



COOKIE MANAGERS



Jackie Garbe Product Sales Consultant jgarbe@gsfun.org 732-966-5035

girl scouts

of the jersey shore















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Agenda

Thank YOU, Troop
Product Sales
Volunteers!

Cookie Program & Benefits The Cookies

Ways to Participate

Council Guidelines & Procedures

Technology

Little Brownie Bakers Resources

Digital Cookies

eBudde



All the resources you need!





Welcome to the eBudde Help Center

For Girl Scouts, eBudde is the engine that drives the business of Girl Scout Cookies. This cookie order management system links troops, service units, councils and Little Brownie Bakers so communications and orders run smoothly.

The eBudde Help Center is designed to guide you through the basics and help you overcome any special challenges that may come your way. In the Help Center, you're connected to a world of resources specially designed to help you have a great cookie season.

<<< Click on the arrow to the left of From the Council for great resources from your council



- eBudde™ Basics +
- Managing Your Sale +
- Digital Cookie +
- eBudde App +
- Cookie Sale Resources

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Delivery and Cupboard Toolkit

Social Media Toolkit

Manuals +

From the Council +

20223- WHAT'S NEW

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ABOUT THE PROGRAM

BOOTH SALES A-Z

BOOTH LOCATIONS

COOKIE SALE CALENDAR

COOKIE DEPOTS

COOKIES - Orders/Distribution

CREDIT CARD USE

DIGITAL COOKIES - Girl Site

FORMS & DOCUMENTS

GIFT OF CARING

LINKS

MONEY MATTERS









And remember, GSJS is with you the whole way.



So, What's a TPSM?

The TROOP PRODUCT SALES MANAGER (TPSM):

The TPSM has an important and exciting job handling the troop's program from start to finish, meeting deadlines, booth sales & ordering incentives.

TO GET STARTED: At least one adult is needed to handle the cookie program:

- Must be a registered GS leader or troop product sales manager
- Must have a council background check completed
- Take cookie training to ensure a successful sale for the troop.

GIRLS: All girls participating must be registered GS members

TROOPS: Must have a bank account established to deposit the cookie money







5 ESSENTIAL BUSINESS AND LEADERSHIP SKILLS ACQUIRED IN EVERY ASPECT OF THE PROGRAM

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics

Girls also learn skills in financial literacy, entrepreneurship, and e-commerce.







Entrepreneurship Badges & Pins

A great way to teach and sharpen the 5 skills is by incorporating these badges and pins into the troop program

Cookie Business, Financial Literacy & Entrepreneur Badges demonstrate that a girl has developed specific skills related to running her own business.

Cookie Entrepreneur Family Pins

Support your girl as she develops business skills. The simple, age-specific guidelines have been tailored for her developing skill set.



Digital Leadership & Cybersecurity Badges

As the girls practice their 5 skills, they learn to think like an entrepreneur. They can earn badges as they run their own business! Check them out in the VTK





DOLPHIN FUN FACTS

Dolphins are incredible. They are socially skilled, intelligent, agile, joyful, and playful creatures that share many emotional similarities with humans.



Groups of dolphins are called pods. Sometimes a pod of dolphins can join other pods, becoming a superpod of up to 1,000 dolphins!

Where do dolphins live?

Dolphins live in seas and oceans around the world, and even in some rivers too.

How are dolphins different from fish?

Dolphins are marine mammals, which means they must surface to breathe air and they give birth to live babies.

What do dolphins eat?

Dolphins eat fish, squid and crustaceans. They do not chew their food but may break it into smaller pieces.

What do dolphins sound like?

Dolphins have an array of vocalizations, including clicks, whistles and squeals, which they use for their well-developed communication and echo-location skills.

Sources

https://us.whales.org/whales-dolphins/facts-about-dolphins http://www.divewonders.com/gallery_dolphins.html



Exclusively from Little Brownie Bakers

Little Brownie

reminder to please recycle this package

 Continuing our commitment to girls and the environment with recyclable and reusable packaging

 New inclusive bilingual theme feature on select rewards





Rewards that Motivate

Charm Patch



Top Seller Event

Girls selling 500+ boxes will be invited to a special event



Save the Date

Saturday, June 10, 2023

Sell 500+ boxes of cookies during the 2023 Girl Scout Cookie Program, and receive an exclusive invite to our 500+ Cookie Seller Luau!

> Take in a LIVE performance with Polynesian dancers, try your hand at some of the dance steps, enjoy a tasty Luau-themed meal & much more!

Rewards



Raspberry Rally Charm 18+ emails



Go Bright Ahead Charm Patch 30+ pkgs



nd Dolphin Tail Pen 75+ pkgs



Go Bright Ahead Decals AND Pocket Scrunchie and Mini Scrunchie Set 135+ pkgs



Clicker the Mini Dolphin With screen-cleaning belly 160+pkgs



Dolphin Sunrise Journal

Glitter stickers and lenticular animated bookmark included 215+ pkgs



Hooded Blanket 300+ pkgs



Travel Hula Hoop AND GSUSA Membership 500+ pkgs



Dolphin/Whale Watching Excursion (TBD) OR \$75 Council Gift Card 750+ pkgs

All rewards are cumulative. Core cookies are \$5 per box. Specialty cookies are \$6. Council Gift Cards can be used for any council-sponsored activity, programs, camp, shop, trading post, etc. GSUSA Gift Cards arrive as GIFT CARD CODES sent to the caregiver email. The code can be used to purchase any product on www.girlscoutshop.com, the Official Girl Scout National Online Store only. Council reserves the right to make substitutions to the item's color, material or size or to substitute an item of equal or greater value due to changes or challenges in product availability.

Rewards help girl set goals and reach higher levels of achievement

Card OR \$150 GSUSA Gift Card

3000+ pkgs

Girl Scouts of the Jersey Shore 2023 Girl Rewards

My personal goal:

Cookie Oyster Charm 10+ pkgs Bandana Cooling Scarf 50+ pkgs

Troop Reward



Rewarded to each girl selling when the troop PGA (based on the number of girls selling) is 180+ boxes by the close of the sale. (Girls that choose to opt out of rewards will only receive the charm.)



Charm

Shop the Shop

For purchase only

Check out what's new at the council shop, just in time for booth sales!

Available for purchase, while supplies last.



Bar Patches

200+

600+

1000+

(life vest, paddle included)

4000+ pkgs

Bar Patches awarded at highest level earned starting at 200+ to 900+ in increments of 100; and 1000+ to 6000+ in increments of 1000.

Stellar Sellers

All pictures shown are for illustration purposes only. Actual product may vary due to availability.

Three Months of KiwiCo
OR \$100 Council Gift Card OR
\$75 GSUSA Gift Card
1250+ pkgs

The persey shore

Sewing Machine with Class
(TBD) OR \$200 Council Gift

Or

Sewing Machine with Class
(TBD) OR \$200 Council Gift

Watercraft Class with Corcle

TROOP PROCEEDS

TROOP EARNINGS	ITEMS SOLD (per girl average)
\$0.70	1 – 149 boxes sold
\$0.75	150 – 199 boxes sold
\$0.80	200 – 249 boxes sold
\$0.85	250+ boxes sold

Averages are calculated automatically in eBudde using all girls registered.

OLDER GIRL PROCEEDS

Junior Troops and older – can choose to receive an additional \$0.05 per box rather than rewards. **All girls** in the troop must agree to this option. Girls still earn charms & patches. TPSM must opt-out in eBudde.

Girls automatically opt-back-in for high end rewards, starting at 750+ box level (in addition to the troop receiving the increased proceeds).

Travel Progression



Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. Travel fun can be endless when girls lead.

Day Trips

Take an all-day trip!

Keep it girl-led:

girls choose the

activity (perhaps

working toward a

badge) and make

plans for lunch.

location and

Overnights

Local Field Trips

Get your travel feet wet! Walk to a nearby garden, or take a short ride to a firehouse or other local spot.

Keep it girl-led: girls choose the location.

Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.

Keep it girl-led: girls plan the activity and meals. create travel games, and pack their own overnight bags.

National Trips

Travel the country! Trips often last a week or more. Girls should think beyond a typical vacation location and consider historical sites, museums, or national parks!

Keep it girl-led: girls lead the entire planning process and might add a community service or Take Action project.

(Extended trip insurance required.)

Independent Travel

Travel the world! These life-changing trips usually take one to three years to prepare. Consider visiting a WAGGGS World Centre!

International

Trips

Keep it girl-led: girls download the Global Travel Toolkit and plan their entire trip (including learning about the language, culture, passports and visas, exchange rates, etc.).

(Extended trip insurance required.)

Cadette, Senior, and Ambassador girls with travel experience can travel nationally or internationally independently through counciloffered travel opportunities or GSUSA's Destinations program. Check with your council, or visit the Girl Scout Destinations website!

Check with your council about age

For national and international trips, girls must be Cadettes or older.

requirements. Girls should have experience at every level of the progression before moving on to the next level. For regional travel, girls must be Juniors or older.

When moving up to each level of the progression, consider girls' independence, flexibility, decision making, group skills, and cross cultural skills.

Regional

Trips

Spend three to

four nights away

somewhere a few

hours from home.

Keep it girl-led:

trip, such as the

budget, the route,

girls plan key

details of the

activities, the

and lodging.

trip insurance

(Extended

required.)

Travel Opportunities





Council travel opportunities:

- Canadensis 2023
- Regional Trip Lancaster 2024
- Savannah 2023
- International Trips Spaces still available!
 - Peru 2023
 - ▶ London, Paris, Rome, Florence 2023

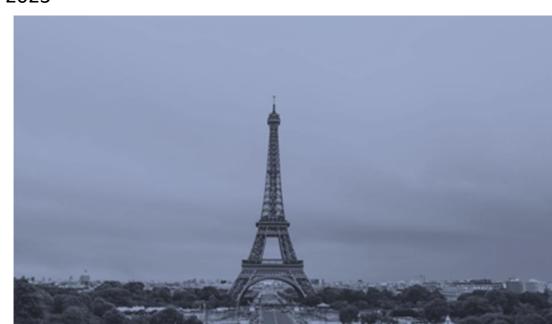
GSUSA Destinations:

- Travel Opportunities from around the US to around the world, catered to the individual Girl Scout!
- Destinations are applied for and then applications are accepted by the hosting council

Travel Scholarship

- ▶ Purpose: to assist girls who wish to travel on Council Trips or GSUSA Destinations
- ▶ Benefits: \$75-\$1000 to be applied directly to the cost of a GSUSA Destination or a named Council Trip:
- ► Requirements to apply:
 - ▶ Be a registered member and be active in Girl Scouts
 - ▶ Be already registered for a GSUSA destination or a Council Trip
 - ► Sell a minimum of \$500 worth of product in Fall Sale
 - ► Sell at least 550 boxes of cookies
- ► Travel applications are open from May 1, 2023, through May 15, 2023

Girls traveling on trips in 2023 or beyond can apply for scholarships each year.



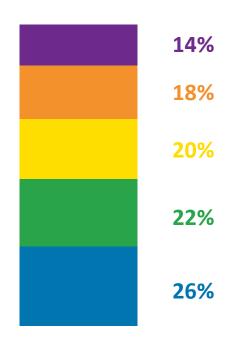
FUNDS: 100% of the profits stay locally

Troop Proceeds and Girl Rewards - 14% Properties & Program - 18%

Member Support - 20%

Membership Services - 22%

Cost of Goods - 26%









Raspberry Rallym

Baked with **pink raspberry-flavored** center and dipped in a chocolaty coating for a taste that is both sweet and indulgent

The first Girl Scout Cookie offered exclusively online for shipping only!

- Simplicity for volunteers and girls, no handling necessary
- Easy inventory management
- Opportunity for girls to learn about and participate in rapidly growing online shopping trends, and practice omni-channel selling skills

Raspberry Rally will be your troop training cookie.

TIP: Save the box & use with box wrap & Troop QR code at booths to have customer purchase online.



Our 2023 COOKIE LINEUP





Raspberry Rally · Made with

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Vegan Ingredients

Thin, crispy cookies infused with raspberry flavor, dipped in chocolaty coating Approximately 30 cookies per 9 oz. pkg.



Core Cookies \$5 per box

Specialty Cookies \$6 per box (s'mores and toffee-tastic)

Lemon-Ups

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits Approximately 12 cookies per 6.2 oz. pkg.



Samoas[®]

 Real Cocoa Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes

Approximately 15 cookies per 7.5 oz. pkg.



Girl Scout S'mores®

- · Made with Natural Flavors Real Cocoa
- Graham sandwich cookies with chocolaty and marshmallowy flavored filling Approximately 16 cookies per 8.5 oz. pkg.

Toffee-tastic®

Rich, buttery cookies with sweet, crunchy

Approximately 14 cookies per 6.7 oz. pkg.



Iconic shortbread cookies inspired by the original Girl Scout recipe Approximately 38 cookies per 9 oz. pkg.

Trefoils®

Tagalongs*

Crispy cookies layered with peanut butter and

covered with a chocolaty coating

Approximately 15 cookies per 6.5 oz. pkg.

· Real Cocoa

Real Peanut Butter

• No Artificial Flavors

Do-si-dos

Oatmeal sandwich cookies with peanut butter filling

per 8 oz. pkg.

Approximately 20 cookies

Thin Mints®

- Made with Vegan Ingredients
- · Real Cocoa

Crisp, chocolaty cookies made with natural oil

Approximately 30 cookies per 9 oz. pkg.



Adventurefuls*

· Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème filling and a hint of sea salt Approximately 15 cookies per 6.3 oz. pkg.







QUALITY INGREDIENTS delivered

Find the Cookie,
Ingredients and
Allergen flyers in the
eBudde Help Center

Property of the contract of th	World Park	ARTIFCIAI FLANCE	Anna Made	Rockaro Mario Charles	Fifograms Paus Bring	PER CO	MOLE GRANG	GUTENE,	HALAI CERTII	TOSING CENTIL	Practice CERTAL	b
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Do-si-dos	•	•		•	•	•		•		•	•	
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Samoas'	•	•			•	•	•			•	•	
Tagalongs	•	•			•	•	•			•	•	
Thin Mints	•	•			•	•	•			•		•
Toffee-tastic	•	•	•		•	•			•	•	•	
Trefoils	•	•			•	•				•	•	
Raspberry Rally	•	•			•	•	•			•		•



Ways to Participate





SALES MATERIALS





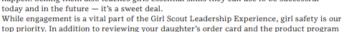
girl scouts of the jersey shore

2023 Parent Permission and Responsibility Form

The Girl Scout Cookie Program begins Friday, January 13, 2023

The Girl Scout Cookie Program®

Girl Scout Cookies® are an opportunity for girls to do extraordinary things. Proceeds from every purchase stay local, powering new experiences! Whether it's a trip she'll never forget, a service project that will change her community forever, or the opportunity to build a lifetime of memories at camp, Girl Scout Cookies make it all happen! Selling them also teaches girls essential skills they can use to be successful today and in the future — it's a sweet deal.



rewards, be sure to speak with your troop leader or council about Girl Scouts of the Jersey Shore's COVID-19 Product Program Guidelines.



Help girls take their Girl Scout Cookie® business to the next level with the Digital Cookie platform. By adding online and mobile channels to their sale efforts, girls can market everyone's favorite Girl Scout Cookies to friends and family down the block or across the country from the comfort of their home. Using Digital Cookie is easy and convenient.

- Girl Scouts® who paired Digital Cookie with traditional sales on average sold 76% more Girl Scout Cookies than girls who did not sell Girl Scout Cookies online
- Girl Scouts who personalized their Digital Cookie site with their own picture or video, on average, sold more than double the number of Girl Scout Cookies



The Girl Scout Cookie Program is a team effort, and adult support plays a major part. When you support her success through the Girl Scout Cookie Program, you're narrowing the female entrepreneurship gap by nurturing that go-getter spirit early on and equipping her with the confidence and know-how to dream big and do bigger.

Troops earn money based on per-girl average

- 1-149 average boxes sold, 70¢ per box
- 150 199 average boxes sold, 75¢ per box
- 200-249 average boxes sold, 80¢ per box
- 250+ average boxes sold, 85¢ per box

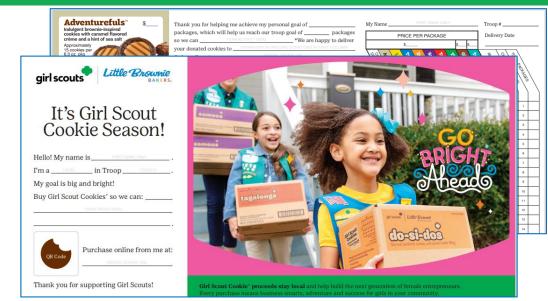
	Detach and return	lower portion	n to your Troop Produ	ict Sale Manag	er	
3 Cookie Sale	Program	Parent	Permission	and Res	sponsibility	For

My daughter_______, has my permission to participate in the 2023 Cookie Sale Program. In so doing, I agree to accept the financial responsibility for all products and money she receives. I agree to see that my daughter does not begin selling before January 13, 2023.

	Telephone	E-mail
Address		
City	State	Zip Code



girl scouts cookie program	HILE Brownie BACEES, GIRL MONEY G-3
ye adver	ear-round tures for girls
IF FOUND RETURN TO	
	Troop#
Number of packages sold	
	Troop# Money due \$ Extra money due \$
packages sold Number of extra packages sold	Money due \$



Adventurefuls SS	Goal Getter Order Card			\$ \$							s	s	PRICE PE	R PAC	KAGE		
caramel flavored crème Approximatel 15 cooles per 6.3 oz. pkg	Thank yo	ou for hel	Iping me reach my	goal!	COOKIE PACKAGES DONATED*	Adventurefuls	Lemon-Ups	Trefoils	Do-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scou	Toffee-tastic	AMOUNT DUE	CHECK WHEN PAID	TOTAL PACKAGES
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Do-si-dos' Peanut butter sandwich cookies																	
Approximately 20 cockies per 8 cc. pkg Made with natural flavors					₩			Н				_	\vdash			Н	_
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per 8.5 oz. pig Made with natural flavors					\vdash			Н					\vdash			Н	\dashv
Toffee-tastic' \$																	
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Approximately 14 cookies per 6.7 cz. pkg No artificial flavors					\vdash			Н					\vdash	_		Н	\dashv
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NO Figh-Processes Corn Sprup NO Partially Hydrogenated Olis (FHOs) Zero Grams Trans Fat per Serving RSPO Certified (Mass Ralance) Palm Oli Halal Certification MIKEO RSPO-1 10/CR6	Tradute Dos si das Sercos Sercos Saplings The Mete Do Come Do	0 0	See multiflori information for total for saturated fail content in This Mints, and Tagaing, Refer to your cooks for the most current cocks informat To learn more, shall thisferburies on "Made with Coconut." "Manufactured in a shared facility will a shared facility will "Manufactured in a shared facility will shared to the shared facility will shared facility shared	Barroas To see full to package for. Visit Little! The GRE SCO GH Scouts of t	rownie.co ITS' name a le USA. The	oen or Gir nd mark, an LITTLE BR	rtScout C of all other OWNER BA	ookies.or associated t KERS' nam	trademerks e and mark					Littl	le Br	SCUS BAKI ORM G	ERS,

IN PERSON - Paper Order Card



ONLINE SALES



4 Easy Steps to Get Movin' with the Digital Cookie™ Platform!

This cookie season superpower your sale by expanding your efforts from the booth to the web. Why? Because adding online and mobile channels to your sale can help you reach more cookie fans than you ever imagined. That's right! With the Digital Cookie™ platform you can market everyone's favorite cookies-with-a-purpose to customers down the block or across the country from the comfort of your couch. AWESOME.

Here are 4 easy steps to jump into the fun, and slay those cookie sale goals like a true cookie boss!



Register

To sign up to use the Digital Cookie™ platform, just keep an eye out for a registration email coming to you a few weeks before cookie season starts.



2 Set Up Your Site

In just a few minutes, you can set up your sale goal, share your cookie story, and upload a fun picture or video. Then you're ready to save, review, publish, and...done!



3 Invite Customers

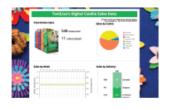
Manage your cookie customer list and easily send ready-touse emails inviting people to support your sale. You can also promote your personalized cookie site link on Facebook with friends and family.



4 Trac

Track Your Goal

See how close you are to reaching your goal by tracking the number of boxes sold and orders placed, as well as sales by delivery type and cookie variety. You can even include offline sales to see your total progress—yum!



DIGITAL COOKIE SITE: https://digitalcookie.girlscouts.org/login

HELP CENTER: https://digitalcookie.girlscouts.org/help-overview

GENERAL INFO: http://www.girlscouts.org/

(Jersey Shore Cares) Gift of Caring

Donations can be sold either on traditional order form or through digital cookies.

Gift of Caring is completely virtual.

Donations will be delivered by council to local food banks and pantries and local military organizations.

Can we collect donated boxes at our Booth Sales for the military, local food banks or

other organizations? Yes absolutely!!



50+ Boxes

Other Ways to Increase Sales

~ BOOTH SALE ~ DRIVE THROUGHS ~

~NEIGHBORHOOD WALK ABOUTS ~ LEMONADE STANDS ~

Can be schedule between Friday, March 3 to Sunday, April 9, 2023





BOOTH SALES

A BOOTH SALE IS A PUBLIC SALE THAT A TROOP HOSTS IN FRONT OF A BUSINESS WITH COOKIES IN HAND.

WHAT A GREAT WAY TO INCREASE YOUR TROOP'S COOKIE SALE SUCCESS!

1. TROOP SECURED BOOTH SALES

TROOPS ARE REQUIRED TO NOTIFY COUNCIL
OF ALL THEIR BOOTH SALES

2. COUNCIL OFFERED BOOTH SALES

HAVE FUN!!



Booth Sales Alternatives

Cookie Drive-Through

Troops work with local business to secure a safe location. This gives customers a convenient way to get their cookies by offering a "drive-through" service. Troops can share locations with their community.

Drive through also require the council's booth approval.









Booth Sale Alternative

Lemonade Stands

What is a Lemonade Stand? Lemonade Stands work like booth sales but are held at a private residence of the girl. Families must work with their troop cookie manager to get inventory and should turn in money to their troop right away, following regular troop procedures for money collection.

These do not require approval from GSJS (may require HOA or property management

approval)







Community Walkabouts and Wagon Sales (mobile cookie booths)

Grab that cart or wagon and go mobile through the neighborhood! Get the word out by leaving flyers or door hangers informing everyone how and when girls are planning on selling.

These do not require approval from GSJS











Cookie Booth Resources









walking/sandwich poster front



back



table tents







social distancing signs









Cookie Booth Resources

banners



window clings/magnets



car magnets





directional signs



drive-thru patch

GIRL SCOUT COOKIE"
DRIVE-THRU:

thank you — reorder slips



booth inventory sheet

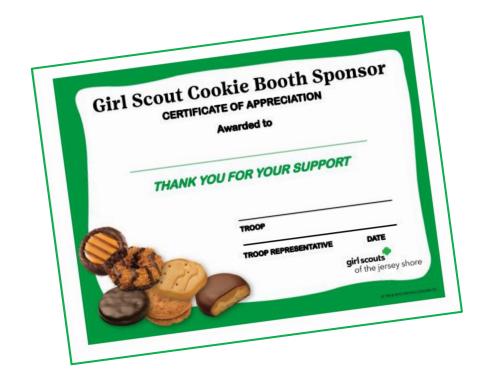




Review Booth Sale Etiquette rules with your girls and parents

Don't forget to thank your Booth Sponsors!





COUNCIL GUIDELINES & PROCEDURES

Information on the following series of slides can be reviewed and printed from the Help Center in eBudde

In the section called "From the Council"





Important Dates

December 30 & January 6: Welcome emails to be sent to volunteers on 12/30 (eBudde access) and to parents on 1/6 (access Digital Online Cookie DOC)

January 13: Cookie Sale Begins

January 29: Initial order taking ends & girl delivery option in DOC ends

January 31: Troop Initial Order due & Target Date to enter ACH information

Feb 27: Digital Cookie Shipped orders begin and Troop Link activates in National Cookie Finder

Feb 17 – March 3: Delivery to Communities

March 3: Booth Sales Begin

March 17: First ACH withdrawal

April 2: Digital Cookie Sales end

April 9: Last day of booth sales

April 11: Deadline for troops to submit girl rewards

April 14: Final ACH withdrawal



FULL CALENDAR CAN BE FOUND IN TROOP COOKIE GUIDE

Initial Order

PLACING INITIAL ORDER:

- Collect girl's paper order totals 1-2 days before initial order is due
- Enter in eBudde in IO tab and save order
- Initial order will be rounded up to the next full case for each variety. 12 boxes/case
 Troops is responsible to sell those extras received

ORDER BOOTH SALE INVENTORY:

- Can pre-order booth sale product with initial order OR
- Order extra products from Council Depots later in the season

Order carefully as cookies are non-returnable





Delivery & Distribution

DELIVERY AND PICK UP OF INITIAL ORDER (IO) AT COMMUNITY DEPOTS

- Select a pick-up time in eBudde under the "delivery" tab after submitting your initial orders.
- Your coordinator organizes the local delivery
 - Follow her directives
 - Depots often are community spaces we have use for a 1-day period
 - Arrive on time and bring enough vehicles with you to pick up your entire order
 - Count your order you're responsible for the amount you've signed for

DISTRIBUTING COOKIES TO PARENTS

- Sort cookies into girl orders print off the IO page
- Parents count and sign for their order. Keep that receipt with signed permission forms.
- Give each parent a money envelope with amount they owe and date it is due to you by.
- Damaged boxes council will replace them.



Need extra cookies after Initial Order?

- LATE ORDERS EXTRA GIRL ORDERS (GOAL GETTER CARD)
 - BOOTH SALES, LEMONADE STANDS, DRIVE-THROUGHS

No problem! Extra cookies are always available to order from Council Depots

ORDERING ADDITIONAL COOKIES FROM COUNCIL DEPOTS
2 locations: Toms River Service Center & Infirmary in Camp Sac, Farmingdale

- Troops can order full or partial cases of all varieties
- Place an order in "transaction" tab on/after 2/20/23

TIP: Use troop extras from initial order first to fill extra orders

REMINDER! Always have parents sign for all extras taken and give girls proper credit



Running low on weekend cookie supply?

VOLUNTEER DEPOTS

Two volunteers will host mini depots in their homes. Troops should use council depots for large orders. This option is ideally for troops who have run low on cookies and need to replenish over the weekend for their booth sales.

- Northern Monmouth (Matawan) volunteer: Cheryl Cortopassi <u>cherylann.Cortopassi@gmail.com</u>
 (908) 461-4280
- **Southern Ocean** (Barnegat) volunteer: Melissa Melber <u>gsjstroop50261@yahoo.com</u> (732) 674-0124
 - Troops will contact the Depot Volunteer directly to schedule and confirm a pickup appointment with the volunteer. No exceptions.
 - Some limitations: full cases only smaller supply than council depots limited hours



Girls Sales Numbers (Bookkeeping)

All online sales and online payments will already be added to the girl's credit

CREDIT ALL OFFLINE COOKIES TO THE GIRLS IN EBUDDE, CREDIT PAYMENTS TO GIRLS

- □ Additional orders do this any time extra cookies are taken from the troop's inventory
- ☐ Girl's "share" of booth sales (drive thrus, lemonade stands, etc.)
- ☐ Credit girl payments to their account when paid



Girls Sales Numbers & Incentives

WRAPPING IT UP - ORDERING GIRL'S REWARDS

- ☐ Be sure all boxes sold by troop have been credited to girls
- ☐ Transfer boxes sold through the Troop Cookie Link to the girls subtract all the sales off the Troop Cookie link divide evenly between your girls and give them credit.
- □ Rewards will auto-populate. Girls should tell you their choices, if applicable.
- □ Submit final rewards order after all boxes are allocated and no later than deadline of April 11, 2023.



Troop Money Handling

- Parents/guardians must sign a Parent Permission and Responsibility form for every participating girl before beginning their sale. Troops must retain these forms.
- Girls collect money when delivering cookies, not in advance, unless the only item purchased is a donation. All
 online sales are prepaid by customer at time of order.
- Parents/guardians should not be asked to pay for product when picking it up from the troop. Exceptions may be considered if there is a prior history of late/slow payments. In this case, speak with product program department first productsales@gsfun.org
- Customers can pay for cookies with cash or checks made payable to the troop. If the troop chooses to accept checks, be sure to have a phone number listed on the check. We recommend you only take checks from people you know and are comfortable contacting if there is a problem. Troops will take responsibility for a bad check and any bank fees associated with it.
- When caregiver turns in payments to the troop, count in front of caregiver and ALWAYS give a receipt. Caregivers should never leave money in the "girl scout bin" on your front step
- Parents are responsible for all Girl Scout cookies received. Have parents count and sign a receipt any time cookies are exchanged.



Banking and Finances

- Collect money from parents in advance of the first ACH sweep, and deposit into the TROOP BANK ACCOUNT
 in a timely fashion so funds clear and are available in time for each ACH sweep.
- Amounts due to council will be shown in eBudde on the Sales Report tab.
- TROOPS ARE NOT EXPECTED TO PAY COUNCIL FOR COOKIES IF A FAMILY HAS NOT PAID THE TROOP. Please identify all families with an unpaid balance.
- Submit UNPAID FUNDS REPORT FORM by email to the product program department with supporting documentation seven (7) days before the sweep date. Council will reduce the amount to be withdrawn to accommodate the unpaid funds reported.
- Booth sales make frequent deposits as these take place
- Troops will be charged a \$20 fee if the ACH sweep is declined for insufficient funds.



UNPAID PARENT FUNDS

- Troops will not be financially responsible for a parent who has not paid their bill.
- Troops must follow procedures as outlined in the Troop Cookie Guide and file a report to GSJS no later than seven (7) business days before each withdrawal, if needed.
- GSJS will adjust and decrease the amount that will be pulled from the troop account.

FORM IS IN THE TROOP COOKIE GUIDE

jirl scouts of the jersey shore	Must be submitted to productsales⊚G	SEun ord
or are jersey snore	7 DAYS before ACH withdrawa	
Troop#Com	munity Name/Number	
Troop Product Manager/Leader Nam	ePhone#	
Email		
paid Funds Information	Internal Us e Only:	
Responsible Party: Parent/ G		
Parent/ Guardian		
Girl Name:		
Address	Oity:Zip:	
Home # C	ell#Work#:	
Doden Lamourt Duns	Payments Made to Date\$Current Due \$	
Signed Parent/Guardian Permi Signed product delivery ticket	(s) that parent picked up cookies	
 Signed Parent / Guardian Permi Signed product delivery ticket Troop Product Manager/Leader Signa 	ission slip	
 Signed Parent/Guardian Permi Signed product delivery ticket Troop Product Manager/Leader Signa OKIE PROGRAM 2023 	ission slip (s) that parent picked up cookies	
 Signed Parent/Guardian Perm Signed product delivery ticket Troop Product Manager/Leader Signa OKIE PROGRAM 2023 Please provide communication no 	ission slip (\$) that parent picked up cookies ature:Date	back
Signed Parent / Guard an Perm Signed product delivery ticket Troop Product Manager/ Leader Signa OKIE PROGRAM 2023 Please provide communication no	ission slip (\$) that parent picked up cookies atura:Date 	back
Signed Parent / Guard an Perm Signed product delivery ticket Troop Product Manager/ Leader Signa OKIE PROGRAM 2023 Please provide communication no First Contact Attempt Date Conversation Details/Notes: (please pro	ission slip (§) that parent picked up cookies ature:	back
Signed Parent/Guard an Permi Signed product delivery ticket Troop Product Manager/Leader Signa OKIE PROGRAM 2023 Please provide communication no First Contact Attempt Date Conversation Details/Notes: (please pro	ission slip (§) that parent picked up cookies ature:	back
Signed Parent/Guardian Permi Signed product delivery ticket Troop Product Manager/Leader Signa OKIE PROGRAM 2023 Please provide communication no First Contact Attempt Date Conversation Details/Notes: (please pro	ission slip (§) that parent picked up cookies ature:	back
Signed Parent / Guardian Permi Signed product delivery ticket Troop Product Manager/ Leader Signa OKIE PROGRAM 2023 Please provide communication no First Contact Attempt Date Conversation Details/Notes: (please pro	ission slip (\$) that parent picked up cookies ature:	back
Signed Parent / Guardian Perm Signed product delivery ticket Troop Product Manager/ Leader Signa OKIE PROGRAM 2023 Please provide communication no First Contact Attempt Date Conversation Details/Notes: (please pro	ission slip (\$) that parent picked up cookies ature:	back
Signed Parent / Guardian Perm Signed product delivery ticket Troop Product Manager/ Leader Signa OKIE PROGRAM 2023 Please provide communication no First Contact Attempt Date Conversation Details/Notes: (please pro	ission slip (\$) that parent picked up cookies ature:	back

ACH Sweep

ACH (Automated Clearing House) refers to an electronic banking network used for withdrawals and payments.

Banking information should be entered by January 31 - bank name, routing number and account number.

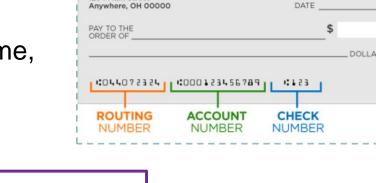
Please try to adhere to this date

Two withdrawals scheduled

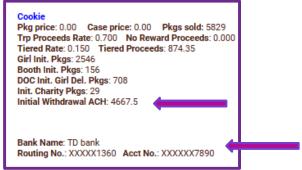
First – March 17 – 50% of girls initial order

Final – April 14 –remaining balance due to council

Amounts will show on the sales report



YOUR NAME 1234 Main Street



If a troop is owed a refund, an ACH deposit will be made into the troop bank account after the sale ends. Refunds will process through a company called bill (bill.com)



Safety Guidelines

SAFETY IN TECHNOLOGY BASED SALES

- <u>Digital Cookie Safety Pledge</u>
- GSUSA Internet Safety Pledge

BASIC SAFETY GUIDELINES

- 1. Show You're a Girl Scout
- 2. Buddy Up
- 3. Be Streetwise
- 4. Partner with Adults
- 5. Plan Ahead
- 6. Do Not Enter
- 7. Sell in the Daytime
- 8. Protect Privacy
- 9. Be Safe on the Road
- 10. Be Net Wise



Credit Card Use

- OPTIONAL CHOICE FOR BOOTH SALES Zelle, Square, PayPal, Intuit, FB Pay
- Select vendor <u>Understand the Terms of Use and the Cost</u>. Vendors have varying fees, % charged and equipment cost. Try to find a fee-free option.
- Council can't support issues with this technology.
- Set up account in TROOP name, link to TROOP bank account & TROOP email
- Download vendor's app and take any training offered practice before Booth Sales!
- SQUARE referral links (\$1,000 of free swipes)
 - https://squareup.com/i/JGARBEGSJS



Technology!







eBudde app



Digital cookie app



Mobile apps provided by LBB & GSUSA



eBudde™ App

developed to
help volunteers
manage cookie
orders—in real
time, on the go.
Does everything
a browser version
does.

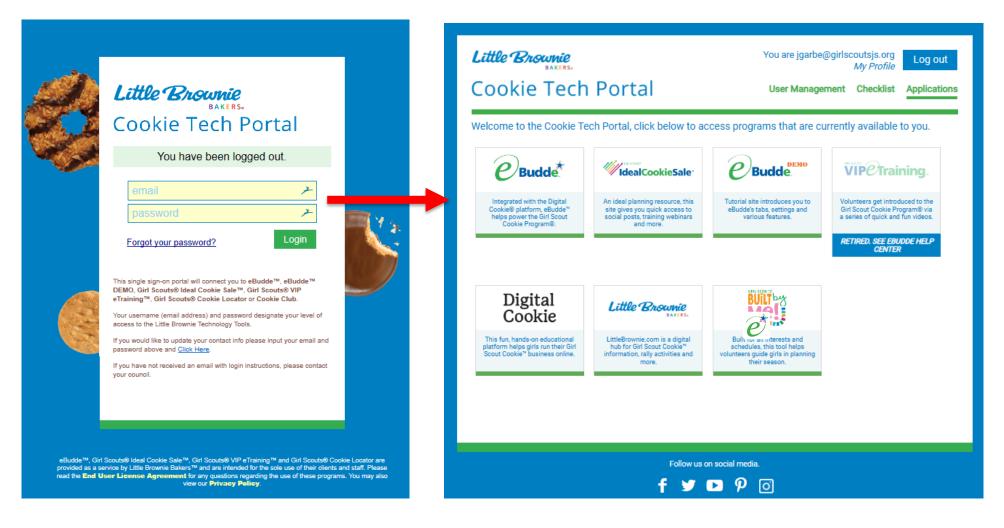


Digital Cookie App

Conduct your online business on the go. You must set up DC account on website first.

cookieportal.littlebrownie.com

Single Sign On! Access to everything a troop needs



- eBudde
- Digital Cookie
- Littlebrowniebakers.com
- Built by Me



littlebrowniebakers.com







Help a girl reach her goal

With Girl Scout Cookies, girls improve their communities while learning lifelong skills.

Volunteers







Families



Cookies



Cookie Tech Tools:

Technology and powerful sales analysis for the future... today







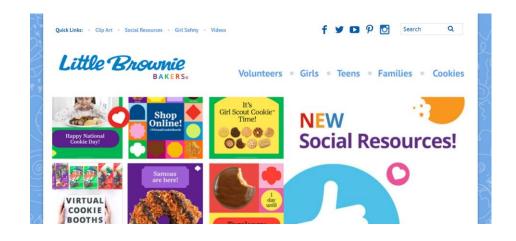


- All cookie info
- Selected clip art & social resources
- Mascot resources
- Virtual backgrounds
- Booth guides & signs
- Cookie House party resources
- Cookie Rookie & Cookie Captain resources
- Safety information



Looking for Activities, Ideas or Help?

Tools Volunteers, Caregivers, and Entrepreneurs Need, at their Fingertips





www.LittleBrownieBakers.com







Cookie Season Planner

Online tool to help girls/troop leaders plan their cookie season.

Choose from a menu of options that fit your group's interests and schedules. It's as simple as taking a short quiz!

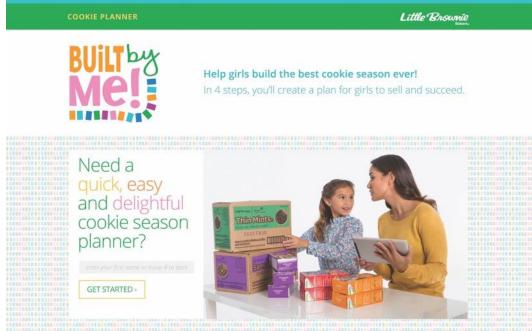


What it includes:

- Digital questionnaire
- Customized plan with links to resources

Where you'll find it:

- CookiePlanner.LittleBrownieBakers.com
- CookiePortal.LittleBrownie.com





Social Tools for Volunteers

Toolkits that make it Easy to Copy, Paste, and Post!



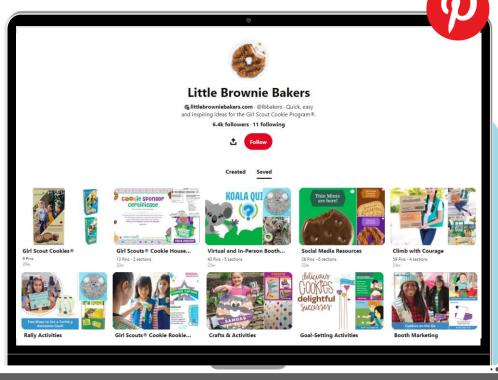














Little Brownie Cookie Virtual Backgrounds

We've got delicious GIRL SCOUT COOKIES









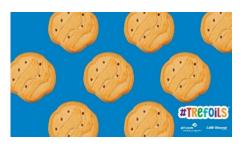












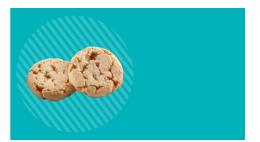














Marketing Ideas

Take extras when delivering



Walk Abouts

Last Chance (social media, texting, Emailing friends)





Marketing Ideas to Boost Cookie Sales





FIND THESE IDEAS & MORE IN Little Brownie Bakers BLOG & THE RALLY GUIDE



Walking posters get sales moving









And More Marketing Ideas



Door Hangers
Recipe Cards
Cookie Flyers
Cookie Allergen Flyer
Table Tents
+ MORE at LittleBrownieBakers.com





Little Brownie Resources



- User manuals
- Quick sheets
- Microburst training videos
- Rally guide & resources
- Mascot resources
- Cookie allergen & ingredient
- In-person and virtual booth toolkits
- Selected social resources (for volunteers)
- FAQs
- Other



- eBudde™ Basics
- Managing Your Sale
- Service Units
- ▶ Troops
- Digital Cookie
- eBudde App

Cookie Sale Resources

Virtual Rally

Social Media

Training

Cookie Booth

Delivery

Cupboard Management

Manuals

Service Unit Manual

Troop User Manual

Cupboard User Manual

Delivery Stations Users Manual

From the Council

FAQs

Welcome to the eBudde Help Center

For Girl Scouts, eBudde is the engine that drives the business of Girl Scout Cookies. This cookie order management system links troops, service units, councils and Little Brownie Bakers so communications and orders run smoothly.

The eBudde Help Center is designed to guide you through the basics and help you overcome any special challenges that may come your way. In the Help Center, you're connected to a world of resources specially designed to help you have a great cookie season.

<<< Click on the arrow to the left of From the Council for great resources from your council



Resources

Find resources in the eBudde Help Center











GIRL SCOUT COOKIES ARE HERE!













Cookie Booth Resources





menu board



walking/sandwich poster front



back



table tents







social distancing signs





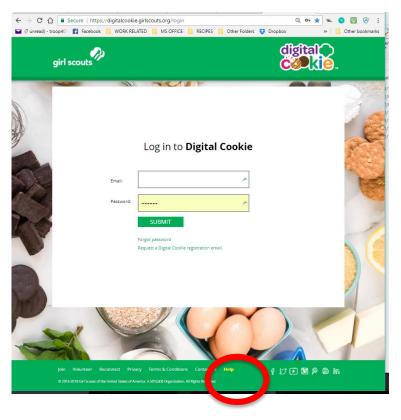


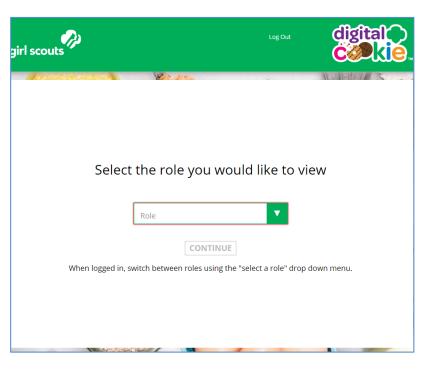


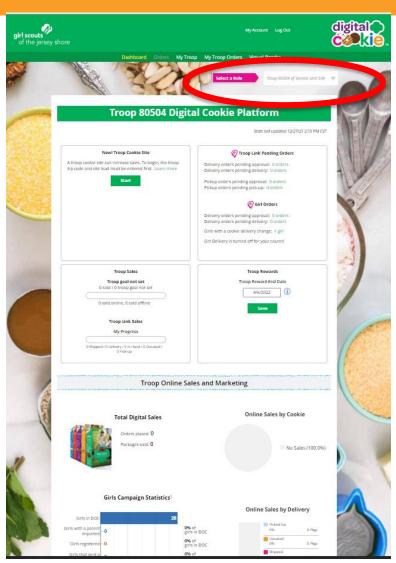


Chose between roles:

- Troop View &
- · Girl's Campaign







https://digitalcookie.girlscouts.org



CUSTOMER ONLINE **BUYING OPTIONS**

1/13/23 - 1/29/23

☐ Girl Delivery – 9 varieties (no RR)

2/27/23 - 4/2/23

☐ Buy cookies & have them shipped -all 10 varieties including RR

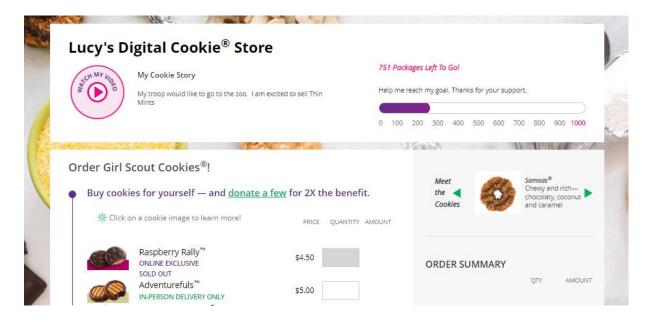
1/13/23 - 4/2/23

☐ Customers may purchase donated packages the entire program season

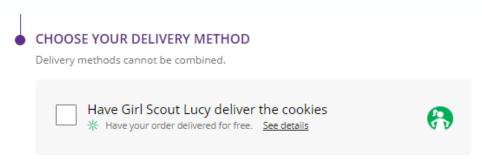


Girl Delivery Period only - Customer Facing Edits

> Text to be added to top of order card to alert customers that shipping is not available



Shipping Option will not appear in delivery method



- ➤ Raspberry Rally moved to bottom of order card and "Available February 27" added
- ➤ Other language referencing shipping is removed throughout site
- Emails have removed reference to shipping as an alternative.
- Exploring a new email on Feb 27 to send and let customers know they can purchase shipped cookies





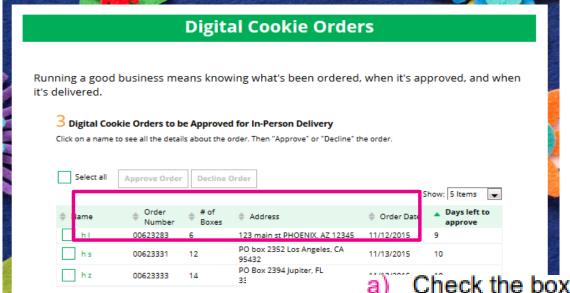
& Girl Delivery

PARENTS FOLLOW A FEW SIMPLE STEPS





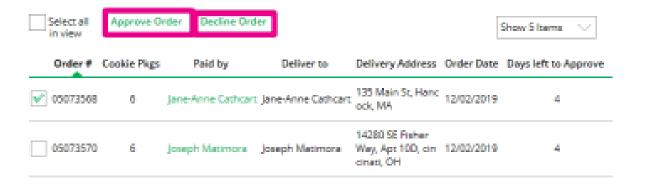
1. Parent must approve (or decline) each GIRL DELIVERY order request.



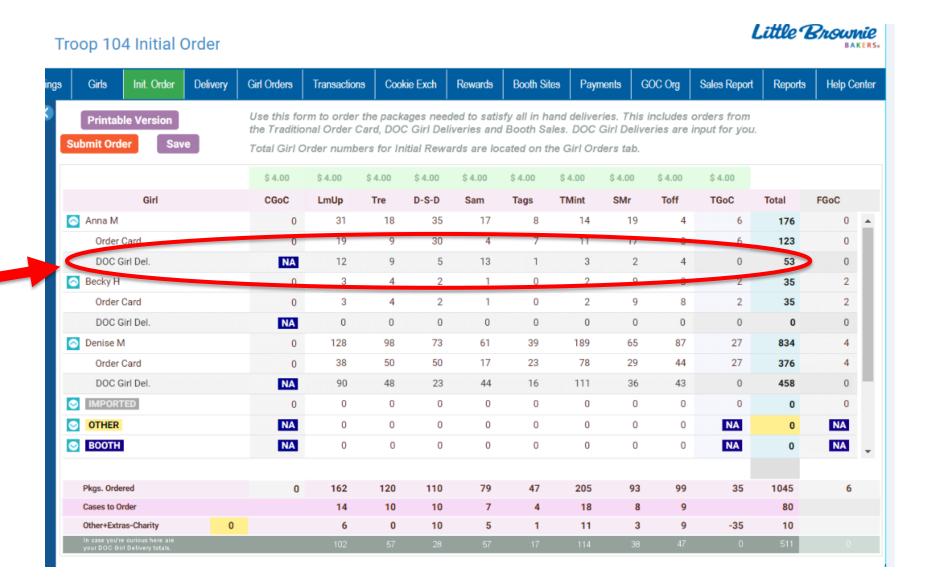
□ Approved orders are processed & parent receives notice it has been paid.

□ Declined orders will default to the customer's second option (cancel or donate).

a) Check the boxes in front of the orders you want to approve or decline and then click "Approve Order" or "Decline Order"

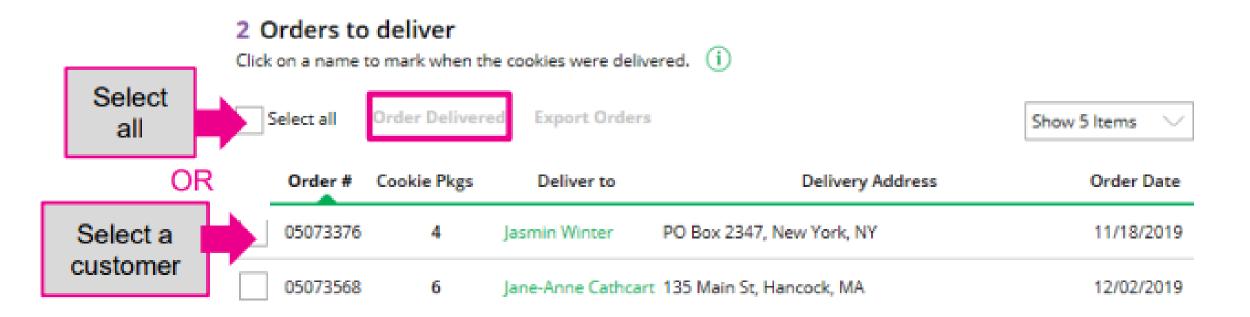


2. Girl-delivered orders arrive with girl's paper order

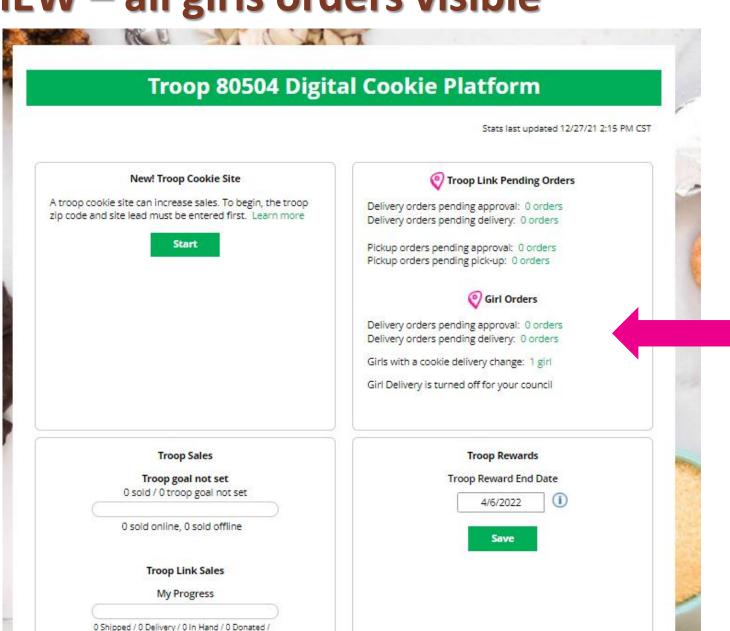


GIRL
DELIVERY
orders flow
automatically
into eBudde
with initial
order

- 3. Girl delivers when product arrives.
- 4. After delivery, parent marks each order "delivered" in DOC, and order is recorded as completed.



TROOP VIEW – all girls orders visible



Click to see more detail

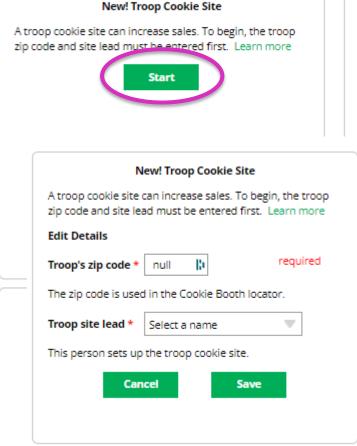




Troop Cookie Site

Troop 80504 Digital Cookie

'I Delivery is t

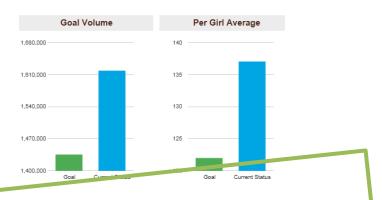




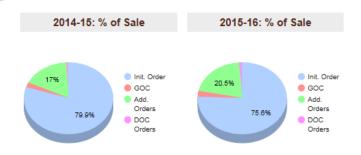
If a troop lead sets up a troop cookie online site, it will launch through a national site on 2/27/23. Customers nationwide can purchase shipped or donated cookies only.

Sales to the Troop Cookie site will show up in Digital Cookies and will also migrate into the TroopXXXXX Site "girl" in eBudde. Those cookies should eventually be moved from the "troop girl", divided and distributed to all girls in the troop.





THE cookie management system







Ebudde is Little Brownie Bakers' online cookie sale management tool.

It can be your best friend during cookie sales--no more complicated spreadsheets, just simple data entry and a great help system





LOGIN AND EXPLORE

eBudde is very user friendly.

Get familiar with all the sections before its time to submit your troop order!

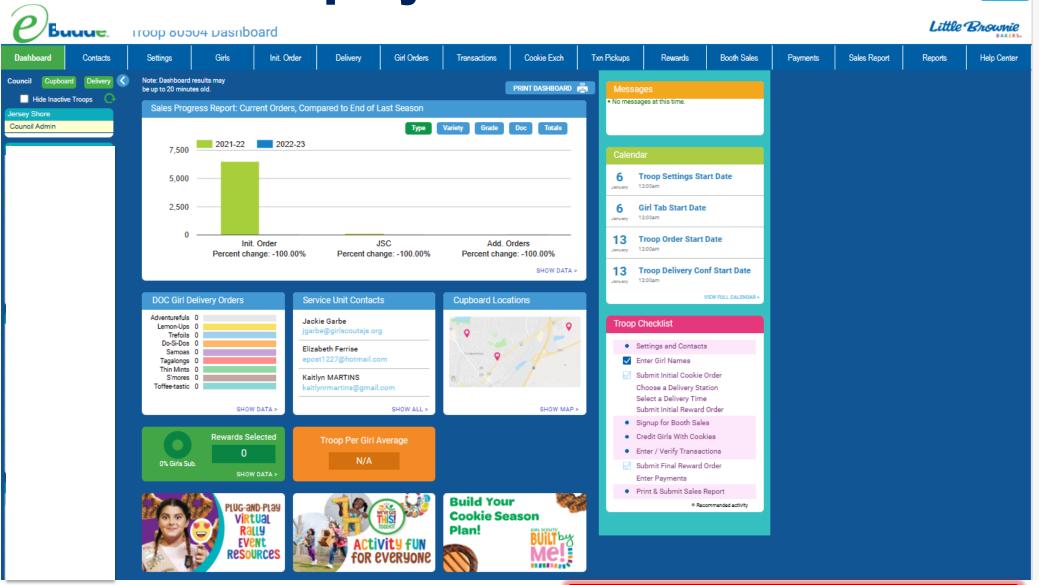
INTEGRATES WITH





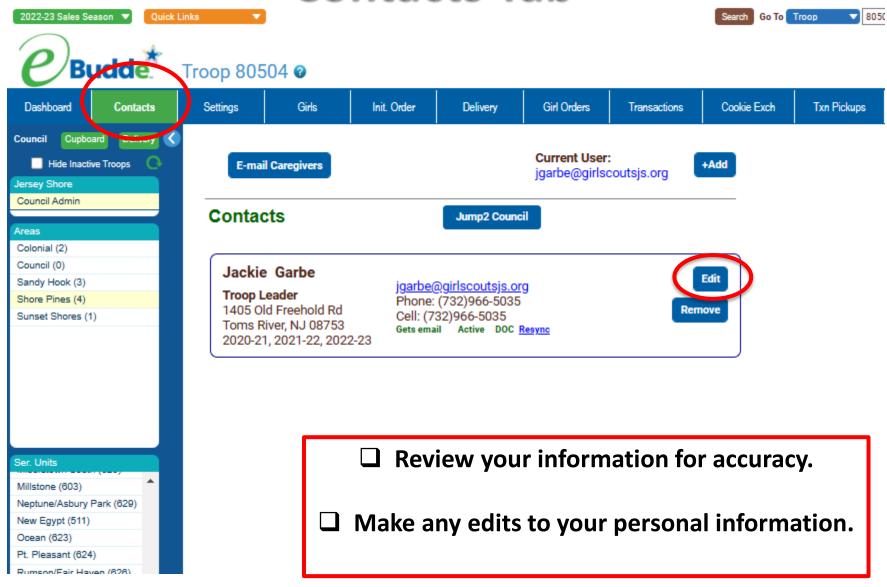


Troop Dynamic Dashboard

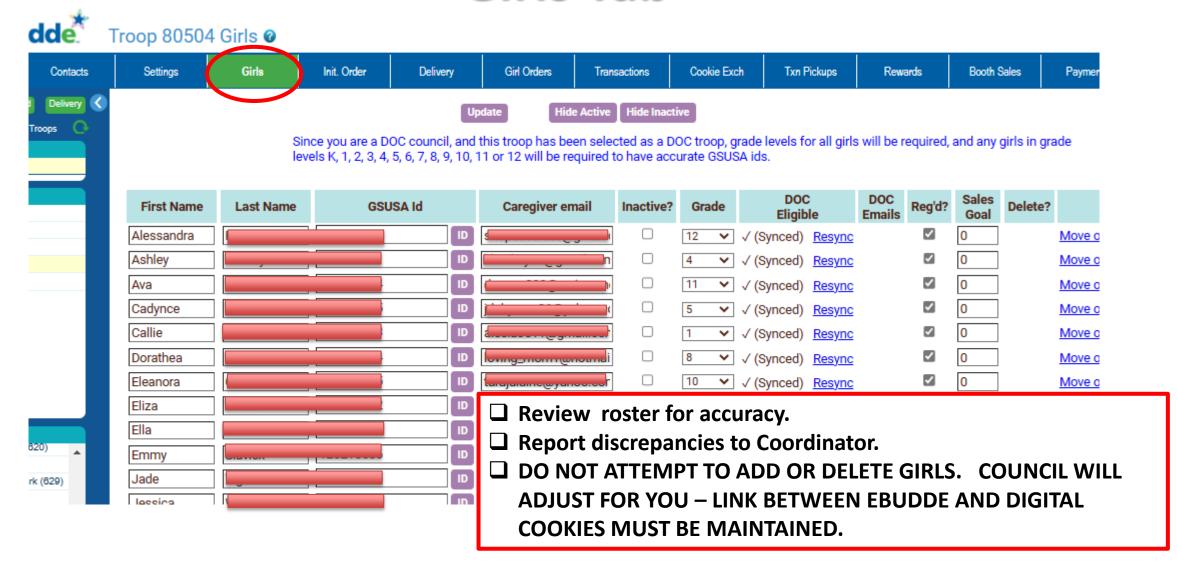


Calendar, messages, links, checklist and Community Coordinator Contact Info

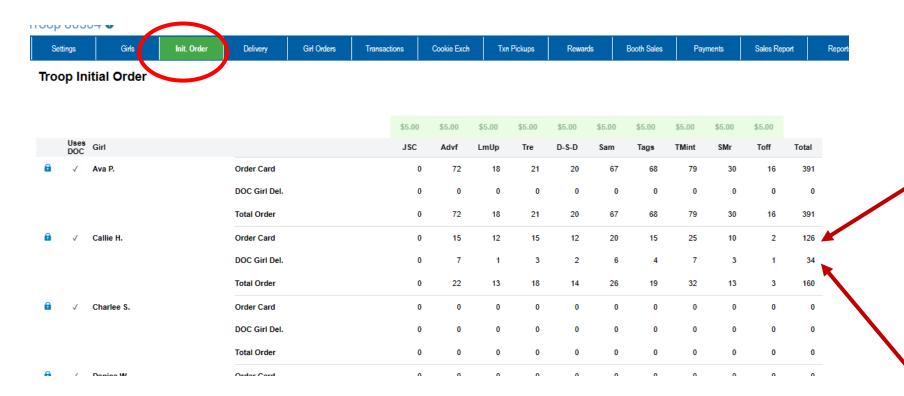
Contacts Tab



Girls Tab



Initial Order Tab



oop 	4 0				
Settings	Girls	Init. Order	Deli	ivery	Girl Order
Callie H. I	nitial Ordei	r			
Cancel					
			rder	Giri	
	Produc		ard	Delivery	Total
	Jersey S \$ 5.00	ihore Cares	0	0	0
	Adve to	refuls	15	7	22
	Lemon- \$ 5.00	Ups	12	1	13
	Trefoils \$ 5.00		15	3	18
	Do-Si-D \$ 5.00	los	12	2	14
	Samoas \$ 5.00	3	20	6	26
	Tagalor \$ 5.00	ngs	15	4	19
	Thin Mi \$ 5.00	nts	25	7	32
	S'more: \$ 5.00	8	10	3	13
	Toffee-ta \$ 5.00	estic	2	1	3
	Total		126	34	160

All approved Girl delivered digital orders will flow into the Initial Order tab

- ☐ Click on order card line. Box will open up, fill with order card totals. Save and repeat process for all girls.
- ☐ Booth sale product: click on BOOTH. Fill in # boxes desired and save.

Save In Progress! Please Wait!

TROOP SUMMARY VIEW

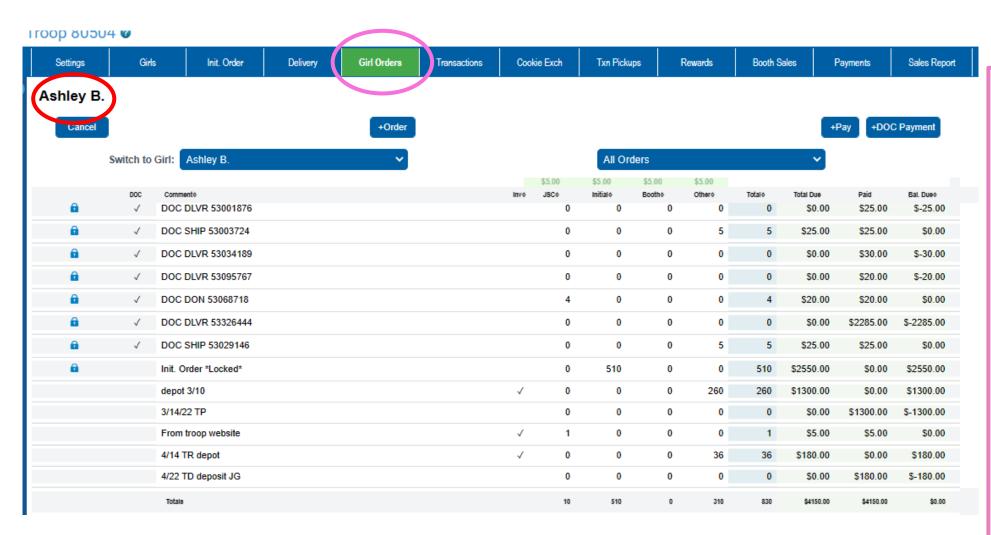
Girl Orders Tab

Girl Orders Girls Init. Order Delivery Transactions Cookie Exch Txn Pickups Rewards Booth Sales **Payments** Sales Report **Girl Orders Summary** Show Inactive Record a Booth Sale Below are your troop sales broken down by Girl. To view/edit a Girl's Transactions select the appropriate row. \$5.00 \$5.00 Uses Girl+ JSC Initial Booth Total 0 Total Due Paid Bal. Due4 Antonia R. 0 0 0 0 \$0.00 \$0.00 \$0.00 Ashley B. 10 510 0 310 830 \$4150.00 \$4150.00 \$0.00 Ava B. 0 \$0.00 \$0.00 \$0.00 Ava Ca. 69 0 0 70 \$350.00 \$350.00 \$0.00 0 0 Ava Ch. \$0.00 \$0.00 \$0.00 Ava P. 391 21 \$2060.00 \$2060.00 \$0.00 Callie H. 34 0 217 \$2055.00 160 \$2055.00 \$0.00 0 Charlee S. \$0.00 \$0.00 \$0.00 Danica W. 0 \$0.00 \$0.00 \$0.00 0 34 Dorathea R. \$170.00 \$170.00 \$0.00 \$ 14065.00 \$ 14065.00 \$0.00 Troop Order (Actual pkgs + JBC) 2813

- ✓ There are two views of girl's orders: Troop summary view or Individual Girl detail.
- ✓ Tab allows you to credit extra product to specific girls. Click on a girl's name to open up the Girl's view.

INDIVIDUAL GIRL VIEW

Girl Orders Tab



- ✓ Detailed transactions for the girl.
- ✓ Initial order and digital orders are locked - cannot be changed.
- ✓ Buttons at top allow you to add a new transaction for add'I sales or apply payment.
- ✓ All transactions added can be changed (in the event of an error). They do not "lock".



Transactions Tab

Girls Init. Order Delivery Girl Orders Cookie Exch Txn Pickups **Booth Sales** Sales Report Transactions Rewards **Payments** Transactions Exp. Doc Orders ■ View Info Receipt Type Date 2nd Party Pickup D-S-D Total ♠ TRANSFER 04/19 12 normal T60129 12 TRANSFER normal 04/19 T50512 36 24 120 108 348 C5 32 30 DOC shipped orders normal 04/14 11 13 33 185 depot normal 04/12 04/12 0 12 0 12 depot 04/11 04/12 36 168 adepot 04/10 ☐ Example of a very active troop — shows digital orders (DOC), initial order, extra cookies from Council Depots, 294 31 troop-to-troop transfers, etc. 36 ☐ Add "pending" transactions if you need to order additional cookies from Council 180 ☐ Check transactions for accuracy. Report errors to council. 588 ☐ TROOPS CAN NOT EDIT TRANSACTIONS except their depot orders until picked up. 528 adepot 03/17 C1 03/18 24 24 normal 0 0 0 03/12 459 419 945 970 1748 211 5726 Pending

Settings Girls Init. Order Delivery Girl Orders Transactions Cookie Exch Txn Pickups Rewards

Troop Rewards Order Forms

Final Rewards Order View Fill Out Girl Rpt

Click on a girl id to view a girl's reward order.

Opt-out of Troop Rewards: No PGA-Selling: 233.50 PGA-Registered: 233.50

Values shown above are current values

GIRL ORDERS:

Abigail F. receives 18 reward(s) (size/catalog selection done)

Adelynn R. receives 17 reward(s) (size/catalog selection done)

Alexandra H. receives 12 reward(s) (size/catalog selection done)

Alison C. receives 4 reward(s)

Ava W. receives 2 reward(s)

Courtney P. receives 14 reward(s) (size/catalog selection done)

Katie E. receives 5 reward(s)

Sydney N. receives 5 reward(s)

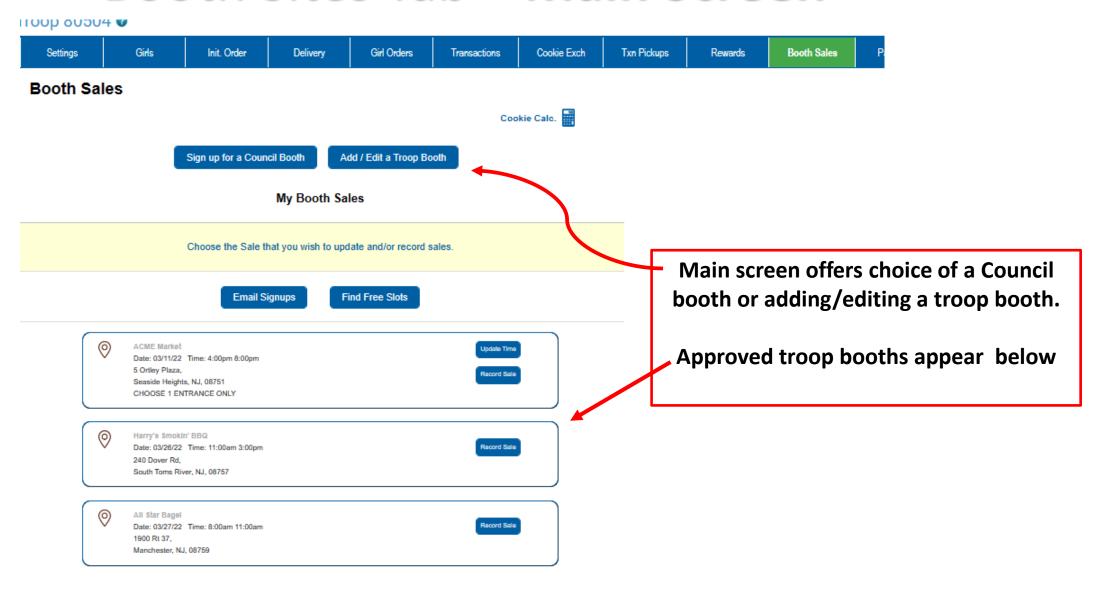
TROOP ORDER:		
Box Level	Quantity	Reward
30	7	Theme Patch
75	4	75+ package Mini Adventure Journal Bag Tag
135	4	Clip-on Koala
160	4	Bandana
200	1	200+ Bar
215	4	Slipper Socks 0 Youth

Rewards Tab

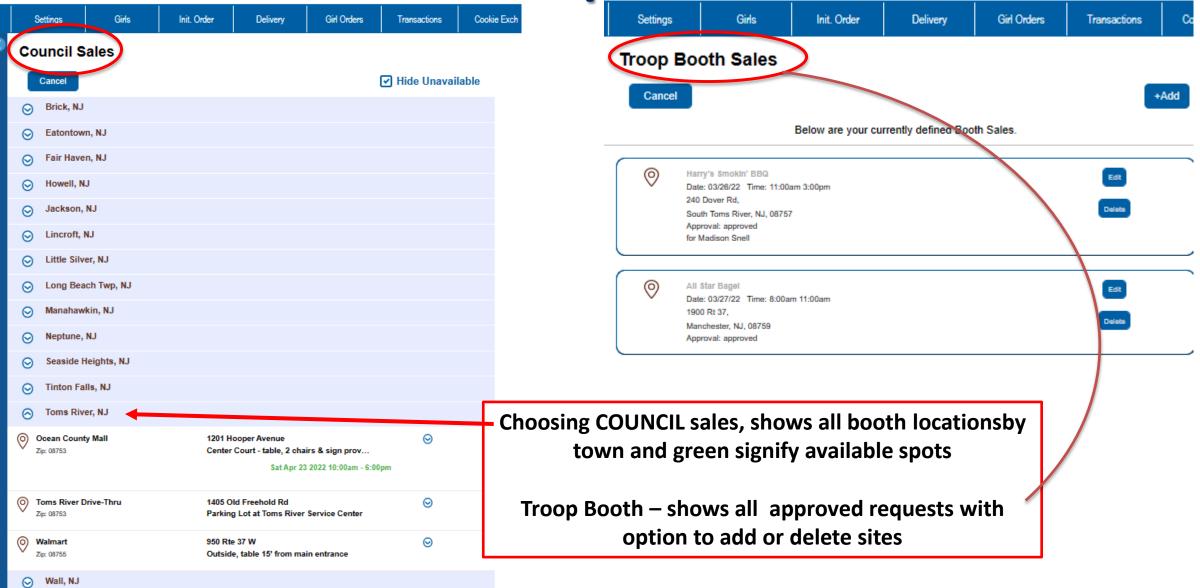
The eBudde system automatically will calculate the girl rewards based on their boxes sold under the Girl Orders tab.

The only thing you will have to do is enter sizes or choices (if applicable), verify totals and submit your order.

Booth Sites Tab - Main Screen

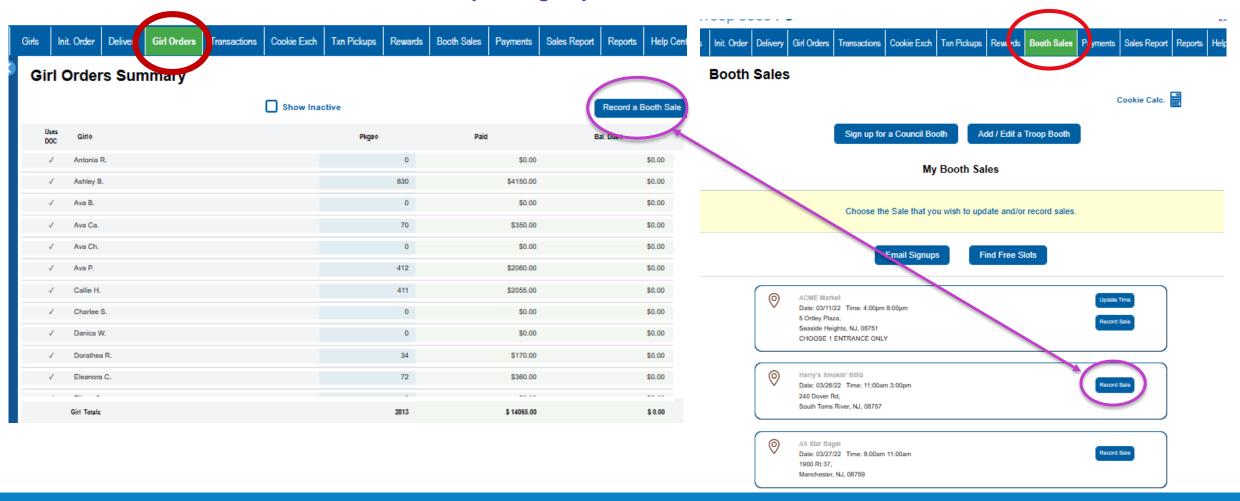


Council or troop booths in detail



Record Booth Sale to Girls

Recording booths is simpler than ever. You can do it from 2 locations in eBudde. Either way will get you to the same location.

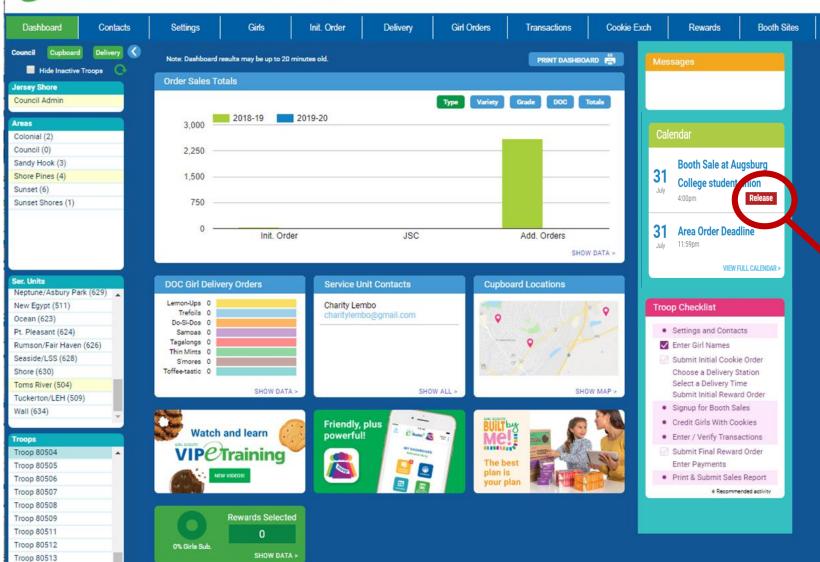






Troop 80600

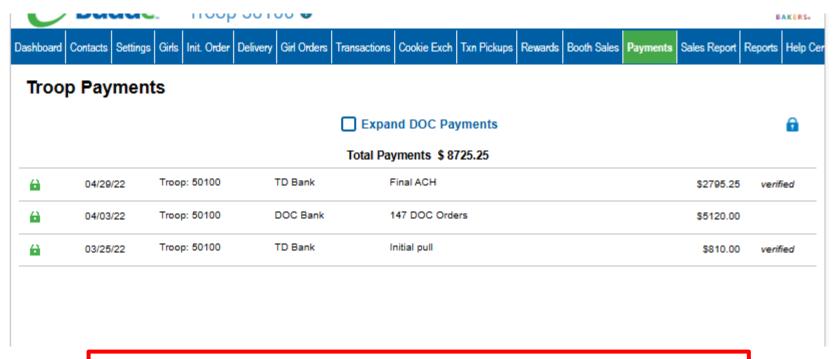
Troop 80504 Dashboard



Troops can easily release a booth site

Troops will be able to release both council sponsored booths and approved troop booths from their dashboard in eBudde.

Payments Tab



- ✓ DIGITAL SALES (DOC) pmts. are credited immediately.
- ✓ ACH payments will also be credited after the pull is processed

irls Init. Order Delivery Girl Orders Transactions Cookie Exch Txn Pickups Rewards Booth Sales Payments Sales Report

Girls Selling: 9 Girls Reg.: 9

Level: BR

SU Name: Tuckerton/LEH SU Number: 509

PGA Selling: 188.89 PGA Registered: 188.89

Cookie

Pkg price: 0.00 Case price: 0.00 Pkgs sold: 1700 Trp Proceeds Rate: 0.700 No Reward Proceeds: 0.000

Tiered Rate: 0.050 Tiered Proceeds: 85.00

Girl Init. Pkgs: 1072 Booth Init. Pkgs: 265 DOC Init. Girl Del. Pkgs: 550 Init. Charity Pkgs: 0

Initial Withdrawal ACH: 1305.0

Bank Name: Manasquan Bank

Routing No.: XXXXXX2167 Acct No.: XXXXXXX0133

Pkgs Received				
02/01	Initial Order		1356	
02/21	C5	18 DOC shipped orders	158	
03/02	C1	depot	30	
03/12	C11	Barnegat	108	
JSC pk	gs.		50	
Total P	kgs Received		1700	
Total D	OC Pkgs Rece	ived	206	
Total D	OC Charity Pk	gs Received	50	
In add	dition there			
Total D	OC Delivered F	Pkgs Received	550	

Payments Made				
Date	Reference	Amount		
2022-04-29	Final ACH	\$ 2,140.00		
2022-03-25	Initial pull	\$ 1,305.00		
2022-02-21	85 DOC Orders	\$ 3,780.00		
Total Payments	i	\$ 7,225.00		
Total DOC Payr	ments	\$ 3,780.00		

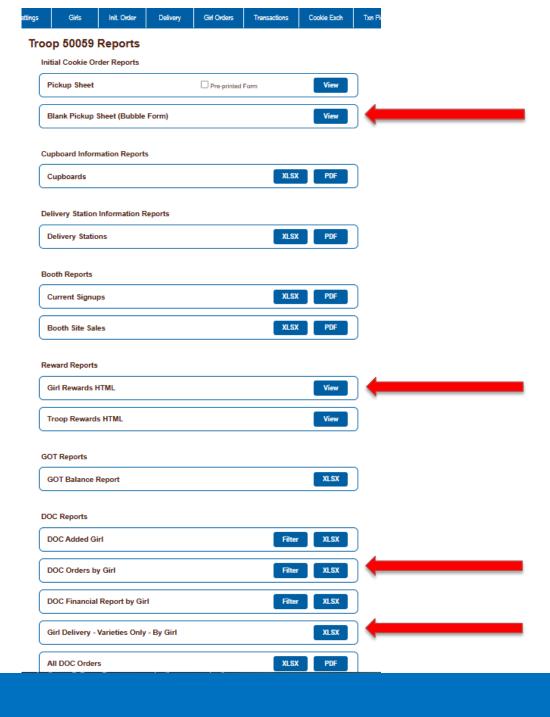
	_		
Total Troop Sales	\$ 8,500.00	Council Proceeds	\$ 7,225.00
Troop Proceeds	- \$ 1,275.00	Payments Made	- \$ 7,225.00
Council Proceeds	\$ 7,225.00	Amount You Owe Council	\$ 0.00

Sales Report Tab

Financial breakdown of all sales
– includes Digital Sales.
Also shows per girl average,
proceeds rate, and all
transactions and deposits.

Numbers will change with every new digital order or extra product taken from depots.

Check numbers occasionally for troop proceeds and amount owed to council.



Reports Tab

Pick up/bubble sheets can be used when girls/parents pick up initial order and other extra orders

Girl Rewards will give a breakdown of incentives by girl – useful for sorting

very helpful for girl online orders and girl delivery questions



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NEW COOKIE

Raspberry Rally - available only as shipped to customer beginning on 2/27/23 through DOC.

REWARDS

Patches - most earnable patches have been replaced with charms that attach to a special charm-holder patch. Girls will still receive charms if their troop opted out of rewards as they are the patch substitute this year.

High-end rewards - many new experiences are being offered in conjunction with the higher end rewards. See the back of the order card for more details.

PRICE CHANGES

Core varieties - \$5 per box (Adventurefuls, lemon ups, trefoils, DSD, samoas, tagalongs, thin mints, raspberry

Specialty varieties -\$6 per box (s'mores and toffee tastic)

PACKAGING

Thin Mints - has a redesigned case; uses less materials overall but made up of more post-consumer materials, more durable; easy open and will reclose. All part of LBB journey of a more sustainable program.

eBUDDE ENHANCEMENT

The website has been enhanced so that most all pages mimic the way it appears in the eBudde mobile app. This will facilitate troop use so whether you use a browser version or the app, screens all look the same.

DIGITAL COOKIES (aka DOC and digital order card)

Customer purchasing options will be rolling out in two "phases"

- Girl delivery available from 1/13/23 when cookie program launches and ends on 1/29/23
- Shipped Orders available on 2/27/23 nationwide and will include raspberry rally

During the girl delivery period, girl's storefronts will have messaging reflecting that shipping is not available and the shipping option will not appear in the delivery method. Other shipping language is removed throughout the site.

Help Center Enhancement

Continuously Improving!

2023 Additional System Enhancements









