- ▶ Confirm the time in eBudde and check for special instructions. You'll receive an email with links to maps and documentation several days ahead.
- ▶ Ensure you have enough inventory to stay the entire time. Customers are counting on you!
- ▶ Email your troop with shift assignments, clothing reminders (uniform and Girl Scout pin!), and behavior expectations..

ON THE DAY OF YOUR BOOTH

- ▶ Write down your starting inventory (use a receipt or inventory form from our website).
- ▶ Bring
 - Cookies
 - Change: \$10, \$5, and \$1 bills (customers often pay with \$20s)
 - Table and tablecloth
 - Signs and decorations (check eBudde notes for restrictions)
 - Phones/devices for Digital Cookie or payment apps (login beforehand to test)
 - Bags
- ▶ Check the weather and dress appropriately.

AT THE BOOTH

Follow all safety checkpoints and volunteer ratios.

- ▶ Arrive 5-10 minutes early, start at your scheduled time and stay for the duration.
- ▶ Do not block customer entrances and exits, and set up in accordance with the site's instructions. Maintain a safe distance from parking lots and streets.
- ▶ Girl Scouts should wear Girl Scout apparel/uniforms or display their Girl Scout pin on their coat and be easily identifiable as Girl Scouts.
- ▶ Girl Scouts should always stay within touching distance of their booth. No running or wandering
- ▶ Ask only once (suggest asking on the customer's way out of the business) and be polite at all times (recognize employees may be asked multiple times during the day)
- ▶ No HAWKING (especially at mall locations). Many businesses do not want troops yelling, or causing excessive noise that may cause customers to leave.

- ▶ Take all cardboard, cases, and trash with you. Do not use the business's containers.
- ▶ Pack up 5-15 minutes before your slot ends and leave on time.
- ▶ Thank the business as you leave.

AFTER THE BOOTH

In a safe location (not on-site):

- ▶ Take final inventory and record it.
- ▶ Count cash (minus your starting change).
- ▶ Reconcile: cookies sold + donations = cash + credit sales (forms available on website).
- ▶ Record booth sales and allocate cookies to participating Girl Scouts.
- ▶ Deposit cash in your troop account (use receipts if transferring to another volunteer).

Conflicts or errors in scheduling:

What to do if another troop is at your slot? Be calm and move to the side to have a discussion with the other troop in private. Do not argue in front of the store, customers, and especially our Girl Scouts. The troop who has the reservation in eBudde is the troop who should be there. Reach out to your Service Unit cookie team if there are any questions and for assistance.

SAFETY RATIOS

Safety is the first priority at any booth. There is NEW guidance this year for booth safety.

All booth that include girls who are not related to the adult volunteer require two adults (at least one registered volunteer with a current background check). There should be 1-4 girls (businesses may require fewer than four, so please check the notes in eBudde).

New this year: Single-family or two-family booths where all girls are directly supervised by their parent/guardian don't require registered volunteers *per GSUSA guidelines*.

- ◆ Example 1: Two father/daughter teams, each girl supervised by her father.
- ◆ Example 2: One parent with two girls and another parent with one girl—all supervised by their own parent.

For safety reasons, it is recommended that all booths have two adults present.

Cookie Exchange

The Cookie Exchange allows troops to exchange cookies with other troops in our council. Troops will be able to see all troops in their service unit who have cookies available for exchange. Each troop will be able to create ONLY one post that can be updated as their cookie inventory changes.

Posting Cookies:

- Click on the Cookie Exch tab (in eBudde) and type in the number of packages you have by variety and hit the submit button.
- If a troop is interested, they will contact you via email.

Note: Cookies will always be listed here by packages, not cases.

Looking for Cookies:

- Click on the Cookie Exch tab.
- Click on the cookie variety you need to find and a list of troops that have available cookies and their contact information will be displayed.

Note: You will still need to do a Troop to Troop transfer for these exchanges. eBudde will not automatically process the exchange.

How many cases can my car carry?

Use this guide to approximate how many cases of cookies will fit in your vehicle. The amount is calculated with the assumption that the car will be empty except for the driver and uses all space except the driver's seat. Safety note: avoid carrying cookie cases and children in the passenger area of a vehicle at the same time.

Cars case capacity

Compact Car **23**



Hatchback Car **30**



Standard Auto **35**



Sport Utility Vehicle **60**



Minivan **75**



Station Wagon **75**



Pickup Truck **100**



Cargo Van **200**



Troop to Troop Transfers

Troop-to-troop transfers are entered in eBudde™ by the troop who is “transferring away” the cookies. When cookies are moved from one troop to another, no money changes hands between troops; cookies are moved in eBudde exactly like cupboards. The inventory and financial responsibility moves to the receiving troop.

Guidelines

- ▶ An agreement must be made between the two troops prior to the cookie transfer.
- ▶ The council will not be responsible for any discrepancies between troops regarding troop transfers.
- ▶ All troop transfers must be entered into eBudde™ a minimum of one week PRIOR to the final ACH sweep. No exceptions. If they are not transferred in time, it will be up to the two troops doing the transfer to work out the cookies/payment on their own.

Instructions

- ▶ Click on the **TRANSACTIONS** tab in eBudde™ to get started.
- ▶ Click **+ADD**.
- ▶ Date: No entry.
- ▶ Pick up: No entry.
- ▶ Type: Select “Normal”.
- ▶ Second Party: Select “Troop”.
- ▶ Troop Number: Enter the five-digit troop number of the troop receiving the cookies being transferred.
- ▶ Product Movement: Select “Remove Product”.
- ▶ Cases/Packages: Enter the number of cases and/or packages you are transferring for each variety.
- ▶ Save.

This transaction will move cookies from the dispensing troop to the receiving troop’s sales report and adjust their debt to council.

If an error is made in posting, simply click the transaction on the listing. Make corrections and resave the correction.

Girl Allocations

In order to ensure that every package of cookies is accounted for, allocations are an important part of your responsibilities as a TCM. Even if a troop is opting out of rewards and higher proceeds, cookie allocations ensure each girl earns the highest number bar patch (100+).

As the TCM, you should record all girl payments in the **GIRL ORDERS** tab of eBudde™ to properly account for the amount due from each Girl Scout. eBudde™ tracks each Girl Scout's financial responsibility and helps make your troop collections that much easier.

Understanding Girl Troop View

- **Girl Totals**—This line displays all the cookies that have been allocated to the Girl Scouts. The goal is to ensure that the overall Girl Scout total matches the troop order.
- **Troop Order**—This line includes all the packages of cookies your troop has received for initial order, troop-to-troop transactions, cupboard pick ups, GOC, etc. This is the total number of packages that your troop is responsible for and updates throughout the cookie season.
- **Difference**—This line indicates whether you still have cookies to allocate to Girl Scouts (a negative number) or if you have over-allocated the troop order (a positive number). The goal is that your difference is zero (0) by the end of the cookie program. As you allocate packages of cookies to Girl Scouts, this total will be updated.

How to Allocate Cookies

- Start in the **GIRL ORDERS** tab of eBudde™.
- Here you can allocate packages sold after the initial order: cookie booth sales (see below for booth distribution instructions), GOC donations, additional sales/door-to-door and all Digital Cookie girl-delivered after IO.
- Enter a girl record by clicking on a Girl Scout's name.
- Click **+ORDERS**.
- Add comments, packages sold in each category, and the payment (remember, Digital Cookie girl-delivered payment has automatically been recorded).
- Click **SAVE**.

How to Allocate Booth Cookies

- In the **GIRL ORDERS** tab of eBudde™ (select Record Booth Sale).
- Select the booth site that you wish to allocate packages or GOC.
- Enter the number of packages of cookies sold, by variety.
- Click **GO TO DISTRIBUTE**
- All the Girl Scouts in the troop will be listed with checkmarks by their names. Uncheck any Girl Scouts who were not at that booth.
- Click **DISTRIBUTE** and eBudde™ will allocate the cookies and money evenly amongst the Girl Scouts selected.
- Click **SUBMIT SALE**.

Proceeds and Rewards

Cookie Proceeds

Troop Proceeds and Opportunities for Girl Scouts

All troops will earn a minimum of \$1.05 per package sold.

- ▶ Daisy and Brownie troops must take rewards with the \$1.05 proceeds per package sold.
- ▶ Juniors, Cadettes, Seniors and Ambassadors may choose to opt out of rewards. They will then receive \$1.15 in proceeds and no rewards except patches and charms.
- ▶ Opting out of rewards must happen prior to March 11, 2026. Once final rewards are submitted, the proceed plan cannot be changed.
- ▶ Troops that have 80% membership renewal by September 15, 2025, and sell \$1,000+ in 2025 Fall Product will earn an additional 5 cents per package sold during our 2026 cookie program.
- ▶ *New* troops can earn the additional 5 cents by selling \$1,000+ in Fall Product.

Service Unit Incentive

- ▶ Service units that reach 100% of their 2026 cookie goal will receive \$0.12 per case for every case sold.
- ▶ Service units that reach 105% of their 2026 cookie goal will earn \$0.25 per case.
- ▶ Service units that reached 100% of their 2025 Fall Product Program goal and 105% of 2026 Cookie Goal will receive \$0.35 per case of cookies sold.

Girl Rewards

All troops will be automatically opted into rewards. If your Junior, Cadette, Senior, or Ambassador troop decides to opt-out of rewards to receive cookie proceeds, you must change the setting in eBudde™.

Troops who choose additional proceeds do not receive any category of rewards, only patches and charms. The decision to opt-out must be made by a troop vote and must be communicated in writing to each family.

Girls can earn a variety of rewards for their achievements in the Girl Scout Cookie Program. Be sure to check out the cookie order card to learn more about what girls can earn.

Rewards are cumulative. There are no substitutes for any of the rewards offered. If a Girl Scout cannot attend a reward experience with a specific date, she can transfer the reward to another Girl Scout.

Cookie Dough cannot be substituted, or used to purchase cookies or fall product. Cookie Dough may be used towards membership dues, program fees, camp registration, shop merchandise (including cookie badges, patches, pins and other awards) and Girl Scout travel opportunities.

Troop Rewards

Troop Final Rewards

Troops with a per-girl average (PGA selling as indicated on the sales report in eBudde™) of at least 175+ packages at the end of the program, all Girl Scouts selling will receive a “Secret Pocket Headband”. Troops with a per-girl average of 225+ packages at the end of the program, all Girl Scouts selling will receive a “T-shirt.” Size required. In addition, troops with a per-girl average of 225+ packages at the end of the program, the troop cookie manager will receive a “T-shirt” (two per troop). Sizes must be entered on the **REWARD** tab under Final Rewards Order.

The PGA is automatically calculated in eBudde™ according to the number of packages sold by the troop, divided by the number of Girl Scouts selling. eBudde™ only counts the number of Girl Scouts who have recorded sales as participating and eligible to earn the troop reward.

Troop Reward Delivery

Troop rewards will be shipped to the service unit cookie manager (SUCM)/SU reward coordinator in May/June, 2026. Troops should plan to pick up their reward order during this time. Any rewards not picked up 30 days after the due date designated by the SUCM or SU reward coordinator will become property of the council and must be returned to one of the council gathering places by the SUCM or SU reward coordinator. We cannot guarantee that the troop rewards will be available at the council after those 30 days. Rewards at the 1000+ package level and higher will be delivered directly to the Girl Scout.

- ▶ In the **REPORTS** tab of eBudde™, print out a list of the girls’ initial order period and final reward items.
- ▶ Inventory all items received prior to separating and distributing to the Girl Scouts in your troop. Track any overages, shortages or damages and report them to your SUCM within 2 weeks.
- ▶ Troops will not receive tickets or registration links for any experiences (Signature Party Cruise, Camp Rewards, etc) or for any Cookie Dough selected. Girl Scout guardians will be contacted directly via email and will have an RSVP deadline.



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
- RSPO 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

\$6

Approximately 15 cookies per 6.3 oz. pkg.

UD



Lemon-Ups®

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits

\$6

Approximately 12 cookies per 6.2 oz. pkg.

UD



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe

\$6

Approximately 38 cookies per 9 oz. pkg.

UD



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling

\$6

Approximately 20 cookies per 8 oz. pkg.

UD



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes

\$6

Approximately 15 cookies per 7.5 oz. pkg.

UD



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating

\$6

Approximately 15 cookies per 6.5 oz. pkg.

UD



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint

\$6

Approximately 30 cookies per 9 oz. pkg.

UD



Explore-mores™ • Real Cocoa

NATURALLY AND ARTIFICIALLY FLAVORED

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

\$6

Approximately 18 cookies per 7.9 oz. pkg.

UD

NEW!



Toffee-tastic® • No Artificial Flavors

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits

\$6

Approximately 14 cookies per 6.7 oz. pkg.

UD



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Cookie Cupboards

What to Know About Cookie Cupboards

Cupboards will open Monday, January 26, through March 9, 2026. Gathering place cookie cupboards will be closed on February 18.

At a cookie cupboard, you can:

- **Bring cookies that were damaged upon delivery or not up to standard to be exchanged:** Gathering place cookie cupboards are the only places you can exchange damaged product. Please note that exchanges are not for credit and are only eligible if the cookies were damaged prior to delivery.
- **Pick up additional cases or packages of cookies:** Please note troops may pick up individual packages including packages for Goal Getter orders from gathering place cupboards only.

Our council has several cupboards at our various gathering places and other spots around the area.

Be on the lookout in January 2026 for our confirmed listing of cookie cupboard locations and hours of operation.

- Verify, load, and count your own cookies.
- For your records and in the event that any discrepancies are found, make sure to keep a copy of the cupboard transaction. Additional cookies will be charged to your troop once the transaction is posted in eBudde. Also, make sure to download and log into the eBudde app if cupboards are using electronic transactions.

Initial orders cannot be filled at cupboards.

Pending Order Submissions for Additional Cookies

If additional cookies are needed, orders can be placed with their cupboards of choice. This system helps our council stay updated on inventory so we can make sure all cupboards are fully stocked.

The **TRANSACTIONS** tab, where you can place pending cupboard orders, will be available at 7:00 PM CST on January 19, 2026.

Troops will place pending cupboard orders through eBudde™ with a 24-hour advance notice, and cupboard managers will use eBudde™ to process pending orders into completed orders at the time of troop pick up.

Orders will remain pending in eBudde™ until they are picked up.

Goal Getter orders should never be entered into eBudde™.

Only TCMs and leaders established in eBudde™ will be allowed to place and pickup orders from the cupboards.

Troops and their authorized users will be locked out of eBudde™ and unable to place a cupboard order if:

1. No ACH information is submitted.
2. The February 13 ACH sweep is not successful.

eBudde™ access will be reinstated after the ACH information is submitted and/or a payment equal to the February 13 ACH sweep is successful.

How to Place a Cookie Cupboard Order

- ▶ Click on the TRANSACTIONS tab in eBudde™ to get started.
- ▶ Click the +Add button
- ▶ Date: No entry needed—the transaction date is automatically created.
- ▶ Receipt #: Automatically assigned.
- ▶ Type: Select type of transaction.
 - Normal—Transaction with no specific designation.
 - Booth—Transaction is for a booth sale.
- ▶ Select “Cupboard”.
 - In the drop-down menu, select the cupboard location for pick up.
- ▶ Pick up: Select the date/ time that cookies will be picked up.

- ▶ Cookie Order
 - Product Movement: Select “Add Product”.
 - Cases: Enter the number of cases you need for each variety.
 - Packages: Enter the number of packages you need for each variety
 - Save: Save transaction.

Your transaction will appear as “pending” in eBudde™. This status notifies the cookie cupboard staff to prepare your order. You will also receive an email indicating you have a pending transaction. If you do not receive an email, you may not have saved your order. Once you have picked up your order the “pending” status will be removed.

Cookie Cupboard Pick Ups

- Print out your troop’s pending order and bring it to the cupboard. If other volunteers are assisting you with the pick up, make sure they have a copy of the pending order from eBudde™ and know the troop number.
- Troops may designate a volunteer in eBudde™ to pick up cookies from the cupboard. Troop leaders and TCMs should NEVER designate themselves as a “Troop Cookie Pickup-Only User” in eBudde™ because that will confuse their status in eBudde™.
- Give your complete troop number (i.e., five digits) to the cupboard staff. Your pending order will be reviewed with you and you may have an opportunity to adjust quantities.
- Do not assist the cupboard staff with filling the order. Too many hands may result in an inaccurate cookie count.
- Count, count, count! Verify and sign for your order before you load your vehicle and leave the cupboard! You are financially

responsible for what you sign for, not for what you take. Orders will not be adjusted once you leave the cupboard!

- Troops are only financially responsible for cookies once the pending order has been picked up and is marked completed in eBudde™.

Tip: Patience and understanding is necessary as many cupboards are run and/or staffed by volunteers, and they deserve respect and cooperation.

There are no returns or exchanges on any cookies. Damaged cases/packages will be replaced through the gathering place cupboards for the same variety only. All cookies ordered by the troop will be the troop’s responsibility.

Damaged Means:

- Crushed packages or cases
- Sealed but empty packages
- And/or packages returned by a customer for any reason

Inventory Management

Maintaining accurate cookie inventory is essential for a successful cookie program. Regular inventory balancing prevents end-of-season surprises and helps you make informed decisions about ordering or transferring cookies..

How to Balance Your Inventory

eBudde™ displays your troop's expected inventory in the "Difference" row at the bottom of the **GIRL ORDERS** tab. To keep this accurate:

- Enter girl orders promptly in the **GIRL ORDERS** tab using signed receipts
- Record booth sales immediately using the Booth Sales Recorder app or the "Record Sales" option in the eBudde™ **BOOTH SITES** tab
- Balance booth inventory right after each booth session (use the worksheet available on our website)
- Conduct regular physical counts and compare them to your eBudde™ inventory.

Best Practices.

- Fill out a receipt every time you hand out cookies or receive money.

- Use the comment field in eBudde to indicate what the entry was for: example "2/4 add'l cookie phone order" or "2/6 email request" or "2/15 girl-delivered Robinson"
- Balance inventory frequently throughout the cookie program—this helps you know when to order more cookies or initiate troop-to-troop transfers, and prevents last-minute scrambling.

Troubleshooting Discrepancies

If your physical count doesn't match eBudde™:

- Recount your actual on-hand inventory.
- Compare all girl orders and booth packages sold have been entered according to the signed receipts or booth tally sheets.
- Confirm cupboard pick ups by reviewing the **TRANSACTIONS** tab (Note: if there is a pending cupboard order, that order will be included in the **TOTAL ORDER** row on the **GIRL ORDERS** tab).
- You can also make corrections to an entry by clicking on that line and entering your edits.

Financial Responsibility

Troop cookie managers are challenged to motivate Girl Scouts to sell as many packages as possible AND to keep an eye on the flow of cash, checks, and credit card payments as well as the cookie product, all at the same time. Troop Cookie Managers must strike a careful balance. Overly restrictive policies on troop fund handling can discourage the Girl Scouts' enthusiasm for selling. However, without clear financial guidelines, troops risk losing an entire season's earnings to someone who simply didn't know how to properly manage large amounts of cash.

Every TCM should set logical, attainable goals for depositing all funds into the proper troop bank account as promptly as possible. When in doubt, please ask your troop leader, SUCM or the product program team for additional guidance.

Troops' Financial Responsibility

- All cookies ordered as part of the initial order period.
- All cookies picked up at cupboards under the troop number.
- Any lost, stolen, or counterfeit money.

TCMs/Troop Leader Financial Responsibility.

- All Girl Scouts' payments received for cookies and all monies collected at booth sales.
- Always complete a receipt whenever a Girl Scout receives cookies, or a payment is made to the troop. Both parties should sign and keep a copy of the receipt.
- All Girl Scouts' rewards earned by the troop/group.
- Be sure to deposit collected monies into the troop bank account and keep copies of the bank receipts to turn in with your financials at the end of the program.

- TCMs must distribute all rewards to Girl Scouts with no outstanding debt upon receipt.
- When distributing cookies for a booth, keep track of the cookie booth cookies on the receipt, and cookies and money returned at the end of the booth sale.
- Log receipts on the **GIRL ORDERS** tab daily.
- Any lost or stolen cookies.
- Reminder to get receipts for all transactions. Count, count and count again please!

Each Family's Financial Responsibility

- All cookies received by each Girl Scout.
- All money received from customers.
- Get a signed receipt from the troop treasurer/leader if you give them the money to deposit into the troop account.

Automated Clearing House (ACH)

GSGCNWI uses ACH electronic funds transfers for the Girl Scout Cookie Program. The ACH system uses the troop's bank routing and account numbers to identify the accounts to be credited or debited. This secure system through which funds are "swept," or electronically transferred helps make the collection of payments easy for volunteers like you and the council.

Sweep Amounts

ACH Sweep Schedule:

Sweep One (February 13): 50% of initial order due • Does not include booth cookies • Booth line orders processed in Sweep Two	Sweep Two (March 13): 100% of remaining balance due • Includes all booth cookie orders
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Continued to next page — See an example of an ACH formula

This is an example of an ACH formula:

The sweep is calculated by taking the total initial order, subtracting the amount of proceeds on those cookies, and then subtracting any digital cookie payments made for online orders. The sweep will then be half of that amount.

Total troop sales — 100 packages X \$6:00	= \$600.00
Subtract booth line cookies 10 packages X \$6.00	-\$60.00
Total packages = 90 packages	=\$540.00
Subtract troop proceeds \$1.05 X 100 packages	-\$105.00
Subtract any digital cookie payments through 2/11/2026	-\$30.00
Council Proceeds-total amount owed for initial order	=\$405.00
ACH sweep #1 is 50% of amount due to Council above	=\$202.50

You can quickly and easily check your balance due in the **SALES REPORT** tab of eBudde™.

Understanding the Sales Report

- **Digital Online Cookie (DOC) payments will be labeled DOC SHIP or DOC DLVR—**These payments are deducted from the amount the troop owes council.
- **Total Pkgs Received—**The total accounts for the number of packages your troop is responsible for and updates throughout the cookie season.
- **Total DOC Pkgs Received—**The total accounts for the number of packages your troop received through Digital Online Cookie orders.
- **Total DOC Charity Pkgs Received—**The total accounts for the number of Gift of Caring packages your troop received through Digital Online Cookie orders.
- **Total DOC Delivered Pkgs Received—**The total accounts for the number of packages your troop received through Digital Online Cookie orders that were earmarked as girl-delivered.
- **Total Troop Sales—**This line reflects the total packages received times \$6 per package.
- **Troop Proceeds:** This line shows what proceeds the troop has earned to-date in the current cookie season.
- **Council Proceeds—**This line is the remaining balance that the troop is responsible for paying.
- **Deposits Made—**This section displays all successful payments made to the council, whether it was through ACH sweeps, Goal Getter transactions, Digital Cookie payments, or payments made in-person.
- **Balance Due ACH—**This is the amount that will be swept from your troop account through ACH. Payments toward this amount owed can also be made at any gathering place.

How to Handle the Money

Girl Monies

- All participating Girl Scouts must be registered with GSUSA and have a signed Girl Scout Permission and Responsibility Form turned in to the TCM prior to participating in the cookie program.
- Girl Scouts may accept cash and/or checks made payable to “Girl Scout Troop XXXXX-GCNWI” as payment for cookies. Girls should only accept preprinted checks with the issuer’s address.
- Cookie funds should be collected from Girl Scouts and safeguarded by parents immediately. If the money and/or product is stolen, a police report needs to be filed and the council needs to be notified immediately.
 - ▶ Additionally, the loss needs to be reported to your private insurance carrier. Ultimately, the individual who lost the money/product is financially responsible to the council. Cookie funds should be submitted for deposit to the TCM immediately in their original form (cash and/or customer checks), promptly and frequently. Parents must NEVER deposit cookie funds into their personal bank accounts. A receipt must be filled out and signed by the TCM and the parent any time money and product are exchanged.
- Troops will be permitted to submit one (1) request to adjust the ACH Sweep one to accommodate late girl payments on the first ACH Sweep. A minimum sweep of 25 percent of the amount due is required for a ACH adjustment to be accepted.
- Troops must pay the entire balance due with the second ACH Sweep. In the event of an outstanding balance, you MUST submit an ACH Adjustment form and Individual Collection (IC) form for that Girl Scout.
- Troops that transfer cookies to another troop must enter the transfer into eBudde™ a minimum of one (1) week prior to the last ACH Sweep.
- Troops that submit an ACH adjustment for the second ACH Sweep will delay the final sweep for two weeks only. A final sweep for the total amount due is scheduled for March 27.
- Troops that do not enter their troop-to-troop transfers by the deadline will be responsible for monetary transactions between troops.
- Troops and all their authorized eBudde™ users will be locked out (or remain locked out) of eBudde™ after first ACH sweep if:
 - ▶ They have not submitted their banking information,
 - ▶ They return NSF in the first sweep,
 - ▶ Or if their sweep returns because of invalid account information.
 - ▶ Troops and all their authorized eBudde™ users will be reinstated in eBudde™ if they make a payment equal to the February 13 sweep or a follow up sweep two weeks later is successful.

Troop Monies

- Council will roll over banking information from last year. However, troop information changes frequently and we must have the most current bank information in the system prior to the ACH sweep. No exceptions! Please use the online ACH form found at girlscoutsgcnwi.org/cookie-resources.

Collection and Delinquency Issues

- ▶ Troops should never pay for a Girl Scout's delinquency; service units should never pay for a troop delinquency.
- ▶ If a Girl Scout has placed an initial order but has not paid the troop for that order, additional cookies should not be given to that Girl Scout until the initial order is paid. If a troop gives additional cookies to that specific Girl Scout before the initial order has been paid for, the council will not accept an IC form for that Girl Scout's open cookie balance.
- ▶ Troops may not submit another IC form for a Girl Scout's open cookie balance if that Girl Scout was reported as delinquent in previous year.
- ▶ IC forms for Girl Scout delinquencies and ACH adjustment forms must be submitted by March 11, 2026.
- ▶ In the event that a volunteer has a bad debt, the council will attempt to make contact three times. After three attempts have been made, the volunteer will be sent to collections and released from their volunteer position. In the best interest of our Girl Scouts, volunteers and the council at-large, Girl Scouts GCNWI reserves the right to prosecute if the troop has an unpaid balance.
- ▶ Troops or parents that have a balance with the council will be sent to collections after June 1, 2026. No payment plan will be offered.

Returned Checks

- ▶ Troops will be reimbursed for customer NSF check charges only; bank charges to the troop due to lack of funds in the troop account when payment is due will not be refunded. Troops must fill out and submit a Returned Check Fee Reimbursement Request Form within seven days of receipt. The form can be found at girlscoutsgcnwi.org/cookie-resources.



Wrapping Up the Cookie Program

If you've kept up with everything, wrapping up the cookie program should be easy. Refer to this list that outlines all the steps required to finish the season.

- ▶ Confirm all cookies received (from cookie cupboard or troop-to-troop transfers) are accurately posted to your troop account.
- ▶ Allocate packages on the **GIRL ORDERS** tab to make sure that every package is allocated to a Girl Scout. Even if your troop is opting out of rewards, this is essential to ensuring every Girl Scout earns the right "Number Rocker" patch.
- ▶ Make sure all Girl-Delivered orders have been filled from your troop extras or through cupboard orders.
- ▶ Gift of Caring sales from individual orders and booth sites need to be accounted for on the **GIRL ORDERS** tab. These sales affect GOC Rewards and girls' overall sales totals. Record and allocate all GOC sales to the girl level.
- ▶ Record all girl payments on the **GIRL ORDERS** tab. Stay ahead of this and record every payment as you receive it.
- ▶ **The final opportunity for Junior, Cadette, Senior, and Ambassador troops to opt out of rewards is March 11, at 7:00 PM CST.** You can opt out in the **SETTINGS** tab.
- ▶ Submit all rewards by March 11 (11:59 PM CST).
- ▶ Please note: Troops with an average of 225 packages-per-girl must communicate with Girl Scouts' families about t-shirt sizes and selections. This is extremely important—no extra sizes are available as we order based solely on eBudde™ selections. Up to two t-shirts may be ordered for troop volunteers (sizes required).
- ▶ Keep a print and downloaded copy of your sales report, found on the **SALES REPORT** tab. This is necessary when completing your end of year troop financial reports.
- ▶ Rewards typically arrive to the SUCM in May/June for distribution to troops. Pick up and distribute rewards to your Girl Scouts promptly once they arrive.
- ▶ Congratulations to your Girl Scouts is in order! Plan a celebration for all of the hard work you and your Girl Scouts put into our cookie program.





BRAVE.
FIERCE.
FUN!

girl scouts 
of greater chicago
and northwest
indiana