



# Hosting a Cookie Booth during Election Week

We are excited to kick off the Girl Scout Cookie Program with booth sales during the week of the general election.

## Election Week Cookie Program Timeline

Sept. 25-30	Troops place cookie orders
Week of Oct. 28	Troops pick up cookie orders from cupboards (Cupboards will have varying dates and times for pick-ups.)
Nov. 2-11	Booth sales at local businesses, polling places, and community events
Week of Nov. 18	Troops return unsold cookies to cupboards (Cupboards will have varying dates and times for returns.)
Dec. 5	ACH sweep

## Earning extra proceeds for your troop is as easy as 1, 2, 3...

1. Be sure that your troop's ACH Electronic Debt/Credit Authorization form is on file or submitted by Sept. 21, 2024.
2. Set up your booth locations by contacting a local business or your polling place or researching community events happening Nov. 2-11.
3. Using eBudde, order the cookies you need from the cupboard closest to you.
4. Have fun selling cookies at your booth!\*
5. Return any unsold cookies—packages or cases—to council offices by Friday, Nov. 22. Troops only pay for cookies not returned!

\*Digital Cookie is currently unavailable for this part of the cookie program, so we recommend having a method to accept credit card payments. Please note that the setup and associated fees are the responsibility of the troop.

*"We had excellent feedback at the polling place and sold all of our cookies.*

*People were pleasantly surprised to see cookies this time of year."*

*-Troop Leader who participated in 2023*

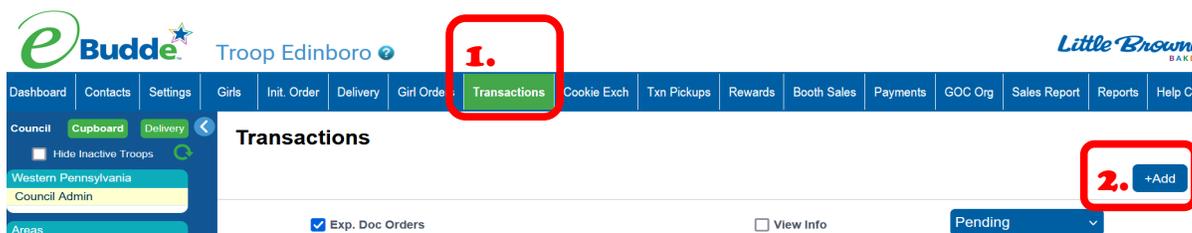
*"As a first-year troop, having a risk-free, early fundraiser to infuse almost \$300 into our budget has enabled us to book an overnight at a council camp. We otherwise wouldn't have been able to commit the funds for a reservation."*

*-Troop Leader who participated in 2023*

# Placing a troop order for election week cookies

- Orders are placed directly to the desired cupboard pick-up location.
- **KEEP YOUR SCHEDULED TIME** for pick-up. Due to the quick turn-around for agent delivery and troop pickups, it is very important that someone from the troop pickup cookies on the date and time selected.
- **PLEASE NOTE: Select cupboard locations are pick-up ONLY.** If you select a cupboard that provides pickup only, cookies must be returned to a council office or the troop will be financially responsible for unsold cookies. Cupboards available for pick-up only will be noted in the 'Scheduled Notes' that appear once the desired cupboard location is selected.

1. Click on the *Transactions* tab.
2. Click the "+Add" option.



3. (The Add Transaction window defaults to "Cupboard".) Select the desired pickup cupboard location.
4. Slect the Pickup Date and Time.
5. Enter the name and phone number of the individual picking up the cookies. This is **IMPORTANT** in case the cupboard needs to reach out.
6. Enter the troop's order in full cases.
7. Save the transaction.

