

A decorative border runs along the top and left side of the page. It features a series of bamboo stalks with green leaves, interspersed with small, stylized panda characters in various poses (climbing, sitting, eating) and brown bamboo seed pods.

First Year Cookie Manager Manual



Welcome to the exciting season of cookies! This manual is designed to help you maneuver through the cookie season with less stress and a better understanding of how the cookie program can help you and your Girl Scout Troop. We know that this time of the year can get confusing and stressful. You are given a lot of information and have a little amount of time to absorb it. Let us help. It is very important that you stay in constant communication with your Service Unit Cookie Manager (or SUCM). This person will be your point of contact and the person with the most information during the cookie season. Your SUCM is the person that connected with you regarding getting you your cookie materials and letting you know when the trainings would be for your Service Unit. Please make sure you make the time to attend a training. You will meet other Troop Leaders or Troop Cookie Managers that can help you throughout the cookie season. The SUCM will be giving you additional information that you will need throughout the season as well.

So let's get started.....

What is the Cookie Program? *The Girl Scout Cookie Program is the largest girl-led program in the world. This is an opportunity for the girls to grow and develop their entrepreneurial skills. They are building a small business starting as a Daisy Kindergartener and watching it grow and develop through their girl journey.*

How many cookie are there? *Currently the girls are selling 9 cookies, Adventurefuls, Lemon-ups, Trefoils, Do-si-Dos, Samoas, Tagalongs, Thin Mints, S'mores, and Toffee-Tastic.*

How long is the cookie program? *We typically ask you to place an initial order which is placed in the beginning of December. Then our official start date begins in January and runs through late March.*

How much do the cookies cost? *All our cookies are \$6.00 per package.*

EMBRACE POSSIBILITY

Cookie
Program
Theme

Cookie
Program
Mascot

Mei Lan
Chinese Panda





2024–2025 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
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
Approximately 12 cookies per 6.2 oz. pkg.
UD



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe
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
Approximately 20 cookies per 8 oz. pkg.
UD



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes
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
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
Approximately 30 cookies per 9 oz. pkg.
UD



Girl Scout S'mores® • Made with Natural Flavors • Real Cocoa

Graham sandwich cookies with chocolaty and marshmallowy flavored filling
Approximately 16 cookies per 8.5 oz. pkg.
UD
LAST CHANCE



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits
Approximately 14 cookies per 6.7 oz. pkg.
UD

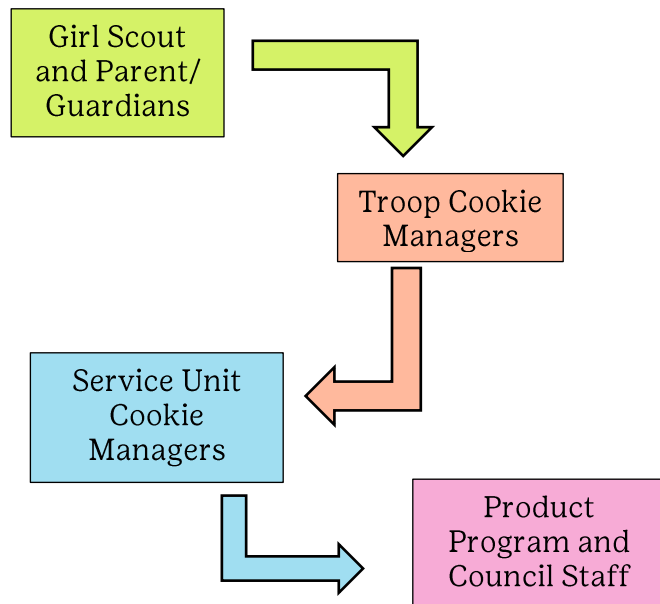


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ACCEPTED

Cookie Team Support: We are all working in support of one another during the busy cookie season. As the Troop Cookie Manager your main focus is to be the go-to person for girls, caregivers, and other volunteers. We know this can be a strenuous job. Please know that as shown below we are all here to support you and work together for a successful season.



Troop Cookie Managers

As a Troop Cookie Manager, you have the privilege of instilling passion and drive in girls so they can achieve their goals. You will help them develop an entrepreneurial mindset by giving them the materials and support they need to succeed. Your primary responsibilities are:

- ✓ Complete volunteer training (with your Service Unit Cookie Manager).
- ✓ Make sure all of your girls are in eBudde™, the online cookie management system.
- ✓ Distribute materials and support parents.
- ✓ Enter orders from girl order cards and keep eBudde up-to-date (either on the desktop version or the eBudde™ Troop App Plus)
- ✓ Pick up cookies and re-order as needed.
- ✓ Distribute cookies to girls/parents. Do not give more cookies to parents that have not handed in money for cookies already taken.
- ✓ Enter and distribute girl rewards.

Holyoke Leadership Center
301 Kelly Way
Holyoke, MA 01040
413-584-2602

Worcester Leadership Center
115 Century Drive
Worcester, MA 01606
508-365-0115

Who do I contact and who can help?



Troop Leaders

- **Have cookie questions?** Contact your **Service Unit Cookie Manager** or Volunteer Support Specialist (only if they are filling in as the Service Unit Cookie Manager) this is the person that should have done your cookie trainings and given you the materials for your troop.
- **Have general cookie questions** and cannot get ahold of your SUCM? Contact our Information and Referral Team at info@gscwm.org
- **Specific ACH & Finance Questions?** Contact our Finance Team at 508-365-0115.
- **Specific Cookie Cupboard Questions?** Call Cookie Cupboard Managers directly (a list of cupboard managers will be sent out and will be listed on our website)

Important Dates for 2024-2025 Season



Troop Order due	12/4/2024	eBudde	By 11:59 PM
Order Card Order taking begins	12/11/2024	order cards	12:00 AM
Digital Order Card taking begins	12/11/2024	Digital Order Card Platform	12:00 AM
Booth Scheduler opens	1/10/2025	eBudde	7:00 PM
Council Big Cookie Drop Day	1/11/2025		appt only
COOKIE PROGRAM BEGINS	1/17/2025	whole council	12:00 AM
email to troops w/ 1 st ACH goes out	2/6/2025	contacts in eBudde	N/A
final day to inform GSCWM of insufficient funds	2/10/2025	contact our Finance Dept	9:00 AM – 5:00 PM
1 st ACH withdrawal 40% of the balance due to council	2/13/2025	Sales Report in eBudde	N/A
Opt-Out Form due to council	2/14/2025	email to prodprograms@gscwm.org	N/A
last day to return cookies	2/20/2025	qualifying troops only	appt only
email to troops w/ 2 nd ACH goes out	2/25/2025	contacts in eBudde	N/A
final day to inform GSCWM of insufficient funds	2/28/2025	contact our Finance Dept	9:00 AM – 5:00 PM
2 nd ACH withdrawal 50% of the balance due to council	3/6/2025	Sales Report in eBudde	N/A
final day to make any exchanges with the cupboards	3/6/2025	all cupboards	N/A
COOKIE PROGRAM ENDS	3/16/2025	whole council	11:59 PM
Digital Order Card platform ends	3/16/2025	whole council	11:59 PM
troops Girl Rewards due	3/18/2025	eBudde	11:59 PM
SUCM confirms & submits rewards	3/20/2025	eBudde	11:59 PM
email to troops w/ final ACH goes out	3/21/2025	contacts in eBudde	N/A
final day to inform GSCWM of insufficient funds	3/25/2025	contact our Finance Dept	9:00 AM – 5:00 PM
Final ACH withdrawal	3/27/2025	Sales Report in eBudde	N/A
Rewards shipped (month of)	Month of May	Service Unit Cookie Manager	N/A

Initial Order and Order Taking



Initial Order: At the beginning of December we ask that each troop place some sort of initial order. For a first year troop there is no history to go by when placing your order. However we do have resources to help.

1. Your Service Unit Cookie Manager will have a wealth of knowledge and information on what flavors and quantities sell the best in your area.
2. We offer a bonus opportunity to those troops who order 125 packages per registered girl in their troop.
3. If you did inherit your troop from another leader then you will have access in eBudde on what the troop ordered previously.

If you are not comfortable pre-ordering high quantities we totally understand. You can always order less than that 125 bonus opportunity number. We just ask that you order some sort of initial order so that we can have cookies to your troop guaranteed come January.

(Suggested Initial order for a Troop of 10)

Adventurefuls: 8 cases (96 packages)
Lemon-Ups: 7 cases (84 packages)
Trefoils: 5 cases (60 packages)
Do-si-dos: 10 cases (120 packages)
Samoas: 20 cases (240 packages)

Tagalongs: 10 cases (120 packages)
Thin Mints: 20 cases (240 packages)
Girl Scout S'mores: 3 cases (36 packages)
Toffee-Tastic: 3 cases (36 packages)

Order Card taking: Order Card taking is an easy way for your troop members to participate and reach out to a variety of different people. Typically this is for friends, family, co-workers, neighbors etc. Around the time in which holidays are celebrated is when you tend to see your family and friends the most. Having the order card gives you a chance to present the cookie options and prices, then you can take the order right on the order card. Or you can guide them to the online store platform that you can set up so that they are able to pay with a credit card. The physical cookies will not arrive until January so please make sure you are letting your customer know that delivery will not occur until then. If they choose to pay up front and give your troop member the cash please make sure it is kept in a safe location and given to you the Leader as soon as possible at your next collection date or troop meeting.

When bringing the order card into the workplace we understand that your Girl Scout might not be able to accompany the card. If this is the case be sure to include a handwritten letter, picture or a short video that can go along with the card asking the customer if they would like to purchase cookies. This is a huge part of learning the five skills and having it be very clear that the **GIRL SCOUT** is selling the cookies and not their adult. Parents/Guardians tend to be very excited to help and we definitely encourage that. They just need to be careful not to take over for their Girl Scout.

Going door to door in your neighborhood is a fabulous way to get orders. Please make sure safety guidelines are being met. The physical cookies will not arrive until January so please make sure you are letting your customer know that delivery will not occur until then. If they choose to pay up front and give your troop member the cash please make sure it is kept in a safe location and given to you the Leader as soon as possible at your next collection date or troop meeting.

Troop Bonus Opportunities & Proceeds



All troops earn **\$0.75** cents per package sold.

Troops then have the opportunity to increase their proceed amount and earn up to **\$1.05** for each package sold. You may be asking.....*How?*

Initial Order Commitment Bonus: For troops who place an initial order commitment in the eBudde (Little Brownie Bakers' cookie ordering and sales tool) system of 125 packages per girl registered in the troop, the troop will earn an extra **\$0.10/package** on all cookies they sell for the 2024/25 cookie program. In order to receive this higher proceed amount troops cannot return any cookies throughout the entire program. You will be able to exchange varieties based on availability by March 6, 2025. The bonus amount will be reflected as a "tiered proceed" shown in the eBudde systems Sales Report tab.

Cookie

Pkg price: 6.00 Case price: 72.00 Pkgs sold: 1595
Trp Proceeds Rate: 0.750 No Reward Proceeds: 0.000
Tiered Rate: 0.100 Tiered Proceeds: 159.50
Generic Proceeds 1 (Fall Product Program Bonus) : 0.1
yes
Generic Proceeds 2 (Membership Bonus) : 0.03 no
Girl Init. Pkgs: 0
Booth Init. Pkgs: 0
Init. Charity Pkgs: 0

Fall Product Program PGA Bonus: For troops who have a per/girl average in the Fall Product Program of \$300 or more- those troops qualified for a troop bonus of **\$0.10/packages** on all cookies sold. This will be entered into eBudde and will add to your proceed amount shown on the Sales Report tab. This bonus needs to be manually entered into the system by council. Please give us until the end of February to have it appear on your sales report.

Cookie

Pkg price: 6.00 Case price: 72.00 Pkgs sold: 1595
Trp Proceeds Rate: 0.750 No Reward Proceeds: 0.000
Tiered Rate: 0.100 Tiered Proceeds: 159.50
Generic Proceeds 1 (Fall Product Program Bonus) : 0.1
yes
Generic Proceeds 2 (Membership Bonus) : 0.03 no
Girl Init. Pkgs: 0
Booth Init. Pkgs: 0
Init. Charity Pkgs: 0

Opt-Out: For Junior, Cadette, Senior or Ambassador Troops who choose to "opt-out" of receiving the girl rewards and cookie credits, those troops will receive an additional **\$0.10/packages** on all cookies sold.

NOTE: The decision to opt-out of receiving the cookie rewards must be a girl decision. The troop needs to hold a meeting to discuss if the girls want to do this and **WHY** they want to do this- there must be a plan for the money. The troop will also have a parent/guardian meeting to discuss the girls' decision. An opt-out form must be signed by each parent, regardless of age of the girl, and submitted to GSCWM by February 14, 2025. An email from the parent/guardian may be used for a substitution if you are unable to get a signature.

Cookie

Pkg price: 6.00 Case price: 72.00 Pkgs sold: 1595
Trp Proceeds Rate: 0.750 **No Reward Proceeds: 0.000**
Tiered Rate: 0.100 Tiered Proceeds: 159.50
Generic Proceeds 1 (Fall Product Program Bonus) : 0.1
yes
Generic Proceeds 2 (Membership Bonus) : 0.03 no
Girl Init. Pkgs: 0
Booth Init. Pkgs: 0
Init. Charity Pkgs: 0
Final ACH ACH: 0.0

Initial Order Deliveries



There are two ways that a Service Unit receives their initial order for troops to pick up.

Service Unit Direct Delivery:

- Cookies are delivered to a location secured by the Service Unit Cookie Manager (SUCM)
- SUCM connects with our warehouse to set up day and time
- SUCM separates the order into each troop's initial order
- Troops pick up their cookies during their scheduled time









Council Cookie Drop:

- Council secures drop locations
- Participating SUCM are sent a time in which they are to schedule their troops
- Troops arrive at scheduled times on January 11 to pick up their initial order

Tips to make both pickups smooth:

- Know exactly how many cases you ordered of each variety
- Arrive at your scheduled pickup time
- Make sure you have enough vehicles to load your order
- Make sure all vehicles arrive to pick up the order at the same time
- Make sure to fill out bubble sheets(if applicable) prior to pickup
- Follow pickup instructions as emailed by your SUCM

How many cases can my car carry?

Compact Car 23	Hatchback Car 30	Standard Auto 35
		
Sport Utility Vehicle 60	Station Wagon 75	Minivan 75
		
Pickup Truck 100	Cargo Van 200	
		


Do I need to keep my initial order cookies only for booths?

Initial Order cookies can be used for a number of things. They can be used for any cookie orders that have been taken from the December order taking start date. You can use those cookies to take to booth sales. Or you can use those cookies to divide to the girls to go out and sell in person.

What happens if I am unable to pick up my initial order from the council drop?

You will want to try to make sure you are available on that particular date in January to get your initial order. If you are unable to then speak with the people in your troop and see if there is someone who can pick up the order for your troop.

How to place an initial order in eBudde by the due date of **December 4, 2024**

1. Go to the cookie website www.ebudde.littlebrownie.com.
2. Enter in your email address and password. (Troops contact information is entered into the system by the Service Unit Cookie Manager)
3. Go to the tab that says Init. Order and select it. 
4. You will most likely see girl's names listed. Please ignore them and scroll until you see the line listed as Other or Booth.
5. If you participated in the program last year you should see the initial order you placed last year on one of those lines.
6. Select either Other or Booth line.
7. A new page will pop up and that is the location you will put your initial order in packages.
8. The system rounds up to the next case. There are 12 packages in a case.
9. Best advice is to order in amounts of 12. ie....12, 24, 36, 48, 60, 72, 84, 96, 108
10. Once you finish with your order select save.

Troop Initial Order

[illegible]

GSCWM Cookie Cupboards



What is a Cookie Cupboard?

Once you have placed your initial order into the eBudde you can start to take your order card out to family, friends, neighbors, etc. beginning on December 11, 2024. You might find that come January when our program officially begins with cookies in hand, that you have sold all the cookies from your initial order. Don't panic! We have several cupboards placed around our council that are like mini cookie warehouses. They house extra stock that you can place an order for and be able to pick up later in that week.

Here's how the Cookie Cupboard operates

Our cupboards are set up by appointment only. The Troop Cookie Manager or the Troop Leader will go into eBudde and place an order setting up an appointment for later in the week. We are currently confirming our volunteer run cupboards which are in addition to our council run cupboards at our leadership centers in Holyoke and Worcester as well as our cupboard at the Lee Outlets. Please remember that most of these cupboards with the exception of our council cupboards are run by volunteers from your area. If our volunteers are not comfortable with running their cupboards due to poor interactions with other volunteers then we will have fewer locations. Please keep that in mind when placing an order for pickup at the cupboards. **All orders must be placed by Sunday evening at 11:59 pm in order to be eligible for cookie pickup Wednesday, Thursday, or Friday of that same upcoming week.** We do live in New England so please keep in mind that our deliveries could be delayed due to weather. However, we work very hard with our delivery agents to make sure that our cupboards are supplied with the cookies that they need in the time that they need them. As we get closer to the end of the cookie program we are transferring cookies from cupboard to cupboard which could impact quantity and variety of cookies available. We will require you to sign up for a pick up time and day. Your order needs to be picked up during that time. You will need to show up at your scheduled appointment time. No earlier and no later. If you need to make a change to that appointment then please contact us.

Orders placed at the cupboards can be done in packages or cases.


The only time you are ordering in full cases is for the initial order.

Due to the high volume of orders that are placed in the council cupboards we are unable to send out confirmations that your order is ready for pickup. Things to keep in mind....

- If you placed an order in eBudde by 11:59pm on Sunday evening then it should be ready for your scheduled appointment.
- If there is a delay then we will send out a mass email letting you know the delay.
- When you put your order into eBudde try to exit out and re-sign into the system. Double check that your order is showing. If it is not showing then something happened and it was not placed correctly or saved. That means we do not have your order and you will need to place it again.
- You have until 11:59pm on Sunday to compile your orders into one complete order. When multiple orders are placed into eBudde then we find many orders are forgotten or not completely picked up because the pickup person was not aware of multiple orders.
- Plan your pickup accordingly so that it can be done all in one pickup. Orders that are partially picked up or picked up in multiple trips can cause confusions and unnecessary errors.

How to enter a cupboard order

Sign into the eBudde system and select the transaction tab. Then go over and select +Add

Troop 12345 

Settings | Girls | Init. Order | Delivery | Girl Orders | **Transactions** | Cookie Exch | Txn Pickups | Rewards | Booth Sales | Payments | Sales Report | Reports | Help Center

Transactions

☒ Exp. Doc Orders ☐ View Info Pending

No transactions match your view choice above.

Choose 'All' to see all of your transactions.

+Add

Add Transaction

Cancel

Save

4

Time & Place

Date: 08/18/2023 Receipt: 9IT000 #

☒ Normal ☐ Booth ☐ Adjustment ☐ Return

☐ Troop ☐ Service Unit ☒ Cupboard

Holyoke Cupboard (3)

Select Location

Holyoke Cupboard (3)

Pickup

Date: 08/18/2023

Time: 8:31am

Line: 1

Contact Info

BrandiBarcomb
bbarcomb@gscwm.org
301 Kelly Way

Cookie Order

☒ Add Product ☐ Remove Product

** This cupboard has one or more varieties marked as unavailable.*

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	5	0
Samoas	0	3
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
Totals	5	3

1. Select the cupboard you would like to go to.
2. Choose the date and time for your pickup.
3. Enter in the quantities for pickup. Orders can be placed in full cases or individual packages.
4. Don't Forget to Hit Save!!

How to enter in cookie exchanges

Sometimes you are selling through a flavor quicker then another. You want to make sure that you are keeping a close eye on your inventory for each flavor and it might not be a time in which you would like to take on additional inventory, but you would like to exchange a slower moving flavors. No problem.

The steps to place an exchange into the eBudde is very simple and just an extra step in placing a cupboard order as shown above.

1. Select the cupboard you would like to go to.
2. Choose the date and time for your pickup appointment.
3. Enter in the quantities you are wanting to get. Exchanges can be placed in full cases or individual packages.
4. For an exchange- In the Contact Info box enter what you will be bringing to the cupboard (to be exchanged) for the order that you are placing.
5. Don't Forget to Hit Save!!

Add Transaction

Cancel

Save

5

Time & Place

Date

08/18/2023

Receipt

9IT000

#

☒ Normal ☐ Booth ☐ Adjustment ☐ Return

☐ Troop ☐ Service Unit ☒ Cupboard



Holyoke Cupboard (3)



☐ Select Location

☒ Holyoke Cupboard (3)



Pickup

Date:

08/18/2023

Time:

8:31am

Line:

1

Contact Info

I will be bringing in 4 cases of Thin Mints and 3 packages of Lemon-Ups

Cookie Order

☒ Add Product ☐ Remove Product

** This cupboard has one or more varieties marked as unavailable.*

Product	Cases	Packages
Adventurefuls	<input type="text" value="0"/>	<input type="text" value="0"/>
Lemon-Ups	<input type="text" value="0"/>	<input type="text" value="0"/>
Trefoils	<input type="text" value="0"/>	<input type="text" value="0"/>
Do-Si-Dos	<input type="text" value="5"/>	<input type="text" value="0"/>
Samoas	<input type="text" value="0"/>	<input type="text" value="3"/>
Tagalongs	<input type="text" value="0"/>	<input type="text" value="0"/>
Thin Mints	<input type="text" value="0"/>	<input type="text" value="0"/>
S'mores	<input type="text" value="0"/>	<input type="text" value="0"/>
Toffee-tastic	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	5	3

Returns

If you placed an Initial Order in eBudde by December 6 and your troop has not placed **ANY** additional orders at any of our cupboard locations then you could qualify to return full, unopened cases from your initial order.

RETURNS ARE NOT ENTERED INTO EBUDD.

You will either contact Tammy at tbreen@gscwm.org for the Worcester Cupboard or Brandi bbarcomb@gscwm.org for the Holyoke Cupboard and we will make an appointment for you to come to either Holyoke or Worcester to make the return during normal cupboard hours. A member of the cupboard team will make sure that all transactions show correctly in eBudde for your return. Please keep in mind that our return program is for those who placed an initial order in December only, prior to the start of the Cookie Program. Thanks to the online orders in December we find that troops generally have no issue selling their initial order. Troops are welcome to exchange flavors with either the Holyoke or Worcester Cupboards as well as troop to troop transfers. However, when something unexpected happens, it is nice to know that there is a safety net.

CUPBOARD COOKIES ARE NOT RETURNABLE. Once you take cookies from the cupboard, they become your responsibility to sell. Prior to the exchange deadline and based on availability you may be able to exchange flavors at a cupboard or do a troop to troop transfer with another troop.

Holyoke Office Cupboard
301 Kelly Way
Holyoke, MA 01040
Available appointment hours:
Wednesday: 3:00pm-6:00pm
Thursday 11:00am-8:00pm
Friday 9:00am-6:00pm

Worcester Office Cupboard
115 Century Drive
Worcester, MA 01606
Available appointment hours:
Wednesday: 3:00pm-6:00pm
Thursday 11:00am-6:00pm
Friday 9:00am-6:00pm



GSCWM Cookie Booths

There are two types of booths that a girl can have.....

Troop Booth:

Troop Booths are held with 2 or more Girl Scouts. It is important not to have more than 5 girls present at a troop booth so that customers are not overwhelmed with asks and the girls can concentrate on their selling skills. It is required that two CORID, registered adults are present at the booth.

1



2

Family Booth:

Family Booths are 1 girl and her parent/guardian. This is typically a girl who has a higher goal. We ask that the parent/guardian at least register with GSCWM to do the booths. There are no additional girls allowed at the booth. Any additional girls would make it a troop booth and then you will need to have two CORID, registered adults.

Booths can be done from the **Daisy** level up to **Ambassador**. You will want to make sure to follow the steps below and you are on your way to a fabulous booth experience.

If your unit has a Service Unit Cookie Manager:

You will want to contact your SUCM to see how your unit handles setting up booth sales. If you have a location in mind or know someone who is willing to host a booth, please share this information with your SUCM. Either they or your Service Unit Booth Coordinator will be reaching out to the locations to secure dates and times to bring back to the unit. They will be the point of contact for setting up the locations so that there are not an overwhelming amount of leaders contacting one location. This helps to improve relationships with our community partners. All booths set up by your SUCM need to be entered in eBudde so that your SUCM can approve them and they will show up in the cookie locator.

If your unit does not have a Service Unit Cookie Manager:

You will want to work as a team. Try to plan a “booth planning” meeting or begin an email thread that includes all the leaders. Gather all the names of booth locations in your service unit. Then make a plan on who will contact which location to try to get dates and times for the whole cookie season. After everyone comes back with all the information, you will then decide how to split up the dates and times. Some units do a drawing to see which troop will pick first. Others do it based on seniority. However your unit makes decisions is how you want to choose. The person who contacted the location will be the point of contact for that location so that there are not an overwhelming amount of leaders contacting one location. This helps to improve relationships with our community partners. All booths set up by you need to be entered into eBudde and then notify your Volunteer Support Specialist so they can approve them and they will show up on the cookie locator.

Council Booths

Council Booths are set up usually through the corporate office level at a business or at the request of the business themselves. All of the council booths are entered into eBudde and are available for all troops in our council to choose. Council Booths are the only booths that troops do not enter themselves into eBudde and where the unit does not need to contact the “home” unit to notify them of the location. We are always looking for more council cookie booth locations. If you have any contact or suggestions please feel free to send them to

prodprograms@gscwm.org

GSCWM Cookie Booths cont.

Looking for booth locations can be fun. You will want to stay within your service unit to look for potential booths. However, if you have a family member or a friend who works outside your unit and would like to host your troop or girl for a cookie booth you will want to do the following.

- See how often they would like to host.
- If you can obtain more dates and times to share with the “home” unit that would be ideal

If you have a SUCM you will want to let them know that you have this booth location and all the details that go along with it. They will then contact the other unit to notify them of the booth location. If you do not have a SUCM then please send your request to your Volunteer Support Specialist. They will be the one to be in touch with the other unit on your behalf. You will then want to enter the booth in eBudde.

You will want to think outside the box. You don't always have to have a booth outside of a business.

Alternative Booth Ideas

In the lobby of a sporting event at a middle or high school

At the local transfer station

At a local art show or other cultural event

Host a booth on your front lawn

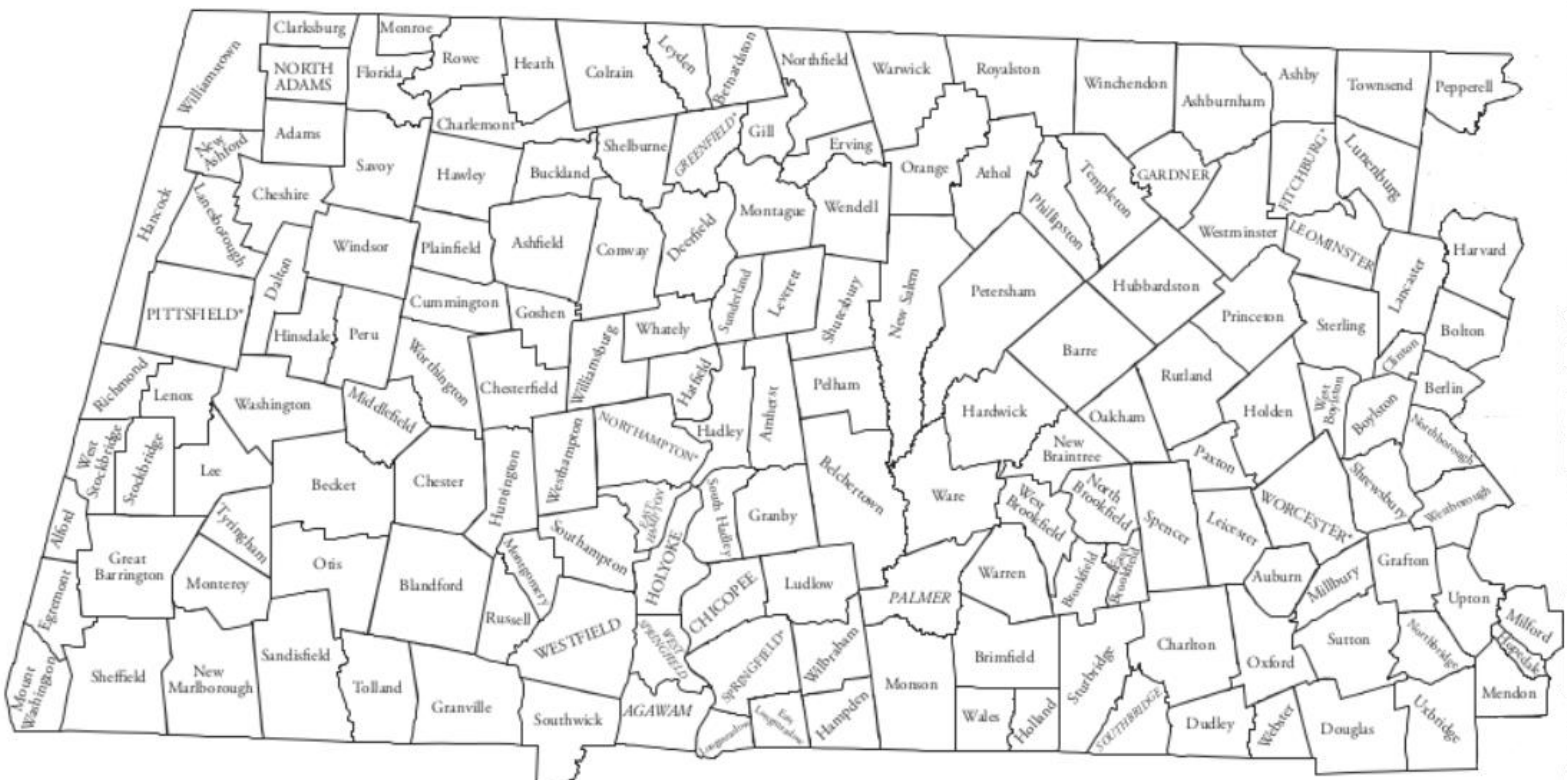
Locate an empty parking lot and with the owner's permission have a cookie drive thru

Connect with your local car dealership to see if you can be part of their President's Day festivities, or ask dealerships to purchase cases so they have cookies for buys in their showrooms

Set up at an realtor's open house, or ask realtors to purchase cases so they have boxes to give to buyers or for the to use at showings

REMINDER:

Cookie Booths cannot be located outside our council boundaries regardless of the connections a volunteer may have.



Cookie Booth Etiquette & Tips

(Please review with Girl Scouts and adults participating in booth sales)

In the interest of providing a quality program, ensuring safety and providing the assurance of future booth sales for our Girl Scouts, the following procedures, etiquette and tips have been developed.

Basics:

- ✿ Be sure to have all adults supervising a booth sale read, understand, and agree to abide by all procedures and etiquette as stated here.
- ✿ Booth Sales are conducted by Troops, Girls with a higher goal for a Family booth, or Individual girls participating in our Cookie Boss program with their families.
- ✿ Prior to booth sales, have the Girl Scouts and parent/guardians review and sign the Booth Sale Etiquette Contract available in the Troop Manual.
- ✿ When conducting a council booth sale, print a copy of the Current Signups confirmation and take it with you as the permit to your location, date, and time. If two troops should show up at a Cookie Booth at the same time, please work it out as we are sisters to every Girl Scout. The contact person for that location is on your print out. **DO NOT INVOLVE STORE MANAGEMENT.**
- ✿ Girl Scouts should always behave in a manner appropriate to a public place. Adults are responsible for the actions of themselves and the actions of their girls. Keep in mind that girls who are not willing to follow procedures and etiquette should not be permitted to participate in cookie booths.

Security:

- ✿ Never leave girls alone and unsupervised at a booth sale. There **ALWAYS** needs to be an adult present and engaged.
- ✿ Keep a careful eye on the money box. Whereas girls should be encouraged to accept payment and make change, an adult should be carefully monitoring all financial transactions.
- ✿ If approached by individuals challenging the Cookie Program or Girl Scouting in general, Adults are asked not to engage in debate. Refer the individual to Dana Carnegie at 413-584-2602 ext 7122 to discuss the matter further.
- ✿ In the case of an incident where you or your Girl Scouts feel threatened, call 911 immediately and then the council emergency number 413-584-2602

Standards:

- ✿ There must be two adults present at all booth sales. There should be a minimum of two girls and a maximum of five girls present at a troop booth sale at any given time (maximum may vary per location. Refer to the Current Sign Up notes for your booth location). For larger troops, schedule girls to participate for shorter shifts so that every girl has the opportunity to participate. Troop member's friends, acquaintances, siblings (including infants) and pets are not permitted or appropriate at cookie booths.
- ✿ At a Booth Sale, girls should be identifiable as Girl Scouts by wearing a membership pin, uniform, sash or vest, or other Girl Scout clothing. Keep in mind that appearance makes a lasting impression and when participating in Girl Scout activities, we represent Girl Scouts. Girls and adults should dress as if they are "going to work". This is your business, represent it well.
- ✿ Remember to abide by any specific requirements identified on your Current Sign-ups print out specific to the booth sales location. Be sure all adults understand that we have assured the location managers of all stores we coordinate with that these guidelines will be followed. Reports of a troop's failure to comply with these guidelines may jeopardize future opportunities. Location managers have the right to ask anyone participating in booth sales to leave. Troops are to leave without comment if asked to do so.
- ✿ If you are the first troop to arrive at a booth site and are unsure of where to set up, ask the store manager or service desk personnel if there is a specific location for set up. **Do not ask for special set up locations.** All booth sales are to be set up **OUTSIDE** unless the store manager tells you that you may set up inside. Make sure girls and adults in charge dress for the weather.

- ❁ Arrive no more than 10 minutes before your scheduled time. The troop scheduled before you is scheduled until the end of their time slot and you may not sell cookies before the beginning of your time slot. Manage the transition with the previous troop without argument, please. However, if the troop following you has not shown up, you can continue to sell until they arrive. At the end of your shift, quietly pack up all items, clean up and remove all trash, and completely leave the area. All empty cases must be taken with you and not disposed of in the store's trash container. Think Recycle! If you are the last slot on the schedule, leave on time.
- ❁ Locate and show the girls where the restrooms are located. Some locations do not have or do not allow public use of the rest room. Do not ask for exceptions. Girls should always use the buddy system when taking a bathroom break, getting cookies from the car, etc. There should **ALWAYS** be girls at the booth site.
- ❁ If girls or adults need a food or drink break, they should eat and drink discreetly away from the booth sale. Food, drink or other items should not be on the booth sales display. There will be no smoking by girls or adults anywhere near a cookie booth.

Remember, we are all responsible for the reputation that Girl Scouts hold in the Girl Scout Council of Central and Western Massachusetts. Protect that reputation and our relationship with the businesses that support us with booth opportunities.

Questions? Contact your Service Unit Cookie Booth Coordinator, Service Unit Cookie Manager or Your Product Program Manager, Brandi at 413-584-2602 ext 4036 (prodprogramsgscwm.org)

Thank you and Happy Selling!



Cookie Booth Etiquette Contract

On my honor, I, _____, will follow the rules listed below while working at my troop's cookie booth.

I will:

- Be polite and friendly
- Remember that my behavior reflects on all Girl Scouts
- Obey the booth sales starting date
- Arrive and leave on time
- Wear my uniform, vest, or sash to identify me as a Girl Scout
- Not block the entrances to stores
- Keep table and area neat
- Say **THANK YOU** to all approached
- Remove empty boxes and recycle if possible



I will **NOT**:

- Get in the way of customers
- Ask a customer twice to buy cookies
- Go into the store to sell cookies while working at the cookie booth
- Talk loudly, run around or play while selling at a cookie booth
- Eat, drink or chew gum while at the cookie booth

Girl Scout Signature _____ Date: _____

Parent Signature _____ Date: _____

Any girl participating in the Cookie Booth Sale must follow procedures of Volunteer Essentials and have a signed Permission slip available from your Troop Leader.

Please Remember:

Booth sales give girls the opportunity to learn new skills, to promote Girl Scouting, live the Girl Scout Promise and Law, and to sell more cookies. With this opportunity comes the responsibility to follow safety, public relations and business guidelines.

Please keep in mind that selling Girl Scout Cookies at booth sales is a privilege granted to us by local businesses. This privilege, if abused (even unintentionally) could cause all Girl Scouts to lose the opportunity for additional sales at these places of business. Please be considerate of the business's customers and property. If complaints arise you may be asked to leave.

Girl Scout S'mores

LAST
CHANCE!



ANNOUNCING
2024-2025 Cookie Season is the **FINAL SEASON** for
Girl Scout S'mores®

Ready-Made Social Posts

Cookie images featuring the “Last Chance” message are ready to help spread the word. Simply download and share to make sure all cookie fans know to stock up before it’s too late.



[LittleBrownie.com](https://www.LittleBrownie.com)

Other Resources

To help spread the word, you’ll find the “Last Chance” graphic on all Girl Scout order cards, along with fun stickers and table tents that share the news.



[LittleBrownie.com](https://www.LittleBrownie.com)





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.

Easy as 1, 2, 3



1

Download the eBudde app.

2

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.

3

Set up your troop — review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings.

Quick tips

- Explore the dashboard on both the desktop and app versions, where you'll find important messages, links to tools and resources you'll need throughout the season.
- Check the accuracy of each Girl Scout's name, member ID, grade and t-shirt size.
- Visit eBudde Help Center for any questions related to tech and training.
- Visual Learner?
Check out this playlist for step-by-step training videos.

Watch videos:





Girl Scouts of Central and Western Massachusetts, Inc.

413-584-2602 • gscwm.org • info@gscwm.org

Annual Report of Troop Funds and ACH Authorization

Report of Troop Funds

This report fulfills Girl Scouts of Central and Western Massachusetts' obligation as a legal corporation to account for public funds and to provide information required by Girl Scouts of the USA. Thank you for accepting your responsibility to submit this information. Send one copy to the Finance Department at the Worcester Leadership Center (115 Century Drive, Worcester MA. 01606) by June 15th. Retain a copy for your records.

Troop #: _____ Service Unit: _____

Program Level: ☐ Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador # of Girls _____

Leader's Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Automatic Clearing House (ACH) Authorization

Three signers of unrelated, currently registered, Girl Scout adults are required to be on the account. One of the three signers is a member of the service team. Two signatures are required for every withdrawal and written check. ATM/debit cards may be (at least 2 signers must have online access to the account). I/we give GSCWM the authority to initiate bank withdrawals and deposits to the troop bank account below. **I/we understand that it is the troop's responsibility to notify GSCWM if funds will not be available on the specified date, and that accept responsibility for any fees assessed for insufficient should we failed to provide timely notice to GSCWM.**

Status of Account (circle one): ☐ New ☐ Ongoing (no changes) ☐ Check Signers Changed ☐ Closed

Bank Name and Branch Address: _____

Account Name: Girl Scouts of Central and Western Massachusetts, Inc. – Troop # _____

Transit ABA (Routing Number): _____ Account Number: _____

List the names of all authorized signers. Check the circle next to the person who receives the bank statements.

☐ Print Name _____

☐ Print Name _____

☐ Print Name _____

Signature _____

Signature required of a signer who does NOT receive the statements.

Our bank account is a (check one): ☐ Checking Account ☐ Savings Account

If using a checking account, please attach voided check here.

_____ (please print girls name), a member of Troop # _____, has my permission to participate in the 2024-2025 Cookie Program. I have read and understand the information in the Family Guide and agree to accept financial responsibility for all cookies and monies she receives. I understand the safety guidelines and will see that my girl scout has appropriate adult guidance and support at all times. I also agree to follow all Cookie Program Activity procedures and deadlines. I understand that the troop proceeds belong to the troop and benefit all girl members of the troop and that proceeds do not belong to my girl scout.

Signature of Girl Scout's Adult

Girl Scout's Adult Name- Please Print

Mailing Address

City/Town

Zip Code

Home Phone

Work Phone

Cell Phone

Email Address

Please check any areas in which you are willing to assist our group this Cookie Season:

- | | |
|---|---|
| <input type="checkbox"/> Cookie Volunteer in Charge | <input type="checkbox"/> Cookie Cupboard Pickup |
| <input type="checkbox"/> Cookie Volunteer Assistant | <input type="checkbox"/> Chaperone for Neighborhood Sales |
| <input type="checkbox"/> Technology Assistant | <input type="checkbox"/> Cookie Sale Signage with girls |
| <input type="checkbox"/> Host cookie girl presentation/sale at work | <input type="checkbox"/> Deliveries Assistant |
| <input type="checkbox"/> Chaperone for Cookie Booth | <input type="checkbox"/> Cookie Storage |
| <input type="checkbox"/> Chaperone for Neighborhood Sales | <input type="checkbox"/> Other: _____ |

Troop Leader/Troop Cookie Manager Contact Information:

Name

Phone Number

Email Address