

Volunteer Guide

2024 Girl Scout Cookie Program

Important Reminders

- Girl Scout Cookies in Alabama are \$5 per package. Cookies may not be sold for any other price.
- 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.
- Troops earn 75¢ per package. Troops that opt out of earning program credits and Little Brownie girl rewards will receive patches and earn 78¢ per package.
- During your cookie program family meeting you will tell caregivers about presales, placing your initial orders, accepting payments, picking up cookies, turning in proceeds, receiving donations, girl rewards, and more!

Donations/Hometown Heroes

If a customer makes a donation instead of purchasing cookies, the funds must be applied to the **Hometown Heroes** program, which distributes Girl Scout cookies to service members, first responders, and local nonprofits. Because of IRS regulations governing 501c3 organizations, larger donations of \$250+ made to a troop through private donors or special partner events should be received by GSSA.

Shipping

GSSA offers discounted shipping for orders of up to 12 packages placed in Digital Cookie.

4-12 Packages: \$6.50

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.

Accepting Customer Payments

- **Cash** - Cash should be secured in a cash box or adult's waist pouch immediately. Girls should never carry cash.
- **Digital Cookie** - Girls can process credit card, Venmo and PayPal payments for customers using Digital Cookie for in-person, girl delivery, or direct-ship sales.
- **Checks** - Girls and troops can accept checks from customers they know, but should not accept checks from strangers or checks over \$25 in value. Checks should be written out to the troop bank account.
- **Clover Go** is the recommended method for troops to receive digital payments. **Only** payments received through CloverGo will have processing fees paid by GSSA.
- **Other digital payment options** (PayPal, CashApp, Venmo, etc.) may be connected to troop bank accounts, but the troop will be responsible for paying any associated fees.

Managing Troop Funds

- Share your deadlines and expectations for the collection of money with girls and families. Remind caregivers that they are financially responsible for all cookies signed for and received by their Girl Scout.
- ALWAYS issue receipts for cookies you distribute and payments you received.
- Payments for cookies ordered and shipped through Digital Cookie are automatically posted to your troop's record in eBudde and will offset money the troop owes to GSSA.
- The troop should deposit all money collected into their troop account early and often
- Remember, proceeds become part of the troop's treasury and are not given to, nor belong to, any individual girl(s).
- Collect money for the cookies in-hand before allowing caregivers to receive more. Even then, only issue cookies in small amounts requiring payment before they can receive more.
- If you have a caregiver who has not complied with the troop's first payment deadline, do NOT distribute more cookies to them.



GSSA Cookie Program Resources



eBudde



Digital Cookie



Little Brownie Baker Resources



GSSA Share Your Story Form

Questions?
Email:
CustomerCare@
GirlScoutSSA.org



2024 Girl Scout Cookie Program Important Dates for Volunteers

December

January

February

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						Dec 9 Cookie Rallies Pre-Sales Begin	
10	11	12	13	14	15	16	
17 Girl Scout Initial Orders Due	18	19 Troop/SU Initial Orders Due	20	21	22	23	
24	25	26	27	28	29	30	
31	Jan 1	2	3 Booth Reservations: 3 per day @ 3 different locations	4	5	6 Booth Reservations: 5 per day @ 5 different locations	
7	8 Cookies are here!	9 Booth Reservations Unrestricted	10-11 Cookies Arrive at Cupboards/Troops Pick Up Initial Orders			12	13 Booth Sales Begin
14 Planned orders in eBudde by 11:59 p.m.	15	16	17	18	19	20	
21 Planned orders in eBudde by 11:59 p.m.	22	23	24	25	26	27	
28 Planned orders in eBudde by 11:59 p.m.	29	30	31	Feb 1	2	3	
4 Planned orders in eBudde by 11:59 p.m.	5	6	7	8	9	10	
11 Planned orders in eBudde by 11:59 p.m.	12 First ACH	13	14	15	16-17 National Girl Scout Cookie Weekend		
18 Planned orders in eBudde by 11:59 p.m.	19	20	21	22	23	24	
25 Planned orders in eBudde by 11:59 p.m.	26	27	28	29	Mar 1	2	
3 Final Day of Cookie Sales	4	5	6	7	8 Troop/SU Rewards Due	9	
9	11 Final ACH						