

# Girl Scouts of Southwest Texas

## 2023 Girl Scout Cookie Program

### Community Cookie Manager (a.k.a. "CCM") Supplement

Parent/ Girl	TCM	CNM	Important Deadlines	Due date council or online
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T	C
P/G	T
	C
P/G	T
P/G	
T	C
T	C
T	
	C
T	
T	C
P/G	
T	
T	
	C
T	
T	
T	

**Just-in-Time Webinar:** Starting the program—*registration available in gsLearn*

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Deadline to complete required TCM/troop requirements AND girl permission slips to be added into eBudde for Dec. 14<sup>th</sup> start—initial due date just for PPD to enter info by Dec. 14<sup>th</sup>

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Online Community Pre-program Report due

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Digital Cookie site opens for girls and volunteers (specific date TBA)

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**Girls begin taking orders (*Girl Scout Promise NOT before this date!!*)**

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**Just-in-Time Webinar:** eBudde Demo—*registration available in gsLearn*

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GSSWT offices closed (Winter Holidays)

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**Just-in-Time Webinar:** Initial Order—*registration available in gsLearn*

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Troops submit **initial cookie orders** AND **initial order rewards** AND **select delivery date/time/location** in eBudde *before* 11:59 p.m.—no exceptions! (*p. 12; G2eB p. 24-25*)

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Review and submit troop initial cookie orders, initial order rewards and reward delivery address in eBudde (*p. vii*)

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1st/prelim round council-sponsored booth scheduling opens in eBudde (*p. 15; G2eB p. 26*)

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Troop ACH Authorization Form **MUST BE ON FILE WITH GSSWT Finance department**—troops will not be eligible to participate until an ACH Auth. Form or Agreement to Deposit is completed (*p. 16*)

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Delivery assignments confirmed; TCMs **MUST** print delivery confirmation sheet—**IF printed prior to this day, information may be INCORRECT**

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GSSWT offices closed (Martin Luther King Jr. holiday)

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2nd/final round council-sponsored booth scheduling opens in eBudde (*p. 15; G2eB p. 26*)

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Initial cookie deliveries (*TCM Companion p. 12*)  
Independent booth begin IF approved in eBudde (*p. 15; G2eB p. 27*)

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Delivery agent open for troops that missed initial order pick up

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Initial rewards ship to CCM

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NC cookie warehouse/reorder sites open (*p. 14*)

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Council begin & independent booths continue (*p. 15; G2eB p. 26-27*)

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1st ACH sweep—35% council portion from trp bank account (*p. 16*)  
*\*Troop/IRGs with Agreement to Deposit MUST deposit 35% of bal. by this date*

Wed., Nov. 30 @ 10-11 a.m.
Fri., Dec. 9
Fri., Dec. 9
Before Dec. 14
Wed., Dec. 14
Wed., Dec. 14 @ 10-11 a.m.
Fri., Dec. 23-Mon., Jan. 2
Thur., Jan. 4 @ 10-11 a.m.
11:59 p.m., Sun., Jan. 8
12 noon, Tues., Jan. 10
1 p.m., Wed., Jan. 11- 11:59 p.m., Wed., Jan. 18
Thurs., Jan. 12
Fri., Jan. 13
Mon., Jan. 16
9:30 a.m., Tues., Jan. 24
Wed., Jan. 25- Sat., Jan. 28
TBD (listed as Mon., Jan. 30 on TCM Companion)
Week of Mon., Jan. 30
Tues., Jan. 31- Sun., Feb. 26
Fri., Feb. 3- Sun., Feb. 26
Thurs., Feb. 9

T	C	<b>Just-in-Time Webinar:</b> Finishing the program— <i>registration available in gsLearn</i>	Wed., Feb. 22 @ 10-11 a.m.
		National Girl Scout Cookie Weekend & Troop Links launch on GSUSA Cookie Finder— <i>(learn more at girlscoutcookies.org)</i>	Fri., Feb. 17-Sun., Feb. 19
		2nd ACH sweep—30% council portion from trp bank account <i>(p. 16)</i> <i>*Troop/IRGs with Agreement to Deposit MUST deposit addtl. 30% of bal. by this date</i>	Thurs., Feb. 23
T		NC/reorder sites close & council/independent booths end	Sun., Feb. 26
T		Opt-out rewards/additional proceeds form due to GSSWT <i>(p. 11)</i>	Mon., Feb. 27
T		Clean-up week—For all troops to sell remaining inventory and make all deposits	Mon., Feb. 27- Sun., Mar. 5
T	C	<b>Final rewards</b> submitted in eBudde—eBudde closes at 11:59 p.m. <i>(p. 9-10; G2eB p. 35)</i> <b>Online TCM end-of-program report</b> due at 11:59 p.m. <i>(p. 17)</i> <b>Delinquent account report(s)</b> due at 11:59 p.m.— <i>must be complete with required documentation (p. 18)</i>	Mon., Mar. 6
T		<b>3rd ACH sweep</b> —100% of remaining balance from trp bank account <b>100% balance due for Troop/IRGs with Agreements to Deposit</b>	Thurs., Mar. 9
	C	<b>Final reward</b> check & delivery address due in eBudde by 11:59 p.m. <b>Online CCM end-of-program report</b> due at 11:59 p.m.	Mon., Mar. 13
T		FINAL ACH sweep for ALL balances due (if ACH adjustment, etc.); only exceptions will be delinquent accounts that are fully completed with all required documentation	Thurs., Mar. 23
	C	CCM Appreciation Event; location and time TBA via invitation	TBA
	C	Final rewards ship—distribute ASAP	Week of Mon., Apr. 24
	C	Online CCM Reward Report	Mon., May 8
		GSSWT offices closed (Memorial Day; summer office hours begin after this date)	Mon., May 29
	C	Return ALL recognitions that have not been picked up by the TCM to the PPD	Thurs., June 1

### 2023 Cookie Community Bonus Incentive

Communities that meet all the following criteria will receive ½ cent on every package of cookies sold in the community!

1. Submit completed ONLINE Community Pre-program Report by **Fri., Dec. 9**
2. Have the December 2022 community financial report turned in on time.
3. Hold a community cookie rally or other community cookie event (and provide a flyer to PPD by Mon., Mar. 13) – OR – assist with GSSWT at the council cookie rally on Sat., Jan. 14, 2023 (reach out to PPD for opportunities).
4. Have a Per Girl Average (PGA) of **305+** by the end of the program on Mon., Mar. 13.
5. ONLINE CCM End-of-program Report and ANY collected Delinquent Account Reports must be submitted and **complete** by Mon., Mar. 13.
6. Beginning debt (as of Mon., Mar. 13) must be less than ½ of 1% on gross sales (\$5/pkg).
7. **Community must also have participated in the 2022 fall product program.**

*\*\*Any community that meets ALL above criteria AND has a PGA of 350+ will earn an extra ¼ cent per pkg sold in the community!*

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## **GSSWT OFFICES CLOSED**

**Wed., Nov. 23-Fri., Nov. 25**  
Thanksgiving Holiday

**Mon., Dec. 19-Mon., Jan. 2**  
Winter Holidays

**Mon., Jan. 16**  
Martin Luther King Jr. Day

**Mon., May 29**  
Memorial Day

GSSWT offices are always  
closed on Mondays.

# CCM Expectations

## What is your role as CCM?

Your role is to be the mediator between troops in your community and council. Council depends heavily on CCMs to assist, guide, and teach troops the best practices to enjoy a fruitful and smooth cookie program. CCMs provide an invaluable service to girls and troops by having knowledge of the cookie program's inner-workings, being a direct line of access to council for support and questions, and provide encouragement to Troop Cookie Managers (TCM), presenting them with the necessary tools so that they flourish as leaders for their Girl Scouts.

## What is expected of you as a CCM?

Your primary responsibility will be to ensure that all TCMs have received their troop's program materials, and initial/final rewards. In addition, you will support and assist troops and IRGs assigned in your community by communicating with troops/IRGs, holding trainings and meetings, collecting applicable paperwork, assessing/verifying initial orders and reward orders, and being accessible to TCMs for support and fortitude.

## Specific Duties

- Read and respond to all emails, calls and texts from TCMs and PPD in a timely manner.
- Establish a community cookie program goal with input from the community team.
- Monitor online troop training (via Community TCM Log provided by PPD).
- Facilitate a TCM FAQ session—great idea for Community meetings or virtually.
- Collect required forms (if applicable) and distribute materials to participating troops/IRGs.
- Verify troops have selected initial and final rewards in eBudde before the due dates.
- Verify/update shipping address in eBudde before the initial and final reward due dates.
- Review/contact troops whose initial orders look too high or too low to make sure no mistakes were made.
- Check in on troops toward the end of the program to ensure no troops have excess product, unpaid parents or have concerns about finishing out the program.
- Collect and audit any Delinquent Account Reports turned into you and ensure that all required documentation is included and accurate.
- Receive girl recognition items, sort and distribute the items to troops/IRGs in a timely manner and return all unclaimed recognition items to the council if not picked up by Thurs., June 1.
- Evaluate the cookie program and make recommendations for future program.

## Resources

The Product Program department (PPD) at the Sally Cheever Girl Scout Leadership Center will provide in-depth training to all CCMs and be their first contact for any issues that may arise within the community. We kindly request that all inquiries to the PPD come via Customer Care directly from CCMs, and not TCMs, as we encourage TCMs to contact their CCMs. When contacting PPD via Customer Care it is important to provide as much information as possible; include applicable names, troop numbers and a complete description of issue or question.

## How can you help your troops and community?

- Work closely with the Community Chair, as well as GSSWT Troop Support and PPD to ensure 100% troop/IRG participation within the community.
- Provide support and communications to TCM's throughout the program.
- Promptly return phone calls/emails from troop leadership and TCMs.
- Assist with delinquent accounts as requested by council.
- Communicate all program information to community team, troop leadership and TCMs.
- Keep paperwork on file for one year or pass paperwork onto Community Chair or new CCM.
- Encourage TCMs to utilize resources online and at SCGSLC resource center, such as cookie entrepreneurship and financial literacy badge kits.
- Encourage new and experienced TCMs to attend the Just-in-time webinar listed on the front cover.

# Cookie Program Checklist

## *Throughout ENTIRE season*

- Check your Community TCM log **daily** to verify TCMs have:
  1. Completed 2023 Online TCM training in gsLearn
  2. Completed 2023 Online Troop Cookie Manager Agreement
  3. 2022-2023 Adult Membership with GSSWT
  4. Cleared background check on file with GSSWT that expires AFTER April 1, 2023
  5. ACH Authorization Form on file with GSSWT - OR - online Agreement to Deposit to council
- Contact TCMs to inform them of missing requirements (TCM emails listed in your online Community TCM log)
- Schedule time for TCMs to pick up materials (use sign-in sheet provided on last pages of this CCM supplement)

## *November—Before the Program*

- Tues., Nov. 1**—TCM training available in gsLearn
- Wed., Nov. 30, 10-11 a.m.**—Just-in-time Webinar: Starting the cookie program off right (registration available NOW in gsLearn under Live Sessions)

## *December—Cookie Program Begins*

- Fri., Dec. 9**—
  - o ALL TCM training and troop requirements must be completed to participate and receive eBudde access
  - o Online AND paper girl permission slips to CCM to be in eBudde to participate Wed., Dec. 14
  - o Online Community Pre-program Report due
- Wed., Dec. 14—Order taking begins—girls may begin later, but not before!**
  - o 10-11 a.m., Just-in-time Webinar: eBudde Demo (registration available NOW gsLearn under Live Sessions)
- Independent booth requests can be submitted in eBudde anytime—approvals will begin in mid-January (TCM Companion p. 15; G2eB p. 27)

## *January—Initial Cookie Order Due*

- Thurs., Jan. 4, 10-11 a.m.**—Just-in-time Webinar: Starting the cookie program off right (registration available NOW gsLearn under Live Sessions)
- 12 p.m. (noon), Tue., Jan. 10**—Review and update:
  - o Troop initial cookie and reward orders
  - o Submit rewards and community shipping address in Community level rewards tab (do not enter a P.O. Box; physical address REQUIRED)
- Wed., Jan. 11**—1<sup>st</sup> round of booth scheduling opens at 1 p.m. (TCM Companion p. 15; G2eB p. 26)
- Wed., Jan. 24**—2<sup>nd</sup> round of booth scheduling opens at 1 p.m. (TCM Companion p. 15; G2eB p. 26)
- Week of Mon., Jan. 30**—Initial rewards ship to CCMs

## *February—Cookie Deliveries and Booths Begin*

- Tues., Jan. 31**—Cookie reorder sites open (TCM Companion p. 14)
- Fri., Feb. 3**—Council-sponsored booths begin (TCM Companion p. 15; G2eB p. 26-27)
- Thurs., Feb. 9**—1<sup>st</sup> ACH Sweep (TCM Companion p. 16)
- Thurs., Feb. 23**—2<sup>nd</sup> ACH Sweep (TCM Companion p. 16)

## *March—End of the Program*

- Mon., Mar. 6**—Delinquent account reports with ALL required documentation due to PPD by 5:30 p.m.
- Thurs., Mar. 9**—3<sup>rd</sup> ACH Sweep (TCM Companion p. 16)
- Mon., Mar. 13**—
  - o Review and submit final community reward order and delivery address in eBudde by 11:59 p.m.
  - o CCM Online End-of-program report due by 11:59 p.m.

## *April—Final Wrap-up*

- TBA**—Tentative date for CCM Appreciation event; invitations will be emailed
- Week of Mon., April 24**—Tentative date final rewards ship to CCMs
  - o **Distribute rewards to your girls ASAP**

## *May/June—Celebrate, your job is complete!*

- Mon., May 9**—Online CCM reward report due—ensuring to report any missing items on report
- Thurs., June 1**—Return ALL rewards that have not been picked up by TCMs to PPD

# Before the Program

## Troop Cookie Manager (TCM) Training

TCM training is available on gsLearn, and includes an online TCM Agreement linked at the end. CCMs are encouraged assist TCMs having trouble accessing the training and host an info meeting to discuss important dates, program policies and distribute program materials.

Did a new troop form in your community?  
Is a returning troop/girls getting a late start?

Troops and girls can join the cookie programs ANYTIME during the season!

## TCM/Troop Requirements

The following criteria MUST be met by all cookie managers (community and troop level):

Once all TCM and troop requirements are fulfilled PPD will enter the TCM into eBudde:

- ✓ Registered GS member for the 2022-2023 membership year
- ✓ A cleared background check on file with GSSWT to expire after April 1, 2023
- ✓ NO outstanding balance due to GSSWT and in good standing
- ✓ Troop bank account with current ACH Authorization form -OR- complete an online Agreement to Deposit

**NOTE: If a TCM is missing any requirements, DO NOT give program materials, and follow-up with PPD and the TCM to make sure they are fulfilling those requirements before the start of the program (see Community TCM Log for info).**

## Community TCM Log—how to check TCM requirements

A link to your Community TCM Log with TCM/troop requirements and eBudde access status will be sent to CCMs by PPD. Ensure to check your log at least weekly and before you send any emails to PPD or pass out program materials.

**NOTE: The log also includes copy & paste ready emails to send to TCMs that have incomplete requirements!**

Email	First Name	Last Name	Troop	Community	Membership	CBC	OBL	ACH/BL
			416	A	2019	5/16/2020	No	
			681	A	2019	11/13/2020	No	No Bar
			850	A	2019	10/8/2021	NO	
tmynar@eaglepassied.net	Tracy	Mynar	1016	A	2019	12/3/2020	NO	
kristipitts@gmail.com	Kristi	Pitts	1086	A	2019	11/9/2020	NO	

DO NOT give program materials to TCMs with incomplete requirements!

## TCM Check-in & Program Material Distribution

- **Review with all TCMs:**
  - Verify all TCM and troop requirements have been completed before distributing ANY materials and let them know if any are missing any requirements (listed above)
  - Due dates (permission slips, rewards, ACH adjustment, delinquent account, EOP paperwork)
  - How to access cookie program resources and forms—GSSWT Cookies+ webpage, eBudde, etc.
  - ACH, money collection and management—*always use receipts when exchanging products/money*
  - Have a Q & A opportunity to answer all questions TCMs may have
  - Encourage TCMs to attend the Just-in-Time Webinars throughout the program
- **If ALL requirements are complete on the Community TCM Log—you may distribute materials:**
  - 2023 TCM Companion
  - Volunteer patch & 1 pkg of cookies as a thank you to TCMs (don't forget to add the Raspberry Rally sticker)
  - Product and/or Money receipt book—2 per troop
  - 1 per girl—Family Guide, Order Card, Money Envelope & Door Hangers
  - Girl permission slips—encourage all TCMs to send the online girl permission slip to parent/guardians
  - Other flyers/materials received from council—as many as TCM needs

## Pre-program Paperwork & Girl Permission Slips

- **Fri., Dec. 9—**
  - ONLINE Community Pre-program Report due—link with your community report will be included in the CCM Update emails sent shorting after CCM training.
    - A roster of all TCMs and co-leaders will be provided to each CCM to assist.
  - Deadline to submit **online & paper** permission slips to participate beginning on Wed., Dec. 14
    - *Online and paper permission slips submitted after this date will be processed within 2-3 business days.*
    - *If you are submitting paper permission slips to council, ensure that:*
      - ✓ All **paper** permission slips are complete with parent/guardian signature AND state ID/driver license number.
      - ✓ The left side has initials on **each** statement—checkmarks are **not** acceptable.
      - ✓ Only girls with a permission slip & 2022-2023 membership are to receive program materials.

## During the Program

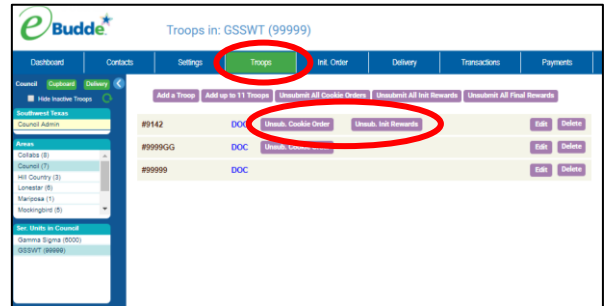
- ☐ Girls begin taking cookie orders on Wed., Dec. 14! (*and, Girl Scout Promise NOT before this date!!*)
- ☐ Don't lose touch with your TCMs—Remind them of upcoming due dates and help them use eBudde, as needed!

### Initial Order/Reward Check & Submission Process

#### Initial Cookie Order—

- ☐ Review troop orders in eBudde under “Init. Order” tab—troops with an asterisk (\*) have not submitted orders.
  - Use the eBudde “Initial Order Report” under the “Reports” tab to check the case count for each troop.
  - Ensure that all troops have also selected a delivery location, time and date.
  - IF a troop submits BEFORE they are ready OR misses the due date:

- If it is BEFORE the TCM due date, go to the “Troops” tab in eBudde and click the **unsubmit** button next to their troop # which will allow them to make edits.
- If it is AFTER the TCM due date, go to the “Troops” tab in eBudde and click the **unsubmit** button next to their troop #, then find/click the troop on the left, go to their “Init. Order” or “Rewards” tab and make the edits as if you were the TCM (*ONLY make edits if you have been requested to do so by the TCM or PPD*).



- ☐ Once all orders have been verified, submit all initial cookie orders for your community *by noon, Tues., Jan. 10*.
  - Once *you* hit submit, you cannot make any edits. Call the PPD to see if they are able to help, *but if the order has been submitted to the bakery, no changes can be made.*

Troop	C-GOC	SvSm	Tre	D-S-D	Sam
99999 *	0	0	0	0	0
Troop Subtotal	0	0	0	0	0
SU 99999	0	0	0	0	0
SU Subtotal	0	0	0	0	0

Initial cookie and reward order due noon/12 p.m. on Tues., Jan. 10

#### Initial Reward Order—

- ☐ Review troop initial reward orders—TCMs have a choice of reward at 450+ PGA level for 2022!
- ☐ Update shipping address for initial rewards in Rewards tab—do not enter a P.O. Box; physical address required
- ☐ Lastly, submit all reward orders for your community *by noon, Tues., Jan. 11*.
  - Once *you* hit submit, you cannot make any edits. Call the PPD to see if they are able to help, *but if the order has been submitted to the bakery, no changes can be made.*

**NOTE: eBudde DOES NOT count cookies listed under “Booth” or “Other” towards troop PGA rewards—TCMs should enter ALL cookies under girls in eBudde to receive credit towards rewards.**

#### Cookie Reorders

- ☐ Reorder sites & NC Warehouse @ SCGSLC (TCM Companion p. 14)
- ☐ Troop-to-troop transfers—ensure to provide the troop-to-troop receipts to any TCM that might have to transfer cookies in or out! (G2eB p. 30)
- ☐ Encourage troops looking for cookies or with excess to utilize the eBudde Cookie Exchange (G2eB p. 30)

#### Allocating Cookies to girls

- ☐ Remind TCMs to always complete a receipt when giving product to a parent/guardian and ensure that both adults sign and keep a copy!
- ☐ Encourage TCMs to enter cookie receipts as they happen OR on a weekly basis—DO NOT wait until the end to allocate all cookies! (G2eB p. 31)

#### Money Collection & ACH Sweeps

- ☐ Ensure that you understand the ACH Procedures on p. 16 of the TCM Companion to assist TCMs with questions.
- ☐ Direct TCMs to the online ACH adjustment if they do not have the full amount due deposited or they have a parent who has not paid the troop.
- ☐ For IRGs or troops with Agreements to Deposit, ensure they are following the same deposit amount and dates that are listed for the ACH sweeps AND they are emailing all validated deposit slips/receipts to [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org) within 24-48 hours.

# Finishing the Program

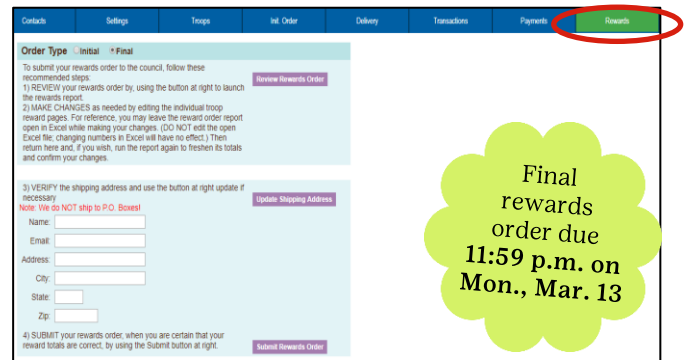
## Finishing Up in eBudde

### Allocate cookies—

- Ensure all cookies have been allocated to girls on the Girl Order tab in eBudde. **Cookies left unallocated in troop inventory will affect the girls' rewards. If cookies left unallocated, PPD WILL allocate blindly!**

### Verify/submit final rewards—

- Review/verify troop orders—CHECK THAT:
  - ✓ Reward selections were made and submitted (“Troops” tab in eBudde)
  - ✓ Any girls over the 1200, 1500, 2022, 3000, 4000, or 5000+ pkg level **DID NOT** select cookie credits
  - ✓ TCM entered additional patches quantities (i.e., Super Sister, Cookie on the Go, Cookie Rookie, etc.)
- If a troop submits their final reward order before they are ready or it is incorrect, you can:
  - **If it is BEFORE the TCM due date**, go to the “Troops” tab in eBudde and click the **unsubmit** button next to their troop number which will allow them access continue making edits.
  - **If it is AFTER the TCM due date**, go to the “Troops” tab in eBudde and click the **unsubmit** button next to their troop number, then find/click the troop on the left, go to their “Init. Order” or “Rewards” tab and make the edits as if you were the TCM (*ONLY make edits if you have been requested to do so by the TCM or PPD*).
- Update shipping address in the Rewards tab—**NO P.O. Box**; physical address REQUIRED.
- Once you have reviewed all troops and updated the shipping address, submit the final reward order for your community in eBudde no later than 12 p.m. noon, Mon., Mar. 13.
  - **Once submitted, you cannot make any edits—contact PPD for changes.**



## Delinquent Account Reports

- Assist any TCMs that have parent who have not paid the troop with completing a Delinquent Account Report **AND** online ACH adjustment form—these TWO forms are important for protecting the girls proceeds!
- Notify PPD of any TCM/troops that you are concerned with or that are having trouble with parents.
- Collect and audit delinquent account reports submitted to you by TCMs.
  - Ensure that ALL required documentation is submitted by the TCM; see p. 18 in the TCM Companion for **required** documents.
  - **Turn in delinquent account reports to PPD NO LATER THAN NOON, Tues., Mar. 7—turn in ASAP, do not wait for CCM EOP due date.**

## Online CCM End-of-program Report

- Complete the ONLINE Community End-of-program report **NO LATER THAN 5:30 p.m., Mon., Mar. 13**.
  - You will only notate which troops submitted delinquent account reports.
  - *Not meeting this deadline will affect your community incentive (see p. ii)*

## Reward Distribution

- Once you receive your communities final rewards—count all items you receive in shipment immediately and compare the amount you received against the packing list
- Sort the reward items by troop, ensuring to note any missing items or patches
- **Report any missing rewards and the troop #s in the CCM Reward Report due on Mon., May 8**
  - If rewards are missing, provide the items you do have to your troops.
  - If you received extra rewards, please return them to the PPD ASAP!
- Distribute troop rewards
- Watch your inbox for an invitation to the CCM appreciation event; location and time TBD
- Return any unclaimed cookie rewards to the PPD no later than Thurs., June 1



# eBudde for CCMs

All CCMs will receive Community level access to eBudde. This means that CCMs have a higher level of access than TCMs and will be able to access any troop in their Community eBudde's profile and will be able to make any changes just as a TCM would. CCMs can use this access to assist TCMs with eBudde questions or issues.

**NOTE: CCMs should only make changes to troops eBudde with their knowledge and assistance.**

**Dos and DO NOTs of Community level eBudde:**

## DOs

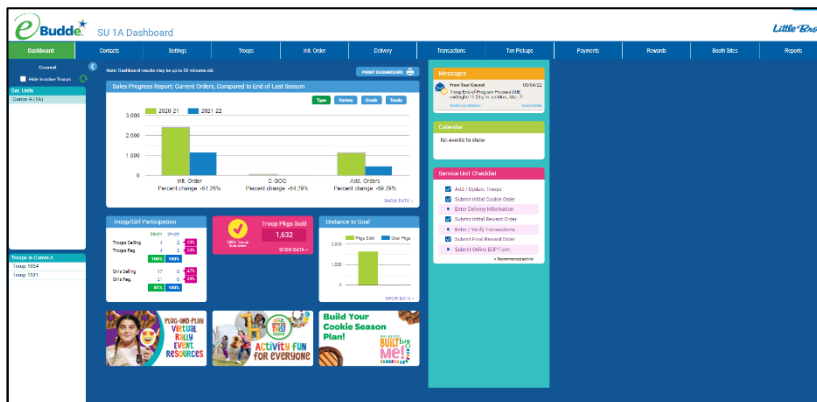
- Log into eBudde and click around the site
- Email your Community's TCMs using the "Email Branch" option under the Contacts tab
- Add Community-specific messages and calendar events to your troop's dashboards with the options listed under the Settings tab
- Use the TCM Guide to eBudde in the back of the TCM Companion to help walk-through the site and the different things you and TCMs will need to complete in eBudde
- Access and share eBudde how-to videos on the Cookies+ Program Material webpage
- Ask PPD for eBudde help at CCM check-ins and by emailing [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org)!

## DO NOT's

- Uncheck your "Receives Email" box under the contacts tab—this will turn off our weekly update emails
- Add any girls or Troop Cookie Managers (called Troop Cookie Chair in eBudde) to eBudde—this is only to be done by PPD
- Change any settings on the Community level
- Add transactions under the Community level, unless instructed by PPD—always make sure to be under the correct troop when entering initial order or transactions

## Community Dashboard Highlights:

- Community and troops listed on left side—can toggle between troops (including your own troop) by selecting the troop number
- Shows current Community's overall progress and Per Girl Average (PGA) compared to last year
- Any messages and calendar events added by you or council will also show on the dashboard



## Community eBudde FAQ:

### Will I receive an email inviting me to access the site?

Yes—CCMs and TCMs will receive an email inviting them to access the site once all requirements are met and you are uploaded by PPD.

### How is the eBudde site different for CCMs?

The one main difference is that you will have access to an overall profile for your Community as well as all of the troop profiles that are in your Community. You can get to your Community profile by selecting your Community on the left panel and you can toggle to troop profile's by selected the troop number on the left panel.

### What do I do if there is a troop or girl missing from eBudde?

**For troops/TCMs**, check your Community TCM log to ensure they have met all requirements and have been entered into eBudde by PPD.

**For girls**, ensure the parent/guardian has completed a permission slip AND THEN either have the TCM or yourself email us at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org) with the girl's name and troop number.

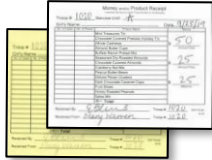
### I still don't understand eBudde, what can I do?

Check out the TCM Guide to eBudde on p. 20-35 and plan to attend the eBudde review on Wed., Dec. 14 @ 10-11 a.m..

# Cookie Program Material Distribution Sheet

When distributing materials use this form to track TCMs/troops that pick-up program materials. Always ensure to check Community TCM Log for all requirements before handing out any materials.

**DO NOT give any materials to TCMs/troops who have not met all requirements!**



Complete for each troop:				TCM Materials			Girl Materials		
Date	TCM Name	Troop/IRG Number	Verify that you checked Community TCM Log before handing out materials	TCM Comp. (1 per TCM)	Receipt Booklet (1-2 per trp)	RR pkg w/ sticker	Order Cards (1 per girl)	Money Envelope (1 per girl)	Family Guide (1 per girl)

*Always ensure to check Community TCM Log for all requirements before handing out any materials. DO NOT give any materials to TCMS/troops who have not met all requirements!*

Complete for each troop:				TCM Materials			Girl Materials		
Date	TCM Name	Troop/IRG Number	Verify that you checked Community TCM Log before handing out materials	TCM Comp. (1 per TCM)	Receipt Booklet (1-2 per trp)	RR pkg w/ sticker	Order Cards (1 per girl)	Money Envelope (1 per girl)	Family Guide (1 per girl)

*Always ensure to check Community TCM Log for all requirements before handing out any materials. DO NOT give any materials to TCMs/troops who have not met all requirements!*

Complete for each troop:				TCM Materials			Girl Materials		
Date	TCM Name	Troop/IRG Number	Verify that you checked Community TCM Log before handing out materials	TCM Comp. (1 per TCM)	Receipt Booklet (1-2 per trp)	RR pkg w/ sticker	Order Cards (1 per girl)	Money Envelope (1 per girl)	Family Guide (1 per girl)