

Hey Girl Scout Volunteer,

Thank you for visiting the online TCM Companion and using your resources wisely! As we sometimes need to make updates to this companion throughout the program, we are going to list all updates here and what page you can see this new info on. In addition the new info will be **highlighted in green** on its' corresponding page.

Please direct any questions or concerns to customercare@girlscouts-swtx.org and the Product Program team will get to you ASAP!

2023 Updates:

- As of 10/5/2022 on page 1—Cookie Rally is expected to be held on Sat., Jan. 14—more info about the event and registration will be available in November/December
- As of 1/31/2023 on page 1, 3, 4, 6 and 7—Digital Cookie shipped orders open Mon., Feb. 27-Wed., Mar. 1. This includes the new Raspberry Rallies.
- As of 1/31/2023 on page 3—National Girl Scout Cookie Weekend (NGSCW) will be Fri., Mar. 3-Sun., Mar. 5. Historically GSSWT has not hosted NGSCW events or promotions.
- As of 1/31/2023 on page 8—Due to Digital Cookie shipped order changes troop sites will be listed on the GSUSA Cookie Finder on Mon., Feb. 27-Wed., Mar. 1. Customers will be limited to shipped or donated orders.
- As of 1/31/2023 on page 14—Blossom reorder/pick-up site date changes to Thurs., Feb. 2 due to inclement weather on Tues., Jan. 31.
- As of 1/31/2023 on page 19—Updated Group Incident Report linked to incident instructions.
- As of 1/31/2023 on page 32—Updated instructions for Digital Cookie Troop site allocations in eBudde.

2023 Troop Cookie Manager Companion (a.k.a. "TCM")

Just-in-Time Webinars:

Wed., Nov. 30 @ 10 a.m.—
Starting the program

Wed., Dec. 14 @ 10 a.m.—
eBudde Demo

Wed., Jan. 4 @ 10 a.m.—
Initial Order

Wed., Feb. 22 @ 10 a.m.—
Finishing the program

*Register on gsLearn and recordings
will be available post-webinar
on Cookie webpage!*

Fri., Dec. 9	Deadline to complete required TCM/troop requirements AND girl permission slips to be added into eBudde for Dec. 14 th start—initial due date just for PPD to enter info by Dec. 14 th
TBA by GSUSA	Digital Cookie site opens for girls and volunteers
 Wed., Dec. 14	Girls begin taking orders <i>(on my honor, NOT before this date!)</i>
Fri., Dec. 23-Mon., Jan. 2	Offices closed (Winter Holidays)
Sat., Jan. 14	GSSWT Cookie Rally—Format TBA; see girlscouts-swtx.org for registration deets
11:59 p.m., Sun., Jan. 8	Submit initial order AND initial reward AND select pick-up in eBudde 11:59 p.m. (p. 12; G2eB p. 24-25)
1 p.m., Wed., Jan. 11- 11:59 p.m., Wed., Jan. 18	1 st /prelim round council-sponsored booth scheduling opens in eBudde (p. 15; G2eB p. 26)
Thurs., Jan. 12	ACH Authorization Form/Agreement to Deposit MUST BE ON FILE (p. 16)
Fri., Jan. 13	Delivery assignments confirmed—do NOT print delivery confirmation before this day
Mon., Jan. 16	Offices closed (Martin Luther King Jr. Holiday)
9:30 a.m., Tues., Jan. 24	2 nd /final round council-sponsored booth scheduling opens in eBudde (p. 15; G2eB p. 26)
Wed., Jan. 25- Sat., Jan. 28	Initial cookie order deliveries (p. 12) Independent booths begin, if approved in eBudde—approvals begin mid-Jan. (p. 15; G2eB p. 27)
Week of Mon., Jan. 30	Initial rewards ship to CCM
Tues., Jan. 31-Sun., Feb. 26	Cookie warehouse/reorder sites open (p. 14)
Fri., Feb. 3-Sun., Feb. 26	Council-sponsored booth dates and independent booths continue (p. 15; G2eB p. 26-27)
Thurs., Feb. 9	1st ACH sweep —35% council portion from troop bank account (p. 16)
Thurs., Feb. 23	2nd ACH sweep —30% council portion from troop bank account (p. 16)
Sun., Feb. 26	ALL reorder sites CLOSE and council-sponsored/independent booths END
Mon., Feb. 27	Digital Cookie shipped orders open—including NEW Raspberry Rallies
Wed., Mar. 1	Digital Cookie orders close—girl-delivery, shipped and donated orders
Mon., Mar. 6	Final rewards due in eBudde and site closes to TCM 11:59 p.m. (p. 9-10; G2eB p. 35) Online end-of-program report due 11:59 p.m. (p. 17) Delinquent account report(s) due 11:59 p.m.— <i>complete with required documentation</i> (p. 18)
Thurs., Mar. 9	3rd ACH sweep —100% of remaining balance from troop bank account (p. 16) 100% balance due for IRGs and Agreement to Deposit troops (p. 16)

IRGs and Agreement to Deposit troops **MUST** deposit weekly **AND** follow the same ACH sweep percentages **AND** dates!

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Look out for helpful page #s in the G2eB!



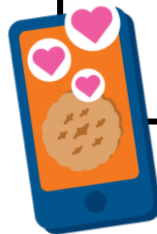
What is your Why?
 Your why is your purpose for doing what you do. It is your calling. Your conviction. It is your mission statement. Your core source of motivation.

Our why is our girls. And our volunteers. We are here to serve you. To serve you by the Girl Scout Law and Promise. We are motivated to propel girls into an unknown future. And we need you. Right beside us. So we can encourage them, together, to *Go Bright Ahead*.

Thank you. For being a GSSWT volunteer—but more so, for being a cookie volunteer.

Community Cookie Manager Info

Please stick the provided CCM Info label here!



Cookie Program Checklist

November—Before the Program

- Complete Troop Cookie Manager (TCM) requirements:
 1. Current adult membership for '22-'23
 2. Cleared background check on file **expiring AFTER Apr. 1, 2023**
 3. Completed 2023 ONLINE TCM training and agreement
- Is troop bank account in compliance? And have active ACH Auth. on file?
- Girl memberships renewed for '22-'23?
- Wed., Nov. 30 @ 10-11 a.m.**—Just-in-Time Webinar: Starting the cookie program off right & program review!



GSSWT OFFICES CLOSED

Fri., Nov. 4

Staff Development Day

Wed., Nov. 23-Fri., Nov. 25

Thanksgiving Holiday

Fri., Dec. 23-Mon., Jan. 2

Winter Holidays

Mon., Jan. 16

Martin Luther King Jr. Day

December—Before the Program & Start Date

- Check in with CCM to receive program materials
- Host informational parent meeting
 - o Have parents submit girl permission slips—online preferred!!
 - o Help Girl Scouts set troop and individual goals
- Fri., Dec. 9**—Initial deadline to complete required TCM/troop requirements AND girl permission slips (online or paper) to be added into eBudde for Wed., Dec. 14 start
- Wed., Dec. 14 @ 10-11 a.m.**—Just-in-Time Webinar: eBudde Demo
- Wed., Dec. 14**—Program begins—*Girls may begin later, but not before!!*
- Verify participating girls in eBudde—all girls are uploaded by council into eBudde based on permission slip
- Begin independent booth requests submission in eBudde—approvals begin mid-January

January—During the Program

- Wed., Jan. 4 @ 10-11 a.m.**—Just-in-Time Webinar: Initial cookie order time!
- Sat., Jan. 7**—Attend Cookie Rally (format TBA)—see girlscouts-swtx.org for registration deets
- Sun., Jan. 8**—Initial cookie orders AND initial rewards due in eBudde before 11:59 p.m. (G2eB p. 24-25)
- Wed., Jan. 11**—1st/prelim round booths scheduling opens—ONLY two rounds for 2023 (p. 15; G2eB p. 26)
- Thurs., Jan. 12**—ACH Authorization Form MUST be on file to use troop account (p. 16)
- Fri., Jan. 13**—Print or screenshot delivery confirmation from eBudde—Initial order delivery assignments finalized and includes text confirmation code and phone number (p. 12; G2eB p. 25)
- Tues., Jan. 24**—2nd/final round booths scheduling opens (p. 15; G2eB p. 26)
- Wed., Jan. 25**—Initial cookie order deliveries (p. 12) and independent booths may begin (p. 15; G2eB p. 27)
- Week of Mon., Jan. 30**—Initial rewards ship to CCMs
- Tues., Jan. 31**—Cookie reorder sites open (p. 14)

February—Cookie Booths

- Fri., Feb. 3**—Council-sponsored booths begin (p. 15; G2eB p. 26)
- Thurs., Feb. 9**—1st ACH Sweep (p. 16)
- Fri., Feb. 17**—TROOP Digital Cookie links open for shipped and donated orders in GSUSA Cookie Finder
- Wed., Feb. 22 @ 10-11 a.m.**—Just-in-Time Webinar: Finishing the cookie program off right!
- Thurs., Feb. 23**—2nd ACH Sweep (p. 16)
- Mon., Feb. 27**—Digital Cookie shipped orders open—including NEW Raspberry Rallies

**National Girl Scout
Cookie Weekend**

Fri., Mar. 3-Sun., Mar. 5

March—End of the Program

- Mon., Feb. 27-Sun., Mar. 5**—Clean-up week; booths may be set up directly with store (do NOT contact H-E-B stores) to sell remaining cookies; girls can also take cookies door-to-door—*TCMs will be responsible for any cookies left in the inventory so be sure to get troop working together to get them sold.*
- Wed., Mar. 1**—Digital Cookie orders close—girl-delivery, shipped and donated orders
- Mon., Mar. 6**—Assign ALL cookies to girls in eBudde; select AND submit final reward/patch selections—eBudde shuts off to TCMs at 11:59 p.m. AND complete online end-of-program report (p. 17; G2eB p. 35)
 - o If applicable, submit **delinquent account report(s) and all required documentation** (p. 18)
- Thurs., Mar. 9**—3rd ACH Sweep (p. 16)
- Week of Mon., April 24**—Final rewards ship to CCMs
- Distribute rewards to girls ASAP and report any missing by May 9, 2023.**

New for 2023

Cookie Price Change—

ALL cookies are now **\$5 per package**—will be listed on paper order card and Digital Cookie!



Reasons for price change:

- Generate more revenue for troops (proceeds increasing to \$0.75 per pkg)
- Generate additional revenue to fund council programs, camp, and girl experiences

- Introducing our mascot to help cheer us on for the 2023 Girl Scout Cookie Program.....
Coral the Dolphin!

As girls Go Bright Ahead throughout the program they can earn flip-tastic dolphin themed rewards and patches!



- **(Another) New Cookie*—Raspberry Rally**
Introducing the new cookie* for 2023..... Raspberry Rallies!



A fruity twist on Thin Mints; this cookie combines rich chocolate and tart raspberry! This cookie will have a limited supply and will **ONLY be available for shipped on Digital Cookie.**

ONLY available on Digital Cookie for direct shipped AND limited supply from **Feb. 27-Mar. 1!**

***SUPER IMPORTANT NOTE:** Raspberry Rally is available for shipped ONLY AND GSSWT is limited to 5300 packages. Raspberry Rallies will become unavailable in Digital Cookie when the inventory is depleted (this MAY happen without prior warning to TCM/troops). Share this info with your troop!

- **NEW Financial Literacy Badges**

In 2022 we saw an updated set of Cookie Business Badges, NOW girls also have a fresh set of Financial Literacy Badges with new requirements!

Girls can work at earning these NEW badges for each year they participate—13 in total! There will be new badge booklets including a volunteer guide to help troop leaders plan and share badges with more hands-on options and modernized content for today's girls.

- **Only TWO Booth Scheduling Rounds**

1st round for prelim scheduling and 2nd for final scheduling and will remain open until end of the program!

We are hoping this change will cause less resistance from business owners due to increased holiday traffic and will allow us to secure booths during non-holiday times. We are also expecting changes to the booth scheduling process for GSUSA corporate agreements, so this will allow those changes to take place before we contact businesses.

- **eBudde Enhancements**

The eBudde website look and feel has been updated to closer resemble the eBudde app. Most of the functionality and processes are the same but the overall look will be different.

Note: Screenshots in the TCM Guide to eBudde (p. 20-35) may not portray the current look.

Volunteer Resources

Little Brownie Bakers Website littlebrownie.com



Great for:

- Cookie activity ideas
- Program resources and tips
- Safety and family guides

Girl Scouts of Southwest Texas Website girlscouts-swtx.org/cookies



Great for:

- Checking GSSWT updates
- All forms and permission slips
- Training information
- Troop resources—family/reward guides, etc.
- Register for Cookie Rally and any other events

eBudde App

Available in Google or Apple App store

Great for:

- Entering cookie reorders
- Recording booth sales
- Checking inventory
- And so much more!

Girl Scouts of Southwest Texas

Customer Care

(210) 349-2404

customercare@girlscouts-swtx.org

Product Program Department (PPD)

PPD Staff:

Christina Frazier—*Director of Product Program*

Emma Blevins—*Product Program Manager*

If you cannot reach your CCM, please email customercare@girlscouts-swtx.org AND ensure to include your troop #, girl names and all info.

MyGS

MyGS.com

Great for:

- Checking troop membership status
- Renewing memberships
- Viewing CBC expiration

Cookie Program Terms

Community Cookie Manager (CCM)—Handles all aspects of community's cookie program and works directly with council. Please reach out to them first with questions and concerns!

Troop Cookie Manager (TCM)— Handles all aspects of troop's cookie program and works directly with money manager/co-leader and CCM. Should be parent/guardians FIRST point of contact for issues or questions.

eBudde—Website used to input initial order, reorders, assign cookies and payment, and track troop sales during cookie program. (Guide to eBudde p. 20-35).

Digital Cookie (DOC)—Website that girls use as virtual storefront and can email family/friends. Troops will also use this website to set-up troop Digital Cookie site (p. 7-8).

Gift of Caring (GOC)—Monetary donations used toward cookies for four GOC organizations (p. 11).

ACH Sweep—Electronic sweep of funds from troop's council-approved bank account—divided across 3 sweeps (p. 16).

Agreement to Deposit—Agreement to deposit 100% of funds into GSSWT bank account; alternative option to ACH sweep/troop bank account and does NOT replace troop account; required for all IRGs (p. 16)

Receipts—All TCMs are provided a product/money receipt book. A receipt MUST be completed and signed by both parties EVERY time product and/or money exchanged (p. 13).

Initial Meeting for Girls and Parents

We strongly suggest TCMs host an initial meeting to set expectations, provide due dates and distribute materials.

What TCM needs from parents:

- Girl permission slip—online or paper
- Current girl registration for 2022-2023
- Parent contact info for your own records

Materials per girl:

- Family Guide
- Paper Order Card
- Money Envelope

Important information to review

✓ Important dates:

- **Wed., Dec. 14**—Girls begin taking orders & Digital Cookie opens for girls
- **Sat., Jan. 7**—GSSWT Cookie Rally (format TBA)
- **Sun., Jan. 8**—Initial cookie orders due in eBudde before 11:59 p.m.
- **Wed., Jan. 25–Sat., Jan. 28**—Initial order pick-up & distribution by TCM
- **Fri., Feb. 3–Sun., Feb. 26**—Council-sponsored booths available
- **Mon., Feb. 27**—Digital Cookie shipped orders open—including NEW Raspberry Rallies
- **Wed., Mar. 1**—Digital Cookie orders end @ 11:59 p.m.
- **Mon., Mar. 6**—All money due to TCM & TCM must submit final reward selections

✓ What do I need to discuss with my parents?

- Change in cookie price—\$5 per pkg for ALL cookies
- NEW Raspberry Rallies—ONLY available on Digital Cookie for shipped and limited quantity (p. 4)
- Cookie ordering/distribution
 - When, where and how parents should communicate initial and reorders for cookies
 - If girls have hard-to-reach customers, use cookies for other orders
 - Parent/guardians are responsible for payment of undelivered cookies
 - Cookies cannot be returned to troop, community, or council
 - Only sell cookies made by Little Brownie Bakers; DO NOT sell cookies by ABC Bakery
- Money
 - Girls should only accept cash or credit card via Digital Cookie (or Square)—do not accept checks (p. 13)
 - Set early and consistent deadlines for parents—MUST be deposited 48 hrs before the ACH sweep (p. 16)
 - Parents may NOT get additional cookies until all money for initial order/reorders turned in
- Using Digital Cookie
 - Parents REQUIRED to provide approval in Digital Cookie for any GIRL-DELIVERED orders
 - Parents MUST also request cookies from TCM/troop or obtain TCM permission to pick-up cookies from reorder site—cookies are NOT automatically provided for Digital Cookie orders
 - Parents should check with their TCM before accepting large orders or near the end of the season
- Reorder sites
 - Parents/guardians are allowed to check out cookies from reorder site—UNLESS TCM notifies council not to; if allowed, advise parents to pick-up responsibly! If you see transaction of cookies that you didn't check out, ask parents and get copy of reorder receipts
 - If you prefer parents to only pick-up cookies from TCM, let them know and set and communicate times for parents to “reorder” cookies from you
- Participating in cookie program
 - In-person/paper order card and Digital Cookie (p. 7)
 - Booth opportunities
 - Online and social media etiquette

Scan here for the online girl permission slip!



This includes neighborhood sites, garage sale sites, etc.—it is our responsibility to keep girls SAFE!

I will only post about my participation in Digital Cookie on social media sites where my friends and family—and not the public—can see my social media page. This means that I will not post about my participation in Digital Cookie on websites such as Twitter, eBay, Craigslist, or any other website where my posts can be viewed by the public. I understand that my Council may impose other rules about my use of social media under Digital Cookie, and I will follow those rules. (*Girl Scout Digital Cookie Pledge*)

What is Digital Cookie?

Digital Cookie is an online storefront that **girls** can use to email family and friends for support during the Cookie program. **Troops** can also use website to set-up troop Digital Cookie site.

Why use Digital Cookie?

Digital Cookie helps girls' and troops' superpower their cookie goals as they go beyond the booth with mobile and online channels. The platform is a fun, educational tool that helps girls run and manage their small business online. That means more ways for her to learn-while-doing and more opportunities to power new, unique, and amazing experiences that help her learn essential life skills!

What are customer order options?

Direct Ship (SHIP): Cookies are shipped by third-party carrier to customer's front door. This option includes shipping fee covered by customer, **not the girl**. Available Mon., Feb. 27- Wed., Mar. 1.

- **Have a question about a Digital Cookie Order that hasn't yet arrived?** Either access, or direct your customer to access, the Digital Cookie support online form—this form is available on GSSWT Cookie Materials webpage or through QR code to the right.

Girl Delivered (DLVR): Customers order online, and cookies are delivered to them by girl. There are no shipping costs or processing fees associated with girl delivery option.

- These online orders **MUST** be approved by parents **FIRST**. Parents **MUST** give TCMs complete order information (quantity/variety) if they need additional cookies.
- Girl-delivered orders placed **BEFORE** initial order (is submitted by troop) are **AUTOMATICALLY** added to girl's initial order total; orders received **AFTER** must be communicated to TCM or picked-up from reorder site.

Donation (DON): Customers may donate packages to GSSWT's Operation Gift of Caring in Digital Cookie. All donations made in Digital Cookie will be sent on behalf of customer by GSSWT to **USO**. Donations made online will be credited to girl under Council GOC in eBudde and troop/girls don't handle any donated orders!

How do GIRLS get started?

An email will be sent to all eligible girls (via parent/guardian email address provided on girl permission slip) from "Girl Scout Cookies" in December to access Digital Cookie. To receive access, girls must have:

- Active 2022-2023 Girl Scout Membership
- Submitted girl permission slip (online or paper)

What if girl doesn't receive email or has issues accessing for the first time?

Parent/guardian should check spam/junk folders for email address provided on their girl permission slip for either email from Digital Cookie OR girl permission slip confirmation.

If parent **DID NOT** receive either email, TCM should ensure girl is listed in troop eBudde **AND** parent email address is correct. ***If girl is missing from eBudde:***

- Verify she is registered in your troop
- Check that her membership is active for 2022-2023 (have co-leader check MyGS acct.)
- Confirm parent/guardian submitted girl permission slip
- **AND then** contact customercare@girlscouts-swtx.org

Girl Digital Cookie Rewards



GSUSA Digital Cookie Patch
(style/color may vary)
35+ emails



Paddle Board Desk Stand
110+ pkgs



Cookie Techie Patch AND Dry Pouch
210+ pkgs

Scan here for Digital Cookie Online Order Issues



Troop Digital Cookie Site

Troops have option to set up Troop Digital Cookie site to use for virtual cookie booths OR listed on GSUSA Cookie Finder so that anyone can find your troop when located in same zip code (for donated or shipped order)!

Troops have TWO options—use this info to decide how Digital Cookie site and links can work for your troop:

Option 1: Girl-delivery Link

- Troop can toggle ON for customers to place orders for girl-delivery (plus shipped or donated).
 - For girl-delivery orders troops must coordinate drop-off/pick-up with customer.
- Troops can use this link as virtual cookie booth and have customers pre-pay and pick-up at troop-designated location!
 - Designated location can be existing cookie booth, or other public location.

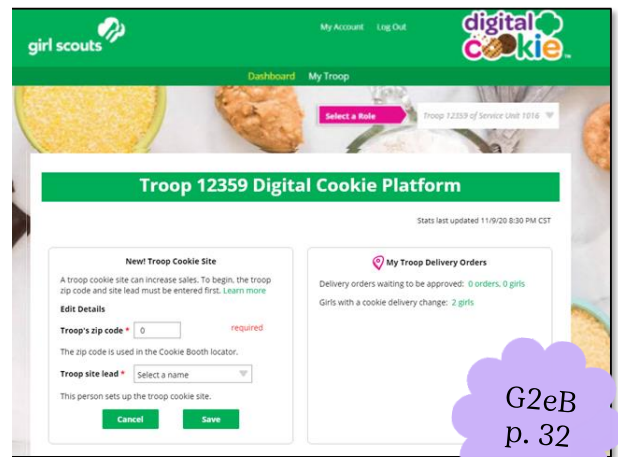
Option 2: Shipped-Only Link

(Troop links will be in Cookie Finder Feb. 27-Mar. 1)

- Customers in and outside of your community can place orders for **ONLY direct shipped or donated**.
- Once troop site is set-up, link is connected to GSUSA Cookie Finder for customers to purchase shipped or donated cookies beginning Fri., Feb. 17 to coincide with National Girl Scout Cookie Weekend, Feb. 17-19.
 - Nothing additional for troop to do... cookies ship directly to customer and sales/donations are credited to troop!

How to set up troop Digital Cookie site?

- Log into Digital Cookie—same email from TCM Agreement
 - First time logging in you'll see area for troop cookie site
- Select “Start” under Troop Cookie Site and follow prompts
 - Enter troop's main zip code
 - Select yourself to be Troop Site Lead
- In top drop-down, select “Parent” role and “troop” as Girl Scout
- Follow registration and set-up process as if it was a girl
 - DO NOT change name of troop—this will appear in GSUSA Cookie Finder for customers
- Troop can then use site link to share with customers as handy virtual cookie booth or low-impact with shipped/donated only—**ensure to allocate troop site sales before submitting rewards!!**



What does troop do with sales received?

TCMs can allocate sales as needed throughout program (i.e., virtual cookie booth, credit card payments) OR wait until end of program to reallocate TROOP Digital Cookie sales at once. Troops that did not use troop site to accept credit cards or as virtual booth, can consider allocating evenly.

Can we use troop Digital Cookie site to accept credit cards at booths?

Yes, troop Digital Cookie site is a great tool to accept credit cards at a booth! Girls/parents should see troop site listed in Digital Cookie app once it has been set-up by TCM. Once in troop site, girls can select “New Cookie Order,” record order and process credit card information.

Note: Cookies may show “Shipping Only” message—this is default message for troop site and girl should be able to select girl-delivery/in-hand on next screen.

Do I need to reallocate credit card payments to girls in eBudde?

No, since Digital Cookie only reflects **payments** for girl-delivery/in-hand orders (TCM is responsible for allocating girl-delivery cookies in eBudde) this makes it super easy to record booth sales without payments being double counted—especially if you are using Booth Sale Recorder in eBudde as it automatically includes payment corresponding with # of cookies sold (G2eB p. 28). *In girl order tab you may see a large negative “Bal. Due” for troop site—this is totally ok!*

Complete guide for set-up and allocation with images available on Cookie+ Program Material Webpage & p. 32.

Girl Rewards

Initial Rewards

Initial rewards are cumulative and ordered at time of initial cookie order and ship to CCM in early February.

Girl Initial Order



- 225+ pkgs—Dolphin Tail Bracelet (each girl who reaches 225+ packages at initial order)

G2eB
p. 25 &
35

Troop Per Girl Average (PGA)



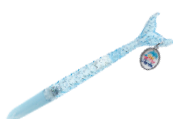
- 375+ PGA—Each girl and TCM (max. 3) in troop will earn Long Sleeve Hooded T-Shirt
- 475+ PGA—Troop receives one Booth Kit (1 kit per troop)—contents TBA

Final Rewards

*Default item—rewards not chosen in eBudde by Mon., Mar. 6, this is item girl receives.



**Go Bright Ahead
Theme Patch**
15+ pkgs



Dolphin Tail Pen
30+ pkgs



**Scrunchie w/ Secret
Pocket Set**
60+ pkgs



**Adorable Mini
Plush Dolphin**
90+ pkgs



**Write-your-own-dreams
Journal w/ stickers**
150+ pkgs



Dolphin Tail Mood Rings
210+ pkgs



**Themed Water Bottle &
Decals**
300+ pkgs



**Headlamp Headband OR
\$5 Cookie Credits***
365+ pkgs



**Super Patch AND
Snuggly Dolphin Plush OR
\$5 Cookie Credits***
450+ pkgs



**Go Bright Ahead T-Shirt* OR
\$10 Cookie Credits**
550+ pkgs



**Cushiony Travel Pillow w/ Mask* OR
\$10 Cookie Credits**
675+ pkgs



**Paddleboard Beach Towel* OR
\$15 Cookie Credits**
750+ pkgs



**Beach Bash Bag—Sunglasses, Bandana
Scarf & Beach Bag OR
\$15 Cookie Credits***
850+ pkgs



**Cozy Hooded Blanket* OR
\$20 Cookie Credits**
1000+ pkgs

AND 1000+ Cookie Club Party—deets to be emailed to parents in summer 2023!

NOTE: Girls reaching 1200+ levels will receive ONLY reward items—NOT Cookie Credits—at 15-1000+ levels, as she will automatically receive Cookie Credits corresponding with the highest level achieved for 1200+.



One-week FREE GSSWT Camp OR Cool Mini Fridge* (style/color may vary) AND \$120 Cookie Credits
1200+ pkgs



2023 American Girl-of-the-Year Doll (style/color will vary) OR Snazzy Polaroid Kit* AND \$150 Cookie Credits
1500+ pkgs



2023 Year Patch AND GS Day @ Fiesta Texas with GSSWT CEO (girl-only event; spring 2023) AND Summer Goodie Bag AND \$220 Cookie Credits
2023+ pkgs



Paint-your-pet Party* (for 1 girl & 1 adult; spring 2023) OR Customize-your-own Converse AND \$300 Cookie Credits
3000+ pkgs



GS Day @ Schlitterbahn* (for 1 girl & 1 adult; spring 2023) OR Outdoor Adventurer Gear—Tent & Camping Chair (style/color may vary) AND \$300 Cookie Credits
4000+ pkgs



SeaWorld Dolphin Beach Experience (girl-only event; spring 2023) AND \$300 Cookie Credits
5000+ pkgs



Paddle Board Yoga Day Trip (girl-only event; spring 2023) AND Paddle Board with Goodie Bag AND \$300 Cookie Credits
6000+ pkgs

For every 500 pkgs sold exceeding 6000 pkgs, girls earn additional \$50 in Cookie Credits.

NEW—Superstar reward opt-out option for Cadette, Seniors and Ambassadors

C/S/A girls must reach 1200+ AND complete Superstar form to opt-out of ALL rewards to INSTEAD receive: ONE reward item from 30-1000 levels (girl will still receive all patches earned) AND ONE of the following:



Customize-your-own Converse



Snazzy Polaroid Kit (style/color may vary)



Outdoor Adventurer Tent & Inflatable Hammock (style/color may vary)



Techy-lovers Bluetooth Keyboard & Speaker (style/color may vary)



Cool Mini Fridge & Moon Lamp (style/color may vary)



Grow-your-own Inside Garden w/ Seed Pods (style/color may vary)



Decorate-your-own Camping Trunk Kit (style/color may vary)

Additional Rewards & Proceeds

Additional patches—Included at end of reward selection in eBudde and all requirements are “on my honor.”



Super Sister—sisters selling combined total of 300+ pkgs



Cookies on the Go—participating in door-to-door sales/other cool ideas



Cookie Rookie—first time participating in cookie program



Booth Champion—participating in first three weekends of booths



Booth Sales—participating in two or more booths

2022-2023 Fall/Cookies Crossover Personalized Patch

To earn, girls must (sisters must reach combined total):

1. Earn Fall Product Program Personalized Avatar Patch AND
2. Sell 375+ packages of cookies & send 25+ emails during 2023 cookie program

Sisters must reach a combined total for Crossover Personalized patch!

Community Cookie Crew—Troop with greatest percentage increase over 2023 sales in community will earn special troop reward!

Community Cookie Princess—Girl with most packages sold in community earns special T-shirt!

Cookie Entrepreneurial Officer (CEO; council top seller)

- Recognition as 2023 Cookie Entrepreneurial Officer
- Act as council spokesperson at PR opportunities
- Shadow GSSWT CEO for a day
- Special rewards including personalized acrylic plaque, Shop boutique named after her and more!

Operation Gift of Caring



Council Gift of Caring (C-GOC) rewards are earned for **monetary donations ONLY**. Any donations of cookie packages from troop to chosen organization will not earn rewards (donations made in Digital Cookie go to USO only).

Gift of Caring Rewards



Gift of Caring Patch
30+ pkgs



Glow-in-the-dark Flying Disc
65+ pkgs

Option to Opt Out of Rewards & Earn Extra Proceeds

If troop (*Junior, Cadette, Senior, and Ambassador ONLY; NO IRGs*) has troop PGA of 350+, they may opt out of ALL rewards to receive **additional 5¢/package**.

To qualify, TCMs **MUST SUBMIT** mandatory opt-out form to Product Program department no later than Mon., Feb. 27 (form at girlscouts-swtx.org/cookies—form requires ALL girl AND parent signatures) and follow all rules/fine print.

Troop Proceed Policy

The proceeds from product programs do not become the property of individual girl members within the troop/group. Girls are, however, eligible for recognitions and cookie credits that they may use for their Girl Scout activities. (*Volunteer Essentials, Aug. 2018, p. 116*)

NOTE: Troop proceeds earned during cookie program belong to the **entire** troop. Troops may **NOT** set up incentives for individual girls in troop to earn—for example, each girl who sells 500 pkgs will received \$50 of troop proceeds to pay for a GSSWT summer camp session—this IS NOT ALLOWED as it is considered an inequitable opportunity.

Initial Cookie Order

G2eB
p. 24-25

What is an initial cookie order?

Girls may take cookies orders Wed., Dec. 14-Sun., Jan. 8. Girls can go door-to-door and contact friends/family using Digital Cookie. All these orders are entered in eBudde and picked-up at end of January.

When is initial cookie order submitted?

All orders **MUST** be submitted in eBudde before it closes 11:59 p.m., Sun., Jan. 8. It is also best to set date for parents/guardians to turn in girl orders to you with enough time for you to enter into eBudde.

! What about orders placed on Digital Cookie?

Digital Cookie Girl delivery (DLVR) orders approved by parent/guardian **WILL** be automatically included in initial order UNTIL the TCM clicks **submit in eBudde OR 11:59 p.m., Sun., Jan. 8. Once submit button is pressed for your troop, Digital Cookie orders will STOP being added to initial order.**

Should I order cookies for booths during initial order?

Troops are able to order cookies for booths during initial order (especially if have independent booths in January), HOWEVER we strongly encourage you order modest amount (suggestion: 50-80 pkgs per booth) and make plans to pick-up additional cookies from reorder sites beginning Tues., Jan. 31.

When/how do I submit my initial order?

Once you have received paper card orders from all parent/guardian you can enter/verify (if Digital Cookie) in eBudde. Check out p. 24-25 in G2eB and Just-in-time videos found on girlscouts-swtx.org/cookies for more help!

What if my troop doesn't want to submit initial order?

Troops are not required to submit initial order and can wait until cookie reorder sites open Tues., Jan. 31.

What does the initial order pick-up look like?

Volunteers will drive-thru a line or up to a trailer to pick up cookies! Volunteers **are expected** to take their time to count, ensure they receive the quantity of cases, and *then confirm the order by texting troop-specific code to phone number provided*. There will also be GSSWT staff and delivery agents on site.

How can I prepare for cookie pick-up day?

- ✓ Print or screenshot delivery confirmation with delivery location, date, time, and *special text code from eBudde*.
- ✓ Bring government-issued, picture ID (driver's license or military ID).
- ✓ Clean out vehicle, fold down seats, etc. prior to arriving.
- ✓ Ensure vehicle is large enough—see suggested carload chart!

<i>Suggestions Only:</i> Car Type	Approx. Cases
Compact Car	23
Hatchback Car	30
Mid-Size Sedan	35
Sport Utility Vehicle (large)	60
Station Wagon	75
Minivan (seats in)	75
Pickup Truck (full bed)	100
Cargo Van (seats in)	200

My cookie pick-up day is here, what do I need to know?

- ✓ Children are **not** permitted at site (they **MUST** remain in vehicle, and onsite staff will address if we see kiddos).
- ✓ Your patience is greatly appreciated—be prepared to wait (especially if late or early, and inclement weather).
- ✓ **Count order carefully.** Double check order count and inspect outside of case. *Do not rush, ensure count is correct and all cookies are loaded into vehicle—cookies will NOT be replaced*
- ✓ Cookies may **NOT** be separated or distributed to parents/guardians at delivery site.
- ✓ You **MUST** text delivery text code to eBudde phone number before leaving site (ask on-site staff for help).

What if I am not able to make my scheduled pick-up?

- ! You **MUST** find other adult(s) to pick them up at scheduled date/time—ask parents and co-leaders!
- ! If not able to find anyone to help, *you will need to pick up initial cookie order at Ward North American (17275 Green Mountain Rd, SATX 78247) from 8 a.m.-6 p.m. on Mon., Jan. 30.*

Cookie Distribution & Money Collection

! SIGN RECEIPTS EVERY SINGLE TIME cookies and/or money is exchanged between adults.
KEEP ALL RECEIPTS—receipts are the **ONLY** proof of transferred responsibility of payment/cookies.

Cookie Distribution & Money Collection Basics

- Distribute cookies **ONLY** to adult.
- Count cookies and/or money with adult until you both agree on total.
- Have adult sign receipt for cookies and/or money.
 - Keep original and save in case there is a question later about order!
 - **! Once you have signed receipt, responsibility of payment for cookies is transferred to parent/guardian or TCM.**

QUANTITY	DESCRIPTION	PRICE
3	SAVANNAH SMILES	
	TREFOILS	\$92.00
	DO-SI-DOES	
10	SAMARAS	
	THAI LONGS	
10	THIN MINTS	
	GIRL SCOUT S'MORES	
	TOFFEE-TASTIC	
23	TOTAL	

Receipt (n.) a writing acknowledging the receiving of goods or money; proof, evidence

What should I do if parent has not picked up initial/reorder cookies?

If parent does not pick up cookies ordered, do **NOT** hold onto them! Use cookies to fill reorder requests to fill other girls' additional orders and for cookie booths.

What should I do if troop or parent has excess cookies?

Cookies may **NOT** be returned to council or any reorder site but we **MAY** be able to help please contact PPD and your CCM as soon as you think you may have too much inventory leftover.

What if girls need more cookies for additional orders?

Girls will most likely need more cookies than what was ordered in initial order. TCMs can choose to go to reorder sites and pick-up or allow parents/troop volunteers to pick-up on their own (in some locations TCMs will need to enter pick-up order in eBudde). Parents **MUST** inform you if more cookies are needed for in-person or Digital Cookie girl-delivered orders. Do **NOT** give additional cookies to parents who have not turned in money owed for previous orders.

When should money be turned into TCM/troop?

TCM/troop should collect payments from parents on weekly/bi-weekly basis and deposit to council-approved troop bank account immediately—the **safest place for money is troop bank account**. **DO NOT wait until end of program to collect (p. 16)**. *Tips: Set early dates, work with parents to establish process for turning in money OR ask parents to make deposits directly to troop bank account, just ensure to get bank-validated deposit slip.*

What should I do if parent has not turned in money?

Parents should have all money turned in for initial order cookies before receiving additional cookies and should continue to turn in money regularly for cookie reorders. If parent misses final deadline to turn in money, complete and turn in **Delinquent Account Report AND ACH Adjustment Form!** TCM will be responsible for any amount overdue if *Delinquent Account Report AND ACH Adjustment Form* (p. 16) are **NOT** submitted.

When does customer pay?

For **in-person/paper orders**, money is collected from customers upon delivery of cookies—**NOT AT TIME OF ORDERING**. **Monetary donations** for Gift of Caring are accepted at time of donation (\$5 = 1 GOC in eBudde). For **online shipped** and online girl-delivered orders, payment is made at time of online ordering.

Acceptable forms of payment?

Cash or credit card! Troops/girls can use Digital Cookie app as either girl or troop site (p. 8) OR troops may sign up to use Square (GSSWT does not assist with Square **AND** fees are **NOT** allowed to be passed onto customer).

*Please note that GSSWT strongly urges troops to **NOT** accept checks as payment due to uncertainty of validity. If troop chooses to accept checks—which GSSWT discourages—it will be troops responsibility to cover bounced checks/fees, council **WILL NOT** reimburse troops.*

Most Important Info

Do not keep large sums of money—deposit ASAP!

YOU are responsible for securing money and ensuring payment is made.

SIGNED money/product receipt is required for every transaction!

GSSWT will **NOT** reimburse troops for returned checks—troops may choose to accept checks at **their own risk**.

Cookie Reorder Sites



IMPORTANT: Most updated information regarding reorder sites dates/times and pick-up process will be SENT in weekly eBudde emails—PLEASE READ!

North Central (NC)—Sally Cheever Leadership Center
811 N. Coker Loop, SATX, 78216

Individual pkgs & cases available; 50 cases max.
Must submit pending order and select pick-up time in eBudde—TCMs can assign “Pick-up Only Users” in eBudde for pick-up from North Central only instruction on p. 29).

New Braunfels (NB)—New Braunfels Presbyterian Church

cases only; no min./no max.
Must submit pending order 48 hours in advance in eBudde

Northeast (NE)—Ward North American
17275 Green Mountain Rd, SA, 78247

cases only; no min./no max.
Walk-in and pending orders

Blossom Trailer—Blossom Athletic Center
12002 Jones Maltsberger Road, SATX, 78216

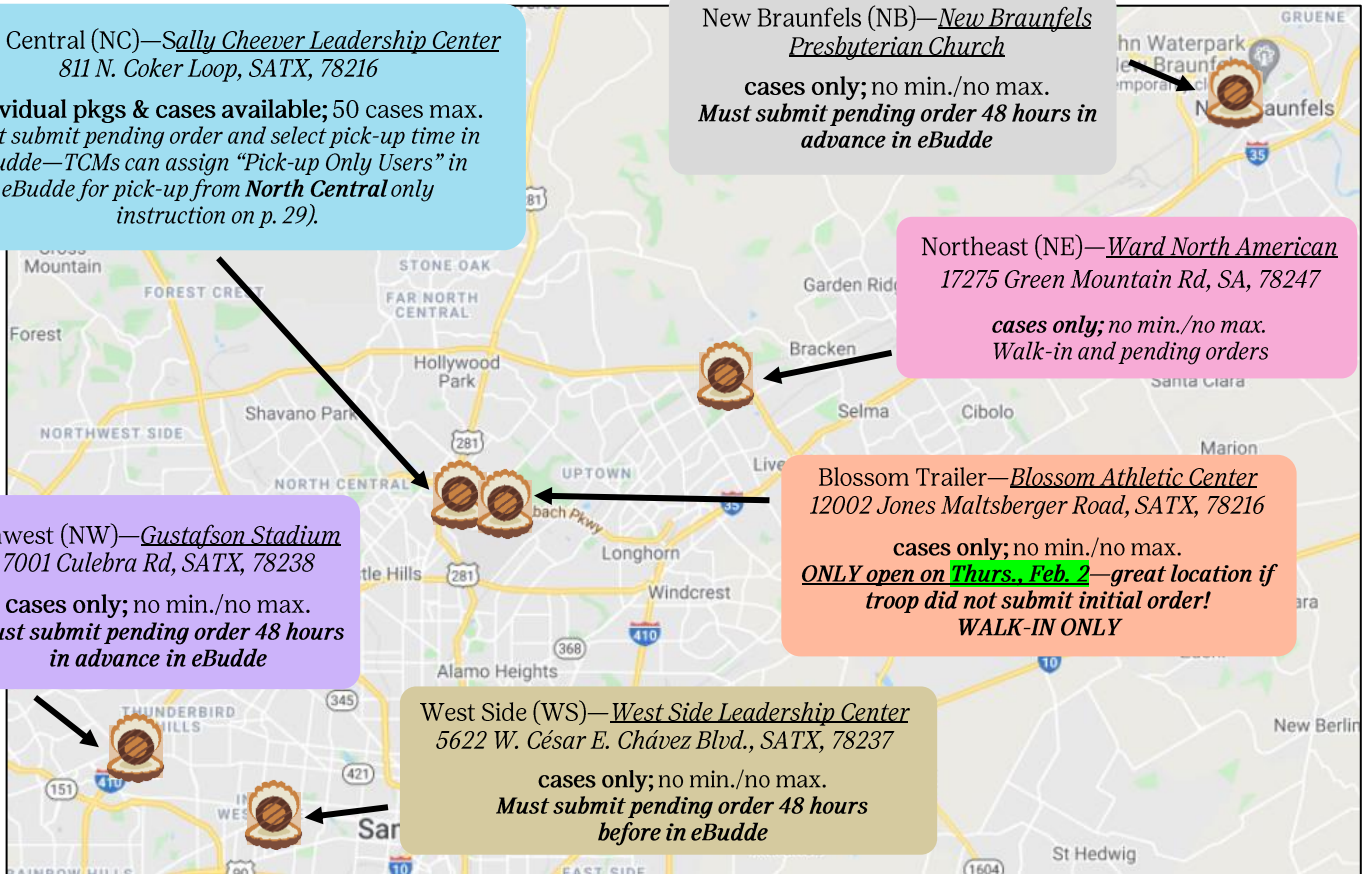
cases only; no min./no max.
ONLY open on Thurs. Feb. 2—great location if troop did not submit initial order!
WALK-IN ONLY

Northwest (NW)—Gustafson Stadium
7001 Culebra Rd, SATX, 78238

cases only; no min./no max.
Must submit pending order 48 hours in advance in eBudde

West Side (WS)—West Side Leadership Center
5622 W. César E. Chávez Blvd., SATX, 78237

cases only; no min./no max.
Must submit pending order 48 hours before in eBudde



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Jan. 31	Feb. 1	2	3	4
		NC/SCGSLC Cookie Warehouse—12-6p				NC—10-3p
		NE/Ward—1-6p				NE—8-12p
		NW—4-6p		NW—4-6p		NW—10-12p
		WS—4-6p			NB—1-6p	WS—10-12p
		BT—11-6p				
5		7	8	9	10	11
NC—10-3p	All reorder sites closed Mondays for inventory, restock and reset!	NC Cookie Warehouse—12-6p				NC—10-3p
		NE/Ward—1-6p				NE—8-12p
		NW—4-6p		NW—4-6p		Outlying Area Del Rio, Uvalde, Eagle Pass, Seguin, Pleasanton, Carrizo Springs & Floresville
				Outlying Area Castroville, Lytle, Bandera, Kerrville, Bulverde & Boerne	NB—1-6p	
					WS—4-6p	
12		14	15	16	17	18
NC—10-3p		NC Cookie Warehouse—12-6p				NC—10-3p
		NE/Ward—3-6p				NE—8-12p
				NW—4-6p		NW—10-12p
					NB—1-6p	
19		21	22	23	24	25
NC—10-3p		NC Cookie Warehouse—12-6p				NC—10-3p
26						
NC—10-3p	Clean-up Week—Mon., Feb. 27-Sun., Mar. 5					

Want to get cookies from another troop in your area?
Have excess cookies?

Use Cookie Exchange available in eBudde. Troops can list extra cookies for trade or find other troops with available cookies. Cookie Exchange does not automatically update and should be used as planning tool. Troop-to-troop transfer form must be completed and entered into eBudde.

Troop-to-troop transfer process instructions on G2eB p. 30 and video/guide will be available for step-by-step instructions on girlscouts-swtx.org/cookies.

G2eB p. 30

Cookie Booths

Independent Booths—Wed., Jan. 26-Sun., Feb. 26

What are Independent Booths?

Independent booths are set-up by troops and can begin once initial cookies are picked-up AND booth is approved by council in eBudde (approvals begin in January).

G2eB
p. 27

Where can Independent Booths be set-up?

Independent booths may take place at **any business NOT on council-sponsored list**. DO NOT ask any Walmart, Sam's, H-E-B, Lowe's or JoAnn's AND ensure booth IS NOT located within shopping center connected to H-E-B stores!

How to set-up Independent Booth?

If you find a location where your troop would like to host booth, complete Independent Booth Agreement on Cookies Webpage with your location's management. Completed request(s) **MUST** be entered in eBudde **3-4 business days before booth** to provide time for approval and send certificate of liability insurance.

UPDATED NOTE: If troop is interested in holding booth at residential location, please enter in eBudde with "Residence" as Business Name—this will allow for liability insurance coverage but will NOT be listed address on GSUSA Cookie Finder.

Military Restrictions

Booths and door-to-door on Fort Sam Houston, Lackland, Randolph and Laughlin AFBs are restricted to ONLY Girl Scouts in troops who meet on these bases or who live on these bases.

Council-sponsored Booths—Fri., Feb. 4-Sun., Feb. 26

What are Council-sponsored Booths?

Council-sponsored booths are locations that council has contacted and scheduled possible booths for all GSSWT troops. Troops have access to sign-up once added to eBudde and during rounds listed below.

G2eB
p. 26

When/how do you sign-up for council-sponsored booths?

Troops that have completed all TCM/troop requirements AND added to eBudde may access booth sign-ups in eBudde. Sign-ups are divided into 2 rounds—preliminary round for troops to secure initial booths AND final round that will remain open until end of program.

Booth Scheduling	
1st/Prelim Round 1 p.m., Wed., Jan. 11- 11:59 p.m., Wed., Jan. 18	Max 10 slots—4 Premier* and 6 Non-Premier <i>Premier: H-E-B, Wal-Mart, Sam's Club & Bass Pro</i> <i>Non-premier: All other locations</i>
2nd/Final Round 9:30 a.m., Tues., Jan. 24- End of Program	Troops may select as many sites as needed. <i>Do NOT sign up for more booths than troop requires</i> <i>AND do NOT sign up at one location for ENTIRE DAY.</i>

Premier* vs. non-premier?

Premier booths are H-E-B, Wal-Mart, Sam's Club, and Bass Pro Shop. Troops **MUST** be modest with premier booths selections to give other troops opportunity to select. *PPD will audit and remove slots for troops that are over the limit for 1st and 2nd rounds of booth scheduling without prior notice.*

What if we can't attend booth our troop signed-up for?

Release any booth site/sites you will NOT be using—24 hours in advance—to make them available to other girls AND because claimed booths will be listed on GSUSA Cookie Finder for public. *If troop does not cover sites and locations are found empty, they may lose all council-sponsored booth privileges.*

What if there aren't booth location available in my area my troop is interested in?

We strongly encourage troops to consider independent booth locations (info and instructions above) if you do not see a spot that your troop would be interested in.

Booth Tips

- Work with parents/guardians to find booth system/schedule that works!
- This is an opportunity to shine—encourage Girl Scout uniform or insignia tab and decorate booth.
- Show off those people skills—greet, be present and polite to every customer (practice with girls before 1st booth).
- Practice money management by teaching girls how to count back change, set troop budgets and manage cash flow.
- Utilize eBudde App or handy piece of paper to record sales.
- Check out booth guidelines and etiquette agreement on Cookies Webpage and share with troop!

ACH Sweeps & Additional Finance Info

✓ YES, ACH Sweep—

Troop Bank Account with
ACH Authorization Form on file with
Finance dept. by **Thurs., Jan. 12**

- ✓ Deposit 100% of money into **TROOP bank acct.**
- ✓ Keep troop proceeds in **TROOP bank acct.**

✗ NO, ACH Sweep—

IRG OR troop bank account **without** ACH Auth. on
file with Finance dept. by **Thurs., Jan. 12**

- ✓ Complete Agreement to Deposit online form
- ✓ Deposit 100% of money into **GSSWT bank acct.**
AND following ACH sweep % and due dates
- ✓ DO NOT deposit checks into council account

What do I need to use my troop bank account?

- ✓ Council-approved troop bank account in good standing
- ✓ Current ACH Authorization form—if signer change, new form **MUST** be submitted
- ✓ Submitted a **COMPLETE** June 2022 AND December 2022 finance reports

What about payments made on Digital Cookie?

A portion of Digital Cookie payments ARE automatically calculated into all 3 sweep amounts. To determine ACH sweep amounts PPD calculate ACH sweep % (i.e., 35%, 30%, etc.) of the “Amount You Owe Council” which will include a percentage of your Digital Cookie payments. *We DO NOT directly subtract Digital Cookie payments from your sweep amount!*

Breakdown
of how
to calculate
ACH sweep on
G2eB p. 34!

What if troop doesn't have full “ACH Sweep” amount?

If amount NOT available in bank acct by sweep date, troop **MUST** submit **ACH Adjustment Form** by specified date:

- Provide adjusted amount that **can** be swept; *remaining balances from adjs. moved to next sweep.*
- Troops submitting ACH Adjustment Form for 1st or 2nd sweep **NOT** allowed to pick up reorders until **adjusted amount has been paid** (either to GSSWT Shop with receipt or after next sweep *without* ACH Adj. submitted).
- *If troop didn't submit ACH Adj. and there are insufficient funds, troop will be **CHARGED SERVICE FEE.***

When will the ACH Sweep be listed in eBudde?

Successful ACH sweep payments will be entered once processed and confirmed by Finance department. This may take up to 5-9 business days and may be entered one day before next ACH sweep. ACH sweeps are listed in “Payments” and “Sales Reports” tabs in eBudde.

Important ACH Dates

	Sweep Date	Sweep Amount	ACH email sent	ACH Adjustment DUE
1 st Sweep	Thurs., Feb. 9	35% of bal. due to council as of Feb. 2	Thurs., Feb. 2	5 p.m., Mon., Feb. 6
2 nd Sweep	Thurs., Feb. 23	30% of remaining bal. due as of Feb. 16	Thurs., Feb. 16	5 p.m., Mon., Feb. 20
3 rd Sweep	Thurs., Mar. 9	100% of remaining bal. due	Thurs., Mar. 2**	5 p.m., Mon., Mar. 6
Final Sweep	Thurs., Mar. 23	ANY remaining bal. due	N/A	N/A

What about IRGs or troops without bank accounts?

IRGs or troops without council-approved bank account **MUST**:

- Submit **Agreement to Deposit to Council** (available online via PPD).
- **MUST** deposit weekly AND follow ACH sweep percentages and due dates above.
- **MUST deposit 100% of funds** into council bank account by **Thurs., Mar. 9.**
- **CANNOT** use Square OR accept checks—Digital Cookie can be used to accept credit cards
- Troops will receive proceeds after program audit (4-6 weeks after program ends)—if bank account active, troop has 2 registered co-leaders, and no outstanding balance.
- IRGs will have access to IRG fund that can be applied toward events, programs, camp
 - IRG Fund Application available from PPD
 - IRG Fund guidelines available on www.girlscouts-swtx.org/cookies

IRGs and
Agreement to Deposit
troops **MUST** deposit
weekly AND follow
the same ACH sweep
percentages AND
dates!

End-of-Program Checklist

G2eB
p. 31-32
& 35

- Allocate all cookies, including:**
 - Reorders picked-up by parent or troop
 - Cookie booths
 - Reallocation of TROOP Digital Cookie sales
 - Payments
- Submit final rewards in eBudde by 11:59 p.m., Mon., March 6—*don't forget to scroll down and input (free) additional patch order!***
 - Super Sister Patch**—for sisters selling combined total of 300+ packages
 - Cookies on the Go Patch**—for participating in door-to-door sales/other innovative on-the-go ideas
 - Cookie Rookie Patch**—for first time participation in cookie program
 - Booth Champion Patch**—for participation in first three weekends of booths
 - Booth Sales Patch**—for participation in two or more booths



- Complete ONLINE end-of-program report at www.girlscouts-swtx.org/Cookies. This ONLINE form is required of ALL TCMs. You must submit hard copy if you have delinquent account reports.**

Please read the following carefully:



- If parent/guardian still owes money to troop BEFORE 3rd ACH sweep:
 - MUST** submit ACH ADJUSTMENT FORM by Mon., Mar. 6 at 5 p.m. to protect troop proceeds! **AND**
 - MUST** submit delinquent account report by Mon., Mar. 6!

- Complete Delinquent Account Report**—tool to protect troop proceeds and account for ALL money due (p. 18)

You **MUST** include **HARD COPIES** of:

- Delinquent account report form
- ALL signed product receipts
- ALL signed money receipts
- Girl permission slip—online permission slip can be provided by PPD
- ACH adjustment form confirmation email
- End-of-program report confirmation email

- Submit completed report and ALL required documentation to council by Mon., Mar. 6.**
 - ★ **Hard copies** of proper documentation **MUST** be submitted.
 - ★ If submit delinquent account report(s), and ALL REQUIRED documentation NOT turned in, you will be held accountable for money due—as stated on TCM Agreement you signed.
 - ★ **If unable to deliver in person**, you must mail report—ensure to notify us by sending email to customercare@girlscouts-swtx.org before the Mon., Mar. 6 deadline!

2023 Cookie Program Delinquent Account Report

**STOP
AND READ**

***MUST ALSO submit
ACH Adj. Form
by 5 p.m.,
Mon., Mar. 6***

Delinquent accounts are to be submitted for any parent/adult who signed for products and has not returned entire amount due. This report allows you to account for money still owed and protect troop proceeds. If proper documentation for amount due is not provided, TCM or CCM may be held financially responsible for outstanding balance.

Submit to council by 5 p.m., *Mon., Mar. 6*. This form is available online at girlscouts-swtx.org/cookies.

Troop/Group # _____ Community _____

Name of delinquent parent/guardian _____

Address _____

City _____, TX ZIP _____

Phone (C) _____ Email _____

Girl Scout's Name (*ONE GIRL PER REPORT*) _____

Receipt Verification	
Total number of packages girl received: <i>(must attach signed receipts equaling this amount)</i>	_____
Less number of packages girl returned to troop: (-) <i>(must attach signed receipts equaling this amount)</i>	_____
Actual number packages responsible for:	_____
Total money due <i>(actual number of packages x \$5.00)</i>	_____
Amount paid in cash/check <i>(must attach signed receipts equaling this amount)</i>	(-) _____
Amount paid in Digital Cookie for girl-delivered <i>(refer to DOC report in eBudde)</i>	(-) _____
Total money still owed	\$ _____
<i>Report delinquent parent for total money still owed (which includes what would have been due troop and what is due council)</i>	

Documentation Checklist
You MUST attach all documentation to this form.
A complete delinquent account report must include the following (check that it is attached to report):
<input type="checkbox"/> Delinquent Account Report Form
<input type="checkbox"/> ALL signed product receipts
<input type="checkbox"/> ALL signed money receipts
<input type="checkbox"/> Girl permission slip (if online, PPD can provide)
<input type="checkbox"/> ACH Adjustment confirmation email
<input type="checkbox"/> End-of-program report confirmation email
<input type="checkbox"/> Record of communication—emails, texts, call logs, and/or communication summary

Please INITIAL at each statement:

_____ I declare that above information is correct to best of my knowledge.

_____ I declare that I have included all proper documentation listed above

_____ **I have also completed, signed, and submitted an online ACH Adjustment Form.**

Troop Cookie Manager Name _____

Primary Phone # _____ Email _____

Troop Cookie Manager Signature _____ Date _____

Signature is required for a complete Delinquent Account Report

Emergency Procedures

These procedures apply to all volunteers with responsibility for girls and participants at official Girl Scout activities. It is very important that these steps are followed consistently in any emergency situation. *The emergency procedures may also be found on the front inside cover of the council's Volunteer Essentials.*

Action Steps for GSSWT Volunteers and Staff

When an incident occurs, it is of vital importance that the person in charge follows the following steps:

1. Always have someone in the group as the designee to call 911.
2. Remain calm.
3. Give priority attention to providing all possible care for the injured.
4. Secure emergency medical services and law enforcement as appropriate.
5. Report the emergency immediately by calling GSSWT (210-349-2404 or toll free at 1-800-580-7247) at any time, 24 hours a day. By pressing 1, the automated phone system will forward the call directly to the council's ICE (In case of Emergency) cell phone.
6. In the event of fatality or serious accident, always notify law enforcement. Do not leave the scene of the accident until law enforcement arrives. If you must leave, retain a responsible person at the scene. Ensure that the victim and the surroundings are not disturbed until the law enforcement has assumed authority.
7. **MAKE NO STATEMENTS TO THE MEDIA.** Refer all media inquiries (newspaper, radio, television and online) to Stephanie Finleon Cortez, Chief Development & Communications office. If Stephanie is unavailable, take a message and inform them that someone will return their call. Then contact the Chief Executive Officer or person in charge for instructions. Do not discuss the incident, place any blame, or accept liability.
8. Record all relevant conversations concerning the emergency.
9. **Submit a Group Incident Report to Customer Care** at customercare@girlscouts-swtx.org to be directed to the Crisis Team Leader within 72 hours of the incident. Required forms will be provided by the council when necessary.

IN CASE OF MINOR ILLNESS

1. Call a parent to come for the child.
2. If no one is available to pick up the child, an adult should take the child home if there is parental consent.
3. Assure that someone is home to care for the child. **DO NOT LEAVE THE CHILD UNATTENDED.**
4. Maintain girl/adult ratio at the Girl Scout event.

IN CASE OF MINOR ACCIDENT

1. Immediately give first aid and telephone parent. If necessary, transport the injured person to an emergency room.
2. Ask the parent to come to the site or meet at the emergency room, if appropriate. (If parents cannot be reached, call the person designated to act in emergency. Continue trying to reach the parents so they can assume responsibility for medical decisions.)
3. Complete a Troop Incident Report

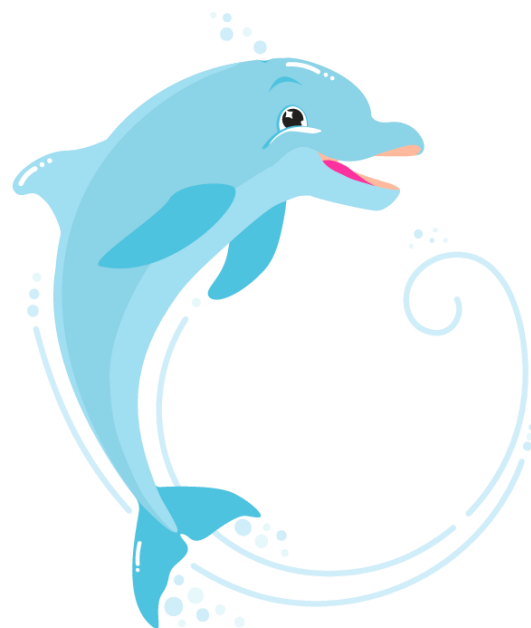
TCM Guide to eBudde

Keep an eye out for eBudde updates in weekly eBudde emails!

TCMs are responsible for keeping girl's records, parent payments and troop-to-troop transfers updated in eBudde throughout program. Numbers must match—check reports in eBudde often to ensure everything is balanced. Use this section to guide in using eBudde.

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GO
BRIGHT
Ahead



NOTE: Screenshots of eBudde in this section are for reference only and may not depict latest appearance.

Starting eBudde & App

Once completed all TCM/troop requirements, you will receive access to eBudde *via email from eBudde with link.*

How to log into eBudde first time?

Locate email from eBudde with link (ACTIVE for 12 hours):

- Follow link
- Create unique password
- Enter/review name, address, and phone numbers
- Click LOGIN

If 12-hour window has expired or if you didn't receive an email:

- Visit cookieportal.littlebrownie.com (save to Favorites)
- Login: email address provided on TCM Agreement
- Click Forgot your password and follow instructions to reset password



What if I didn't receive an email and/or eBudde isn't allowing me to login?

Check all email inboxes, including spam/junk, for the email address provided on your TCM agreement for either the email from eBudde OR TCM agreement confirmation.

If you DID NOT receive either email, check the following:

- Verify your membership is active for 2022-2023 AND background check expires AFTER April 3, 2023
- Check with troop money managers for bank account status and June/Dec. finance reports
- *AND then* contact your Community Cookie Manager

Important First Steps

1. Get familiar with eBudde—Use eBudde Overview Tour on p. 22 to guide through top tabs.

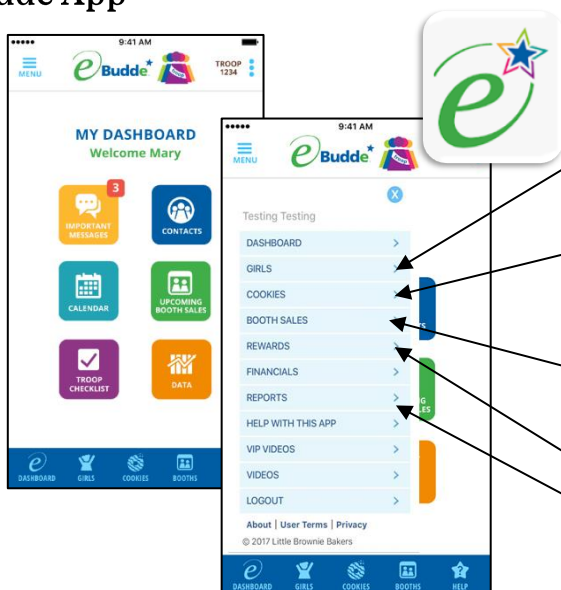
2. In **Girls** tab, verify girl information

- Verify all girls participating with troop are listed in eBudde. **If girl is missing:**
 - Verify she is registered in your troop
 - Check that her membership is active for 2022-2023 (have co-leader check MyGS account)
 - Confirm with parent/guardian they submitted girl permission slip
 - *AND then* contact customercare@girlscouts-swtx.org.

3. In **Contacts** tab, add “Troops Cookie Pickup Only Users”

4. Download eBudde App—Available free in Google Play or Apple App store!

eBudde App



- View registered girls
 - Edit/add initial order
 - View Digital Cookie orders/payments
- View/edit troop initial order
 - Choose delivery station
 - See all Digital Cookie orders
 - Submit/confirm pending order
- View all troop's booths
 - Sign up for council-sponsored booth or create independent booth
- View/submit initial and final rewards
- View troop sales report
 - View troop payments (ACH sweeps or deposits)

eBudde Overview Tour

Toggle between Ideal Cookie Sale, Digital Cookie and more via drop-down!

TCMS for multiple troops can toggle between troops here!

Tab Walk-through:

- Dashboard:** Shows important messages, checklist, and dates
- Contacts:** Edit contact information, email parents directly from eBudde and add Troop Pickup-Only Users
- Settings:** View troop info (bank account info WILL NOT show in eBudde)
- Girls:** View all girls entered in eBudde for troop (info can only be changed by PPD)
- Init. Order:** Enter girl's initial orders and view troop's initial order total
- Delivery:** Select delivery site and after Fri., Jan. 13 print troop's cookie order, delivery site and pick-up date/time
- Girl Orders:** Track girl initial, booth and addtl. orders and payments
- Transactions:** List all cookie transactions—initial order, Digital Cookie orders, cookie reorders, and troop-to-troop transfers
- Txn Pickups:** View and confirm pending reorders
- Cookie Exch:** Post available cookies and see what is available from others
- Rewards:** Submit and view initial and final rewards
- Booth Sites:** Sign-up for council-sponsored booths, submit independent booth requests and record booth sales
- Payments:** List of all troop payments—ACH sweeps, council deposits, and Digital Cookie shipped and donated orders
- Sales Report:** Recap of all troop cookies and payments
- Reports:** Includes reports for reward sorting, Digital Cookie totals, booths and more
- Help Center:** Provide additional guides and info on eBudde

Tips & Tricks for eBudde:

- Get familiar with site by clicking around and exploring
- Check girl's info in Girl tab and ensure all girls are listed with correct grade level and parent/guardian email BEFORE program begins
 - If incorrect email
customer care@girlscouts-swtx.org
- Note CCM's contact info listed on eBudde Dashboard
- Utilize reports tab to pull Digital Cookie orders, rewards and more
- Check out eBudde Troop User Manual included in eBudde Help Center—step by step guide for everything eBudde
- Attend Just-in-Time Webinar on Wed., Dec. 14 to see demo of eBudde site—register in gsLearn
- Don't sweat the small stuff (i.e., eBudde), if feel overwhelmed, contact CCM or PPD



Parent/Guardian Emails

Girls tab includes parent/guardian email address. Uploaded by PPD (just like girl name, grade, etc.)—if email address incorrect, email customercare@girlscouts-swtx.org with correct one.

TCMs send emails to parent/guardians through eBudde:

- Click Contacts tab
- Click E-mail Caregivers

E-mail Caregivers

- In Return-to Address line, enter your email
- In Subject line and Message box, enter text accordingly (to format message, choose Html Email)
- In Send Email To, select emails or Select All
- Include Attachments if any
- Click Send email

Use this feature to remind parents/guardians of program expectations, and upcoming deadlines!



Initial Cookie Order Process

Enter initial cookie orders for in-person/paper orders by pkg for each girl. **NOTE: Digital Cookie girl-delivered orders WILL automatically be added to girl's initial order in eBudde UNTIL TCM submits initial order! You can verify that all orders transferred correctly by looking at "DOC Orders by Girl" report.**

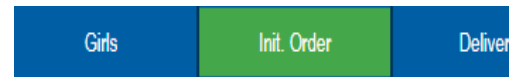
Three steps you **MUST** do to complete initial order in eBudde:

1. Initial cookie order submission
2. Initial reward order submission
3. Initial delivery selection

1. Initial cookie order submission

A. *Girl Initial Cookie Order*—each girl's in-person/paper orders

- Click Initial Order tab
- Click on girl name in list, page to enter pkgs will open
- Enter quantities in packages for each variety



Uses DOC	Girl		C-GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
<input checked="" type="checkbox"/>	Alexis M.	Order Card	0	24	3	3	24	24	24	48	12	12	174
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	24	3	3	24	24	24	48	12	12	174
<input checked="" type="checkbox"/>	Berklee C.	Order Card	0	3	2	1	1	4	1	1	1	3	16
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	3	2	1	1	4	1	1	1	3	16
<input checked="" type="checkbox"/>	Brooklyn H.	Order Card	0	21	12	24	12	48	24	72	12	12	216
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	21	12	24	12	48	24	72	12	12	216
<input checked="" type="checkbox"/>	Carlynn S.	Order Card	0	36	36	24	36	72	48	96	12	12	360
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	36	36	24	36	72	48	96	12	12	360
<input checked="" type="checkbox"/>	Hadley A.	Order Card	0	12	12	12	12	12	12	12	12	12	120
		DOC Girl Del.	0	0	0	0	0	0	0	0	0	0	0
		Total Order	0	12	12	12	12	12	12	12	12	12	120
		Pkgs. Ordered	1	276	120	144	216	396	288	540	120	120	2250
		Cases To Order		23	10	12	18	33	24	45	10	10	120
		Other+Extras+Charity	0	0	0	0	0	0	0	0	0	0	0

Product	Order Card	Girl Delivery	Total
Council Gift of Caring \$4.00	0	0	0
Adventurefuls \$4.00	21	0	21
Lemon-Ups \$4.00	12	0	12
Trefoils \$4.00	24	0	24
Do-Si-Dos \$4.00	12	0	12
Samoas \$4.00	48	0	48
Tagalongs \$4.00	24	0	24
Thin Mints \$4.00	72	0	72
S'mores \$4.00	12	0	12
Toffee-tastic \$4.00	0	0	0
Total	225	0	225

- When order is entered, click Enter or OK

B. *Booth Initial Cookie Order*—Troop/IRGs may also order *conservative* cookie order for first booth

- Click BOOTH at bottom of screen (under girl names), page to enter pkgs will open
- Enter package quantities for each variety
- Verify totals and press OK button. Numbers will show in BOOTH line.

Booth	48	10	10	33	51	36	63	20	8	279
Last Year (Booth)	0	0	0	0	0	0	0	0	0	0

C. *Total Troop/Group Order*

- Enter all cookies quantities (for girl AND booths) in packages. **eBudde will automatically round up initial order to cases (12 packages per case).**

- Top Line: Number of individual packages
- Center Line: Conversion from pkgs to cases
- Bottom Line: Shows extras—# of pkgs you will have extra *after* fill all orders. If there seems to be too much, adjust **booth** initial cookie order. *Remember, you can always pick up more cookies at reorder sites, but you NOT return any cookies.*

Pkgs. Ordered
Cases To Order
Other+Extras+Charity

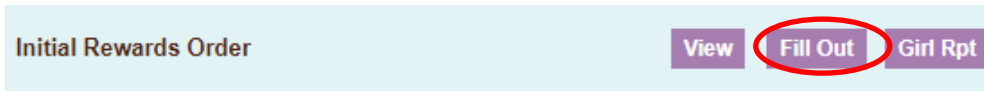


Once initial order is SUBMITTED, Digital Cookie orders will STOP flowing into eBudde—troops may need to pick-up additional cookies for Digital Cookie orders when reorder sites open Tues., Jan. 31!

2. Initial reward order submission

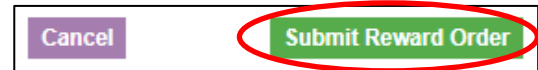
All initial order rewards will be automatically tallied—but **MUST** verify and click **SUBMIT** to order.

- Click Rewards tab
- Click Initial Reward Order Fill Out button and verify/ensure order is correct—TCMs may need to enter quantities or sizes based on rewards (i.e., booth kit or volunteer rewards).



- If correct, scroll down and click **SUBMIT** Reward Order. If incorrect, go back and check girl's order to verify she met requirements to earn rewards.

NOTE: Once you SUBMIT, you cannot make changes and will need to contact your CCM ASAP—you will not be able to order these later.



3. Initial delivery selection—Location, Date AND Time

AFTER submitting your initial order, you will select specific time, but that time is **not guaranteed**. The council and delivery agent may need to adjust delivery time; however, neither delivery location nor date will change—ensure you or another adult available during full delivery station time frame before selecting (i.e., 9 a.m.-11 a.m.).

REMINDER
At initial order pick-up, TCM/adult picking-up cookies will be required to confirm initial order via a troop-specific text code provided on delivery confirmation page in eBudde (also available from staff/volunteer at pick-up site).



- Click Delivery tab
- Choose your Delivery Station/Date—ensure it is a good location AND date for you

Variety	My Troop
Adventurefuls	23
Lemon-Ups	10
Trefoils	12
Do-Si-Dos	18
Samoas	33
Tagalongs	24
Thin Mints	45
S'mores	10
Toffee-tastic	6
Troop Total	181

Pickup Total 181

Who is picking up your cookies?
 Someone from my Troop
 Some other Troop (or my SU)
 Will you be picking up for more than one troop?
 Yes No

Delivery Station and Time
 Please choose your Delivery Station
 01-Wed AM Wed Jan 26 (01)
 You need 2 contiguous slots.

Line: Line 2

9:00am	T986
9:07am	(T986)
9:14am	T885 + T855
9:21am	(T885 + T855)
9:28am	T793
9:35am	T4
9:42am	T662
9:49am	(T662)
9:56am	

- Select your delivery time—box must be empty and there must be enough time for your order; eBudde will tell you how many times blocks needed.
- Click Submit My Info.
- On/after Fri., Jan. 13, print confirmation page as it will have troop delivery date, time and special text code—see above note in purple

Once delivery location and time are assigned by council, it **CANNOT be changed**.
 If you or another adult are unable to pick up order at scheduled time, **you MUST pick up initial cookie order at Ward North American from 8 a.m.-6 p.m. on Mon., Jan. 30**

Cookie Booths

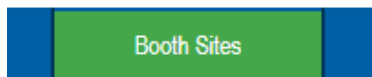
1. Council-sponsored booth sign-up
2. Independent booth approval process
3. Booth Sale Recorder

IMPORTANT

Most updated information cookie booths will be SENT in weekly eBuddle emails—PLEASE READ!

1. Council-sponsored booth sign-up

- Click Booth Sites tab
- Click Sign up for a Council Booth



- Click arrow next to city in which you are interested
- Choose store and location by clicking arrow beside it
- Click date and time range you are interested in

BANDERA, TX		
BOERNE, TX		
Blacksmith Grill	103 E San Antonio Ave	Full
	Fri Feb 04 2022 4:00pm - 8:00pm	
	Sat Feb 05 2022 6:00pm - 8:00pm	
	Fri Feb 11 2022 4:00pm - 8:00pm	
	Sat Feb 12 2022 6:00pm - 8:00pm	
	Fri Feb 18 2022 4:00pm - 8:00pm	
	Sat Feb 19 2022 6:00pm - 8:00pm	
	Fri Feb 25 2022 4:00pm - 8:00pm	
	Sat Feb 26 2022 6:00pm - 8:00pm	
Dunkin'/Baskin Robbins	214 W Bandera Rd Outside	Full
H-E-B	420 W Bandera	Full

- Pop-up window will show available time frames
- Select time-period by clicking space to right of time
 - To unclaim it, just click space again
- Once selected (or deselected), click **Submit** button—you will see message that time is reserved.
- Click OK on message window to proceed.
- To check booth locations at any time, you will see all council-sponsored and independent booths listed when you first go to the Booth Sales tab



Blacksmith Grill on 02/04 @103 E San Antonio Ave

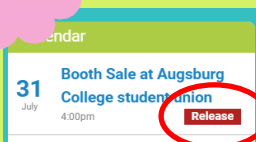
No notes for this location.
No notes for this date.

Choose a time slot and then Submit.
To opt out click on that slot again and re-submit.

Email me if slots open up.

Time	Troop
4:00pm	
6:00pm	

Found on dashboard!



If troop has change of plans and cannot attend booth, ensure to **RELEASE** booth AT LEAST 24 HOURS IN ADVANCE—your troop’s council-sponsored and independent booths will list on calendar located on main dashboard landing page. You can “Release” booth any time from dashboard by clicking “Release.”

2. Independent booth approval process

First, use and follow all instructions on Independent Booth Agreement form to obtain site approval. You must keep agreement on file and make it available to council *if they request to see it* before providing approval.

- In Booth Sales tab select Add/Edit a Troop Booth
- Click Add a Location. Page will open where you can enter required information.
 - Enter all information correctly—complete address, zip, dates.
This information will be in Cookie Finder for customers—enter correctly so customers can find booth!
- Click Save once all information entered.
- Request will be in pending status until reviewed and approved by authorized council-designated person.
 - Independent booth approval will begin early January.
- Approval or denial reasons will be listed at the bottom

Note for independent booths at girl or volunteer Residence (i.e. set-up in front yard or sidewalk): Enter in eBudde with “Residence” in Business Name—this will allow for liability insurance coverage but will NOT be listed address on GSUSA Cookie Finder.

Add / Edit a Troop Booth

Cancel Delete Save

Business:
D&D

Address:
516 I-10

Address2:

City: Seguin State: TX Zip: 78155

Contact: Chase Ferrell Phone: (830)379-7340

Email: chasef@ddtexasoutfitters

Date: 01/29/2022 Start Time: 2:00pm End Time: 4:00pm

Approval: approved

Reason for Approval/Denial:

NOTE: Girl Scouts of Southwest Texas' historic partnership with H-E-B to set up cookie booths is a product of well spent time and effort building a strong relationship together. We appreciate your understanding of how important this agreement is and your dedication and commitment to upholding this partnership.

THEREFORE, INDEPENDENT COOKIE BOOTH REQUESTS IN SHOPPING CENTERS ATTACHED TO OR ON THE PROPERTY OF H-E-B OR NEXT TO ANOTHER APPROVED INDEPENDENT BOOTH WILL NOT BE APPROVED. Thank you for your understanding.

3. Booth Sale Recorder

Use Booth Sale recorder after booth to distribute cookies quickly and evenly to girls who participated—also available on eBudde App!

- Click Booth Sites tab
- Select Record Sales
- Select recent booth location and date from list (location and date will be green if booth needs to be recorded; once, words will turn gray)
- Enter number of packages sold of each variety
- Uncheck any girl who did **not** participate at booth
- Click Distribute to evenly distribute booth packages to all participating (checked off) girls
 - *If total pkgs do not distribute evenly, eBudde will lower girls distributed pkgs randomly.*
 - *TCMs also can edit number of packages distributed to each girl in this screen.*
- Once booths' orders are entered and distributed—click Submit Sale on top right, to record booth
- Packages will post to selected girls in Girl Orders tab; it will be locked to editing and will credit girl for both entered **packages** and equivalent **money**

The screenshot shows the Booth Sale Recorder interface for 'Mint to Be Children's Boutique' on Saturday, February 3 at 10:00am. The address is 555 West Bitters Ave, San Antonio, Tx 78216. There are 'Distribute' and 'Submit Sale' buttons. A summary row shows sales for varieties: LmUp (\$4.00, 2), Tre (\$4.00, 1), D-S-D (\$4.00, 2), Sam (\$4.00, 7), Tags (\$4.00, 4), TMint (\$4.00, 4), SMr (\$4.00, 2), Toff (\$4.00, 0), Tot Pkgs (22), V_GOC (1), Sold (23), and Rec. (\$92.00). Below is a table of girls with checkboxes for participation and package counts.

Pkgs	V_GOC	Girl	Pkgs	V_GOC	Girl
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Jocilyn M.	11	1	<input checked="" type="checkbox"/> Josephine S.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lauren E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Madelyn P.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Marisa W.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mia L.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Natalie G.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ocean T.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sara M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sophia R.
11	0	<input checked="" type="checkbox"/> Taylor R.			

What if girl or troop Digital Cookie site was used to accept credit cards?

For GIRLS, these PAYMENTS will already be listed under girl in eBudde AND will be reflected in balance owed. **TO FIX THIS**, add **NEGATIVE** payment for any credit cards payments under girl in the Girls Order tab (p. 32) to balance her out (i.e. accepted \$100 total on Digital Cookie, enter as “-100” in payment column).

For TROOP, these PAYMENTS will be listed under troop in eBudde. **TO FIX THIS**, you do not need to subtract any payments as the recorder automatically lists a payment for the equivalent amount of money. *In girl order tab you may see a large negative “Bal. Due” for troop site—this is totally ok!*

What if I need to edit after submitting?

Edits to booth recorder can **ONLY** be made by going to Booth Sites tab and selecting the booth in Record Sales.

Reorder Process (a.k.a. Pending Orders)

1. Adding pickup only user
2. Submitting pending orders
3. Confirming order after pickup

1. Adding pickup only user

TCMs are able to ADD “Troop Cooke Pickup Only User” to troop in eBudde—this is someone who is able to pick up and confirm pending-order-cookies from North Central (SCGSLC Cookie Warehouse) location.

- Click Contacts Tab
- Click +Add
- In dropdown select Troop Cookie Pickup Only Users
- Enter email, first and last name of designated person(s)
- You may add more than one user in this role in eBudde
- Once you have assigned and updated eBudde settings, designated person(s) will receive email from eBudde telling them to enter info
- DO NOT add a TCM as a Pickup Only User—this will restrict access and TCM are already authorized to pick-up.

NOTE: Email field is required.

Role:
Troop Booth Recorder Only User ▼

Troop Leaders and Cookie Chairs should NOT add yourselves to this user type. This user can ONLY record booth sites.

First Name:

Last Name:

Email:

GSUSA ID:

Active? Receives email?

Primary? Add to all seasons?

2. Submitting pending orders

Pending orders are required at North Central (NC), Northwest (NW), West Side (WS), New Braunfels (NB) and ALL outlying area (Bandera, Castroville, Del Rio, Eagle Pass, etc.) reorder sites. Pending orders MUST be submitted 48 hours in advance to ensure trailers are stocked accordingly.

- Click Transactions Tab in eBudde
- Click Add a Transaction
- Pop-up window will appear with Cookie Transaction form
- Enter appropriate information in all boxes
 - **Date:** Date you are entering transaction
 - **Pickup:** Select **date and time** you will **picking-up**
 - **Receipt:** Auto populated number OR enter your own
 - **Type:** Will always be normal
 - **2nd Party:** Select **cupboard**—Once selected, new dropdown menu will populate with options.
 - Select cupboard/delivery site that you will receive cookies from. **Take note of hours of operation section for additional information!**
- Input how many **cases** you would like to order—packages available **ONLY** at NC Warehouse
- When selected all information correctly and entered in cookies, select “**Save/Print**”



Cookie Transaction

Date: 2018-08-17 Pickup: Receipt: 0VM000

Type: Normal 2nd Party: Cupboard

Variety	Cases	Pkgs
Lemon Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0 = 0	0 = 0

Additional Info.

Product Movement
Add Product ▼

Hours of Oper.

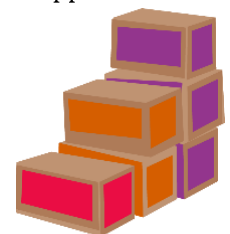
Contact Info
 Amber Pfromm
 apfromm@girlscouts-swtx.org
 811 N Coker Loop
 San Antonio

+ Save/Print Okay Cancel

3. Confirming order after pickup

Once pending order has been picked up by TCM or pickup user it MUST be confirmed in eBudde site or App!

- **For website:**
 - Go to Txn Pickups
 - Click Confirm (OR look for order on Dashboard messages).
- **For app:**
 - Click Cookies at bottom
 - Click Troop Transactions/Pending Orders
 - Click green left arrow to go to Ready for Pickup
 - Click order to confirming and select CONFIRM PICKUP in top right



Cookie Exchange & Troop-to-troop Transfers

Cookie Exchange

Cookie Exchange is great resource to find, swap or transfer cookies with other troops.

- Click Cookie Exchange tab
- Enter cookies (packages) to transfer out of troop
- Click Update Pkgs to Exchange
- Ensure to check email for inquiries

Reminders:

- Ensure to update available cookies.
- Check here first before visiting reorder sites!
- If you have transferred OUT cookies, complete troop-to-troop transfer receipt, and follow instructions to enter transaction in eBudde.

Troop-to-Troop Transfers

Transfers **MUST** be entered within **12-24 hours** of transaction as it will affect troops' balances due to council and any ACH sweep amount for **BOTH** troops. Do **NOT** wait until end of program to enter troop-to-troop transfers!

Only troop transferring cookies **OUT** will input information in eBudde:

- Click Transactions tab
- Click Add a Transaction
 - Pop-up window with Cookie Transaction form will appear
 - Enter appropriate information in all boxes
 - **Date:** Date entering transaction
 - **Pickup:** Date of transaction/ transferred cookies OUT
 - **Receipt:** Receipt # at top of troop-to-troop transfer receipt
 - **Type:** Will always be normal
 - **2nd Party:** Select Troop
 - **Troop #:** Troop # cookies are being transferred TO
 - Enter cases **and/or** packages
 - Select Remove Product
 - Enter/update Contact Info as necessary
 - Click Save/Print

Transfer receipts can be picked up from CCM

Allocating Cookie to Girls

1. Assigning reorder cookies/payments
2. Assigning Gift of Caring
3. Reallocating Troop Digital Cookie Site cookies/payments

1. Assigning reorder cookies/payments to a girl

All cookies picked up from reorder sites can be seen in eBudde and **MUST** be distributed to girls.

- Pending orders at **NC site ONLY** available for distribution in eBudde after pickup.
- Pending or walk-in order at other reorder sites and used **paper reorder receipt**, council staff will enter cookies into eBudde 24-48 hours.

- Click Girl Orders tab
- Click girl's name to add sales



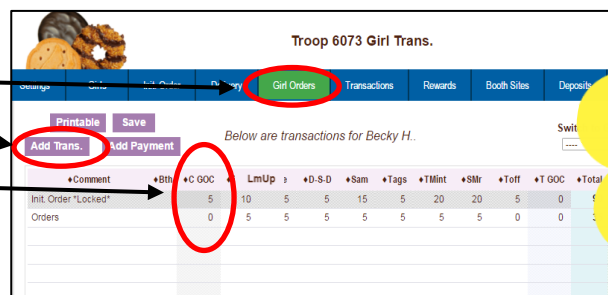
Uses DOC	Girls	C-GOC	Initial	Booth	Other	Totals	Total Due	Paid	Bal. Due
✓	Ava D.	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Bella C.	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Dawn P.	3	108	0	6	117	\$468.00	\$468.00	\$0.00
✓	Esmeralda C.	8	528	149	1337	2022	\$8088.00	\$8088.00	\$0.00

- Click Add at top of the page
- In boxes, key in comment such as “2/21/23 – reorder” and enter number of packages in C-GOC, Booth or Other; or you can also enter payment from parents
 - C-GOC: Council Gift of Caring and should only be MONETARY donations (\$5 = 1 pkg)
 - Booth: Booth sales that aren’t entered under the booth sale recorder
 - Other: Any other cookie (the booth and other line pull from the same inventory #)
- Click enter or OK to complete data entry

2. Adding Gift of Caring to a girl

Council Gift of Caring (C-GOC)—To participate in Council Gift of Caring, girls will **ONLY** collect monetary donations, and TCM will input them as packages (\$5=1 pkg) in eBudde. **NOTE:** Pkgs added to C-GOC column in eBudde **WILL BE** added to troop’s total packages #.

- Click Girl Order tab
- Click Add Trans.
- Enter number of packages in C-GOC



Ensure to **ONLY** enter in-person donations in C-GOC line (\$5 = 1 GOC)—**NOT** for Digital Cookie orders or Digital Cookie donations!
 Entering pkgs here makes money due!

Product Program Donations Policy

Donations received from customers during product programs for *Operation Gift of Caring* (cookie program) or *Operation Care to Share* (fall product program) activities are used to purchase cookies or nuts and candy products for community organizations and are **NOT** to be direct donations to the troop/group/girl. Only the approved troop/group/girl portion of money collected for products, as directed by the council, remain in the troop/group accounts. Individually registered girl funds are managed at council level.

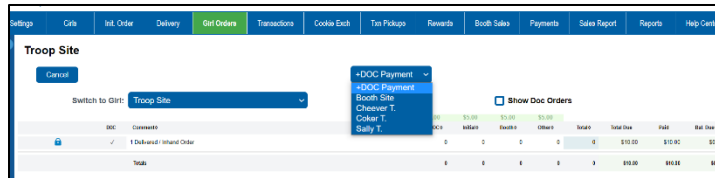
-*Volunteer Essentials, Aug. 2018, p. 116*

3. Reallocating Troop Digital Cookie Site cookies/payments

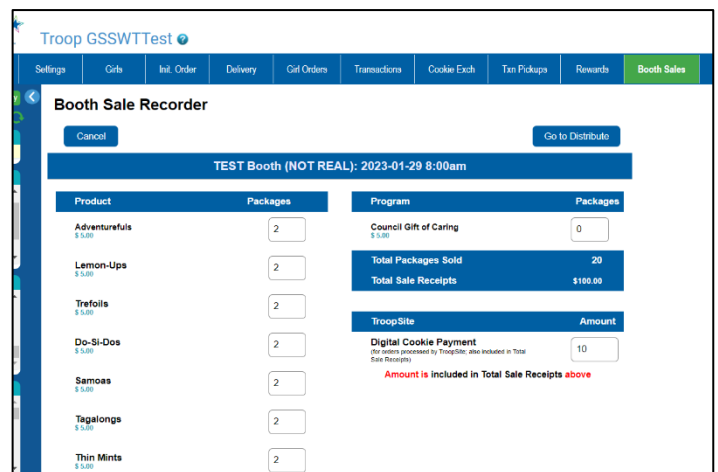
All shipped, donated and girl-delivered orders placed through troop site MUST be reallocated to girl, so she receives credit for sales.

Uses DOC	Girl	C-GOC	Initial	Booth	Other	Total
✓	Girl C.	0	0	0	0	0
✓	Troop0000gs S.	0	0	0	15	15

- Go to Girl Orders tab
- Click troop site “girl” to view all orders—eBudde will now lump together orders by type so that you see totals
- Select either “+DOC Payment” for payment transfers - OR - “+DOC Order” for cookie transfers
- Select the Girl Scout or Booth Site if it was at a booth



- **For Girl Scouts**—You will enter a receipt # or comment, and the amount that needs to be transferred from the troop site to the girl
- **For Booth Sale Payments**—
 - Select Record Sale next to the correct booth location
 - Enter the # of packages that were sold at the booth
 - Enter Gift of Caring (every \$5 = 1 pkg)
 - Enter the total \$ collected from the Troop Digital Cookie site—this will subtract from the overall total as eBudde assumes that remainder was collected in cash



Suggestions:

- Use a booth sale recorder form at booths to track sales and make entering this info easy
- Have girls/parents track the # of packages paid for on Digital Cookie with the troop site
- If needed, complete paper receipt with yourself for tracking



Digital Cookie in eBudde

Digital Cookie and eBudde are platforms of different companies; however, they work together regarding program information. **There are some instances where TCMs must work with parents and manually input Digital Cookie information into eBudde.**

How do **girl-delivered orders** in Digital Cookie work?

- When customers choose 'girl-delivered' on Digital Cookie platform, parents **MUST** approve order in Digital Cookie to be reflected in eBudde.
- Once order **approved**, **payment** from customer will show under girl's name in eBudde (under Girl Order Tab); cookies **WILL NOT** show, as those will be assigned via initial order or reorder/TCM.
- Digital Cookie girl-delivered orders placed **before** submit troop's Initial Order **WILL** automatically populate in eBudde as part of girl's initial order.
- Digital Cookie girl-delivered orders placed **after** Initial Order is submitted **WILL NOT** automatically be populated in eBudde and TCM must assign packages to girl.
- Once cookies are signed out to parent (or picked up from reorder site), TCM **MUST assign those cookies** to girl in eBudde under Girl Order Tab (p. 39).
- TCMs should direct parents on how to pick-up additional cookies from reorder sites as pickup user or from troop

DOC	Comment	Other	Total	Total Due	Paid
✓ DOC DLVR 19034045		0	0	\$ 0.00	\$ 24.00
DOC DLVR 19156260		0	0	\$ 0.00	\$ 16.00
✓ DOC DLVR 19433266		0	0	\$ 0.00	\$ 20.00
✓ DOC SHIP 19468715		5	5	\$ 20.00	\$ 20.00
DOC SHIP 19478940		8	8	\$ 32.00	\$ 32.00

How do **direct shipping orders** in Digital Cookie work?

- When customers choose direct shipping in Digital Cookie, cookies and payment will automatically appear under girl's name in eBudde under Digital Cookie column of Girl Order tab.
- Order will be locked; TCM not able to make edits to orders.

How do **donation orders** in Digital Cookie work?

- When customers choose to donate cookies in Digital Cookie to GSSWT's Gift of Caring, the online order and payment will automatically appear under girl's name under C-GOC column of Girl Order tab.
- Order will be locked; TCM not able to make edits to orders.
- Orders will count toward girl's Council Gift of Caring packages.

DOC	Comment	Initial	GOC	Total	Total Due	Paid
✓ DOC DON 19101057		0	12	12	\$ 48.00	\$ 48.00

Sales Report

Sales report reflects all transactions for troop in eBudde. Includes: Initial order, any additional orders (including Digital Cookie), payments (including Digital Cookie payments)/deposits/sweeps and calculation for troop proceeds, council proceeds and amount owed. Gift of Caring cookies will populate on sales report from girl order tab.

Sales report of troop *with* council-approved troop bank account:

Girls Selling: 8
Girls Reg.: 11
Init. Girls Sell: 8
Level: OTHER
SU Name: Comm R1
SU Number: 1R
Sales Goal: 0
PGA Selling: 271.5000
PGA Registered: 197.4545
Initial PGA: 201.0000

Pkg price: 4.00 Case price: 48.00 Pkgs sold: 2172
Trp Proceeds Rate: 0.600 No Reward Proceeds: 0.000
Generic Proceeds 1 (No bank acct/IRG) : -0.6 no

Bank Name: _____
Routing No.: _____ Acct No.: _____

Pkgs Received				Deposits Made		
Date	Order	Qty	Amount	Date	Reference	Amount
01/16	Initial Order	---	1584			
01/07	C900	DOC 07033380	4	2017-01-07	DOC SHIP+ 07033380	\$ 24.00
01/12	C900	DOC 08104929	6	2017-01-10	DOC DLVR 0772687	\$ 24.00
02/05	T21	4699	-24	2017-01-11	DOC DLVR 07874767	\$ 16.00
02/07	C2	0584	75	2017-01-11	DOC DLVR 08004201	\$ 16.00
02/10	C2	0009	84	2017-01-12	DOC SHIP 08104929	\$ 24.00
02/15	T846	BGR000	151	2017-01-12	DOC DLVR 08166366	\$ 32.00
02/15	T847	CGK000	24	2017-01-14	DOC DLVR 08607403	\$ 16.00
02/23	T846	DAL000	21	2017-01-14	DOC DLVR 08541884	\$ 16.00
02/23	C2	1023	56	2017-02-16	1st Sweep	\$ 1,900.00
02/24	C2	1203	84	2017-03-02	3rd Sweep	\$ 3,720.84
02/27	C2	1794	40	2017-03-02	DOC SHIP+ 18152707	\$ 40.00
03/02	C900	DOC 18152707	8	2017-03-02	DOC SHIP 18205558	\$ 120.00
03/02	C900	DOC 18205558	30	2017-03-02	2nd Sweep	\$ 1,311.96
03/04	T22	2418	5	2017-03-03	DOC DLVR 18238375	\$ 12.00
03/05	C900	DOC 18477902	8	2017-03-05	DOC SHIP 18477902	\$ 32.00
V_GOC pkgs				16	Total Deposits	\$ 7,384.80
Total Pkgs Received			2172	Total DOC Deposits		\$ 372.00
Total DOC Pkgs Received			60			
Total DOC Charity Pkgs Received			4			

Total Troop Sales	\$ 8,888.00	Council Proceeds	\$ 7,384.80
Troop Proceeds	-\$ 1,303.20	Deposits Made	-\$ 7,384.80
Council Proceeds	\$ 7,384.80	Amount You Owe Council	\$ 0.00

Signature: _____

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Sample ACH Sweep Calculations

Multiply "Amount You Owe Council" by percentage (35% or 30%) of sweep amount!

1st sweep (Feb. 9):

Cookies picked-up (as of Feb. 2) = 600 pkgs
"Amount You Owe Council" = \$3,000
(600 pks x \$5 = \$3,000)

1st Sweep = \$3,000 x 0.35
(35% of bal. due)

= **\$1,050 due for 1st sweep**

2nd Sweep (Feb. 23)

Addtl. cookies picked-up (as of Feb. 16) =
500 additional pkgs
AND \$500 in Digital Cookie Payments

"Amount You Owe Council" = \$3,950
(\$1,950 remaining bal. + \$2,500 addtl cookies
MINUS \$500 Digital Cookie)

2nd ACH Sweep = \$3,950 x 0.3
(30% of bal. due)

= **\$1,185 for 2nd sweep**

Reflects amount of total troop proceeds.

After all ACH sweeps, this should reflect zero balance.

Total Troop Sales	\$ 1,680.00	Council Proceeds	\$ 1,680.00
Troop Proceeds	-\$ 0.00	Deposits Made	-\$ 1,680.00
Council Proceeds	\$ 1,680.00	Amount You Owe Council	\$ 0.00

Signature: _____

[View report in CASES](#)
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Sales report of troop *without* council-approved troop bank account (approved to participate by Product Program department) and IRG:

Reflects \$5/pkg due to council.

Reflects \$0 for troop proceeds as they must deposit 100% of monies to Product Program department.

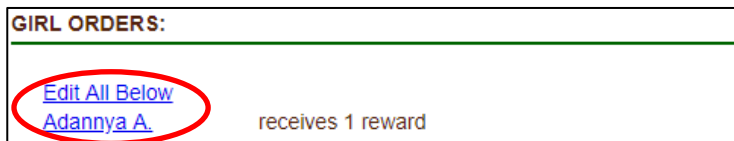
End-of-Program Process

1. Submitting final rewards
2. Pulling eBudde Reports

1. Submitting final rewards

Take your time to ensure you fill out girl rewards order **correctly and completely**.

- Click Rewards tab
- Click Fill Out button across from Final Reward Order
- Click Edit All Below or click girl's name, and make selections for each girl's final rewards
 - **NOTE: Girls with 1200+ pkg, MUST select reward ITEMS for 15-1000 lvls—NOT COOKIE CREDITS.**



- Once you have made selections for **EACH** girl, click *Submit All Girl Orders*



- The following patches should be entered **by you** on final **troop rewards summary page** as total for troop **BEFORE** click submit.
 - **Super Sister Patch**—*Sisters selling combined total of 300+ pkgs*
 - **Cookies on the Go Patch**—*Participating in door-to-door sales/other innovative on-the-go ideas*
 - **Cookie Rookie Patch**—*First time participation in cookie program*
 - **Booth Champion Patch**—*Participating in first three weekends of booths*
 - **Booth Sales Patch**—*Participating in two or more booths*
- Once all girl final rewards are updated, review troop/group order total
- Submit Final Reward Order
- *Once submit order you may not make any changes—contact CCM if need assistance.*
 - Submit order by CCMs deadline, but no later than *Mon., Mar. 6* to ensure girls receive items they chose. Girl rewards **MUST** be ordered at this time; late orders will not be processed.

26	Cookies On The Go Patch
8	Cookie Rookie Patch
2	Booth Champion
19	Booth Sales Patch

2. Pulling eBudde Reports

TCMs should pull reward and sale reports shortly after cookie program ends as eBudde will close to TCMs and CCMs for summer updates.

Recommended reports: Girl Rewards HTML FINAL, Troop Rewards HTML FINAL, All DOC Orders and Sales Report

- Click on Reports tab
- Locate report to pull (for rewards, also select final)
- Click View (for PDFs) or XLSX (for Excel spreadsheet)

For Sale Report:

- Click Sales Report tab
- Select Print Page at bottom—this is helpful for June/December Finance reports

Girl Scouts of Southwest Texas

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customercare@girlscouts-swtx.org

www.girlscouts-swtx.org

Scan here for the online
girl permission slip!



Scan here for the
Cookie Program
Webpage!

