

**Brave.
Fierce.
Fun!**

girl scouts
of greater chicago
and northwest
indiana

Girl Scout Cookie Program 2026



Service Unit Cookie Manager

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



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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:



Welcome!

Dear Service Unit Cookie Manager,

Welcome to the 2026 Girl Scout Cookie Program!

You've just joined an incredible sisterhood that's shaping the next generation of leaders, one cookie box at a time. Every Girl Scout in your service unit is building real-world business skills, confidence, and connections that will last a lifetime – and you're the powerhouse making it all possible.

Thank you for stepping up. Volunteers like you are the reason our girls don't just dream about their futures – they actively build them. Your willingness to take on this vital role creates ripple effects that extend far beyond cookie sales, opening doors to opportunities that will shape these young entrepreneurs for years to come.

Ready to Launch Something Amazing?

Mark your calendar: December 12, 2025 – that's when we officially launch our nation's largest girl-led business program! Your service unit will be supporting some of the youngest female entrepreneurs in the country as they make real contributions to their communities while developing the leadership skills our world needs.

Your Success Toolkit

This guide is your command center for everything Cookie Program. Think of it as your go-to resource for GCNWI policies, procedures, and insider tips that will help your service unit thrive. Combined with the Cookie Program Troop Manager Guide and Family Newsletter, you'll have everything needed to train, coach, and champion your troops to success.

Need backup? Our Product Program Team is always in your corner. Check the council website, dive into program communications, and never hesitate to reach out when you need support.

You Make the Magic Happen

Every box sold, every skill learned, every confidence boost – it all starts with dedicated leaders like you. Thank you for believing in our girls and for the countless ways you'll make this program extraordinary.

We've got your back every step of the way!

Your Product Program Team

**BRAVE.
FIERCE. FUN!**

What's New in 2026

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.

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.

It's back! Troops that had a 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.

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.

Service Unit Incentive

- ▶ Service units that reach 100% of their 2026 cookie goal will receive \$0.12 per case for every cookie case sold.
- ▶ Service units that reach 105% of their 2026 cookie goal will earn \$0.25 per case of cookies sold.
- ▶ 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.



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.
U D



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.
U D



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe **\$ 6**
Approximately 38 cookies per 9 oz. pkg.
U D



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

Oatmeal sandwich cookies with peanut butter filling **\$ 6**
Approximately 20 cookies per 8 oz. pkg.
U D



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes **\$ 6**
Approximately 15 cookies per 7.5 oz. pkg.
U D



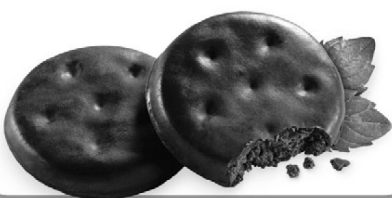
Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating **\$ 6**
Approximately 15 cookies per 6.5 oz. pkg.
U D



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint **\$ 6**
Approximately 30 cookies per 9 oz. pkg.
U



Exploremores™ • Real Cocoa NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème **\$ 6**
Approximately 18 cookies per 7.9 oz. pkg.
U D



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits **\$ 6**
Approximately 14 cookies per 6.7 oz. pkg.
U D



Cookie Program At-a-Glance

Our cookie program is truly special—it carries generations of support and creates incredible opportunities to teach girls about entrepreneurship. I often wonder if our sister Girl Scouts, when they baked and sold that very first Girl Scout cookie generations ago, realized they were building a foundation that no other organization has today. Thank you for being part of this amazing legacy! We couldn't do this without you.



Register for all training webinars
by scanning this QR code.

Watch eBudde™ training videos
by scanning this QR code.



OCTOBER – NOVEMBER

- Service unit cookie managers will receive a box of cookies for each troop from the bakery (**week of October 14**)
- Service unit cookie managers will also receive a training kit including the Service Unit Cookie Guide, Service Unit Cookie Goal, etc., from the council (**week of October 20**)
- Troops will receive cookie paperwork (**November**)
- Train troop cookie managers (TCMs) and encourage them to inform families and have Girl Scouts set challenging yet achievable goals (**November/December**)
- Seek out potential cookie booth council sites and submit to the council to upload into eBudde™ (**November/December**)
- **November 1:** Service Unit Delivery Station Request Form due

DECEMBER

- Loop Site Guidelines available on the cookie resource page (**December**).
- **December 1:** ACH Authorization Form due from troops. *If the troop completed an ACH form for the 2025 Fall Product Program or the 2025 Cookie Program, they 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 6:** SUCM access eBudde™ to verify troops and that troops have an ACH form on file.

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!
- **January 4:** Council Booth Site Sales sign up begins at 7:00 PM CST (troops can register for two time slots only).
- **January 6:** eBudde™ Overview for 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 through January 12 at 11:59 PM.
- 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.

Cookie Program At-a-Glance— continued

- **January 13-14:** Open mic day, 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 period must be placed and approved by the parent by 11:59 PM CST to be included in the initial order.
- **January 14:** Troops submit initial cookie order and initial reward order due in eBudde™ (11:59 PM CST).
- **January 15:** SUCM reviews troop orders in eBudde™ and assists troops that missed the January 14 deadline.
- **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. (Council will update you with your delivery 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.
- **January 26:** 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™.
- **March 13:** ACH Sweep Two (100% of remaining balance due).
- **March 24:** Loop Site day one.
- **March 26:** Loop Site day two.

APRIL

- **April 1:** Loop Site day three.

MAY/JUNE

Rewards delivered to SU. Keep track of any missing or damaged items from your reward shipment and report those items to the council within two weeks of delivery.

Getting Started

Program Materials

When materials arrive (early November):

- ▶ You'll receive SUCM program materials from Little Brownie Bakers
- ▶ Troop leaders receive their own troop materials package in the mail

What each troop gets:

- ▶ Troop Cookie Manager Guide
- ▶ Program materials for every Girl Scout in their troop

What each Girl Scout receives:

- ▶ Girl Money Envelope
- ▶ Goal Getter Card
- ▶ Girl Order Card
- ▶ Family Newsletter

Need extra materials? Find additional resources at:

- ▶ Council Gathering Places
- ▶ Council website
- ▶ Little Brownie Baker website

Using eBudde

Your digital command center eBudde is the cookie program's backbone - it connects troops, service units, councils, and Little Brownie Bakers to keep everything running smoothly. Think of it as your cookie volunteer best friend that handles orders and communication.

Training Your Troop Cookie Managers

Your key responsibility as SUCM Training TCMs sets everyone up for success. Here's how to make it effective:

Best practices:

- ▶ Recruit experienced TCMs to co-present - different voices help new volunteers learn
- ▶ Use the guide as your foundation, but don't just read from it
- ▶ Make it interactive and conversational
- ▶ Leave plenty of time for questions and discussion
- ▶ Remember: Well-informed TCMs = prepared families = smooth program for everyone

Training tip:

The better prepared your TCMs are, the easier your season will be!

See the sample meeting agenda on the next page to structure your training session.

Getting Started: Sample Agenda

Before Training

- ▶ Check materials inventory
- ▶ Get troop roster (December)
- ▶ Confirm TCMs are registered
- ▶ Send training invite request

Program Overview

- ▶ What is the Cookie Program and why it matters
- ▶ The 5 Skills and Financial Literacy development
- ▶ Cookie varieties and pricing

Goal Setting & Success Strategies

Setting Up for Success

- ▶ Share service unit goals
- ▶ Guide troops in setting realistic troop goals
- ▶ Secrets to success from experienced volunteers

What's New in 2026

- ▶ Program highlights and changes to know about

Preparing Your Troop

- ▶ Girl and parent training essentials
- ▶ Safety protocols and guidelines

Technology & Resources

Digital Tools

- ▶ Cookie Program resources and technology overview
- ▶ Digital Cookie® platform - number 1 tool Girl Scouts use to reach their cookie goals
- ▶ Girl delivery and initial parent order entry

eBudde™ System Training

- ▶ Share date for council eBudde training
- ▶ Discuss the functionality of eBudde and how it's a great tool for the troop leader to use to manage the troop's cookie program.

Sales Operations

Cookie Distribution

- ▶ Preparing for delivery day
- ▶ Cookie Cupboard schedules and ordering process
- ▶ Returns and exchanges procedures
- ▶ Goal Getter Program details

Booth Sales

- ▶ What makes a successful cookie booth
- ▶ Using the Booth Scheduler system
- ▶ Appearance and conduct standards

Financial Management

Money Matters

- ▶ Handling girl and troop money safely
- ▶ Payment processing and procedures

Program Close-Out

- ▶ Closing the cookie season procedures
- ▶ Final steps and celebrations

Wrap-Up

Q&A and next steps

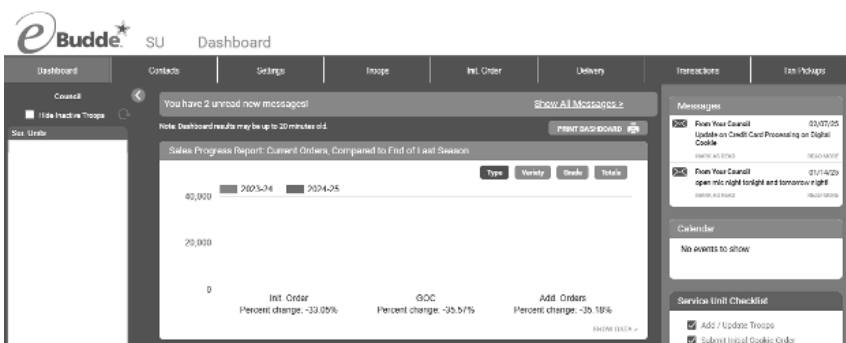
This training covers the essential elements that make up a successful cookie season. Use this as your guide, but feel free to adjust timing based on your group's needs and questions!

eBudde

Once you receive an email invitation, click the link to take you to your Cookie Tech Portal set up. Make sure your information is correct. If you forgot your password, use the Forgot Password button to reset it.

eBudde has a mobile app too!

The eBudde App allows you to do many of the functions that you can do on the eBudde desktop version.



Tab	Dashboard
Dashboard	The dashboard shows messages from your council staff. It also will show you the current status of troop cookie orders, reward orders and financials. The calendar will show dates for the current sale. These dates will include eBudde™ deadline dates and council specific dates. The service unit checklist will include eBudde™ items and council-specific items. Your eBudde™ shows you if there are any pending troop booth requests as well as graphs on orders, goals and per girl averages. All are printable using the Print Dashboard button.
Contacts	Here you view Service Unit users' names, personal information and email addresses. —You can email your troops by clicking the E-mail Branch button. The system will display a screen with instructions and email limitations. Emails that you send through eBudde will be sent to your troop contact's regular email box. TCMs cannot reply to email in eBudde so be sure to identify yourself in your message and how folks can get in touch with you. You can actually select what troops and/or users you want to receive the message. NOTE: If you add attachments, eBudde will not send them via email. eBudde will upload your attachments and send a link to the attachments via email to your selection. The links will be active for 45 days from date sent. To ensure that your recipients receive this email, ask them to specify in their email system to allow the following email address as an allowable sender: do_not_reply@littlebrowniebakers.com.
Settings	Sale data points show the previous year's sales and SU Growth Incentive Goal. We strongly suggest ALL users receive email but if volunteers choose to unsubscribe, we must, legally, respect that choice.
Troops	Here you can Un-submit Initial Cookie Orders - either all or by troop to allow troops to correct errors so they can resubmit prior to the troop deadline. You can also un-submit Final Reward Orders if necessary to allow troops to adjust cookies assigned to girls which is the only way to change reward orders. NOTE: Once orders have been submitted by Council to the bakery, these buttons will be removed.
Initial Order	Submit SU Initial Order.
Delivery	Check delivery details here.
Transactions	Do not add any transactions. Only troops have transactions.
Payments	You can view all payments for all troops in your service unit.
Rewards	Submit Final Reward order to the council.
Reports	Run reports for your troops

Digital Cookie

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 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.

Initial Order Phase

Submitting SU Initial Order

Service Units assist troops in submitting their initial orders. Your dashboard in eBudde will let you monitor troop submission. The troops should also be submitting the initial reward order only as well as the initial cookie order.

Remind the troops that once cookies are ordered they become the troop's responsibility. Cookies must be picked up at delivery and may **NOT BE RETURNED**.

This would also be a good time to remind troops to double check their proceeds plan.

- Girls who are close to the Girl Initial Order Rewards level. Let the troop/family know so they may order more cookies as needed. Always keep an email trail for future reference.
- ▶ Submit the Service Unit Initial order on the **INIT ORDER** tab ("Submit Order" at top left). Once you have submitted your initial cookie order you cannot change the order. If you have a problem, contact Product Program, who will have a little wiggle room to make last-minute corrections.

Checking Orders

- ▶ Review the **SU INITIAL ORDER** tab to ensure all troops have submitted. This is where you verify the cookie orders by troops and ensure you have an order from each participating troop. Those that have not yet submitted will be designated by an * (asterisk).
- ▶ Unsubmit as needed if there are additional orders or changes needed.
- ▶ Review each troop's initial order for:
 - Parent Initial Orders (PIO) that have not been approved.
 - Obvious mistakes in orders like extremely HIGH orders. We want troops to set goals as big as their dreams but they should be realistic.
 - Orders that have totally even varieties are a red flag!

Submitting SU Initial Order Rewards

Rewards are set to automatically load cumulative rewards based on individual orders. Once your initial order has been submitted, you will be able to view the Initial Reward Order on the **REWARDS** tab.

- ▶ Fill in the name and address of the person who will receive the Service Unit rewards at the end of the program. You will need to have a Shipping Address to submit the order. Please be sure it is correct. Rewards cannot be sent to P.O. Boxes.
- ▶ Submit the Service Unit initial rewards on the **REWARDS** tab.



Cookie Delivery

Cookie delivery will take place **January 22–February 1**. The product program team will contact you to confirm your delivery location, date and time. If you have a service unit delivery coordinator, they will manage this process. Do not begin scheduling troops until your delivery time is confirmed by the delivery agent. This will be at least seven days before delivery.

Initial Order Distribution – Delivery Station

Service Unit Delivery Stations are staffed and coordinated by the service unit cookie manager.

Before any troops receive cookies, you should plan to get organized ahead of time.

- ▶ Secure a location large enough to handle the anticipated flow of traffic. Last year's location may be ideal; however, you may need to update the plan over time.
- ▶ Submit an electronic delivery station request form by November 1.
- ▶ Recruit volunteers or troops to help with delivery. This is hard work, so schedule three to five volunteers for every 1,000 cases to be processed.
- ▶ Coordinate volunteers to help sort orders, check in troops as they arrive and verify orders with them.
- ▶ Be on time for your service unit delivery.
- ▶ Allow for one hour between delivery and the first troop pickups so that you have the time to count your service unit total cases, organize your volunteers and break down pallets for easy moving.
- ▶ When product is delivered, count and recount the number of cases by variety.
- ▶ Quantities must be verified and signed for before the delivery truck driver departs from your location. If there is a shortage, the delivery agent may have extras on the truck. Document variances and have the delivery truck driver acknowledge it.
- ▶ Once the order is signed for and the truck leaves, corrections cannot be made, so make sure discrepancies are noted. Take the time if needed to ensure accuracy.
- ▶ If the discrepancy cannot be corrected at the time of delivery, it's important to document your discrepancy on the delivery receipt. In most cases the delivery agent will be responsible for fixing the problem. Contact Sheri Lambert with any delivery issues.
- ▶ During delivery, you may find damaged cases. Notify the delivery agent immediately so that you may exchange those cases. In most cases, there will be extras on the truck to replace damages. If not, gathering place cookie cupboards will be able to replace the damaged item.
- ▶ Do not distribute to troops until the entire order is unloaded and counted.

- ▶ Utilize eBudde™ to create an initial order pick-up schedule. Troops can choose a pick-up time from your range of times, or you may assign times based on order size (consider staggering large orders).
- ▶ Using the Initial Order tab in eBudde, use the Troop Sales Summary to prepare quick-pick sheets (bubble sheets) and/or receipts for each troop prior to delivery. These forms are available for download at girlscoutsgcnwi.org/cookie-resources or at any gathering place.
- ▶ Remember, gift of caring packages are not included in troop cookies at delivery.
- ▶ **During the actual distribution process, there are several key reminders that can prevent any hiccups:**
 - Carry a fully charged cell phone with you for volunteers to contact you. Be sure to have their cell phone numbers with you and they have yours. Last-minute changes to the schedule can be facilitated if you have ready communication to your troops.
 - Remind troops of the importance of timeliness. At your discretion, late troops will be accommodated when possible or at the end of day.
 - When troops pick up their orders, the number of cases by variety must be counted again and verified. Signatures must be obtained for all troop pickups! Make sure that each troop's representative understands the importance of counting and verifying their quantities. Once cookies are counted and signed for, the signer is responsible for accuracy. Discrepancies cannot be corrected.
 - Do not store product in a car, direct sunlight, a garage, on a cement floor, porch, patio, or in any warm place. Remember, you are responsible for this product until it is officially transferred to a troop.

Instructions to TCMs for both Delivery Station and Drive Thru Methods

- ▶ Bring a printout of the troop order to verify case counts.
- ▶ Bring enough vehicles to accommodate the entire order in one trip.
- ▶ Please be on time.
- ▶ Check in with the delivery station manager/coordinator.
- ▶ Check the product count as it is being loaded into your vehicle and verify the order again at home immediately before distribution to the girls.
 - A receipt must be signed by the TCM and SUCM any time money and product are exchanged. Once signed, discrepancies cannot be corrected.
 - Damaged product will be replaced. Troop orders will not be modified.
 - Prepare all girl product orders before families arrive for pick up.

Drive-Thru Method

For a service unit to qualify for a drive-thru method, a minimum of three service units must use the same location. Less than three service units may have a drive-through delivery IF their service unit order fills a trailer at one location (3,000 case minimum).

SUCMs will receive location and delivery time frame confirmation from the council. Each service unit will receive a specific time frame for troop pickup.

Before delivery day:

- ▶ Log in to eBudde™.
- ▶ Print the troop sales summary report found on the **REPORTS** tab.
- ▶ Use the summary report to prepare a picking ticket for each troop.
- ▶ Assign troops delivery times or have troops sign-up in eBudde™.
- ▶ Recruit volunteers (minimum of ten over the age of 13) to help during the service unit delivery time frame.

On delivery day:

- ▶ Check in troops as they arrive.
- ▶ Tape the picking ticket to the vehicle window so that the volunteers at the trailer can see it easily. Service unit volunteers load the correct number of cases into the vehicles according to the picking ticket.
- ▶ Make sure that an accurate count is made before signing the delivery receipt.
- ▶ A receipt must be signed by the SUCM and the TCM before the troop leaves the delivery site. Once the order is signed for, corrections cannot be made. Make sure all discrepancies are noted. Ask troops to have their vehicles pull over and take as long as needed to ensure accuracy.
- ▶ Clean up the area for the next service unit delivery. Remove all trash and recycling.
- ▶ Report delivery discrepancies to your product program manager no later than two business days after delivery; discrepancies reported after two business days will not be honored.

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



Booth Sites

How it Works

Cookie booth sites are girl-operated opportunities for customers to purchase cookies from troops. All Girl Scout levels may participate in booth sites and will gain valuable experiences during the process.

Cookie booth site sales provide Girl Scouts opportunities to develop The 5 Skills, such as people skills, when they directly interact with customers, and money management when they collect payments and make change. Booth site sales also help girls reach their goals, so we encourage them to consider participation in cookie booth sites as part of their cookie program.

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 is representing Girl Scouts of Greater Chicago and Northwest Indiana, and everyone must always display proper manners and exceptional behavior and follow all merchant rules and council guidelines. We should always respect authority, respect ourselves and others, and leave the booth site better than we found it.

SUM, SUCM, and SU Booth Coordinator Checklist

- ▶ Contact businesses and organizations within your service unit to obtain permission to schedule a booth site. Contact us at productprogram@girlscoutsgcnwi.org if you need a letter to send to businesses to request permission.
 - » Recruit volunteers to help secure booth site locations.
 - » Do not contact Walmart or Sams Club.
 - » Confirm your Jewel contact plan with council (whether you are contacting or if our council team is contacting).
- ▶ Familiarize yourself with the booth site sale and safety requirements for troops outlined in the TCM guide and Safety Activity Checkpoints.
- ▶ Submit booth locations using the booth scheduler spreadsheet to upload into eBudde™ at least one week prior to the first booth sign-up date.
- ▶ Keep a spreadsheet of all contacts made and include the business name, address, phone number, contact person, restrictions, certificate of insurance requirements, and notes.
- ▶ Continue to submit new locations/shifts to the product program team as they are secured until the end of the program.
- ▶ At your TCM training, explain the eBudde™ **BOOTH SALES** tab sign-up procedures and booth guidelines as outlined in the booth sites section of the TCM guide.
- ▶ During the booth period, reinforce booth etiquette, ensure troops are adhering to requests from businesses and following council guidelines.
- ▶ Approve or deny Troop Booth (formerly called My Sales) submissions from troops. Only approve those within your service unit. For those outside of your service unit, please 1) look in eBudde to make sure no one else has secured that location, 2) look in the Cookie Finder™ to make sure there aren't other Troop Booths already approved and 3) obtain permission from the local service unit. If you need assistance, contact the product program team.
- ▶ Understand how to distribute booth cookies in eBudde™ either through the **GIRL ORDERS** tab or using the distribute function on the **BOOTH SALES** tab.
- ▶ Assist with conflict resolution, helping troops to find new booths if they cannot continue at a location, etc.
- ▶ At the conclusion of booth site sale efforts, write thank-you letters to all host businesses. Girl Scouts can do this too!

Council Booth Sites

Large council booth sites are merchant locations where multiple selling opportunities are available for troops. Large council sites are secured by the SUCM with the assistance of other service unit volunteers.

Generally, booth sites are positioned in high-traffic locations such as local food chain and department stores. Troop managers and leaders may not contact large council sites.

All malls and Walmart locations in and around Greater Chicago and Northwest Indiana will be secured by the council product program team. Jewel-Osco locations will be secured in partnership with local service units as agreed

upon between the service unit and council. Troops should never approach malls, Jewel-Osco and Walmart locations.

As approvals are received for malls, Jewel-Osco and Walmart locations, they will be added to eBudde™.

After January 18, new council booth locations will be uploaded as received and will open on Wednesday and Sunday at 7:00pm through March 6. Exceptions may be made for time sensitive booth selections during active booth weekends in February and March (i.e., sudden approval on Thursday for the upcoming weekend).

Troop Booths

Troop Booths are merchant locations where a troop member may have a special connection to a site that is suitable for one troop and is NOT listed as a council booth site. Troops must use the Cookie Finder™ to determine if the site they are seeking has already been requested by another troop or is established as a council booth site. If the site is available, troops must obtain permission from the merchant first before requesting approval for the site in eBudde™.

Service unit volunteers are responsible for reviewing Troop Booths requests in eBudde™ and will approve or deny requests. Sites may be denied if they are deemed inappropriate for Girl Scouts, are already reserved by another troop, are established as a council booth site, or are a safety concern. Troop Booths may not be secured or entered in eBudde™ until January 25, 2026. SUCM will not receive a notification when sites are waiting for approval. Please check often.

Loop Site Days 2026

We're Lucky to Be in This Council!

We believe we're the only Girl Scout council in the country with a downtown that actively supports Girl Scouts during cookie season — and it's been a beloved tradition for more than 50 years! What a gift it is to have office and apartment buildings in downtown Chicago open their lobbies to our troops during spring break for cookie sales. These buildings see the value in our program and help provide a truly unique selling experience.

Mark Your Calendars: Loop Days for 2026

March 24, March 26, and April 1 (no foolin'!)

These "Loop Days" give Girl Scouts the chance to connect with a different audience — commuters, professionals, and curious passersby. Some ask the girls about their badges and journeys, while others even invite them back for behind-the-scenes business tours. The learning opportunities are endless!

Important Notes About Loop Sites

All Loop Sites are managed exclusively by the council. Troops may **not** set up their own booths within the Loop boundaries:

- Morgan Street (west)
- Lake Michigan (east)
- Pearson Street (north)
- Cermak Road (south)

- ▶ **Loop Sites require a serious commitment** from each troop, Girl Scout, and participating adult. These sites offer immeasurable benefits, but also demand full responsibility and preparation.

Know Someone in the Loop?

If you have a contact who owns or manages a building in the Loop, please connect with:

- ♦ Susan Rakis – srakis@girlscoutsgcnwi.org
- ♦ Vale de Leon – vdeleon@girlscoutsgcnwi.org

If a new building agrees to participate, your troop will be assigned there (provided it's not already part of the program).

Key Dates

- ▶ Loop Site Guidelines will be posted in December at: girlscoutsgcnwi.org/cookie-resources
- ▶ Online Loop Site Commitment Forms open at 12:00 a.m. (CST) on January 2, 2026 and close at 11:59 p.m. (CST) on January 5, 2026.

The **first 12 troops per Loop Day** to submit forms are guaranteed a building.

We typically secure 25–30 buildings per day, but only the first 12 are guaranteed spots. Others will be placed on a **waiting list** and assigned as new buildings confirm.

Booth Site Script

Please use this script as a guide. Change it to fit your personality and the facility you are calling.

1. My name is _____ and I am calling on behalf of the Girl Scouts of Greater Chicago and Northwest Indiana's annual cookie program. In addition to our order taking, we would like to give Girl Scouts the opportunity to have a cookie booth to help them reach their troop's goal. Last year we had permission to (if you did have permission) sell cookies at your facility and would like to secure permission to sell again this year.

☐ YES ☐ NO (If NO, please politely ask the manager why and report it to productprogram@girlscoutsgcnwi.org.)

2. The dates we have selected for the booth sales are the weekends of:

January 30, 31, February 1 February 6, 7, 8 February 13, 14, 15
February 20, 21, 22 February 27, 28, March 1 March 6, 7, 8

We would like to schedule the booths in the following time slots:

Friday: 4:00–8:00 PM | **Saturday/Sunday:** 10:00 AM–1:00 PM | 1:00–4:00 PM | 4–7 PM

3. Would these days and times be good for you?

If these days and time slots do not work for you, is there an alternative?

Alternate days/time slots approved: _____

4. Will this be an inside or outside location? ☐ INSIDE ☐ OUTSIDE

If outside, may the Girl Scouts come inside to warm up if needed? ☐ YES ☐ NO

May the Girl Scouts use your restroom facilities? ☐ YES ☐ NO

5. Please describe where the booth would be located within the business (i.e. in the lobby, outside the east doors, near the check-out lanes, etc.):

6. May Girl Scouts display a poster a week prior to the sale? ☐ YES ☐ NO

If yes, where may they display it? Where: _____

7. May Girl Scouts display a poster during the sale? ☐ YES ☐ NO

If yes, where may they display it? Where: _____

8. Who should the troop contact when they arrive at your business?

Name: _____ Title: _____

Email Address: _____ Phone: _____

9. Please list requests/restrictions that should be considered in the space below (i.e. location of table):

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 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.

- ▶ 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 an 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.
- ▶ 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 the girl was reported as delinquent in previous year.
- ▶ IC forms for Girl Scout delinquencies and ACH adjustment forms must be submitted by March 11, 2026.

Collection and Delinquency Issues

- ▶ 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 of 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.

Final Rewards

eBudde Final Rewards order submission is due by SUCM March 11 at 11:59 PM

SU Final Rewards Order Submission

Use the same process as for the Initial Reward Order but under the Final option. Take time to ensure every troop has submitted an order (you can tell from your troops tab). Council is not responsible for supplying rewards for incorrect orders. You will not be able to submit your SU order until you have verified the Shipping Address for final reward order mailing. Rewards do not have to be shipped to you or your home address. They can go to whatever address you feel would be a safe place for lots of boxes to be dropped. You can expect shipments from Little Brownie.

Please note, rewards cannot be sent to P.O. Boxes.

Submit the Rewards Order

When you have finished reviewing all the troops' data, you must submit the service unit Rewards order.

From the service unit home page, click on the **REWARDS** tab.

- You may review the rewards order by clicking Review Rewards Order.
- Verify your service unit Rewards delivery address so we ship it to the right place.
- When you are sure that the rewards order is complete, click Submit Rewards Order.

Changes cannot be made once submitted.

When Rewards Arrive

- Locate the packing slip: The numbers on the packing slip should be the same as the numbers on your print-out that you ordered in eBudde.
- Check the order against the packing slip and verify quantity received before you divide up the rewards for each troop. Report any order shortages or overages to Product Program within two weeks of receipt. They will need to know the quantity you ordered, quantity you received; the quantity shipped according to the packing slip.
- After you verify you have received a complete order, separate rewards by troop based on the Final Troop Reward Order printed from eBudde.
- Be sure to pull out any items for delinquent accounts. Release those to troops or families only when you receive documentation that a debt has been paid.
- Contact your troops to pick up their rewards.
- Have troops verify items received at pick-up. Urge troops to get the rewards to the Girl Scouts ASAP.

Wrapping Up the Cookie Program

If you have 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.

- ▶ If a troop opts out of rewards, they must be Junior, Cadette, Senior or Ambassador level AND all girls must agree. Double-check the **SETTINGS** tab to verify the troop's eligibility. Multi-level troops should be reported as "Multi." If a majority of the girls are Junior or above, they can opt out like any older troop. Override any troop if they are not eligible based on their actual age level.
- ▶ Check the **GIRL ORDERS** tab for each troop to make sure all the packages have been allocated to the girls. Either "unsubmit" the troop to have them go back and complete it, or you can do it based on the troop leader's instructions. If the troop does not complete the allocations by the due date, the Service Unit Cookie Manager may allocate packages equally amongst the girls.
- ▶ Check the **Booth Recorder** on the **BOOTH SITES** tab to verify that troops tracked the sales.
- ▶ When troops transfer cookies to another troop, the transaction should be entered on the **TRANSACTIONS** tab ONLY by the troop transferring cookies OUT. Make sure there are no obvious duplicate troop-to-troop transactions that have caused the troop to be out of balance.
- ▶ Each troop must submit rewards on the **REWARDS** tab, even if they have opted out (they ONLY get patches and charms). Verify that all girl rewards have been selected so that you can **SUBMIT** the service unit's Reward Order.
- ▶ **PLEASE NOTE:** Troops with an average of 225 packages-per-girl must communicate with Girl Scouts' families to figure out what t-shirt size and selections should be ordered. This is extremely important, as there are no extras available because we only order sizes based on eBudde™ selections. Also, up to two t-shirts may be ordered for troop volunteers. Sizes are required at this time. We sincerely thank you for your help!
- ▶ Review balances due for each girl and contact troops that have parent outstanding balances. Remind troops to submit an ACH Adjustment form and Individual Collections form.
- ▶ Congratulations to your Girl Scouts is in order! Plan a celebration for all the hard work you and the Girl Scouts in your service unit put into our cookie program.



**BRAVE.
FIERCE. FUN!**

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



BRAVE.
FIERCE.
FUN!

girlscouts 
of greater chicago
and northwest
indiana