

girl scouts 
of southern alabama

2023 Girl Scout Cookie Program Volunteer Training

Wiregrass | Dec. 4
Auburn/Opelika | Dec. 5
Montgomery | Dec. 7
Mobile | Dec. 10





Karlyn Edmonds
Chief Executive Officer
Girl Scouts of Southern Alabama



Jackie Lucas
Director, Marketing &
Communications



Launa Boynton
Product Program & Customer Care
Coordinator

Welcome!

Agenda

1. Troop Finances
2. Initial Orders
3. Managing your Troop Cookie Program
 - Planned Orders & Cookie Cupboards
 - Cookie Booths
 - Payment Options
 - Troop Proceeds & Bonuses
 - Receiving Donations & Hometown Heroes
 - Media & Marketing
4. Technology: Digital Cookie & eBudde
5. Hosting Your Troop Family Meeting
6. Questions

Troop Finances

1. Troop Accounts & Signer Requirements
2. What is ACH?
3. Cookie Program ACH Dates

Troop Finances: Troop Accounts and Signer Requirements

- **Troop Bank Account Requirements**
 - Minimum of 2 unrelated signers
 - **Signer Requirements**
 - must have an active membership with GSSA
 - Must have eligible background check with no restrictions
 - Must have completed Finance Coordinator training in gsLearn

Troop Finances:

What is ACH?

- **“Automated Clearing House”**
 - System GSSA uses to make electronic withdrawals from troop bank accounts
 - GSSA will ACH accounts for the balance owed from product programs

Special Note: Troops are required to have an up-to-date ACH form on file with GSSA to receive Cookie Program Initial Orders.

Troop Finances:

When will ACH occur?

- **First ACH: On or after February 12**
 - includes 1/2 the amount due to GSSA for Initial Order and all cupboard pickups through Friday February 9
 - *Please update your calendars now*
- **Final ACH: On or after March 11**
 - Includes all outstanding balances owed

Questions

Questions during the sale? Email Customer Care!
customercare@girlscoutssa.org

Initial Orders

1. Planning Girl and Troop Initial Orders
2. Placing Orders in eBudde
3. Deadlines
4. Scheduling Pickups

Initial Orders: For Girls

At a minimum, Girl Initial Orders should include enough cookies to:

- Fulfill all pre-order sales
- Cover 1-2 weeks of in-person sales for each girl

Suggested Initial Order for Each Girl Selling

<p>Thin Mints®</p>  <p>4-5 CASES</p>	<p>Lemon-Ups®</p>  <p>1-2 CASES</p>	<p>Do-si-dos®</p>  <p>2-3 CASES</p>
<p>Samoas®</p>  <p>4-5 CASES</p>	<p>Girl Scout S'mores®</p>  <p>1-2 CASES</p>	<p>Trefoils®</p>  <p>2-3 CASES</p>
<p>Tagalongs®</p>  <p>3-4 CASES</p>	<p>Toffee-tastic® GLUTEN-FREE</p>  <p>1-2 CASES</p>	<p>Adventurefuls™</p>  <p>2-3 CASES</p>

The above model is merely a suggestion based on averages from past cookie sales when troops use the booth divider. Please consult with your Service Unit as these averages might differ in each geographic location.

Initial Orders: For Girls

Placing Girl Initial Orders:

- Remind parents that they are financially liable for all cookies
- All initial orders should be placed in Digital Cookie by Sunday December 17
- *Do not distribute initial orders to families that have not returned the Caregiver Permission/Agreement form.*

[How to Place Girl Initial Orders in Digital Cookie \(VIDEO\)](#)

Initial Orders: For Troops

At a minimum, Troop Initial Orders should include enough cookies to:

- Fulfill all girl initial orders
- Stock your troops first weekend of booth sales
 - *Booth sales start the same week cookies arrive!*
- **Stock up on Toffeetastics, they will not be reordered!**

Initial Orders: For Troops

Calculating Additional Cookies for Troop Initial Orders:

- First, calculate the number of packages your troop is likely to sell this year:
 - Review the Per Girl Average (PGA) from last year's sale under "Sales Report" tab
 - Multiply the PGA by the number of girls participating in this year's sale
- Next, divide that number in HALF
 - Carefully review this number and decide if it looks like a good quantity to start the sale

Initial Orders: For Troops

FOR EXAMPLE:

GSSA PGA 374 packages

12 Girl Scouts participating in sale

$374 \times 12 = 4,488$ packages

$4488 / 2 = 2244$ packages

Adjust according to preferences and available storage space. Cookies transferred to troops may not be returned.

Initial Orders: For Troops

Placing Troop Initial Orders:

- All troop initial orders should be placed in eBudde by Tuesday December 19

[How to Place Troop Initial Orders in eBudde \(VIDEO\)](#)

Initial Orders: Deadlines

Girl Initial Orders

December 17

Troop Initial Orders

December 19

GSSA confirms & places final IO

December 20

Initial Orders: Pick Up

Picking Up Troop Initial Orders:

- When you place your troop's initial order, you must also select a delivery station under the "Delivery" tab
- GSSA will send an email through eBudde in January with the it's time to select your pickup day and time.
 - Initial order pickups will begin January 8th

Questions

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customercare@girlscoutssa.org

Managing Your Troop Cookie Program

1. Cupboard Planned Orders
2. Cookie Booths
3. Payment Options
4. Troop Proceeds & Bonuses
5. Receiving Donations & Hometown Heroes
6. Media & Marketing

Managing Your Troop Cookie Program: Planned Orders

- Initial orders will provide your troop with the inventory you need to begin the cookie program but how do you get more cookies when you need them?

Place a “Planned Order” with a GSSA cookie cupboard in eBudde!

[How to Place a Cupboard Order in eBudde \(VIDEO\)](#)

Managing Your Troop Cookie Program: Planned Orders

Cupboard Planned Orders in eBudde:

- Due Sunday evenings before 10 p.m.
 - Placing planned orders in eBudde helps GSSA staff and cupboard managers ensure that your cookies will be available at your scheduled time
 - Planned orders are prioritized over walk-in requests
- Planned orders submitted in eBudde will show as “pending” until the pickup has been made and confirmed by the cupboard manager
 - If necessary, quantities may be adjusted when you arrive at the cupboard for pick up

Always get a signed receipt!

Cupboard Locations

- **Montgomery** | GSSA Office
 - 2501 Bell Road
- **Mobile** | GSSA Office
 - 3483 Springhill Avenue
- **Dothan** | Storage Master (*tentative*)
 - 108 Ross Clark Circle, Unit 768
- **Enterprise** | Mini Mall Self Storage
 - 1242 Geneva Hwy, Unit# TBD
- **Opelika** | Lambert Transfer
 - 1103 Fox Trail
- **Daphne** | Colonial Self Storage
 - 1412 US-98, Unit D78

Cookies by the Carload Guide

Cookies by the Carload

Use this guide to approximate how many cases of cookies will fit in your vehicle. The amounts assume the car will be empty except for the driver and uses all space except the driver's seat.

Safety Note:

Avoid carrying cookie cases and children in the passenger area of a vehicle at the same time.

Car Type	# of Cases
Compact Car	25
Hatchback Car	30
Mid-sized Sedan	35
Sport Utility Vehicle	60
Station Wagon	75
Minivan (seats in)	75
Pickup Truck (full bed)	100
Cargo Van (seats in)	200



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of southern alabama

[LINK](#)

Managing Your Troop Cookie Program: Cookie Booths

GSSA secured booths:

- Secured by GSSA staff for any GSSA troop to reserve and use
 - [Community Cookie Booth Invitation](#)
 - [Council Cookie Booth Approval Form](#)
- Includes: Walmart locations, Sam's Club, Bass Pro Shops, Lowe's, Hobby Lobby, Rouse's Markets, Piggly Wiggly (Mobile/Daphne), and Winn Dixie (Mobile/Daphne)
 - *Troops should not approach these locations to secure booth space*

Managing Your Troop Cookie Program: Cookie Booths

Troop secured booths:

- Reserved for individual troop reservations
 - Must be entered in eBudde
 - Only enter the dates and times your troop will be hosting cookie booths

[How to Enter Troop-Secured Booths in eBudde \(VIDEO\)](#)

Managing Your Troop Cookie Program: Reserving Cookie Booths

Reserving Cookie Booths in eBudde:

- **January 3**
 - Reserve 3 booths per day at 3 different locations
- **January 6**
 - Reserve 5 booths per day at 5 different locations
- **January 9**
 - Unrestricted Booth Site Reservations

[How to Reserve Cookie Booths
in eBudde \(VIDEO\)](#)

Managing Your Troop Cookie Program: Reserving Cookie Booths

*If you must cancel a cookie booth,
PLEASE cancel the booth in eBudde
so that it will no longer appear in the
Girl Scout Cookie Finder.*

Managing Your Troop Cookie Program: Booth Etiquette

- Troop numbers should be displayed at cookie booths.
 - Set up booth sale in the designated area, DO NOT block the entrance, and follow the rules the business sets.
 - Please begin to pack up 10-15 minutes prior to the end of your designated time slot and allow next troop to begin selling at their designated start time.
 - Be sure take all trash and leave your booth site better than you found it.
- Be a sister to every Girl Scout!***

Managing Your Troop Cookie Program: Staffing Cookie Booths

1 Girl Scout & 1 Grownup

- Only permissible with members of the same household i.e. Caregivers and their Girl Scout(s)

2 or more Girl Scouts & 2 Unrelated Adults

- Always maintain ratios outlined in [Safety Activity Checkpoints](#) page 76

Managing Your Troop Cookie Program: Staffing Cookie Booths

- Let families know how many Girl Scouts are needed for each troop booth and give them plenty of time to sign up.
- Be careful not to overstaff or understaff booths.
- Girl Scouts take the lead, not grownups!
 - Ensure to review and follow all guidance available in [Safety Activity Checkpoints](#) page 76

Managing Your Troop Cookie Program: Stocking Cookie Booths

Using Troop Cookies

- Example Quantities:
 - 4-5 cases - Thin Mints and Samoas
 - 3-4 cases - Tagalongs
 - 2-3 cases - Adventurefuls, Trefoils, and Do-Si-Dos
 - 1-2 cases – Lemon Ups and Toffetastics

Using Girls' Personal Cookies

- Best for booths where *only* one Girl Scout household is selling cookies
- If there is more than one household present it is recommended to use troop cookies

Quantities vary based on booth location.

Cookie Booth - # of Cases to send

(Box totals in red)

	Sam's	Walmart	5 Guys	Winn Dixie
Thin Mint	6 (72)	4 (48)	3 (36)	3 (36)
Samoa	6 (72)	4 (48)	3 (36)	3 (36)
Tagalong	6 (72)	4 (48)	3 (36)	3 (36)
Trefoil	4 (48)	2 (24)	2 (24)	2 (24)
S'more	3 (36)	2 (24)	2 (24)	2 (24)
Do Si Do	4 (48)	3 (36)	2 (24)	2 (24)
Adventureful	5 (60)	3 (36)	2 (24)	2 (24)
Lemon-Up	5 (60)	3 (36)	2 (24)	2 (24)
Toffee-tastic	2 (24)	1 (12)	1 (12)	1 (12)
TOTAL	41	26	20	20

If multiple shifts back to back at one location, 1st shift will take full amount, 2nd shift takes ½ amount listed above. Repeat rotation for 3rd and 4th shifts if at a continuous booth location such as Five Guys.










Special thanks to Mary Baker of Troop 9750 for this amazing chart!

Booth Tally Sheet

*Do some cookie math!
Encourage Girl Scouts to track
inventory before, during, and
after a booth sale.*

Booth Inventory Sheet

Booth Location: _____ Date: _____ Troop #: _____



	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
									
	Adventurefuls	Lemon-ups	Trefolls	De-si-dos	Samoas	Tagalongs	Thin Mints	Girl Scout S'mores	Tuffee-tastic

Starting Inventory								
Packages Sold (Use Tally Marks)								
Donations (Use Tally Marks)								
Ending Inventory								
Total Packages Sold								

Girl Scout On Duty	Start Time	End Time	Adult Supervisors

Ending Cash			Notes: _____
Starting Cash	-		_____
Total Cash Collected	=		_____
Credit Cards	+		_____
Checks	+		_____
Total Collected	=		Adult Signature: _____

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[LINK](#)

Questions

Questions during the sale? Email Customer Care!
customercare@girlscoutssa.org

Managing Your Troop Cookie Program: Payment Options

Cash

- Deposit to troop bank account often and get a receipt

Checks *(not recommended)*

- No checks from strangers
- No amounts larger than \$25
- All checks must be made out to troop account

Managing Your Troop Cookie Program: Payment Options

Digital Payments

- **Digital Cookie: Girls** – Girls can process credit card, Venmo and PayPal payments for in-person, girl delivery, and direct-ship sales.
- **Digital Cookie: Troops**– Troops can also process credit card, Venmo and PayPal payments for in-person, girl delivery, and direct-ship sales by setting up a Troop Virtual Cookie Booth Link.

[Troop Virtual Cookie Booth
Link \(VIDEO\)](#)

Managing Your Troop Cookie Program: Payment Options

Digital Payments

- **Clover Go** – ONLY payments received through Clover GO will have processing fees paid for by GSSA.
- **CashApp, Square, etc.** – If digital payment services other than Clover Go are connected to troop accounts, the troop will be responsible for paying all associated fees.

Managing Your Troop Cookie Program: Clover Go

To sign up for Clover Go you must:

- review the training deck/instructional manual available on the “Cookie Resources” page of the GSSA site
- Click the link on page 77
- To receive reimbursement of fees you must update/change “Account Admin” to Cathleen Sigmund csigmund@girlscoutssa.org

Optional: Troops may purchase a card reader from Clover Go

[Clover Go Training Deck](#)
[\(PDF\)](#)



Managing Your Troop Cookie Program: Troop Proceeds & Bonuses

Troop Proceeds

- \$.75 per package
- \$.78 per package for troops that opt out of baker rewards
 - Must be entered in eBudde no later than January 15

Managing Your Troop Cookie Program: Troop Proceeds & Bonuses

Munchies & Mags Troop Bonus

- Additional \$.35 per case sold
 - 5 girls that participated in M&M
 - Minimum of \$250 of combined M&M sales
 - Successful ACH for Munchies & Mags

Managing Your Troop Cookie Program: Troop Proceeds & Bonuses

Cookie Troop Bonus

- Additional \$.40 per case sold
 - Troop must have a minimum of 5 Girl Scouts participating
 - Initial order must be a minimum of 100 packages per girl participating (total)
 - Host a minimum of 3 booth sales
 - Final Girl Reward order submitted no later than March 8
 - Successful final ACH (March 11)

Questions

Questions during the sale? Email Customer Care!
customercare@girlscoutssa.org



Managing Your Troop Cookie Program: Receiving Donations & Hometown Heroes

The Hometown Heroes program distributes Girl Scout cookies to service members, first responders, and local nonprofits.



Managing Your Troop Cookie Program: Receiving Donations & Hometown Heroes

If a customer donates instead of purchasing cookies, the funds must be applied to the Hometown Heroes (Gift of Caring) program

- Donations should be entered in eBudde as “Gift of Caring”
 - Your troop is credited with a sale
 - GSSA will handle the donation of cookies
- IF a troop applies donations toward troop cookies, the cookies **must** be donated

Managing Your Troop Cookie Program: Receiving Donations & Hometown Heroes

- Because of IRS regulations governing 501c3 organizations, larger donations, of \$250 or more, made to a troop through private donors or special partner events must be receipted by GSSA.
- If your troop plans to host a fundraising event with a local business email Customer Care CustomerCare@GirlScoutSSA.org

Corporate sponsorships are
welcome!
Please share this PDF with
potential donors.



HOMETOWN HEROES CORPORATE GIFT OF CARING

With a Hometown Heroes sponsorship, you are not only helping girls in southern Alabama reach their goals in running the #1 girl-led business in the world, but it is the perfect way so say *thank you* to your community! Your donation will allow GSSA to donate cookies to active-duty military personnel, local first responders, and/or other nonprofit organizations.

Please contact Alicia Schneider at aschneider@girlscoutssa.org or (334) 272-9164 to support this effort.

SPONSORSHIP LEVELS

\$2,500

- 40 cases (480 packages) of cookies* donated in your name
- Opportunity to deliver your cookies with GSSA on a "Care-A-Van" tour (if you choose to donate them locally)
- Local publicity (if media is available), including GSSA social media
- Company name and logo placed on each cookie case donated
- Your company logo on our website in the cookie section

\$1,500

- 25 cases (300 packages) of cookies* donated in your name
- Company name and logo placed on each cookie case donated
- Your company logo on our website in the cookie section

\$1,000

- 60 packages (5 cases) of cookies* donated in your name
- Your company logo on our website in the cookie section

\$500

- 96 packages (8 cases) of cookies* donated in your name
- Company name and logo placed on each cookie case donated

\$250

- 48 packages (4 cases) of cookies* donated

*GSSA cannot guarantee the flavors of cookies donated.

[LINK](#)

Managing Your Troop Cookie Program: Media & Marketing

News Media

- If approached at booths, Girl Scouts and volunteers may proudly represent their troops in local media outlets!
- Girl Scouts should **never** share their cookie links to be published publicly by a news outlet.
- Please to do not give comment on topics outside of *your* troop and *your* experience.
 - Media inquiries on topics that apply to the council or broader Girl Scout Movement should be directly to the GSSA Marketing & Communications team.
Communications@GirlScoutSSA.org

Managing Your Troop Cookie Program: Media & Marketing

Social Media

- Cookie links can be shared with family and friends using personal social media pages, text, and email. Links **cannot** be shared on public sales sites, such as Facebook Marketplace, eBay or local buy/sell/trade pages (*this list is not exhaustive*).
- Please tag @girlscoutssa in your cookie posts and use the Share Your Story form available on the GSSA website under “Activities.”

[Share Your Story Form \(WEB\)](#)

Managing Your Troop Cookie Program: Media & Marketing

Marketing: Community Partners & Partner Events

Local businesses can purchase cookies from Girl Scouts and/or troops to be incorporated into custom dishes, given as client gifts, and more!

- Businesses can NOT sell packages or cases of cookies.
 - This includes family or friends selling “for girls’ behind the counter of their store, coffee shop, boutique, insurance agency, etc.
- Because Girl Scout cookies (packaging, names, etc) are trademarked, the use of the for promotion is restricted.

Please email CustomerCare@girlscoutssa.org if you troop plans to partner with local businesses this cookie season.

Managing Your Troop Cookie Program: Media & Marketing

Marketing

- Little Brownie Bakers provide a TON of resources to help your troop market your cookie sale to customers.
 - Clip Art
 - Social Media Templates
 - Photography
 - Printables... and more!






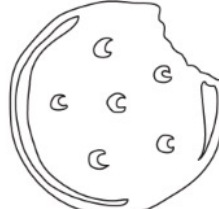






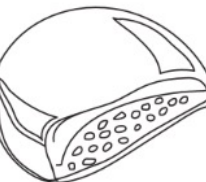



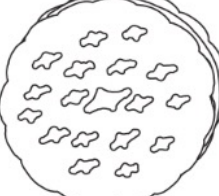

[LINK](#)

Little Brownie BAKERS

OUR COOKIES OUR STORY GIRL SCOUT COOKIE BUSINESS COOKIE SEASON RESOURCES

CLIP ART & ILLUSTRATIONS

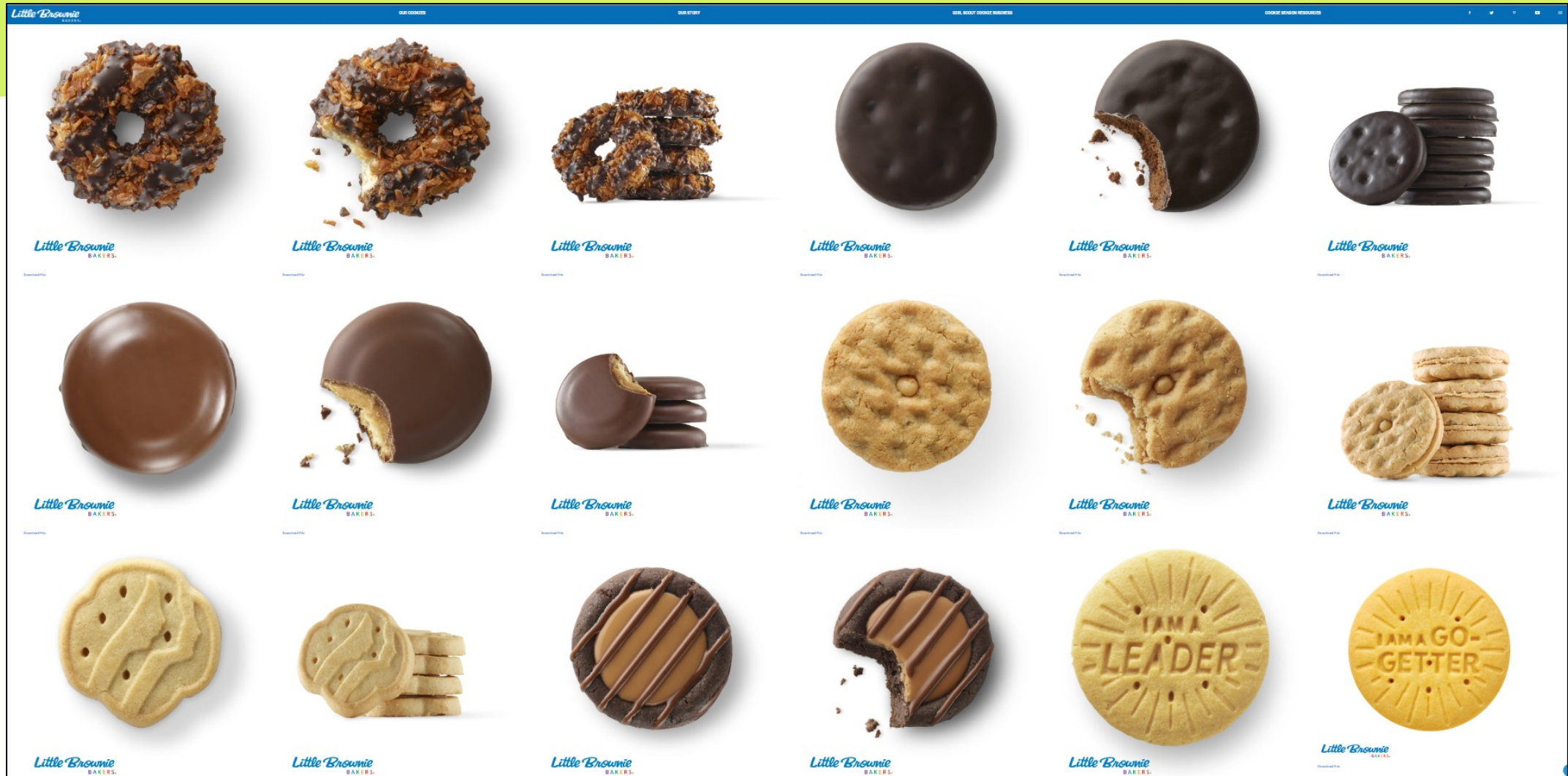
Clip Art Illustrations Photography Theme Designer Party Guide & Activities Virtual Backgrounds Digital Marketing Print Materials Cookie Recipes & Displays Girl Scout Stores Girl Scout Cookie Packs

 Download File	 Download File	 Download File	 Download File	 Download File	 Download File
 Download File	 Download File	 Download File	 Download File	 Download File	 Download File
 Download File	 Download File	 Download File	 Download File	 Download File	 Download File

Digital Marketing



Photography



Own Your Magic Theme Assets



Print Materials

Little Brownie BAKERS

[OUR COOKIES](#)
[OUR STORY](#)
[GIRL SCOUT COOKIE BUSINESS](#)
[COOKIE SEASON RESOURCES](#)

Clip Art & Illustrations

Photography

Theme Graphics

Rally Guide & Activities

Virtual Backgrounds

Digital Marketing

Print Materials

Cookie Recipes & Captions

Girl Scout Stores

Girl Scout Cookie Recipes

2023-2024 Girl Scout Cookies

The World's Most Flavorful Lineup

[Download File](#)
Editable English 8.5 x 11

2023-2024 Girl Scout Cookies

La colección más sabrosa del mundo

[Download File](#)
Editable Spanish 8.5 x 11

2023-2024 Girl Scout Cookies Ingredients and Food Allergen Guide

All our cookies have...

INGREDIENT	Adventurous®	Lemon-Ups®	Trefoils®	Do-si-dos®	Samosas®	Togalongs®	Thin Mints®	Girl Scout S'mores®	Toffee-tastic®
WHEAT	M	M	M	C	M	M	M	M	M
EGLY	O	C	C	C	C	C	C	C	C
MILK	C	C	C	C	C	C	C	C	C
EES	M	M	M	M	M	M	M	M	M

[Download File](#)
English 8.5 x 11

2023-2024 Girl Scout Cookies Ingredientes y Guía de Alimentos con Alérgenos

Reservas de gluten:

Reservas de otros ingredientes:

INGREDIENTE	Adventurous®	Lemon-Ups®	Trefoils®	Do-si-dos®	Samosas®	Togalongs®	Thin Mints®	Girl Scout S'mores®	Toffee-tastic®
WHEAT	M	M	M	C	M	M	M	M	M
EGLY	O	C	C	C	C	C	C	C	C
MILK	C	C	C	C	C	C	C	C	C
EES	M	M	M	M	M	M	M	M	M

[Download File](#)
Spanish 8.5 x 11

It's Girl Scout Cookie Time!

My name is _____
My goal is _____
Tracker

1. Lemon-Ups
2. Trefoils
3. Do-si-dos
4. Samosas
5. Thin Mints
6. Girl Scout S'mores
7. Toffee-tastic

[Download File](#)
Editable Lanyard English - 4 per 8.5 x 11

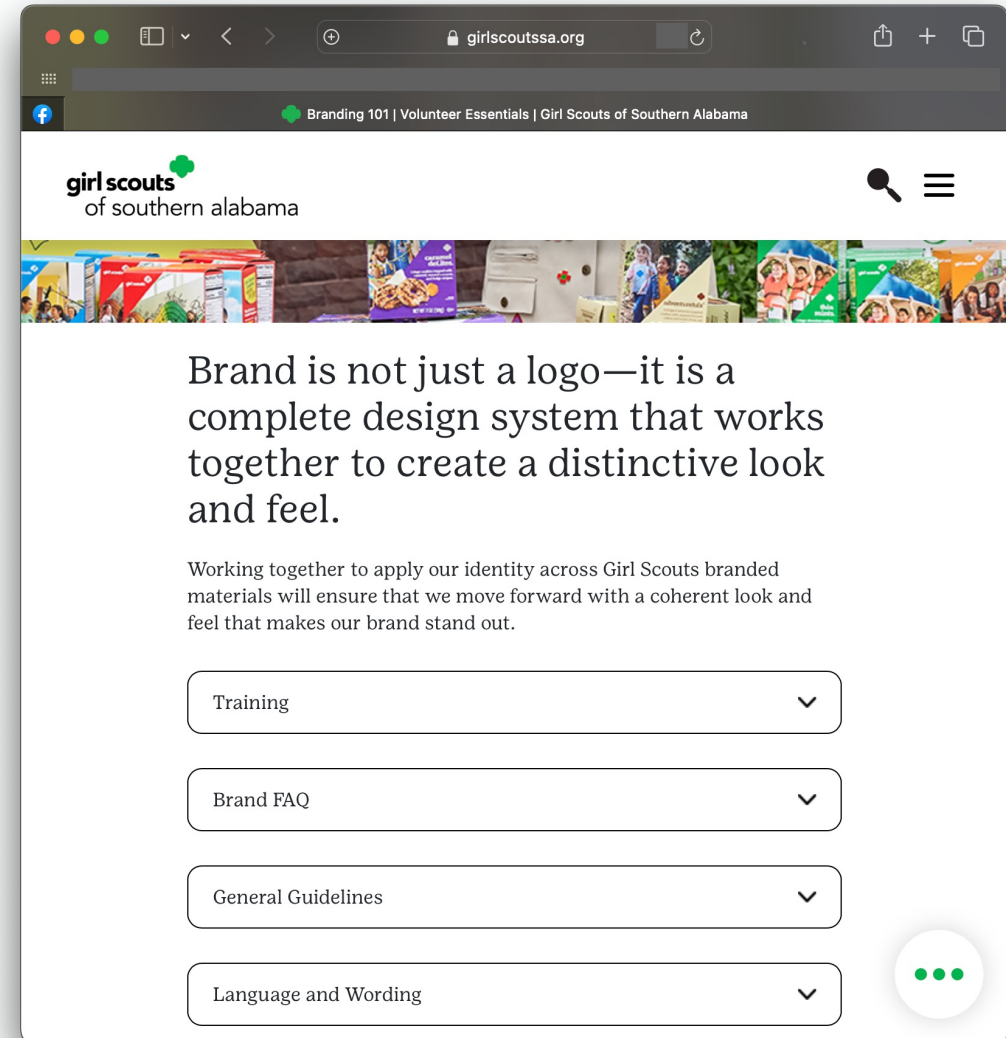
¿Es temporada de Girl Scout Cookies!

MI nombre es _____
MI meta es _____
Para ordenar

1. Lemon-Ups
2. Trefoils
3. Do-si-dos
4. Samosas
5. Thin Mints
6. Girl Scout S'mores
7. Toffee-tastic

[Download File](#)
Editable Lanyard Spanish - 4 per 8.5 x 11

Girl Scout Brand Guidelines can be found in Volunteer Essentials on girlscoutssa.org



[LINK](#)

Questions

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customercare@girlscoutssa.org



Break

Technology

1. Comparing eBudde & Digital Cookie
2. How Do The Communicate
3. eBudde Updates & Resources
4. Helpful Tech Resources

Comparing Cookie Program Tech



- Placing Troop initial orders
- Troop planned orders
- Inventory
- Booth reservations
- Allocation of booth cookies
- Managing girl rewards



- Girl initial orders
- Girl Scouts manage their cookie sales
 - Cookie links
 - Receive orders for direct ship and girl delivery
 - Process credit card, Venmo & PayPal Payments
 - Enter order card sales

How do they communicate?




- Inventory and payment transactions entered in eBudde are visible to girls and caregivers in Digital Cookie



- Orders paid for using Digital Cookie are automatically included in the eBudde sales reports
- Payments made in Digital Cookie are received by GSSA and will not be drafted from the troop account via ACH



Technology Updates

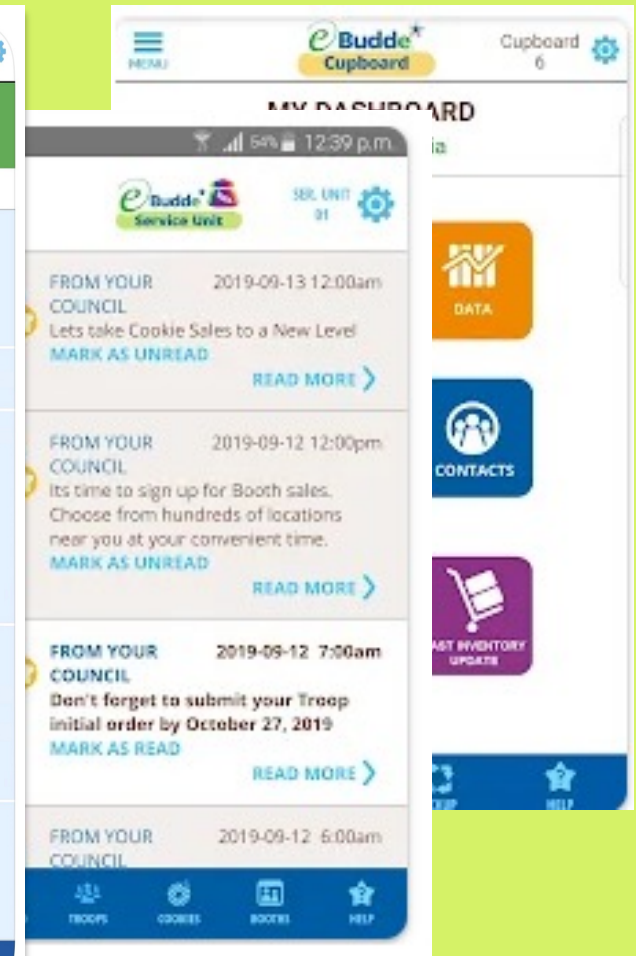
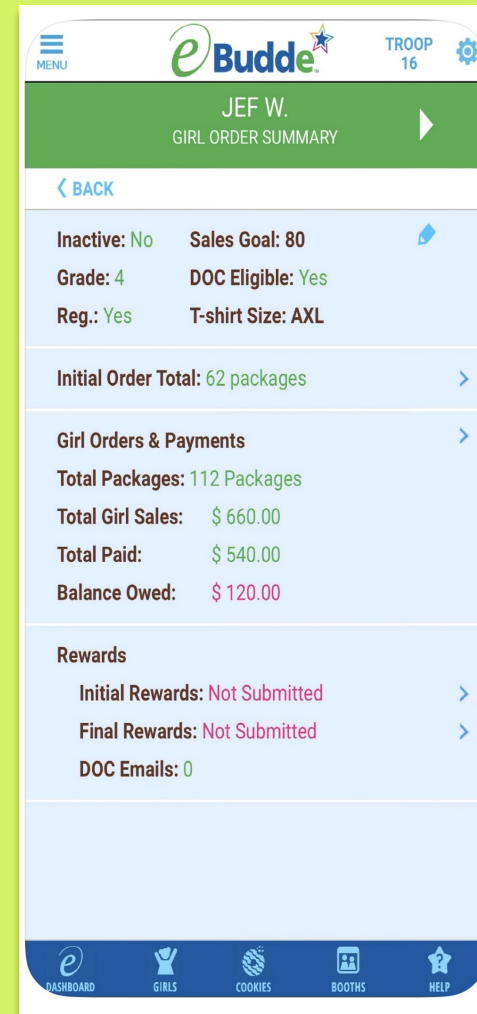
- Improved stability and accuracy
- Upgraded servers to handle increased load with more sales going digital
- Digital Cookie orders now tied to specific booths on DOC Orders by Girl by Type eBudde report
- Creation of new Global ID for volunteers to improve info sync between systems
-  eBudde How-To videos In [eBudde Help Center](#) and in [LBB's YouTube channel](#), including Overview for new volunteers



In a busy world, let's make your volunteer role a little easier... With the eBudde™ App

eBudde™ App does everything eBudde™ desktop can do!

- Council Communications & Updates
- Record Booth Sales
- Cookie Exchange
- Pend Cupboard Orders
- Booth Management - Wait List, Release or Book a Site, plus more!





eBudde™ Help Center Simplified for Volunteers

- Help Center is a one stop shop for eBudde™, eBudde™ App, & Digital Cookie volunteer support tools
- eBudde How-To videos on [LBB's YouTube channel](#)
- LBB Marketing resources ONLY on [LittleBrownie.com](#)
- Easier to remember where to go for different types of resources

eBudde™ Help Center

Search

▶ eBudde™ Basics +

▶ Managing Your Sale +

▶ Digital Cookie +

▶ eBudde App +

▶ Manuals +

▶ 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

Helpful Tech Resources



- [eBudde Cookie Tech Portal](#) (VIDEO)
- [eBudde Overview](#) (VIDEO)
- [eBudde Initial Order](#) (VIDEO)
- [eBudde Quick Start Sheet for Troops](#) (PDF)
- [2024 eBudde User Manual for Troops](#) (PDF)
- [Parent Initial Order Submission](#) (PDF)



- [Troop Dashboard](#) (VIDEO)
- [Troop Virtual Booth Link](#) (VIDEO)
- [4 Easy Steps to Get Started](#) (PDF)
- [Volunteer Login](#) (PDF)
- [Troop Dashboard](#) (PDF)
- [Troop Pickup Orders](#) (PDF)
- [Troop Virtual Booth Links](#) (PDF)
- [Adjusting Delivery Settings](#) (PDF)
- [How to Access the QR Code](#) (PDF)
- [Forgot Password or Password Reset](#) (PDF)
- [Unlock Account](#) (PDF)

Questions

Questions during the sale? Email Customer Care!
customercare@girlscoutssa.org

Hosting Your Troop Cookie Program Caregiver Meeting

1. Permission/Agreement Forms
2. Important Reminders
3. Digital Cookie
4. Presales
5. Initial Orders
6. Troop Finances & Inventory Management
7. Hometown Heroes
8. Shipping Discounts
9. Ways to Sell Cookies
10. Benefits of Participation

Caregiver Meeting: Girl Scout Cookie Program Caregiver Permission/Agreement Forms



Girl Scout Cookie Program Caregiver Permission/Agreement Form

Girl's Name _____ Troop _____
 Caregiver Name _____ Cell # _____
 Caregiver Email _____

By initialing all boxes and signing below, you acknowledge that you have read, understand and agree to all terms and conditions of participating in the product sales program.

- _____ My Girl Scout and I will follow GSSA and GSUSA policies for the cookie program.
- _____ I will ensure that My Girl Scout always has adult guidance.
- _____ I will ensure that no orders for cookies will be taken prior to the designated start date of the program.
- _____ I understand that cookies will not be sold outside of our 30 counties.
- _____ I understand that cookies will be sold for the GSSA posted price.
- _____ I understand I or my Girl Scout are not permitted to post cookies for sale on any type of Marketplace forum or any other retail sales space.
- _____ I agree to accept full financial and personal responsibility for all cookies ordered and money due for the orders my Girl Scout receives.
- _____ I understand, if the balance due is not received on or before the specified deadline, my Girl Scout will not receive reward items.
- _____ I understand, if I or my Girl Scout owes Munchies & Mags or cookie program money, she will be unable to participate in either program until the balance is paid in full and I cannot serve in any volunteer role.
- _____ I understand all monetary proceeds belong to the council and troops and are not retained by individual girls.
- _____ I have read and will adhere to the Internet Safety Pledge and the Digital Cookie Pledge located on our website.

 Caregiver Signature Date

Please make your Girl Scout's prize choices below in the event your troop cookie coordinator needs to make those entries for you. (check one)			
500+	Collapsible Cup/DIY Playing cards	OR	\$50 Program Credits 500+ Bar
650+	Baseball Cap	OR	Necklace
800+	Write in preferred T-shirt Size:		
1000+	Crossbody bag, Fashion Patches & 1000+ Bar	OR	\$75 Program Credits & 1000+ Bar
1300+	Weekender Tote, Action Patch	OR	\$100 Program Credits

[LINK](#)

Caregiver Meeting: Important Reminders

It is **VITAL** that caregivers understand:

- Girl Scout cookies in Alabama are \$5 per package and can never be sold for any other amount.
- Cookie booths, stands, and walkabouts may **only** take place in the 30 counties included in the Girl Scouts of Southern Alabama council area.
- Cookie links can be shared with family and friends using personal social media pages, text, and email. Links **cannot** be shared on public sales sites, such as Facebook Marketplace, eBay or local buy/sell/trade pages (*this list is not exhaustive*).
- Cookie links cannot be shared with television, print, or digital news media.

Caregiver Meeting: Digital Cookie

- Families use the information available on the Family Guide to login and set up Digital Cookie

[Site Setup in Digital Cookie
\(VIDEO\)](#)

[Caregiver Dashboard in Digital
Cookie \(VIDEO\)](#)

Caregiver Meeting: Digital Cookie Resources for Families

- **Inventory by Category (VIDEO)**
- **Delivery Settings (VIDEO)**
- **Financials (VIDEO)**
- **Rewards (VIDEO)**
- **Digital Cookie in 4 Easy Steps (PDF)**
- **Adjusting Delivery Settings (PDF)**
- **Girl Scout and Caregiver (PDF)**
- **Dashboard (PDF)**
- **Mobile App Instructions (PDF)**
- **My Account Tab (PDF)**

[More Cookie Resources
Available for Cookie Sellers](#)

Caregiver Meeting: Presales

Pre-orders: Digital Cookie

- Customers can order direct-ship or girl-delivery
- Customers can pay with credit card, Venmo, or PayPal

Pre-Orders: Order Cards

- Customers will pay for their cookie order when it is delivered by Girl Scouts

Caregiver Meeting: Initial Orders

Girl Initial Orders should include enough cookies to:

- Fulfill all pre-order sales
- Cover 1-2 weeks of in-person sales for each girl

Placing Girl Initial Orders:

- Remind parents that they are financially liable for all cookies
- All initial orders should be placed in Digital Cookie by Sunday December 17
- *Cookies will not be distributed to families that have not returned the Caregiver Permission/Agreement form.*

[Placing Initial Order in Digital Cookie \(VIDEO\)](#)

How Many Cookies? Guide

How many cookies? A guide to placing your initial cookie order

FACTORS TO DETERMINE YOUR TROOP'S INITIAL ORDER:

- Sales goal for the Troop
- Number of planned cookie booths
- Number of girls selling

HOW TO ESTIMATE YOUR FIRST ORDER:

GSSA's per-girl selling average (PGA) is about 25 cases. Review your archived data (if you are a returning troop) to see your troop's PGA and let that be your guide. Since each troop is different, ordering the correct amount is not an exact science.

GSSA retains the right to modify your troop's initial order if it appears excessive for the number of girls selling.

Suggested order for each girl selling

Thin Mints®  4-5 CASES	Lemon-Ups®  1-2 CASES	Do-si-dos®  2-3 CASES
Samoas®  4-5 CASES	Girl Scout S'mores®  1-2 CASES	Trefoils®  2-3 CASES
Tagalongs®  3-4 CASES	Toffee-tastic® <small>GLUTEN-FREE</small>  1-2 CASES	Adventurefuls™  2-3 CASES

The above model is merely a suggestion based on averages from past cookie sales when troops use the booth divider. Please consult with your Service Unit as these averages might differ in each geographic location.

[LINK](#)

Caregiver Meeting: Initial Orders

Girls that have Initial Orders of
250 packages (or more!) will
receive an adjustable Own
Your Magic lanyard!



Caregiver Meeting: Troop Finances & Inventory Management

- Troops determine the method and frequency of cookie pickups and caregiver payments.
- Deposits should be made frequently.
- Collect money for the cookies in-hand before allowing caregivers to receive more.
- If you have a caregiver who has not complied with a payment deadline do not distribute more cookies to them.

Caregiver Meeting: Hometown Heroes

Some customers don't want to purchase Girl Scout Cookies, but still wish to support Girl Scouts and help girls reach their sales goals. All donations received must be applied to the Hometown Heroes program which distributes Girl Scout cookies to service members, first responders, and local non-profits.

Caregiver Meeting: Shipping Discounts

GSSA will be discounting shipping for orders of up to 12 packages! The price breaks are:

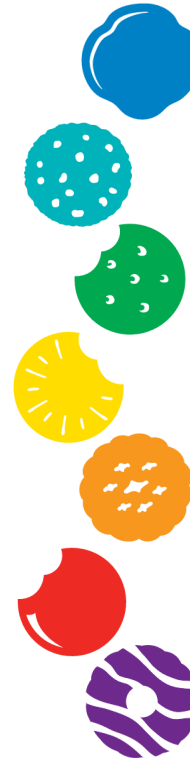
- **4-12 Packages: \$6.49**
- **12+ Packages: No discount**
 - *Customers that would like to order more than 12 packages will only receive discounted shipping if they place multiple orders of 4-12 packages.*

Caregiver Meeting: Ways to Sell Cookies

Walkabout
Friends and Family
Online
Troop Booths
Family Booths
Troop Drive-Thrus

Caregiver Meeting: Cookie Etiquette

Cookie Booth Etiquette



- You are guests when you set up a cookie booth at a business location and should be on your best behavior.
- Set up booth sale in the designated area. **DO NOT** block the entrance and follow the rules the business sets.
- Be identifiable as a Girl Scout, and wear our Girl Scout Membership Pin, uniform, or other Girl Scout clothing.
- Only approach customers as they are leaving the business and have a good attitude, smile, and say thank you even if a customer does not buy.
- Adults must be present at all times. Don't allow girls to wander around the location unchaperoned.
- Don't ask businesses for change.
- Have your own table and hang signage on your table, not on the businesses' property.
- RESPECT other troops' sale time. Don't set up early, and don't stay after the allotted time. Resolve conflicts peacefully. **DO NOT** create a scene in front of a business!
- Do not eat or drink during a booth sale (girls or adults).
- An adult is responsible for money at all times. An adult watches or assists as the girls handle money. Keep money box in a safe place, especially during loading and unloading of cookies. **DO NOT** keep large amounts of money in the money box!
- Make sure you count and write down the exact amount and flavor of boxes before beginning a booth sale. Then count the exact amount and flavor after the booth sale is over.
- Clean up after booth sale and take **ALL** trash with you.
- Park away from the front of the business, and do not take up their best parking spaces.
- Do not use loud objects/devices to draw attention.

girlscouts
of southern alabama

[LINK](#)

Caregiver Meeting: Benefits to Participation

Baker Rewards on the back of the order card

Girl Scouts of Southern Alabama
2023-2024 Cookie Program Rewards

My Personal Goal:

Girl Initial Order Reward



Adjustable Lanyard
250+ pkgs between 12/9-12/17

Charm Patch



2024 OWN YOUR MAGIC Charm Patch
25+ pkgs

Top 5 Sellers



Top 5 Cookie Boss Gulf Shores Weekend
May 3 - 5, 2024

Top Seller



VIP CAMPING EXPERIENCE

Booth Sales



Booth Sales Patch AND Stand Charm
Attend 3 Booth Sales

Digital Cookie Rewards



Cookie Techie Patch AND Techie Charm
20 Paid Online Orders



Lottie the Mini Plush AND Samoas Charm
225+ pkgs



Axolotl Socks AND Wallet Pouch
300+ pkgs



Lucy the Axolotl
400+ pkgs



Collapsible Camp Cup AND DIY Playing Card Set
AND 500+ Bar Patch OR \$50 in Program Credits AND 500+ Bar Patch
500+ pkgs



Scratch Art Poster AND Cookie Boxes
Charm AND Baseball Cap OR Spinning Axolotl Necklace
650+ pkgs



"Axolotl in my Pocket" T-shirt AND 800+ Club Party AND 800+ Bar Patch
800+ pkgs



Crossbody Bag AND Fashion Patches AND 1000+ Bar Patch OR \$75 in Program Credits
1000+ pkgs



Weekender Tote AND Action Patch OR \$100 Program Credit
1500+ pkgs



Storage Ottoman AND Goal Getter Patch
1600+ pkgs



Puffy Camp Blanket AND Super Patch AND \$50 Program Credits
2000+ pkgs

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.

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Caregiver Meeting: Benefits to Participation

- **Program Credits** – program credits can be used as payment for membership renewal, GSSA Programs, camps, trips and items in the GSSA shops.
- **Sister Credits** – allow multiple-Girl-Scout Households to combine the number of total packages sold and receive higher, accumulated Program Credits.
 - **Example: Sisters Sally & Sara**
 - Sally sells 250 packages, and Sara sells 250 packages. Combined, they can receive \$50 Program Credits usually awarded at the 500 package level.

Please Note, this only applies to GSSA Program Credits - and NOT Rewards, provided by Little Brownie Bakers or the 800 Club Party.

GSSA Guide To Upcoming Programs and Resident Camp Sessions



Upcoming Events

Visit girlscoutssa.org/events to register and view details for each event. Girl Scouts must be registered for the 2023-24 membership year to register for these programs.

2024 Girl Scout Cookie Season

Grade Level: ●▲◆◆◆
Order Card Presales Begin: December 9
Girl Initial Orders Due: December 17
Troop Deliveries: January 8-12
Cookie Booths Start: January 13
National GS Cookie Weekend: Feb 16-18
Sale Ends: March 3

Bling Your Booth: Cookie Craft Night

Date: January 18 **Time:** 5 - 7 p.m.
Grade Level: ●▲◆◆◆ **Category:** Cookie
Girl Price: \$7 **Adult Price:** \$3
Mobile: United Way of Southwest Alabama
Auburn: St. Michael The Archangel Parish
Registration Deadline: 1/10/24

Auburn Women's Basketball Cookie Dunk

Date: February 25 **Time:** 1 - 4 p.m.
Grade Level: ●▲◆◆◆ **Category:** Fun
Girl Price: \$8 **Adult Price:** \$3
Location: Auburn Arena, Auburn
Registration Deadline: 2/21/24

Daisy Days

Date: March 9 **Time:** 10 a.m. - 3 p.m.
Grade Level: ●◆ **Category:** Life Skills
Girl and Adult Price: FREE
Mobile: Mobile Volunteer Center
Montgomery: LAMP High School
Registration Deadline: 3/1/24

Bring your besties and earn Daisy petals!

Gamers Badge Day

Date: March 16 **Time:** 10 a.m. - 3 p.m.
Grade Level: ●▲◆◆◆ **Category:** Life Skills
Girl Price: \$15 **Adult Price:** \$10
Location: Hobby Hole, Montgomery
Registration Deadline: 3/8/24

Adventure Day at 5 Rivers Delta

Date: March 23 **Time:** 10 a.m. - 2 p.m.
Grade Level: ●▲◆◆◆ **Category:** Outdoor
Girl Price: \$25 **Adult Price:** \$20
Location: 5 Rivers Delta, Spanish Fort
Registration Deadline: 3/15/24

STEM Skaters Badge Day

Date: March 23 **Time:** 10 a.m. - 1 p.m.
Grade Level: ●▲◆◆◆ **Category:** STEM
Girl Price: \$15 **Adult Price:** \$5
Location: 2211 Ultimate Playzone, Montgomery
Registration Deadline: 3/17/24

Older Girl Sail Away Weekend

Start: April 5 **End:** April 7
Grade Level: ◆◆◆ **Category:** Outdoor
Girl Price: \$75 **Adult Price:** \$25
Location: Kamp Kiwanis, Eclectic
Registration Deadline: 3/29/24

Biobots at the Exploreum

Date: April 13 **Time:** 10 a.m. - 1 p.m.
Grade Level: ●▲ **Category:** STEM
Girl Price: \$20 **Adult Price:** \$20
Location: Gulf Coast Exploreum, Mobile
Registration Deadline: 3/27/24

CodeQuest at the Exploreum

Date: April 13 **Time:** 10 a.m. - 1 p.m.
Grade Level: ◆◆◆ **Category:** STEM
Girl Price: \$25 **Adult Price:** \$20
Location: Gulf Coast Exploreum, Mobile
Registration Deadline: 3/27/24

Mariner Trailblazer Butter & Egg Adventure

Date: April 13 **Time:** 10 a.m. - 2:30 p.m.
Grade Level: ◆◆◆ **Category:** Outdoor
Girl and Adult Price: \$45
Location: Butter & Egg Adventures, Troy
Registration Deadline: 4/1/24

Blades: College Readiness

Time: 10 a.m. - 1 p.m.
Category: College
Adult Price: \$5
Location: Ultimate Playzone, Montgomery
Registration Deadline: 7/17/24

For Adults

Certification (pick one)

Mobile Volunteer Center
Time: 8 or April 16
Location: Montgomery Service Center
Registration Deadline: 1, April 18 or May 16
Category: Training
Registration Deadline: 1 week prior to training

Health First Aid Training

Time: 9 a.m. - 5 p.m.
Category: Training
Location: Mobile Volunteer Center
Registration Deadline: 3/9/24

Leadership Training Overnight

Time: 13-14 **Option 2:** May 13-19
Category: Training
Location: Camp Kiwanis, Eclectic
Registration Deadline: 3/31/24 or 5/3/24

Scouts Weekend

End: April 21
Category: Outdoor
Location: Camp Kiwanis, Eclectic
Registration Deadline: 3/31/24
the fun of Girl Scouting together!

Certification Day

Time: 9:30 a.m. - 4 p.m.
Category: Training
Location: Coutshire Woods, Citronelle
Registration Deadline: 4/19/24

Options require pre-course training. See the registration page in GS Events.

Scan here to view event details and register!



Grade Level: ●▲◆◆◆ **Category:** STEM
Girl and Adult Price: \$130
Registration Deadline: 6/10/24

Not a member yet? Join the fun! girlscoutssa.org/join



Summer Camp

Visit girlscoutssa.org/summercamp to register and view details for each camp session. Summer Camp is open to all girls, rising second graders and up.

Coutshire Woods

Set in the scenic woods of Citronelle on Echo Lake

Session 1: June 2 - 7

ALL LEVELS CHOOSE



A. Think Like a Citizen Scientist Journey (above)
 OR
 B. Level-Specific Badge Programs (below)



Brownies
 Beyond Your Backyard
 Badges: Hiker & Cabin Camper



Juniors
 Into The Woods
 Badges: Eco-Camper & Junior Camper



Cadettes
 Outback In Tents
 Badges: Trail Adventure, Primitive Camper & Eco Trekker



Seniors
 Outback In Tents
 Badges: Trail Adventure, Senior Adventurer & Eco Explorer



Ambassadors
 Outback In Tents
 Badges: Trail Adventure, Survival Camper & Eco Advocate

Full Session (6 days, 5 nights): \$495
Mini Session (3 days, 2 nights): \$295
PA*, CIT* and CIT II*: \$570.00
**Sessions 1&2, depart June 7 - return to camp June 9*

Session 2: June 9 - 14

ALL LEVELS CHOOSE



A. Think Like a Citizen Scientist Journey (above)
 OR
 B. Environmental Scientist Badge Programs (below)



Brownies
 Environmental Scientist
 Badges: Eco-Friend & Bugs



Juniors
 Environmental Scientist
 Badges: Flowers & Animal Habitats



Cadettes
 Environmental Scientist
 Badges: Trees & Space Researcher



Seniors
 Environmental Scientist
 Badges: Sky & Space Expert



Ambassadors
 Environmental Scientist
 Badges: Water & Space Master

Full Session (6 days, 5 nights): \$495
Mini Session (3 days, 2 nights): \$295

Kiwanis

Set on beautiful Lake Martin in Eclectic

Session 1: June 16 - 21

ALL LEVELS CHOOSE



A. Think Like a Citizen Scientist Journey (above)
 OR
 B. Robots and Rockets Badge Programs (below)



Brownies
 Robots and Rockets
 Badges: Designing, Programming & Showcasing Robots



Juniors
 Robots and Rockets
 Badges: Designing, Programming & Showcasing Robots



Cadettes
 Robots and Rockets
 Badges: Designing, Programming & Showcasing Robots



Seniors
 Robots and Rockets
 Badges: Designing, Programming & Showcasing Robots



Ambassadors
 Robots and Rockets
 Badges: Designing, Programming & Showcasing Robots

Full Session (6 days, 5 nights): \$495
Mini Session (3 days, 2 nights): \$295
PA* and CIT II*: \$570.00
depart June 21 - return to camp June 23

Sail Away

Learn to sail on beautiful Lake Martin
for Cadettes, Seniors & Ambassadors

Full Session (6 days, 5 nights): \$550

Session 2: June 23 - 28

ALL LEVELS CHOOSE



A. Think Like a Citizen Scientist Journey (above)
 OR
 B. Top Chef: Camp Edition Badge Programs (below)



Brownies
 Top Chef: Camp Edition
 Badge: Snacks



Juniors
 Top Chef: Camp Edition
 Badge: Simple Meals



Cadettes
 Top Chef: Camp Edition
 Badge: New Cuisines



Seniors
 Top Chef: Camp Edition
 Badge: Locavore



Ambassadors
 Top Chef: Camp Edition
 Badge: Dinner Party

Full Session (6 days, 5 nights): \$495
Mini Session (3 days, 2 nights): \$295

American Red Cross
Babysitter Training
for Cadettes, Seniors & Ambassadors
Full Session (6 days, 5 nights): \$525

Scan here to view camp details and register!



Travel to the Galapagos Islands | Summer 2025

Program Credits can be used towards travel.



girl scouts
of southern alabama

girl scouts
of north-central
alabama

GSSA is partnering with Girl Scouts of North Central Alabama and EF Tours to bring this amazing travel opportunity to Girl Scouts in Southern Alabama.

[Learn More](#)

Caregiver Meeting: Benefits to Participation

Cookie Discounts for Camp

250 pkg \$50

400 pkg \$75

500 pkg \$100



Caregiver Meeting: Benefits to Participation

- **Troop Proceeds** – highlight all the fun things your troop has planned!

Caregiver Meeting: Resources

- A Family Meeting Power Point Deck and PDF is available for download on the GSSA Cookie Resources page.

[LINK](#)

Questions

Questions during the sale? Email Customer Care!
customercare@girlscoutssa.org



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Thank you!

Email Questions to CustomerCare@GirlScoutSSA.org