

2024-2025 Girl Scout Cookie Program®

Troop Cookie Manager Guide





With each new cookie season, Girl Scout entrepreneurs embrace the possibility of all the excitement that lies ahead.

The information in this guide is crafted to help you empower each and every Girl Scout to reach their goals—from newcomers planning their first cookie booth to seasoned pros upgrading their digital strategies.

While planning a cookie season can seem daunting, this *Troop Cookie Manager Guide* will help you conquer cookie season with helpful tips for Digital Cookie, taking credit card payments, using the eBudde™ app, digital marketing, and ensuring booth sale success! Plus, we have ready-made resources that keep it simple and help volunteers and entrepreneurs have the most successful and fun cookie season ever.

There's no limit to what Girl Scouts can achieve with your help, and we know you're excited to get started and *Embrace Possibility*.

Volunteers support endless possibilities!

It's a fact: Cookie season couldn't happen without the hard work of our volunteers.

Thank you for serving as a troop volunteer!

Amada Eryn
Debbie Lisa



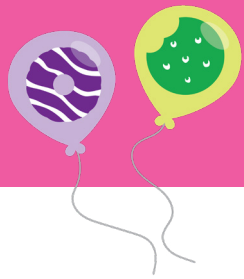
Need help?

The two primary ways we'll communicate with you are through your service unit cookie manager (SUCM) and council *Cookie Bytes*.

The Service Unit Cookie Manager—Volunteer who coordinates the cookie program locally for the service unit and is your first contact for questions.

Cookie Bytes—Our council's e-newsletter with helpful just-in-time information and reminders.

Check out the **Web Resources** on page 35 for more ways to get the help you need!



WHAT'S NEW this year

- **Super Troop:** Volunteers can choose between receiving two volunteer Super Troop T-shirts or volunteer Girl Scout Bucks as a reward.
- **Operation: Sweet Appreciation (OSA) box wrap:** Request one from your service unit cookie manager (SUCM) or download and print one to use as a visual display at the troop's booth sale. The SUCM has a limited supply.
- **Troop-owned cases/packages CAN be exchanged** for a different variety **AFTER** booth sales are over (beginning March 24) at select cupboards while varieties remain. The intent is that troops can have a local booth sale in April to sell their remaining inventory.
- **Girl Scout + Caregiver Booths:** A registered girl and her caregiver, working through her troop leader, can hold a booth sale! The purpose of these booths is to give girls more opportunities to achieve their goals, not to replace the team effort of troop booth sales! See pg. 24 for more details.

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NEW! Special Initial Order Shop Discount!

Reach a PGA of 185 pkgs on the INITIAL order and receive 10% off at council shops through Sept. 25, 2025.

Our council's Girl Scout Cookie Program begins
Jan. 7, 2025.

92% of girls believe they are smart enough to become an entrepreneur.





2024–2025 Girl Scout Cookies®

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

The World's Most Flavorful Lineup



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt
Approximately 15 cookies per 6.3 oz. pkg.
①D



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.
①D



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe
Approximately 38 cookies per 9 oz. pkg.
①D



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling
Approximately 20 cookies per 8 oz. pkg.
①D



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes
Approximately 15 cookies per 7.5 oz. pkg.
①D



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating
Approximately 15 cookies per 6.5 oz. pkg.
①D



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint
Approximately 30 cookies per 9 oz. pkg.
①



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.
①D



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits
Approximately 14 cookies per 6.7 oz. pkg.
①D



Girl Scout S'mores

LAST
CHANCE!



ANNOUNCING
2024-2025 Cookie Season is the **FINAL SEASON** for
Girl Scout S'mores®

Ready-Made Social Posts

Cookie images featuring the “Last Chance” message are ready to help spread the word. Simply download and share to make sure all cookie fans know to stock up before it’s too late.



[LittleBrownie.com](https://www.littlebrownie.com)



Other Resources

To help spread the word, you’ll find the “Last Chance” graphic on all Girl Scout order cards, along with fun stickers and table tents that share the news.



[LittleBrownie.com](https://www.littlebrownie.com)



Watch [THIS VIDEO](#) to learn more about making Girl Scout Campfire Cupcakes with Girl Scout S'mores.®

Benefitting Girls for Over 100 Years



Over the course of more than 100 years, generations of girls have built the Girl Scout Cookie Program into a beloved tradition and the largest girl-led, entrepreneurial program in the world.

The sale of cookies to finance troop activities began as early as 1917, five years after Juliette Gordon Low started Girl Scouts in the United States.

[Learn more.](#)

Cookie purchases fund local experiences

After the wholesale cost of cookies and distribution, **all cookie proceeds stay local!** Cookie purchases benefit girls and troops right here in western Pennsylvania, allowing them to fund their troop activities and service projects. The proceeds also help council to:

- provide troop proceeds, cookie program promotions, and girl rewards;
- pay for troop credit card fees for cookies*;
- support the Girl Scout experience by providing girl programming, curriculum, and events;
- keep camp affordable by subsidizing registration costs;
- support Girl Scout Bronze, Silver, and Gold Award projects and training;
- provide financial assistance to girls and volunteers with financial barriers so Girl Scouting is available to all girls;
- support members and volunteers with training, resources, and marketing materials; and
- maintain and make upgrades to properties, such as camps and activity centers.

*Credit card fees processed through Digital Cookie only.

Skills they build

The Girl Scout Cookie Program® helps Girl Scouts develop real-world skills in five essential areas:

1

Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.

How you can help: Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.

2

Decision Making

Girl Scouts learn to make decisions on their own and as a team.

How you can help: Talk about how they plan to spend the troop's cookie earnings.

3

Money Management

Girl Scouts learn to create a budget and handle money.

How you can help: Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.

4

People Skills

Girl Scouts find their voices and build confidence through customer interactions.

How you can help: Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.

5

Business Ethics

Girl Scouts learn to act ethically, both in business and life.

How you can help: Talk to them about the importance of delivering on their promise to customers. They can also consider offering a cookie donation option.

Learn more!



Engaging Girls in the Cookie Program



Cookie Business badges

Entrepreneurs can earn these official Girl Scouts® recognitions by completing requirements that help them develop new business skills.

Learn more at [girlscouts.org](https://www.girlscouts.org)!



Getting families involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

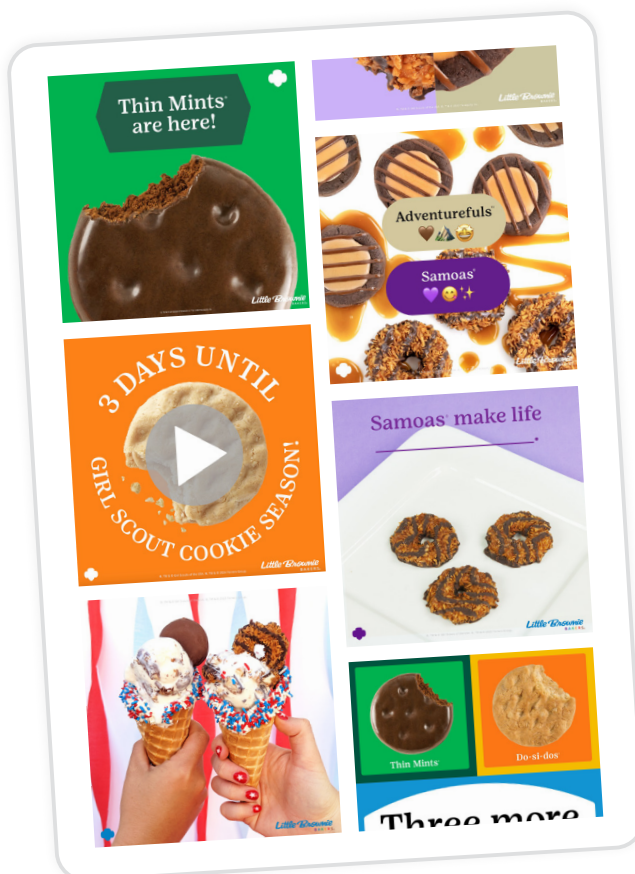
Inspire families to get involved by reviewing these resources:

- [Cookie Program Family Meeting Guides](#)
- [Cookie Entrepreneur Family Pins](#)



Fun marketing tools

Little Brownie provides fun conversation-starting virtual backgrounds, ready-made social graphics, recipes that encourage stocking freezers, and attention-grabbing booth signage all in one place!



Girl Scouts® Cookie Rookies

This educational video introduces first-time entrepreneurs to the magic of running their very own cookie business — including how they can make their mark online!

Girl Scouts® Cookie Captains

Experienced entrepreneurs have so much knowledge to share. This video will help them add to their list of amazing marketing strategies, plus encourage them to lift up other entrepreneurs!



Reward your rookies with this patch, available in council retail shops.

Reward your captains with this patch, available in council retail shops.



A cookie rally is an event that combines learning and cookie fun to inspire and prepare girls to have a great cookie season. Research shows that girls who attend a cookie rally have much higher cookie sales than those who don't get the chance. Certainly, they have more confidence in their sales and lots of fun!

Join us **Monday, Jan. 6**, for our council's virtual cookie kickoff! Connect with your service unit cookie manager (SUCM) to see if a service unit cookie rally is planned in your area. If there isn't one, host a virtual or in-person rally for the troop! Find awesome in-person and virtual rally activity ideas on [littlebrownie.com](https://www.littlebrownie.com).



Patch available in council retail shops.

Along with the **five skills** girls learn through the cookie program and proceeds earned by troops, girls earn individual rewards for their efforts. They can choose between specific items or Girl Scout Bucks at select levels. Check out the *Family Guide* and order card for rewards and levels.



Girl Scout Bucks

Girl Scout Bucks can be used as payment towards any council-sponsored activity or camp, as well as service unit day camps. Girl Scout Bucks can also be used towards purchases at council shops and camp trading posts and annual membership fees processed through council.

Girl Scout Bucks are digital!
Caregivers will be notified by
email when Girl Scout Bucks are
credited to their Girl Scout.

Did you know? Girl Scout Bucks are doubled when used toward a council-sponsored camp. *Camp S'more*, our annual summer camp program magazine, releases in mid-to-late January. You can find it and more details about registering with Girl Scout Bucks at gswpa.org/camp.

Please note: Girl Scout Bucks earned in the 2025 cookie program expire Sept. 25, 2025.



When troops reach a **PGA* (per-girl average selling)** of **185 packages** or more, each girl selling receives a **Super Troop T-shirt**. New this year—troop volunteers can choose between getting two volunteer Super Troop T-shirts or volunteer Girl Scout Bucks. Additional volunteer T-shirts are available for purchase when the troop achieves this goal. Visit gswpa.org/cookieseller to download the order form. Order forms **must** be received by the deadline date to ensure order fulfillment.

*Girls who don't participate in the cookie program aren't included in the *PGA Selling* calculation even though they're listed in eBudde on the *Girls* tab. Check the troop's *PGA Selling* on the *Sales Report* tab in eBudde throughout the program to monitor your progress.



Tip: Additional cookies are available at cookie cupboards to help reach Super Troop status. You can also get additional cookies from another troop. Ask your SUCM to do a troop-to-troop transfer.

Cookie Proceeds



Troop Proceeds Structure

Troop proceeds help fund a troop's activities, community service projects, and more. This year, troops can earn up to \$1.18 per package!

Troop Proceed Tiers	
Troops earn the following proceeds for participating in the 2025 Girl Scout Cookie Program:	
\$.90 per package	Base rate for troop proceeds
\$1.00 per package	Super Troop—Troops that reach a PGA* selling of 195 packages or more
\$1.05 per package	Super Troop—Troops that reach a PGA* selling of 240 packages or more
Additional \$.10 per package	Additional Proceeds Option (see below)
\$.02 per package MagNut bonus	Troops that reach a PGA* selling of \$185 in the MagNut program and a PGA* selling of 250 packages in the cookie program will receive a \$.02 bonus per package of cookies.
\$.01 (total \$.03) per package MagNut bonus	Troops that reach a PGA* selling of \$275 in the MagNut program and a PGA* selling of 250 packages in the cookie program will receive a \$.01 (total \$.03) bonus per package of cookies.

*PGA = Per-Girl Average

Additional Proceeds Option

Junior, Cadette, Senior, and Ambassador troops can opt out of receiving individual rewards and earn an additional \$.10 per package sold. The entire troop must participate in this option because opting out can't be done on a girl-by-girl basis.

To decline rewards and receive additional proceeds:

1. Submit the [Additional Proceeds Option Agreement](#) to your SUCM by the troop lockout.
2. On the *Settings* tab in eBudde, click "Edit" and then check the *Opt out of rewards for add. proceeds* box, then "Save." If selecting additional proceeds, verify this box is checked before the troop lockout. Changes will not be accepted after the lockout.
3. For troops selecting the additional proceeds option, girls will still receive all patches, the Super Troop T-shirt, and any of the 1,000-package level and above rewards, if earned. Be sure to allocate cookies to girls through the *Girl Orders* tab in eBudde.

Service Unit Bonus

Help your service unit earn up to a \$.015 per package bonus on all sales for the service unit treasury.

Ways the troop can help your service unit meet the bonus requirements:

- ✓ Be sure the troop is paid in full by April 15 or has submitted the required caregiver outstanding balance paperwork **by April 3, 2025.**
- ✓ Have a combined troop sales increase of 10% or more.
- ✓ Encourage your girls to participate. A minimum of 80% of registered girls in the service unit must participate in the cookie program. (For participation, girls must sell at least one package of cookies.)
- ✓ Attend the service unit cookie rally. (Ask your SUCM if they need help with planning!)

Check with your SUCM throughout the program to see how close your service unit is to reaching the service unit proceeds!

Getting Started



Cookie Program Materials

You'll receive cookie program materials from your service unit cookie manager (SUCM) at the service unit cookie training, including resources for troop use and for distribution to families.

Troop Resources:

- *2025 Troop Quick Start Guide*
- one package of Girl Scout S'mores per troop (unless the SUCM is keeping all packages to use at a service unit cookie rally)
- receipt book (for recording cookie pick-ups and money transactions with families)

Request an Operation: Sweet Appreciation (OSA) box wrap from your SUCM or [download and print one](#) if you would like to use it as a visual display at the troop's booth sale. The SUCM has a limited supply.

Resources for Families:

- **Family Guide**—where you'll find the 2025 Girl Scout Cookie Program Permission Form, which must be signed and collected for each girl before she starts selling. Troops must keep these forms on file until Dec. 31, 2025. Council will request your copy in the event of a caregiver outstanding balance.
- traditional paper **Girl Order Card** (1 per girl)
- **Goal Getter Order Card**—Distribute to girls after their initial orders are turned in or if a girl requests an additional order card. The [Goal Getter Order Card](#) can also be downloaded from the Little Brownie Bakers website. Print as many as you need!
- money envelope (1 per girl)

For additional materials, visit gswpa.org/cookieseller or contact your service unit cookie manager (SUCM).

PLEASE NOTE: The information in this guide is as up-to-date as possible at the time of printing. However, as guidelines and information change leading up to and through the program, updates will be communicated through eBudde, Cookie Bytes, and gswpa.org.

Cookie Bytes

It's important to stay connected with Girl Scouts Western Pennsylvania for cookie program updates and reminders throughout the entire cookie season. Look for eBudde emails and Cookie Bytes, our council's enewsletter with helpful hints and reminders. We'll email eBudde users a notice when a new edition is posted. You can access Cookie Bytes anytime by visiting gswpa.org/cookiebytes.

Please note: You're responsible for information contained in these communications. Please don't unsubscribe from any Girl Scouts Western Pennsylvania or eBudde emails or you'll miss essential information.

If you accidentally unsubscribe from emails generated through eBudde, including Cookie Bytes notices, you can easily resubscribe on the troop's eBudde Contacts tab.

Troop and Girl Goals

An important lesson girls learn from selling cookies is how to set and reach their goals. Help girls keep goals realistic, but optimistic. It's never too early to start the conversation. It's important to work with girls as a group and individually. (This is a great way to involve a caregiver or new volunteer.)

Camp S'more magazine is published in the winter for families and leaders. Setting cookie program goals is a great way to make Girl Scout programs (including camp) even more affordable. Remember, Girl Scout Bucks can be doubled when used toward any camp listed in *Camp S'more*.



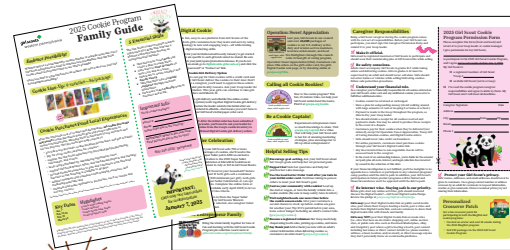
Family Cookie Meeting

When families are involved, girls succeed. Holding a family cookie meeting is part of being a troop cookie manager (TCM). When families are left unaware of policies and procedures, troops are often faced with frustration, increased financial risk, and disappointed girls. It's critical to the cookie program's success for families to gain key information, including deadlines, and for them to understand their responsibilities and the troop's expectations.

Family Review Checklist:

Use this list to guide you at your family cookie meeting.

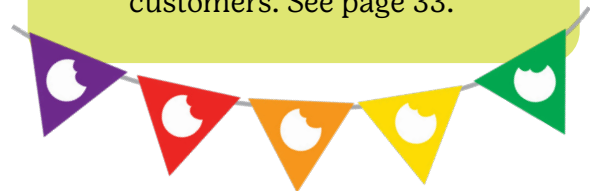
- Remind caregivers that the Girl Scout Cookie Program is much more than a fundraiser. The program helps girls learn five skills: goal setting, decision-making, money management, people skills, and business ethics.
- Stress to caregivers that all proceeds stay within our council, helping their Girl Scout, troop, service unit, and council.
- Hand out the Family Guide (containing the 2025 Girl Scout Cookie Program Permission Form). Make sure families understand their responsibilities. Caregivers must sign the permission form before girl materials are distributed. Collect and keep the form until Dec. 31, 2025.
- For Junior, Cadette, Senior, and Ambassador troops: Discuss if the troop will choose the additional proceeds option or receive the rewards.
- Emphasize to caregivers that order-taking starts Jan. 7, 2025. Everyone is on their honor not to sell before Jan. 7.
- Remind families of the need for timely communication, and let them know how you'll communicate with them—email, phone call, take-home flyers, etc.
- Make sure families understand they are held financially responsible for all cookies they order.
- Review the money collection procedures, making note of due dates for orders and money due. Explain that money is collected throughout the sale in order for the troop to meet payment deadlines.



Tip: The *Family Guide* is a great tool to use when leading the family cookie meeting.

- Review the safety guidelines at gswpa.org/cookieseller.
- Discuss caregiver opportunities to volunteer, like helping to pick up the troop's initial order, sorting cookies and rewards, and transporting girls to and from cookie booths (must be an approved volunteer driver with clearances to transport girls).
- Digital Cookie: Let families know to watch for their Digital Cookie invitation which will be sent by early January. Also, be sure to review the girl-delivery option.

Be sure to highlight the exciting programs for girls and customers. See page 33.



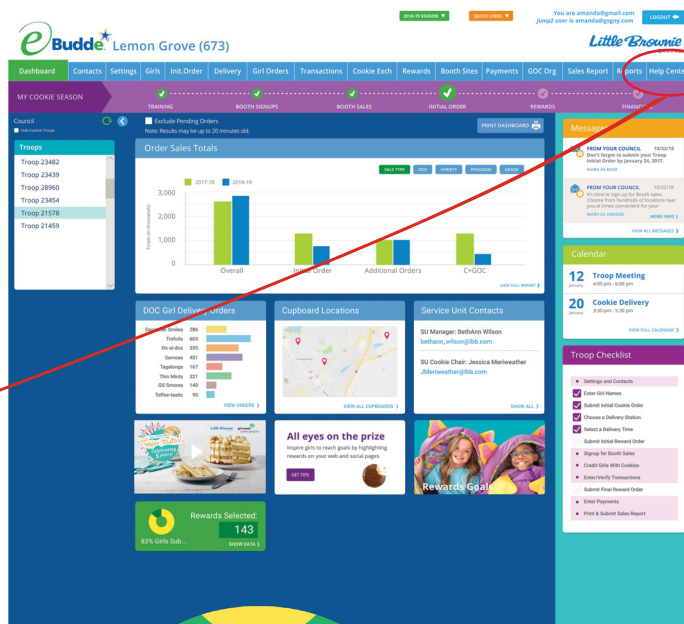


Available on a desktop and as a mobile app, eBudde is the command center for the troop's cookie season. eBudde is where you place the troop's initial order, track cookie packages, credit payments received from girls, record troop cookie transactions, and select girl reward items.

For an overview of eBudde watch this video: [eBudde™ Volunteer Training: eBudde Overview](#).

eBudde Help Center

The eBudde Help Center is a dedicated website that provides even more direct support for digital and traditional sales. You can access this resource by clicking the *Help Center* tab on the troop's dashboard.



eBudde App

The app makes it a snap! The eBudde app makes it easy to be a Girl Scout Cookie volunteer. It has everything you need to manage orders on the go, all from your mobile phone or tablet!

If you are using eBudde on a mobile device, you must use the eBudde app for full functionality.

For more information about the eBudde app, watch this video: [eBudde™ Volunteer Training: App Dashboard](#).

eBudde Users and Girls

All eBudde users **MUST** be registered, approved Girl Scouts Western Pennsylvania volunteers* and should self-identify their troop cookie manager role in their [MyGS profile](#). Girl Scouts Western Pennsylvania will process an initial upload of troop leaders. If you're a troop leader not included in the upload, please ask your SUCM or another troop volunteer with eBudde access to add you. Troop cookie managers (i.e. cookie moms) can be manually entered into eBudde **by another troop member with eBudde access**.

Girls must have an active 2024-2025 membership to sell Girl Scout Cookies. Only council can add girls to eBudde. Council staff will begin uploading registered girls in

December and will continue to regularly upload girls throughout the cookie season.

Changing troops during the cookie program:

Girls with cookies who are transferring to another troop before the initial order is submitted will be transferred with their cookies. Girls transferring with allotted cookies after the initial order is submitted will be processed on a case-by-case basis. Council reserves the right to make the final decision regarding transferring girls with cookies after the initial order is submitted.

*With the exception of Indie Girl Scout caregivers managing their girl's cookie sales.





Accessing eBudde

Volunteer access to eBudde will go live **Dec. 4, 2024**, for the 2025 Girl Scout Cookie Program. An email invite from eBudde will be sent to new users giving access to the Little Brownie Technology Tools. Email invitations are specific to each user and cannot be shared. Returning users can visit [eBudde](#) and click on the *Forgot your password?* link on the login screen. Follow the prompts to get started.

Forgot your password? Go to the Login page and click *Forgot your password*. **Note:** Only the user can change their email address. This is done on the login screen.

Single Sign-On Portal

The single sign-on portal will connect you to eBudde. Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.

Important First Steps in eBudde

When logging into eBudde for the first time, please:

Contacts Tab

- Update your contact information.
- Add additional users, including your adult troop helpers, i.e., troop cookie managers, booth helpers, etc. All must be approved volunteers.

Settings Tab

- Enter the troop's goal. **Tip:** Make the troop's goal a 10 percent increase to help your service unit achieve the service unit bonus.
- Verify the troop's level (i.e., Daisy, Brownie, etc.). If the troop's level is incorrect, contact council's customer care at 800-248-3355 or customercare@gswna.org.

Girls Tab

- Council uploads the contact information of every registered Girl Scout member at the time of uploads (starting in December) to eBudde, including first and last name, grade level, GSUSA ID, and caregiver email. Council staff will regularly upload newly renewed and registered girls throughout cookie season.
- Enter each girl's sales goal and T-shirt size.





The iconic Girl Scout Cookie Program goes beyond the booth and allows girls new ways to learn modern business skills. It's easy, safe, and full of FUN! Last year, over 8,600 girls in our council created their personalized webpage.

Through Digital Cookie, a girl can:

- share her cookie story,
- earn rewards,
- access Cookie Business badges online,
- track customer info, orders, and data,
- send cool, ready-to-use marketing emails,
- use the smart goal-setting calculator, and
- make it easy for friends and family near and far to get their favorite Girl Scout Cookies.

In early January, Digital Cookie will email* caregivers and troop leaders a registration link to the email address identified in the caregiver's MyGS membership profile and the troop leader's email address entered in eBudde. Registration emails are specific to each girl and cannot be shared with others. The email will come from "Girl Scout Cookie Program" (email@email.girlscouts.org). Be sure to have caregivers check their junk/spam/promotions inboxes.

*If a caregiver doesn't receive an invitation email, direct them to click the "Need help to log in" link then the "Request a registration email" link at digitalcookie.girlscouts.org.

Cookies In-Hand

Girls and troops are now able to easily take credit cards at booth sales and while canvassing neighborhoods with cookies, and council will pay for the credit card fees processed through Digital Cookie.

Girls will earn the Cookie Phone charm when they send emails through Digital Cookie to 18 unique customers.



Ordering Options in Digital Cookie

For the most up-to-date information, be sure to read eBudde emails and *Cookie Bytes*.

Digital Cookie Orders—Shipped, Donated, or Delivered

Customers can select to have the cookies shipped directly to them, donate cookies to Operation: Sweet Appreciation, or have the Girl Scout deliver the cookies to their door. Here is what you need to know about orders Girl Scouts in the troop might receive:

Shipped/Donated Orders:

Shipped and donated orders are automatically processed and there is nothing you need to do! In eBudde, you can look on the *Girl Orders* tab to see how many packages each girl has sold. You do not need to provide any inventory to her for those orders. You will see a credit to the Girl Scout on the *Girl Orders* tab for the full amount paid for those orders, and you can also see the amount as a deposit in your *Payments* tab in eBudde.

Delivered Orders:

Customers can pay for cookies with a credit card through Digital Cookie and request your Girl Scouts deliver the cookies to their door. Don't worry—caregivers must approve these orders for safety and practicality reasons. Customers can select the girl-delivery option **through March 17**.

Caregivers receive an email from email@email.girlscouts.org with the subject "You have a Digital Cookie in-person delivery approval request!" letting the caregiver know their Girl Scout has received an order for delivery. The caregiver must approve this order **within five days** or risk losing the sale. If the caregiver has not approved the sale within five days, the customer's second choice for the order is selected. The customer's second choice could be *cancel*, *ship*, or *donate*. The caregiver should approve the order before delivering it to make sure the customer's payment is accepted. Download a [tip sheet](#) of steps for caregivers to approve a girl-delivery order.

Be sure to communicate with caregivers on the status of the troop's cookie inventory. The troop may need to get additional cookies from another troop or from a cookie cupboard. Only registered eBudde users can place a pending order to a cupboard. However, anyone can be designated to pick up the cookies (even the caregiver that needs them!). To allow the caregiver to pick up the cookies from a cookie cupboard, edit the information in the "Contact Info" box to the caregiver's name and phone number.

Girl-delivered cookies purchased through Digital Cookie count toward Digital Cookie rewards.

Digital Cookie Girl-Delivered Orders—Before and After the Initial Order



Digital Cookie girl-delivered orders are managed differently before and after the initial order is submitted.

Digital Cookie girl-delivered orders placed BEFORE the initial order is submitted:

These orders are automatically reflected in eBudde* through the *Initial Orders* tab, a payment credit on the *Girl Orders* tab, and a deposit made to the *Payments* tab.

***Caution:** If the service unit and/or troop's initial order is un-submitted to make corrections, Digital Cookie girl-delivery orders will flow into eBudde until the troop's initial order is re-submitted. Therefore, don't "round up" cookies ordered on the booth line. Let eBudde do the rounding up for you.

These cookies are automatically ordered as part of the troop's initial order.

Find more about entering your initial order on the next page.

Digital Cookie girl-delivered orders placed AFTER the initial order is submitted:

- Digital Cookie girl-delivered orders will display on your Digital Cookie troop dashboard.
- Once the caregiver approves the order, the amount the customer paid will show as a credit on the *Girl Orders* tab in eBudde for that girl and as a deposit made to the troop's *Payments* tab.
- **Cookies to fulfill these orders must come from the troop's inventory.**

Please note: After the initial order is placed, eBudde does not automatically assign cookies for Digital Cookie girl-delivered orders to the girl. Digital Cookie girl-delivered orders should be considered as additional orders that are pre-paid. Just like additional paper orders, you must transfer the cookies from the troop's inventory to the girl on the *Girl Orders* tab so that she can receive credit towards final rewards.



Find Digital Cookie tip sheets by scanning here.

After the initial order is submitted, all additional Digital Cookie girl-delivery orders must be fulfilled using the troop's cookie inventory.

Guidelines for Online Selling

- Girls can use the internet to market the cookie program to friends and family.
- The Girl Scout Cookie Program is a girl-led program.
- Online marketing and sales efforts should always be led by a girl while also being supervised by her caregiver.
- Girls may: post their Digital Cookie link on public social media sites, post where their troop is having a booth sale, post a video and include their Digital Cookie link, and ask customers to share their Digital Cookie link with friends and family.
- Girls may NOT: post their Digital Cookie link on resale sites (for example, through a site that has an electronic shopping cart, online auction sites, or public sale sites such as Facebook Marketplace,

eBay, and Craigslist), post where an individual girl is having a booth sale, post content including last name or direct contact details (i.e. phone number, address, school, location, and/or email), or direct message anyone they don't personally know on social media platforms.

- Remember: Girls may NOT take orders before Jan. 7, 2025. All online activities before this date should clearly note the Jan. 7, 2025, start date.
- Caregivers, girls, and volunteers must contact and collaborate with council in advance on any news media opportunities.
- Council reserves the right to intervene, request removal, or remove any post.

Entering the Troop's Initial Order

Once you determine the appropriate number of cookies for the troop, place the troop's order on the *Initial Order* tab in eBudde. The initial order is placed in packages in each girl's individual row.

For more information about the troop's initial order, watch this video: [eBudde™ Volunteer Training: Initial Order](#).



This is a **CASE** of Girl Scout Cookies. It contains 12 packages of Girl Scout Cookies.



This is a **PACKAGE** of Girl Scout Cookies. Each package is \$6 and is full of delicious Girl Scout Cookies.

Please note: eBudde rounds up each variety of cookies to a full case (12 packages = 1 case) for the troop's initial order. Remember, Digital Cookie girl-delivery and eBudde "talk!" Digital Cookie girl-delivery orders placed before the initial order is submitted are automatically ordered in eBudde. Therefore, we strongly recommend troops don't "round up" cookies ordered on the booth line. Let eBudde do the rounding up for you.

1. Remember, the initial order is placed in boxes/packages and eBudde will automatically round up to the nearest cookie case for all varieties. This is shown in the *Cases to Order* row. The troop is financially responsible for these "extra" cookies. **NEW!** Troop-owned cases/packages can be exchanged for a different variety AFTER booth sales are over (beginning March 24) at select cupboards while varieties remain. The intent is that troops continue to sell to friends and family or have a local booth sale in April to sell their remaining inventory.
2. Order booth sale cookies by packages in the *Booth Sale* row. Keep any "extra" cookies from above in mind.
Remember: Cookies cannot be returned or exchanged for a different variety.
3. Review the *Pkgs. Ordered* row to confirm that the correct number of packages have been ordered by the troop to fulfill the initial order.
4. The *Extras* row shows the additional packages being added to your order to make a full case.
5. Click "Submit Order" and proceed to the *Delivery* tab.

Don't forget to distribute the **Goal Getter Order Card**. After the initial order is submitted and until the sale ends, girls can continue to take orders to reach their goals!

Initial Order Rewards

eBudde automatically calculates initial order rewards based on the packages allotted to girls, but you still need to click the *Submit* button for the troop. By clicking the *Submit* button, your SUCM knows the initial reward order is complete.

If the initial reward order isn't submitted, eBudde automatically submits for the troop/service unit when the order is submitted to Little Brownie Bakers (LBB) by our council. Initial rewards will be allotted based on the numbers at the time of submission to LBB. If cookies weren't accurately entered for the girl, she may not receive the reward she earned.

Having a booth sale?

If you know the troop is having a booth sale, we strongly encourage you to order some booth sale cookies with your initial order. This will help ensure you have the varieties you want and alleviate demand on the cookie cupboard. Ordering packages for booth sales isn't an exact science. Sales will vary depending on location, day of the week, and time of day. Ask troops in your area on their experiences to get an idea of how many you should order.



While cookie customers' taste bud preferences vary slightly by region, this chart shows the average sales per cookie variety in our council in the 2024 season.

Cookie Delivery



Initial orders will be delivered **Feb. 15-23, 2025**. Girl Scouts Western Pennsylvania uses three types of delivery:

- traditional delivery (church, fire hall, etc.)
- warehouse delivery
- Count-n-Go delivery

For more information about deliveries, watch this video:

[eBudde™ Volunteer Training: Delivery Station Scheduling and Pickup.](#) (This only applies to Count-n-Go and Warehouse deliveries.)

Your SUCM will inform you of your delivery type, place, time, etc. To pick up cookies, print the confirmation details from the *Delivery* tab in eBudde and bring it with you to the delivery site.

Girl Scouts Western Pennsylvania and the delivery agent are not responsible for shortages once you leave the delivery site.

- Please be sure the cookies loaded into your car match the number of cases on your confirmation before leaving the site.
- **Note: For accurate counts at Count-n-Go deliveries, Girl Scouts Western Pennsylvania highly recommends two adults per vehicle—one to drive the car and one to count cases as they are being loaded.**
- Damaged product discovered after delivery can be exchanged at any cookie cupboard (dependent on availability for the same variety).
- Please report any extra cases immediately. Another troop may be looking for and being held financially responsible for these cookies.



Can I return cookies my troop ordered?

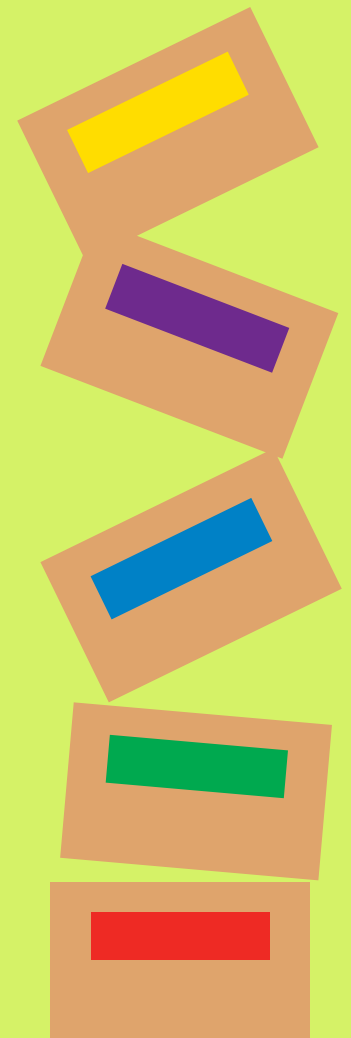
Cookies cannot be returned once they're ordered. Troops are responsible for counting and verifying the total number of cases at delivery.

Troops accept financial responsibility by placing their initial order. Case counts are final, and cookies are the property of that troop.

When in doubt, recount.

Wait until you're sure about your case count to sign the receipt.

If the delivery receipt is not signed, we'll assume the troop received the cookies ordered, and the troop will be held financially responsible.



How many cookie cases can your car carry?

The following estimates are based on two adults in the vehicle:

Compact car25 cases
Hatchback car 30 cases
Mid-size car 40 cases
SUV 50 cases
Station wagon65 cases
Pickup truck w/cap	. 90 cases
Minivan115 cases
Cargo van 190 cases

Cookie Cupboards



Troops can use cookie cupboards to get additional cookies or to exchange damaged product. Cookie cupboards are located throughout the council at Girl Scout offices and volunteers' homes.

Cupboard Locations Map—Check out the cupboard locations map on the troop dashboard.

You can also find a complete list of cookie cupboards on the eBudde *Reports* tab in the *Cupboards* report. We consolidate the number of cupboards throughout the program by moving cookies to well-used locations. The *Cupboards* report and map automatically update when cupboards open/close.

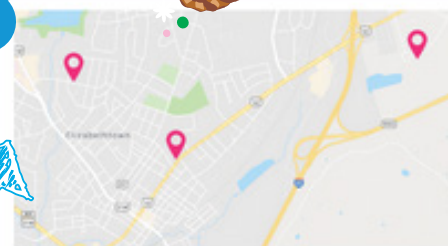
- Troops can order full cases and/or single packages from a cookie cupboard.
- Have damaged packages? Take them to your local cupboard to exchange for the same variety.
- **Troop-owned cases/packages can't be returned.**
- **NEW**—Troop-owned cases/packages **can be exchanged** for a different variety **AFTER booth sales are over** (beginning March 24) at select cupboards while varieties remain. The intent is that troops can have a local booth sale in April to sell their remaining inventory.
- Only select Girl Scout offices and volunteer cupboards will be restocked. For cupboards that will be restocked, please place a **pending order** through eBudde on the *Transactions* tab to the cupboard for additional cookies. **Please place your order by 9 a.m. on Mondays** to ensure inventory will be considered in the cookie planning for the upcoming weekend. While you can still place orders after Monday at 9 a.m., these orders may not be included in the cookie distribution planning for the upcoming weekend.
- Cupboards will "gray out" cookie varieties when they are no longer available.
- When you pick up the cookies, verify that what you're taking matches eBudde.
- **Troops are financially responsible for all cookies they pick up.** Review all cupboard pick-ups on the *Transactions* tab in eBudde.
- Keep all receipts until Dec. 31, 2025.

Please note: There's a limited availability of Lemon-Ups™, Girl Scout S'mores®, and Toffee-tastic™ at cookie cupboards. These varieties typically aren't restocked so when they're gone, they're gone!

Service units are encouraged (but not required) to place a small service unit cookie order to help troops in that service unit easily access additional cookies for girl orders instead of going to a cupboard. Contact your SUCM to see if an order has been placed in your area OR check out the *Cookie Exchange* tab in eBudde to see if a troop in your area has the cookies you need.

Cookie cupboards officially open on Feb. 28.

Cupboard Locations



SHOW MAP >

Who Can Pick Up Cookies?

When a troop places an order, the eBudde user placing the order can designate **anyone** to pick up those cookies. Enter the name and phone number of the person picking up the cookies in the *Contact* section when you place your pending order.

Volunteer Cookie Cupboards

These cupboards are typically located in volunteers' homes and set their own hours of operation. After you place your pending order through eBudde, check the *Cupboards* report (on the *Reports* tab) to see if your selected cupboard has any requests to verify the pending order, i.e., call before coming, use back door, text communicate only, etc. (Look for a tip sheet in *Cookie Bytes* for details on how to place a pending order.)

Council Cupboards

Council cookie cupboard hours will be communicated in *Cookie Bytes* and listed on the eBudde *Cupboards* report.

Learn more about cookie exchanges with this video: [eBudde™ Volunteer Training: Cookie Exchange.](#)

Cookie Booths



Patch available in council retail shops.



Booth sales are a great way to increase the troop's and service unit's success. Cookie booths are girl-operated, direct-sale opportunities where customers purchase cookies from the troop. Booth sales can be scheduled **Feb. 28-March 23**. All Girl Scout grade levels (Daisies-Ambassadors) can participate in booth sales. For guidance on ordering cookies for your booth sales, see page 17.

Adequate volunteer-to-girl ratio is required at all cookie booths:

Volunteer-to-Girl Ratio Chart	Troop Meeting		Travel & Camping		Council-Sponsored Events & Product Sales Booths	
	<i>Two unrelated troop leaders (at least one of whom is female) for this number of girls:</i>	<i>Plus one additional approved volunteer for each additional number of this many girls:</i>	<i>One troop leader and one unrelated approved volunteer (at least one of whom is female) for this number of girls:</i>	<i>Plus one additional troop leader or approved volunteer for each additional number of this many girls:</i>	<i>Two unrelated approved volunteers (at least one of whom is female) for this number of girls:</i>	<i>Plus one additional approved volunteer for each additional number of this many girls:</i>
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4	12	1-6
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6	20	1-8
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8	25	1-10
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10	25	1-12
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12	30	1-15
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12	30	1-15

Approved volunteers must have membership purchased and appropriate clearances submitted to Girl Scouts Western Pennsylvania as required by PA State Law. For mixed-grade level troops, use the ratio for the lowest grade level in the troop. For example, if Daisies and Brownies, the Daisy ratio should be followed.

Council-Arranged Cookie Booths

Council-arranged cookie booths are set up by the product program team or submitted to council by SUCMs and are entered in eBudde. All council-arranged cookie booths are available to all Girl Scouts Western Pennsylvania Girl Scout troops.

Learn more by watching this video: [eBudde™ Volunteer Training: Council Booth Sales](#).



Service Unit and Troop-Arranged Booths

All booth sales at large businesses and outside of council-arranged booths are considered to be service unit booth sales. Select booth sale sites are set up by your SUCM or service unit cookie booth coordinator, who will tell you how and when to sign up.

SUCMs enter all service unit booth sales on the Booth Scheduler in eBudde. This allows the booth sale to be posted on the online Cookie Finder. (It's extra marketing just for you!)

IMPORTANT: Troops may NOT approach prominent community businesses/big box stores/franchises (i.e., Walmart, Giant Eagle, etc.) for cookie booths. When a service unit sets up cookie booths, they're able to request multiple days and times to accommodate the most troops and girls. This avoids multiple troops approaching busy retail managers and double scheduling.

Troops may only approach small businesses (i.e. small shops, family-owned businesses, etc.). **If there is a site outside of your service unit area where you're interested in scheduling a booth sale, contact your SUCM or service unit cookie booth coordinator so they can connect with the other service unit.**

Steps to Reserve a Troop-Arranged Cookie Booth:

Follow the steps below to set up the troop's booth sale:

1. Verify with your SUCM that the site is not part of the service unit's schedule or is too close to a service unit location.
2. Ask permission from the location.
3. Enter the details on the *Booth Sales* tab in eBudde thereby allowing your booth sale to be posted on the online Girl Scout Cookie Finder.
4. Submit your request in eBudde to the SUCM for approval.
5. Your SUCM must confirm or deny the request. Possible reasons for denial include that the site location is inappropriate for girls or prohibited by council or the booth site location is out of your service unit area.



Learn more by watching this video: [eBudde™ Volunteer Training: Troop Booth Sales](#).

Cookie Booth Locations Guidelines

We encourage volunteers to use their best judgment in setting up cookie booths in locations that will be open, accessible, and safe for all girls and potential customers.

- Certain locations may be inappropriate for young girls based on the standards of the local community, may negatively impact the cookie program experience for girls, and/or may negatively impact the Girl Scout Cookie brand in the community.
- For additional clarity, girls should not sell in front of establishments that they themselves cannot legally patronize.

Business Promotion of Booth Sales

Local businesses can be great partners during the cookie program, especially with hosting booth sales! However, there are specific trademark regulations around the name, brand, and logo of the Girl Scouts and Girl Scout Cookies. If a business would like to discuss an official event partnership or sponsorship, please direct them to contact us at customercare@gswpa.org.

No Unattended Cookies

The Girl Scout Cookie Program is a girl-led program. Cookies should only be sold when Girl Scouts are present. Cookies sitting out at a retail location when only adults are present is discouraged. Additionally, businesses may not purchase cookies from a Girl Scout and then resell them in any format, regardless of if the business is making money off the sale of the cookies.

Cookie Finder

The Cookie Finder allows customers to search for nearby cookie booths by zip code. Be sure to follow the procedures regarding canceling either Booth Scheduler or service unit/troop-arranged cookie booths as soon as you're sure the troop cannot make it. This ensures the Cookie Finder remains accurate for hungry customers.

Booth Scheduler

The eBudde Booth Scheduler will open on **Jan. 9, at 7 p.m.** This time-slot scheduler lists council-arranged sites and sites submitted to council by SUCMs. It operates on a first-come, first-served basis. Available booth time slots will be shown in green. The troop may sign up for one time slot the first week the scheduler opens, one additional slot the second week, two more additional slots the third week, and an unlimited number of slots beginning the fourth week. Check back! More sites may have been added, or a troop may have canceled.

Booth-Specific Information

Most Booth Scheduler time slots will show specific information in the *Notes* section regarding the location of the booth within the store, including if it's indoors or outdoors and what you may need to bring with you. Do not contact businesses with questions about booth time slots or booth-specific information. Please contact the individual identified on the Booth Scheduler with any questions (most likely your SUCM).

Canceling a Time Slot in the Booth Scheduler

If you need to cancel a cookie booth assigned to you in the Booth Scheduler, please do so as soon as possible by going to the *Council Sales* section of the *Booth Sales* tab. This gives other troops an opportunity to sign up for the time slot and ensures that customers using the Cookie Finder won't arrive at a booth only to find no one there. All approved booth sales are automatically uploaded to the Cookie Finder.

Recording Booth Sales in eBudde

Allocate the cookies sold at the troop's booth sales directly to the girls through eBudde or by using the eBudde app on your mobile device. Reporting your sales directly in eBudde allows you to easily credit sales to participating girls and accurately document the troop's success.

eBudde Booth Sale Recorder

Follow these quick and easy steps to use the Booth Sale Recorder feature in eBudde:

1. Click on the *Booth Sales* tab.
2. Select "Record Sales" next to the desired booth site.
3. Enter the total number of packages sold by variety. There is also a space for Troop Gift of Caring cookies and Operation: Sweet Appreciation cookies.
4. Next, click on the *Go to Distribute* button and check the box next to the girls that you are giving credit to for the booth sale.
 - » You can evenly distribute cookies to all or some of the girls by clicking the *Distribute* button.
 - » You can manually distribute cookies to all or some of the girls by using the pull-down to the left of their names.
5. Click on the *Save* button. Your entered data will now be on each individual girl's transactions.

Learn more by watching this video: [eBudde™ Volunteer Training: Booth Recorder](#).





Cookie Booth Etiquette

While at your cookie booth:

- Check in with store management when you arrive. They'll let you know where you'll be located. Be careful not to block doorways and entrances.
- Only plan to stay for the time you're scheduled. There may be other troops scheduled before or after you. Please be patient and allow for transition time between troops.
- If there's a conflict or if there was an error made in scheduling troops, it was surely unintentional. The troop with the printout from the Current Signups page from the Booth Scheduler corresponding with the time and location in dispute has priority. Remember, conflicts among volunteers and caregivers are evident to the girls, the public, and the business management. **Do not bring the business management into the conflict.** It could risk future booth sales at this location.
- Girls should not yell at or disrupt customers. Always be kind.
- Leave the area cleaner than you found it. Do not leave anything behind (empty boxes, bags, paper, pens, etc.).
- Girls may not sell products other than Girl Scout Cookies.
- Girls must stay at their designated booth location. No wandering through the store or other nearby areas.

Think Beyond the Traditional Cookie Booth

Troops are highly encouraged to get creative—drive-thru and virtual booths are a great way to sell beyond a traditional cookie booth. Girls will have a lot of ideas. Just ask them! Remember, be sure to involve your SUCM in your booth sale plans.

Troop Cookie Link in Digital Cookie

Troop Cookie Links are included on the Cookie Finder and offer a way for customers to purchase cookies online from the troop instead of visiting a booth sale. The Troop Cookie Link is a great way to help the troop reach their goals!

Virtual booths—hosted online—give girls a way to achieve their sales goals and help others in their community from home. In fact, girls may find this allows them to discover new ways to take the lead in their cookie business and stay connected through virtual means.



Using the Troop Cookie Link for a Virtual Cookie Booth

1. Create a social media event or schedule a live stream and include the troop's Troop Cookie Link.
2. Consider the logistics and include the details. How will cookies be delivered? How will you handle payment?
3. Promote the troop's virtual booth on social media and in your community. Be sure to use #VirtualCookieBooth in all your posts AND encourage customers to share a photo with their Girl Scout Cookie packages using the same hashtag. You can even leave a note with their delivery!
4. Celebrate and share your success! Together, we can build momentum nationwide!

Troop Cookie Links and the Cookie Finder

Troop Cookie Links will be available for troop use in Digital Cookie after the initial order has been submitted. The troop can create a personalized webpage in Digital Cookie just like a girl does. The Troop Cookie Link will not be "live" until after girls have had an opportunity for in-person sales and to share their own individual links prior to the launch of the Troop Cookie Link. Troops can allocate the cookies sold through the Troop Cookie Link to girls to count toward rewards.

Accepting Credit Cards through the Cookies-in-Hand Feature of the Troop Cookie Link

Many customers don't carry cash and rely on their debit/credit cards. Troops report an increase in sales when they accept debit/credit cards at booth sales. It's a great way to increase your sales while at the booth sale.

Use the Cookies-in-Hand feature of the Troop Cookie Link to accept credit cards at your booth sale and council will pay the fees! (Council will not reimburse credit card fees incurred through other channels.)

More details will be shared in eBudde emails and *Cookie Bytes*.



Learn more by watching this video:

[eBudde™ Volunteer Training: Distribute Troop Site Shipped Orders.](#)

Check out the
Digital Cookie
Troop Cookie
Link [Tip Sheet!](#)

Girl Scout + Caregiver Booths

What is it?

Girl Scout + Caregiver booths are just that—a registered girl and her caregiver, working through her troop leader, can hold a booth sale! The purpose of these booths is to give girls more opportunities to achieve their goals, not to replace the team effort of troop booth sales.

While a girl and her caregiver can run the booth on their own in this option, we do recommend having another adult on hand, if possible, to allow for breaks if necessary. Even better, invite another Girl Scout from the troop and her caregiver!

PREFERRED & RECOMMENDED: At least one adult member with up-to-date clearances on file.

ACCEPTABLE: When it is only a Girl Scout and her caregiver, the adult need not be a registered member.

How does it work?

1. The caregiver works with the troop cookie manager to reserve a booth location.
 - a. The caregiver can schedule a booth (booths can be held Feb. 28-March 23) at a location that they know of or ask a local business owner. The caregiver will ask you to enter it into eBudde as a troop-arranged booth site. (Residential addresses should NOT be entered into eBudde. A "lemonade" style booth is permitted for neighbors, but for safety, we don't want the public to know a Girl Scout's personal address.) OR
 - b. The caregiver can work with you to reserve a council/service unit site beginning Feb. 28. **Reservations before Feb. 28 are restricted for troop reservations so girls can have a booth sale as a troop activity.**
2. The caregiver will sign out cookies from the troop's inventory—if the troop allows. (Some caregivers will order additional cookies on the Girl Scout's initial order.) Be sure you get a paper receipt for cookies signed out and one for the cookies being returned. We'll request these receipts if a dispute arises.
3. The caregiver can use the Troop Cookie Link or the girl's Digital Cookie link to take credit card payments at the booth.
4. The caregiver should return all cash, unsold cookies, and the inventory sheet promptly after the caregiver booth is done. Be clear with the caregiver on expectations.

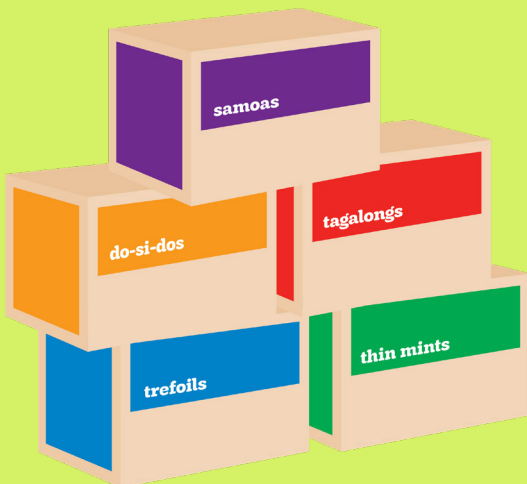
Monitoring Inventory

Throughout the cookie program, monitor the troop's inventory on the *Transactions* tab. Verify all transactions for accuracy.

- **Troop initial order:** The initial order appears after the troop's order is submitted. It cannot be edited.
- **Pick-up at a cookie cupboard:** Verify that the cupboard receipt matches the number of packages picked up before leaving the cupboard site.
- **Transfers between troops:** Please contact your SUCM to transfer cookies to/from another troop. The *2nd Party* field shows the troop where cookies were transferred to/from.
- **After Pending row:** This shows the total amount of cookies the troop has received in inventory.

To learn more about transactions, watch this video:

[eBudde™ Volunteer Training: Transaction](#)



Tracking Girl Cookie Rewards



The *Girl Orders* tab is where you track girls' cookie activity for rewards and track money paid. Cookies are tracked by individual variety.

There are two different ways to view troop activity on the *Girl Orders* tab—Summary View and Individual Girl View. (eBudde defaults to the Summary View.) The Summary View is an overview automatically populated from the Individual Girl View. The Individual Girl View is a tool to record specific cookie allotments, amount owed to the troop, and payments received by each individual girl.

Summary View Description (Troop View)

The Summary View provides a quick glance of girls in the troop, amount of cookies they have, and amount of money paid and due. The information on the Summary View can only be edited by clicking on a girl's name to switch to the Individual Girl View.

- The *OSA* column shows the number of packages donated through Operation: Sweet Appreciation. This is entered in each individual girl's view. Don't track donated packages by variety in addition to tracking them in this column.
- The *TGOC* column shows the number of packages donated through the Troop Gift of Caring program. This is entered in each individual girl's view. Don't track donated packages by variety in addition to tracking them in this column.
- The *Total* column shows the total number of packages each girl has been allocated. This number automatically populates in the *Rewards* tab for determining rewards for each girl.
- The *Troop Order* row shows the total number of packages the troop owns plus cookies donated through Operation: Sweet Appreciation. These numbers are automatically populated from the *Transactions* tab plus the *OSA* column.
- The *Difference* row shows the difference between the *Girl Totals* row and the *Troop Order* row. The *Total* column in the *Difference* row will be a zero when all troop inventory is allocated to girls.
 - » If the *Difference* row displays all zeros, you allocated all available cookies to girls.
 - » If the *Difference* row displays negative numbers, there are two possible explanations:
 - ♦ You still have cookies in the troop's inventory to allocate to girls.
 - ♦ The troop is participating in the Troop Gift of Caring program. Any negative numbers in the *Difference* row under the cookie variety columns should add up to the troop's total Troop Gift of Caring donation.
 - » If the *Difference* row shows any positive numbers, you've assigned more cookies of that variety than the troop owns. Verify each girl's sales and review the *Transactions* tab for accuracy.

Individual Girl View Description

Keeping girls' orders up-to-date in eBudde is an important part of managing the troop's inventory. To record when a girl picks up cookies from the troop inventory, how much money has been paid/collected, and how much money is due, click on an individual girl's name in the Summary View to see her individual *Girl Transactions* page.

- "Switch to Girl" allows you to switch between girls by clicking on the desired girl's name from the drop-down menu.
- *Init. Order *Locked** row automatically populates from the *Init. Order* tab. (You can't edit this row.)
 - » After clicking on the girl's name, you can: Click the *+Payment* button to record money collected from the girl without any cookie movement.
 - » Click the *+Order* button to allocate cookies and record money paid/collected.

Fill in the additional information as appropriate:

- The *Comment* field is a unique description for the transaction. Council recommends including the date and descriptive title. (DOC SHIP, DOC DON, and DOC DLVR are Digital Cookie orders. These lines cannot be edited.)
- The *Booth* field should not be checked. It'll automatically be checked when recording cookies sold at booth sales through the *Booth Sales* tab.
- The *Inv* box should be checked for all additional cookies given to the girl for in-person orders.
- The *OSA* field is used to track the number of packages for which the girl has collected money for Operation: Sweet Appreciation. Don't track donated packages by variety in addition to tracking them in this field.
- Under *Product* section, the cookie variety fields are used to track the number of packages per variety that have been given to a girl.
- The *TGOC* field is used to track the number of packages the girl has collected money for through the Troop Gift of Caring Program. Don't track donated packages by variety in addition to tracking them in this field.
- Under the *Financials* section, the *Paid* field is used to track the amount of money turned in by the girl.
- When finished inputting the details, click the blue *Save* button.

You can edit select rows simply by clicking on the row. **Note:** Some rows can't be edited, for example, the *Init. Order *Locked** row.

For more information, watch these videos:

[eBudde™ Volunteer Training: Girl Orders](#)

[eBudde™ Volunteer Training: Digital Cookie® Troop Site DOC Payments](#)



Submitting Rewards



Ordering Final Girl Rewards in eBudde

Remember: Girls work very hard to achieve reward levels. It's important to meet the deadlines to make sure girls get what they earned! eBudde automatically calculates girl reward levels based on the packages allocated in the *Girl Orders* tab. **Rewards are shipped directly from the vendors to your SUCM based on what was entered in eBudde by the deadline.**

Girls should have indicated their reward choices to you on the back of the Girl Scout Cookie Program Permission Form submitted before selling cookies. The girl reward order is due **April 1 at 11:59 p.m.** If selections are not made for girls by this deadline, **your SUCM or council will guess and choose for you. Rewards cannot be exchanged.**

Rewards can be found on the Girl Order Card and in the *Family Guide*.

Entering and Submitting the Troop's Reward Order in eBudde:

1. Select the *Rewards* tab and click "Fill Out" on the *Final Reward Order* row.
2. Make selections for girls at choice levels. eBudde will indicate which girls need a size/reward selection where there is a choice between an item and Girl Scout Bucks or where a size is needed. After you complete the choice selections for each girl, be sure to click on the orange *Submit Girl Order* button at the bottom of the screen.
3. **For troops that qualify for Super Troop, the T-shirt OR Volunteer Girl Scout Bucks must be manually entered.** Enter a "1" or "2" next to the desired size(s) or FUNd Bucks.
4. When you're finished selecting and submitting rewards, submit the order for the troop by clicking on the orange *Submit Rewards Order* button on the bottom of the *Rewards* tab by **April 1 at 11:59 p.m.**

IMPORTANT: You can only submit the order once. Contact your SUCM if you submitted before making all reward selections. **If you don't submit the order by the deadline, eBudde will automatically submit for you.**

Reward Distribution

Girl Scout Bucks are digital. Caregivers will be notified by email when Girl Scout Bucks are credited to their Girl Scout with a link to the redemption form.

Your SUCM will receive the girl rewards (up to and including the 1,000-package level) in mid-to-late May and will contact you when the items are ready for pickup. All 1,500+ and higher level rewards are mailed directly to girls. **If you have any issues with the reward order, contact your SUCM to report the issue by May 31.** Use the report located in the *Rewards* tab to distribute items to girls.

IMPORTANT: Please distribute rewards as soon as possible, but no later than the end of the school year. **The deadline to report reward issues to your SUCM is May 31.** Issues reported after May 31 may not be able to be resolved.





At the End of the Cookie Program

Verify that all transactions have been recorded correctly in the troop's *Transactions* tab. The *Sales Report* tab is where you check all packages owned by the troop and money owed. The troop is financially responsible for all packages indicated under the *Pkgs Received* section on the *Sales Report* tab in eBudde.

▶ For more info, watch this video: [eBudde™ Volunteer Training: Sales Report](#)

ACH Procedures

ACH works by a troop granting Girl Scouts Western Pennsylvania authorization to issue debits or credits to a bank account.

All troops are **required** to have a Bank Account Information and ACH Electronic Debit/Credit Authorization Form on file.

Girl Scouts Western Pennsylvania will upload the troop's banking information into eBudde (only the bank name and last four digits will appear). You cannot input banking information on eBudde. Contact [customer care](#) if the troop's banking information is incorrect. You'll also need to submit a new [Bank Account Information and ACH Electronic Debit/Credit Authorization Form](#) and an [ACH Adjustment Request Form](#) if the banking information is not updated in eBudde by the Adjustment Request deadline.

Council processes sweeps as outlined below. Troops are responsible to deposit sufficient funds to cover these debits.

2025 Cookie Program Sweep Schedule:

Sweep:	Sweep Date:	Sweep Value:
1 st Sweep	March 20	25 percent of the troop's total outstanding balance due
2 nd Sweep	April 10	Remaining balance due

If the troop won't have funds available on the date of the scheduled sweep, it's your responsibility to complete and submit an [ACH Adjustment Request Form](#) at least five (5) business days before a scheduled sweep, March 14 and April 4.

Important tasks to complete for a successful ACH sweep:

- Complete and submit the [Bank Account Information and ACH Electronic Debit/Credit Authorization Form](#). If the form was submitted previously and your banking information has not changed, you do not need to submit this form again. The ACH Electronic Debit/Credit Authorization form will remain in full force and effect until written notification of the closing of this bank account is received.
- If your bank account/routing numbers change, make sure that you complete and sign a new form in a timely manner.
- Collect and deposit all money into the troop's account in a timely manner. Remember: Checks may take a few days to clear before funds are available! Verify policies with your bank. Cookie money turned in by girls is NEVER to be deposited into personal accounts. Note: Most banks allow anyone to make a deposit into any account regardless of who is listed as a signer on the account.
- Ensure you have enough money deposited and the checks have cleared. If not, an adjustment form must be completed.
- Make sure all order and transfer information is correct on the eBudde *Transactions* tab.
- Transactions and/or corrections entered in eBudde after April 3 may not be accurately reflected in the sweep amount. The troop may need to remit a check for any outstanding balance.
- Be sure to check the *Sales Report* tab in eBudde after the ACH sweeps to verify the troop is paid in full. Last-minute transactions may not have been accounted for in the ACH sweep.

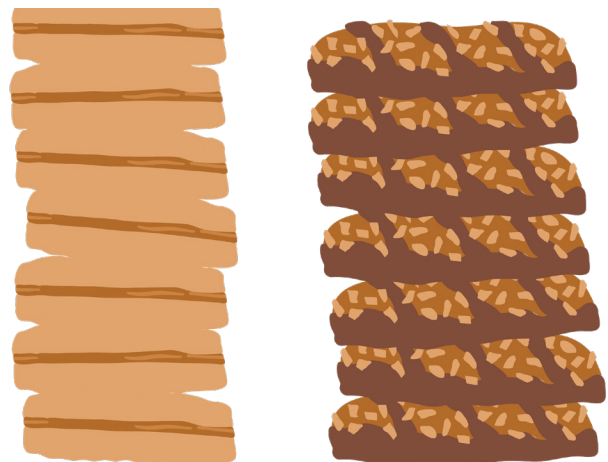
Situation Requiring an Outstanding Cookie Money Form & ACH Adjustment Request

If a caregiver has an outstanding cookie balance, the troop shouldn't pay for the caregiver's portion of the "Amount you owe council," nor does the troop retain the outstanding proceeds. An [Outstanding Cookie Money Form](#) must be completed for each caregiver with an outstanding balance, and the troop must send a [collection letter](#) to the caregiver. You must also send copies to your SUCM.

All caregiver outstanding cookie money paperwork is due by April 3.

Please don't withhold the submission of this form because a caregiver "promises" to pay. By letting us know there is still some outstanding cookie money, you'll be protecting the troop's proceeds for summer fun and activities. We'll reach out to the caregiver with gentle reminders that cookie money supports girls' experiences and encourage payment so their Girl Scout can continue to participate in the fun.

Submit the Outstanding Cookie Money documentation using the [Outstanding Cookie Money Form](#) OR by mailing paper copies to Attn: Cookie Program, Girl Scouts Western Pennsylvania, 5681 Route 6N, Edinboro, PA 16412. Include a copy of the collection letter from the troop, the Outstanding Cookie Money Form, a copy of the receipts (pick-ups and payments), and a copy of the signed Girl Scout Cookie Program Permission Form. Failure to submit the documentation could result in council not being able to collect on this debt and the troop being held financially responsible.



What if my troop doesn't have enough money in the account when the sweep is processed?

The troop will incur fees associated with insufficient funds (NSF), including all fees incurred by Girl Scouts Western Pennsylvania. These fees differ with each bank. Please contact the troop's bank if you have any questions.

What should I do if I know that the money won't be in the bank on the date of the sweep?

As per *Volunteer Essentials*: All fees incurred by the troop relating to discrepancies in the bank account, such as fees added for insufficient funds and/or other fees charged by the bank or financial institution, are the personal responsibility of the troop leader and/or troop volunteer who is managing the troop account.

What if council pulls an incorrect amount from my troop's account?

We understand emergencies happen and there may be an outstanding girl/caregiver debt. Please send notification by completing an [ACH Adjustment Request Form](#) five (5) business days before the scheduled sweep. An ACH Adjustment Request Form must be completed for both sweeps, if applicable.

Any late submissions may not be received in time to adjust the sweep.

What if I have a caregiver with outstanding cookie money and didn't submit the ACH Adjustment Request Form by the deadline so my troop is paid in full?

Your attention to the reports in eBudde is crucial. The troop's initial order and outstanding balance due will be on the *Troop Balance Summary* report. If we discover something that changes the troop's balance during our audit of the troop account, the troop will be credited or debited accordingly.

The Caregiver Outstanding Balance Form and supporting documentation must be submitted by the deadline for the troop to be reimbursed the caregiver's portion of the "Amount you owe council." We strongly encourage you to submit the ACH Adjustment Request Form by the deadline because reimbursements take time to process which could result in the troop missing funds for summer activities.

If you don't submit the ACH Adjustment Request Form nor the Outstanding Cookie Money Form by the deadlines and the troop is paid in full, the troop will not receive a reimbursement from council for the caregiver's portion of the "Amount you owe council." However, we will forward any proceeds collected by council from the caregiver within one year of the debt.

What if I am a new troop and the bank account has not been set up yet?

You will need to let your SUCM and service unit finance manager know the troop intends to sell cookies.

Because cookie money should never be deposited in a personal account, the troop must work with the service unit treasurer. The cookie money should be deposited in the service unit's account. The service unit will send a check to council for the amount owed to council. Once the troop account is established, the service unit will remit a check to the troop for the troop's cookie proceeds.

What if I still owe money to council after the ACH sweeps have been processed?

The troop must send in a check or money order made payable to:
Attn: Cookie Program, Girl Scouts Western Pennsylvania, 5681 Rt. 6N,
Edinboro, PA 16412.

Please note: Girl Scouts Western Pennsylvania does not accept customer/personal checks.

Helpful tip: Don't have any checks for the troop's account? Most banks provide an online bill payer service! Check with the troop's banking institution for additional information or other payment options available and any associated fees.

Creating Customer Interest



Patches available in council retail shops.

Girl Scouts have a tradition of giving back to their communities. One way girls can give back is through our council's two cookie donation programs—Operation: Sweet Appreciation (OSA) and Troop Gift of Caring (TGOC). Troops can choose to participate in one or both donation programs.

Cookie Donation Programs Summary

Cookie Donation Program	Inventory Source for Donation	Recipient	eBudde Abbreviation	Cost
Operation: Sweet Appreciation	Cookies are ordered and shipped directly from the bakery and council. (Troops won't handle cookies.)	Active military and veteran support organizations and local law enforcement and fire stations	OSA	\$6
Troop Gift of Caring	Troops deliver donated cookie packages to the organization of their choice using troop inventory.	Organization selected by the troop	TGOC	\$6

Cookie donations are tax deductible. Look for cookie donation receipts on the eBudde Help Center.

Operation: Sweet Appreciation

In this program, cookie customers purchase cookie packages to donate to our U.S. military active duty and veteran service member organizations, local law enforcement, and fire stations. Last year, customers donated over **44,000** packages of cookies! Girls can promote Operation: Sweet Appreciation to their customers in person, through their Digital Cookie sites, and at booth sales! Operation: Sweet Appreciation and star patches are available for purchase at council shops! Add a star patch next to the main patch for each year she participates in OSA.

How does Operation: Sweet Appreciation work?

- Customers make donations to girls at any time during the cookie season.
- Girls collect \$6 per package through in-person donations and online donations made through Digital Cookie.
- Operation: Sweet Appreciation donations are recorded in eBudde on the *Girl Orders* tab in the *OSA* column. Operation: Sweet Appreciation orders are included in the sales totals for rewards.
- Girl Scout troops never take physical possession of these cookies. These cookies are delivered to support organizations directly from the bakery and Girl Scouts Western Pennsylvania.

OSA Reward for Girls

Girls will earn the Cookie Hearts charm when they sell 15 packages donated to Operation: Sweet Appreciation.



Operation: Sweet Appreciation Online Promotion

From **Jan. 7 through Memorial Day**, troops can earn credit for cookies purchased on the council's website. Here's how it works:

- In addition to donations placed through Digital Cookie and in-person sales, customers can also make donations to Operation: Sweet Appreciation online at gswpa.org/OSA and select a specific girl or troop to benefit from their donation.
- For donations made after March 23, troops and Indie Girl Scouts receive proceeds or program rewards, respectively, for six or more donated packages. Donations of less than six packages will support council programming.
- Cookies sold through this online promotion won't count toward rewards if the donation is made after March 23.

We'll also leave Digital Cookie open for donations—both girl sites and the troop links.

Troops will continue to earn proceeds, however, donations won't count towards girl rewards after March 23. Over-payments will be credited back to troops via ACH in June.

Troop Gift of Caring

In this program, customers make a donation of Girl Scout Cookies from the troop's inventory to a worthy organization, such as a local food pantry, shelter, care center, or hospital. Encourage the troop to learn about the organization to truly provide the girls with a full community service experience.

How does Troop Gift of Caring work?

- Please verify in advance that the organization can accept cookies.
- Customers purchase cookies from girls at any time during the cookie season.
- Girls collect \$6 per package and turn it in to the troop leader.
- Troop Gift of Caring donations are recorded in eBudde on the *Girl Orders* tab in the *TGOC* column. Troop Gift of Caring orders are included in the sales totals for rewards.
- These orders are filled from the troop's extra cookies at the end of the cookie program. If the troop needs additional cookies to fulfill the Troop Gift of Caring donations, please place a pending order with a cookie cupboard or use the *Cookie Exch* tab to get cookies from another troop.
- The troop delivers these cookies directly to their Troop Gift of Caring organization.



5 for Five! Customer Contest

The *5 for Five!* contest helps girls and troops exceed their goals. When taking individual orders and/or making sales at cookie booths, ask Girl Scout Cookie lovers to purchase five packages of cookies to participate in the drawing to **win five cases** of their favorite Girl Scout Cookies. Last year, we received over 2,360 entries!



This is a great way to boost your booth sales and encourage customers to learn about the five skills girls learn from participating in the cookie program.

- The 5 for Five! contest runs the entire cookie program—Jan. 7-March 23.
- For every five packages purchased, customers can enter at gswpa.org/5for5 for a chance to win five cases of cookies. Note: Winners must pick up their cookies at a council office by April 30, 2025.
- Troops can print their supply of 5 for Five! entry forms to give to customers. Entry forms are sent as an attachment in Cookie Bytes or can be downloaded from the eBudde Help Center.
- The drawing will be held in April 2025. This is a council-wide Girl Scouts Western Pennsylvania drawing. Five winners will be randomly selected and announced on our council's website and Facebook page.
- Volunteers and members are eligible to win, but council employees and members of their immediate family aren't eligible.

Council Bling Your Booth Contest

Bling Your Booth is our most popular contest, and we're excited to bring it back again this year! Design a blinged-out booth that is original, creative, and showcases your troop's marketing genius. We're working on guidelines and resources for this year's Bling Your Booth contest, so please stay tuned for more information!



Glossary



ADDITIONAL PROCEEDS OPTION AGREEMENT: Junior, Cadette, Senior, and Ambassador troops can elect to receive additional proceeds instead of selecting rewards. Download the [form](#).

BOOTH SALES: These are sites where girls sell their product to customers in a face-to-face transaction. Typically, booths are outside of retail establishments on weekends.

CAMP S'MORE: This annual list of summer camp programs sponsored by council is published online and mailed in the winter.

COOKIE BYTES: A council newsletter with helpful hints and reminders.

COOKIE CUPBOARD: A location (at select council offices or volunteers' homes) used by troops to pick up additional cookie inventory or exchange damaged product.

COOKIE FINDER: This database of booth sale sites and troop links is a great way to connect customers to cookies. You'll find it at girlscouts.org and gswpa.org. Potential customers can type in their zip code, and the finder displays all current and future active booth site locations and troop links to purchase cookies online within that zip code.

DIGITAL COOKIE [also known as Digital Order Card (DOC)]: A digital platform providing girls a fun, safe, and interactive space for selling cookies online.

INITIAL REWARD: An item earned by a girl that is only offered for specific goals met as part of the initial order.

INITIAL ORDER: Cookie orders submitted to Girl Scouts Western Pennsylvania for service unit delivery. These are the very first cookies that are delivered to customers by girls.

LITTLE BROWNIE BAKERS: One of two bakeries licensed by Girl Scouts of the USA (GSUSA) to provide cookies for the annual Girl Scout Cookie Program. Girl Scouts Western Pennsylvania uses Little Brownie Bakers as our cookie supplier.

OPERATION: SWEET APPRECIATION (OSA): A council-wide donation program allowing cookie customers to make purchases of cookie packages to donate to our U.S. military active duty and veteran service member organizations at home and overseas and local police and fire stations.

GIRL SCOUT COOKIE PROGRAM PERMISSION FORM: A form that a caregiver signs allowing their Girl Scout to participate in the cookie program and accepting financial responsibility for all cookies ordered and received by their Girl Scout. This form is found in the *Family Guide*.

PENDING ORDER: Troops can place pending cookie orders to cookie cupboards and/or service units to get additional cookies to fulfill orders and for booth sales. Before placing an order to the service unit, verify the service unit ordered and has cookies.

PER-GIRL AVERAGE (PGA) SELLING: Listed on the troop's *Sales Report* tab, the PGA Selling is an automatic calculation of the average number of packages sold per girl. This calculation only includes girls that are selling and does not include girls listed on the *Girls* tab who aren't participating in the cookie program.

REWARD: An item earned by a girl for meeting a specific sales goal.

SERVICE UNIT: A geographic area set by Girl Scouts Western Pennsylvania to create manageable groups of troops. Boundaries can be set by town/county lines, roadways, school districts, or other demarcation.

SERVICE UNIT COOKIE MANAGER (SUCM): Volunteer who coordinates the cookie program for the service unit.

TROOP COOKIE MANAGER (TCM): A volunteer who coordinates the cookie program at the troop level. This is the person caregivers should direct their cookie program questions to first. If they can't answer the question, then contact your service unit cookie manager.

TROOP GIFT OF CARING (TGOC): Troop service program where girls accept donated cookies from customers to give to a worthy organization of their choice (shelters, fire departments, hospitals, etc.).

TROOP COOKIE LINK: A Digital Cookie site that can be shared to support the whole troop. Once set up, Troop Cookie Links are featured in the Cookie Finder for shipped and donated orders. Troops can opt in for in-person delivery orders.

Web Resources



Digital Cookie
digitalcookie.girlscouts.org

Digital Cookie provides more ways to sell, more ways to buy, and more ways to learn and have a ton of fun! With Digital Cookie, each girl can use technology to:

- market her cookie business,
- build her customer list,
- take virtual orders with her personalized web page, and
- accept credit card payments.



eBudde
ebudde.littlebrownie.com

eBudde is the web-based cookie management system provided by Little Brownie Bakers (LBB). It's the place where the actual sales management happens.



eBudde App
Download at littlebrownie.com

Place orders, watch training videos, and find eBudde help all on your mobile device.



GSUSA
girlscoutcookies.org

This is Girl Scouts of the USA's hub for everything cookie! The site is specifically designed to educate and inspire all audiences to get excited about and participate in the Girl Scout Cookie Program.



Girl Scouts Western Pennsylvania Facebook
[Official Facebook Page](#)
[GSWPA Cookies & MagNut Volunteers Facebook Group](#)

Be sure to like our council's official Facebook page to see great stories on what other troops are up to this year.

Our private Facebook group for cookie and MagNut volunteers is your go-to community for connecting with fellow volunteers, sharing experiences, and mentoring each other through the exciting journey of our cookie and MagNut programs.



Girl Scouts Western Pennsylvania Website
gswpa.org/cookies

Our website has important documents, resources, activities, and information about the Girl Scout Cookie Program. The *For Cookie Sellers* section provides great tools for girls and their families, as well as easy access to forms and training resources for volunteers.

and Cookie Bytes
gswpa.org/cookiebytes

Cookie Bytes is our council's newsletter with helpful hints and reminders emailed to eBudde users.



Little Brownie Bakers
littlebrownie.com
Little Brownie Bakers Blog
blog.littlebrowniebakers.com

Cookie volunteers, along with families and girls, can check out the latest information from the bakery. From exciting activities for girls to teen business tools and fun promotional ideas, this dynamic resource will help you have a great season.

Check out this blog where participants can share and find activities, best tips, and how-to stories.

Calendar & Checklist



THANK YOU

NOVEMBER–JANUARY: GETTING READY

- ☐ Late Nov.-Dec.: Service units plan and facilitate cookie training for troops and distribute materials.
- ☐ Troop cookie managers attend the in-person or virtual training provided by the SUCM and get the troop materials.
- ☐ At the beginning of December, log in to eBudde and update your contact information.
- ☐ December-Jan. 6: Service units plan and facilitate a cookie rally.
- ☐ Attend your service unit's cookie rally (if scheduled), the council-led virtual Cookie Program Kickoff, and/or host a rally for the troop.
- ☐ Schedule and hold an in-person or virtual family cookie meeting for the troop. Collect the 2025 Girl Scout Cookie Program Permission Form from each caregiver before distributing girl materials.
- ☐ Distribute girl materials and review safety and selling tips with the girls.

JANUARY–MARCH: EMBRACING POSSIBILITY!

- ☐ Early Jan.: Booth scheduler opens in eBudde for service unit and troop entries.
- ☐ Jan 6: Live virtual Cookie Program Kickoff event.
- ☐ Jan. 7: 2025 Girl Scout Cookie Program begins.
- ☐ Jan. 9: Council-arranged booth scheduler sign-up opens at 7 p.m.
- ☐ Jan. 15: Service unit enters delivery and reward site addresses in eBudde.
- ☐ Jan. 27: Initial order ends.
- ☐ Jan. 28: Troop initial order is due in eBudde. Lockout occurs at 11:59 p.m.
- ☐ Jan. 29: Service unit initial order and initial rewards are due in eBudde. Lockout occurs at 11:59 p.m.
- ☐ Early February: For warehouse and Count-n-Go deliveries only, troops select delivery time (check with your SUCM).
- ☐ Feb. 15-23: Cookie delivery. Print your delivery confirmation from eBudde and take to your scheduled pickup.
- ☐ At delivery: Initial reward distribution (Check with your SUCM for more information.)
- ☐ Feb. 21-23: National Girl Scout Cookie Weekend
- ☐ Feb. 28: Booth sales begin and cookie cupboards open.
- ☐ First day troops can reserve council and service unit arranged booths for Caregiver Booths.
- ☐ March (weekly): Troops collect cookie money from girls and deposit into the troop's bank account.
- ☐ March 13: ACH Adjustment Request is due for the first sweep, if applicable.
- ☐ March 20: First ACH sweep occurs.
- ☐ March 23: Final day of the 2025 Girl Scout Cookie Program. Booth sales end. Cupboards close.



APRIL–MAY: WRAPPING IT UP

- ☐ April 1: Troop lockout of eBudde occurs at 11:59 p.m. Make final updates in eBudde—allocate cookies to girls, record girl payments, and select girl final rewards.
- ☐ April 2: Service unit lockout of eBudde occurs at 11:59 p.m.
- ☐ April 3: ACH Adjustment Request due for the second sweep, if applicable.
- ☐ April 3: Caregiver Outstanding Balance paperwork to council, if applicable.
- ☐ April 10: Second ACH sweep occurs.
- ☐ Late May: Final rewards are shipped to service units. Make arrangements to pick up rewards from your SUCM.
- ☐ May: Distribute final rewards to girls. If there are issues, contact your SUCM immediately.
- ☐ 2 weeks after SU receives rewards: Deadline for troop to report any issues with girl rewards to your SUCM.
- ☐ 2 weeks after receiving rewards: Deadline for SUCM to report reward issues to council.
- ☐ May 31: Operation: Sweet Appreciation online promotion ends.