2024-2025 Troop Cookie Manager Training

BRACE

SSIBILITY

The cookie program begins Jan. 7

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Thank you, Volunteers!

We couldn't do it without you!



- ✓ Make a Difference
- ✓ Networking
- ✓ Develop Leadership Skills











Character

Confidence





Troop Activities & Service Projects



Girl Scout Experience





Camp

Financial Assistance









Money Management







Entrepreneurship Badges & Pins

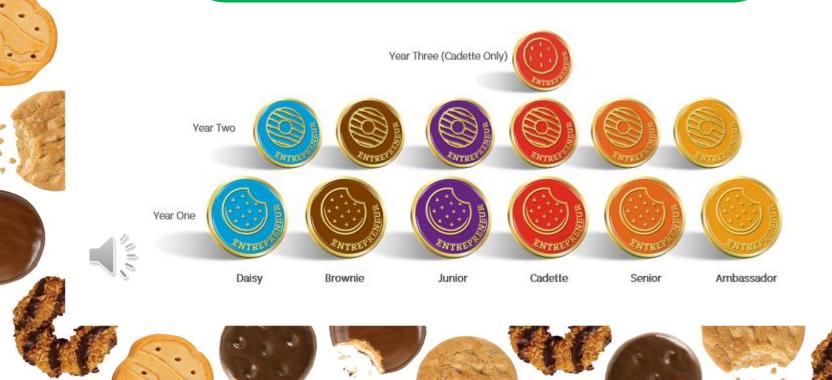






Experience the Girl Scout Cookie Program with this NEW pin collection. Earn a unique pin with your family every year!

Learn more at girlscoutcookies.org/entrepreneurfamily











Girl Scout Cookies

All cookie varieties are \$6/pkg.







Communication and Resources

Troop Cookie Manager Agreement Mail, Fax, Scan, or Email Signature

Communication and Resources

Questions? SUCM ~ or ~ Contact Customer Care cookies@gswpa.org or 800-248-3355

Communication...

Communication and Resources

Council to Troop

- Email
- Cookie Bytes (eNewsletter with helpful hints and to-do reminders)
- Text (cookie25 to 800-248-3355)

Troop to Caregivers

Let caregivers know your preference

Cookie Materials

- From Service Unit Cookie Manager (SUCM)
- ***NEW*** Full TCM Guide is Digital only
- ***NEW*** OSA by request for troops SU limited supply

Establish your Cookie Team



Distributing girl materials
 Distributing rewards
 Delivery
 Booth sales

Communication and Resources

Communication and Resources

Family Cookie Meeting

- Review policies and procedures with families.
 - Family Review Checklist



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





F

We're excited to invite you to join our Facebook group dedicated to volunteers with product program roles. Whether you're a service unit cookie manager, a MagNut mom, or a cookie dad, this is the place for you!



January 6, 2025 Open to all GSWPA Members Free!

Council virtual Cookie Kick-off! **CIN** COOKIES 202 **Rally Patch** available in council shops!



SOCIAL RESOURCES



1 the Door





Cookie Technology

Budde

powering the digital cookie sale

Single Sign-on Portal

New Users...Watch for your welcome email. Emails are user specific and cannot be shared.

Returning Users... same email/password

Little Brownie BAKERS. Cookie Tech Portal

You have been logged out.

emai

password

Forgot your password?



This single sign-on portal will connect you to eBudde™, eBudde™ DEMO, Girl Scouts⊗ Ideal Cookie Sale™, Girl Scouts⊗ VIP eTraining™, Girl Scouts⊗ Cookie Locator or Cookie Club.

Your username (email address) and password designate your level of access to the Little Brownie Technology Tools.

If you would like to update your contact info please input your email and password above and <u>Click Here</u>.

If you have not received an email with login instructions, please contact your council.

eBudde™, Girl Scouts® Ideal Cookie Sale™, Girl Scouts® VIP eTraining™ and Girl Scouts® Cookie Locator are provided as a service by Little Brownie Bakers™ and are intended for the sole use of their clients and staff. Please read the **End User License Agreement** for any questions regarding the use of these programs. You may also view our **Privacy Policy**.

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Cookie Technology

eBudde Continued...

- Volunteer access date: December 4
- Add any *approved* troop leaders
- Missing girl? Contact Customer Care
- Email caregivers through eBudde
- Same look as ebudde desktop



eBudde App

Users can do EVERYTHING desktop users can including pending orders!





• Girl Initial Order report – a PDF Version

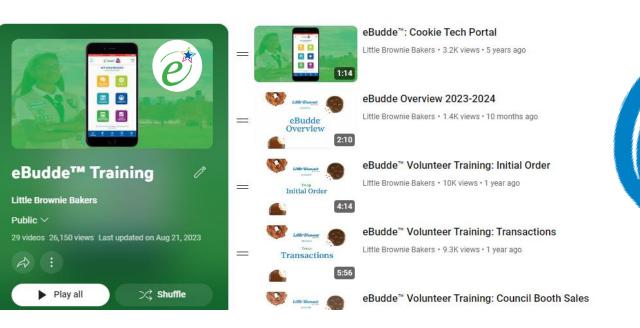
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eBudde[™] Training Videos

@littlebrowniebakers



29 videos to help you through every step of the cookie program!

CONFIDENTIAL & PROPRIETARY



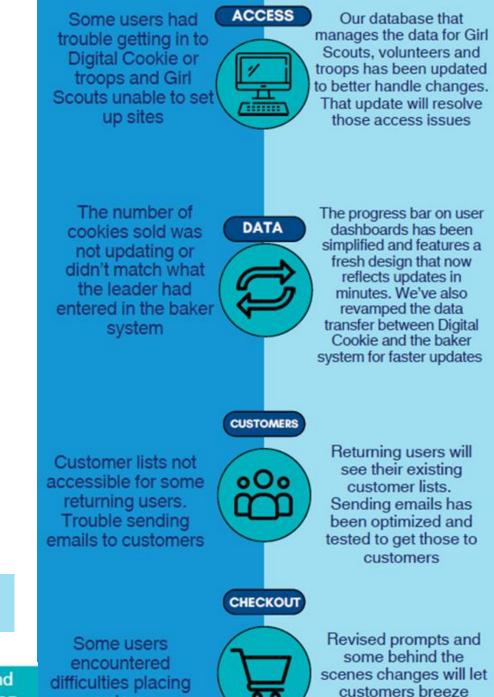


Volunteer Access: Jan. 2, 2025

Caregiver Access: Jan. 3, 2025



BONUS! Venmo and Paypal added to the mobile app and required fields reduced. More new features coming in 2025.



through checkout.

orders



"Girl Scout Cookie Program" email@email.girlscouts.org

digitalcookie.girlscouts.org

Emails are specific to each girl and cannot be shared.





Customers Order Online ~ Pay by Credit Card

Ship (Customer pays shipping fees)
 Girl Delivery (No fees)
 Donate to OSA (No fees)



Digital Cookie Girl Delivery

Customers order and pay for cookies online

Caregivers receives email notice

Caregivers must approve or deny within 5 days

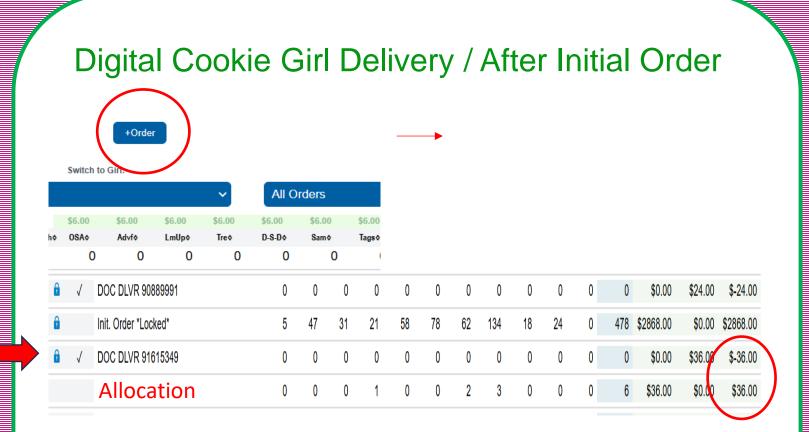
Girl delivers cookies from troop inventory



Girls can continue to take girl delivery orders through March 17.



Girl Delivered orders before initial order are automatically recorded on the *Initial Order* tab

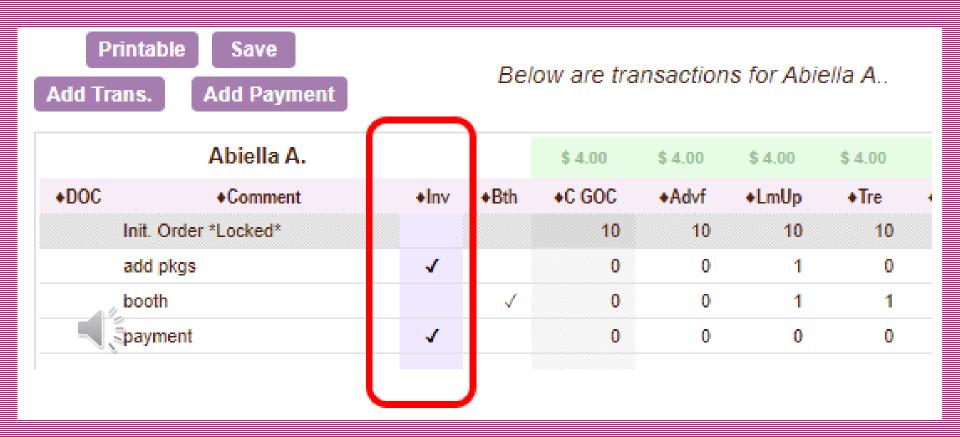


After the initial order has been submitted, all additional Digital Cookie Girl Delivery orders must be fulfilled using the troop's cookie inventory.

Cookie Inventory on Digital Cookie

Caregivers can see additional in-person order inventory in Digital Cookie <u>ONLY IF</u> the leader/cookie manager checks the 'INV' box on the eBudde Girl Orders tab.

digital Cookie





Communicate with Caregivers

Need More Cookies?✓ Troop-to-troop Transfer✓ Cookie Cupboard



My Cookies-Initial Order Entry

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Enter Your Offline Initial O)rder:		
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approved Digital Cookie in-person d	elivery orders. Those packages are auto		Order.
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	Submit to Troop V	olunteer	

Online girl delivery orders are already included. Do not add them again.

Once submitted, the order will flow to the baker's ordering system.

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 and online marketing and sales efforts should always be led by a girl while also being supervised by her caregivers.

Girls may: post their Digital Cookie link on public social media sites, post where their troop is boothing, 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 a girl is boothing, 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.

Femember: Girls may NOT take orders before Jan. 7, 2025. All online activities before this date should clearly note the Jan. 7, 2025, start date.

Girl Rewards and Experience



Rewards

Super Troop: Volunteers can choose between being awarded two volunteer Super Troop T-shirts or volunteer Girl Scout Bucks.

Select all rewards before the troop lockout on April 1... SUCM or council will guess if not selected (changes cannot be made once reward order is submitted)!

Report any Discrepancies within two weeks.



NEW! Special Initial Order Shop Discount! Reach a per girl average (PGA) of 185 pkgs on the INITIAL order and receive 10% off at council shops through Sept. 25, 2025.

Donation Programs Operation: Sweet Appreciation & Troop Gift of Caring





Little Brou

OPERATION: SWEET APPRECIATION



The OSA Program includes local law enforcement and firefighters, in addition to active military and veterans!

✓ Troops can help council deliver.
✓ Girl support cards to OSA recipients.



Girls earn a charm by sending collecting OSA packages through Digital Cookie.

Troop Gift of Caring

Last year, Girl Scouts in council donated to the charities of their choice including

Patch

in council shops.

- Local Food Pantries \geq
- Meals on Wheels \succ
- **First Responders** \succ
- Non-profit Community Service Organizations





Why should your girls participate in a donation program?

- ✓ Higher girl PGA
- ✓ Girl Rewards
- ✓ Troop Proceeds





Engaging Girls in the Cookie Program

Go to Videos



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!

> Share tips that helped you grow your cookie business!

New patch alert: Reward your rookies with this new patch!

Reward your captains with this new patch!



Cookie Initial Order Cookie Delivery Cookie Cupboards Troop-to-Troop Transfers Cookie Exchange

Cookie Initial Order Before the lockout:

- Review each girl's Digital Cookie order in eBudde
- Enter paper order card for each girl
- * Submit the troop's Initial Cookie Order and Initial Recognition Order

Initial Cookie Order Lockout

Troop initial orders will be locked on Jan. 28 at 11:59 p.m.

SUCMs can make changes until Jan. 29 at 11:59 p.m.



Cookie Cupboards



Do-si-doso



****Cupboard Manager may use Lowcontact/Contactless Cupboard Pickup***

(Contactless receipting, text messaging and eSignature confirmation)

NEW! Cupboard Exchanges for Troops



• After Booth Sales (March 24)

- Exchange Varieties
- Limited Cupboard Locations

Troop-to-Troop Transfers

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Cookie Exchange

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No Unattended Cookies

The Girl Scout Cookie Program is a girl-led program.

- Cookies should only be sold when Girl Scouts are present
- > Businesses may not purchase cookies from a Girl Scout and then resell them.



Business Promotion of Booth Sales

There are specific trademark regulations around the name, brand, and logo of the Girl Scouts and Girl Scout Cookies.

Cookie Booths

January 2 Booth scheduler opens in eBudde for service unit and troop entries.

January 9 Council-Arranged Cookie Booth scheduler will open at 7 p.m.



Council Arranged Booths

- Select Malls
- Pittsburgh Home Show







Service Unit Arranged Cookie Booths

All booth sales at large businesses and outside of council-sponsored booths are considered to be service unit booths sales.

Troops **may NOT** approach large businesses/big box stores for cookie booths.





KOHĽS









Troop Arranged Booths

Troops may approach small, mom-and-pop type businesses

- ✓ Small Shops
- ✓ Family-owned businesses
- ✓ Fish Frys
- ✓ School/Community Events



Cookie Booths

NEW! Girl Scout + Caregiver Booths

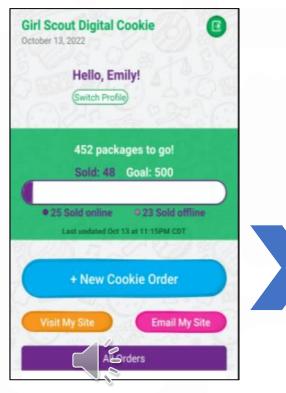
PREFERRED & RECOMMENDED: At least one adult member with up-to-date clearances on file. **ACCEPTABLE:** When it is only a Girl Scout and her caregiver, the adult need not be a registered member.

- Caregiver/Troop Volunteer Coordination
- Feb. 28 March 23
 - ✓ Small Business (selected by the caregiver)
 - ✓ Lemonade Stand (not entered into eBudde)
- Cookies from Troop Inventory (if the troop allows receipt required)
- Return to troop immediately (All Cash, Unsold Inventory, and Inventory Sheet)
 - (TCM) Be clear with the caregiver on expectations.

Reservations on the council booth scheduler before Feb. 28 are restricted for troop reservations so girls can have a booth sale as a troop activity.

Cookies In-hand

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

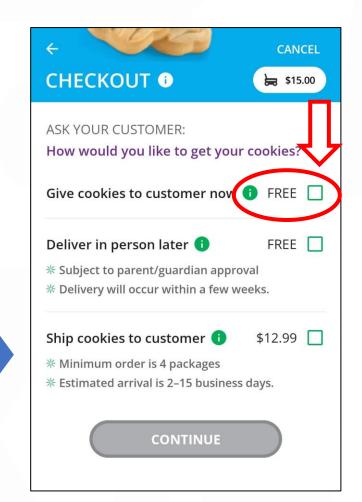


Taking an order and viewing your orders are the main functions.



Enters the customer's order, click Checkout to continue.





Girl can select to "Give cookies to customer now" for face-to-face transactions.



Cookie Finances

Troop Proceeds Outlined on pg. 10 in the TROOP COOKIE MANAGER GUIDE

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!

Troops earn the following proceeds for participating in the 2025 Girl Scout Cookie Program:	
Descents for the second	
S.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	е
\$1.05 per package Super Troop—Troops that reach a PGA* selling of 240 packages or mor	8
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 selling of 250 packages in the cookie program will receive a \$.02 bonus package of cookies.	
8.01 (total \$.03) per package Matche bonus Troops that reach a PGA* selling of \$275 in the MagNut program and a selling of 250 packages in the cookie program will receive a \$.01 (total \$ per package of cookies.	

*PGA = Per-Girl Average



Service Unit Bonus Outlined on pg. 7 in the SU COOKIE MANAGER GUIDE



NEW Structure! Tiered Service Unit Bonus Challenge

Your service unit can earn a \$.015 per package bonus on all sales for the service unit treasury!

To earn \$0.005:	Host a cookie rally before or at the beginning of the sale, and submit the Service Unit Cookie Rally Form.
To earn \$0.005:	Have a combined troop sales increase of 10 percent or more and all troops must be paid in full by April 15 or have submitted the required caregiver outstanding balance paper- work by April 3.
To earn \$0.005:	A minimum of 80 percent of registered girls in the service unit must participate in the cookie program. (For participation, girls must sell at least one package of cookies.)
To earn a cookie costume for the service unit:	Achieve all three tiered bonus levels.

Cookie Finances

Bank Account Information and ACH Authorization Form

All troops are REQUIRED to have the Bank Account Information and ACH Authorization form on-file to participate in the MagNut and Cookie Programs.

units/troops/groups that ha open a bank account in the	ed by all Girl Scouts Western Pennsylvania service ve successfully completed all the required steps to council's name. Please complete this form as soon as ned or there are any changes in authorized signers of
Your Name *	First Name Last Name
Email *	example@example.com
Phone Number *	(000) 000-0000 Please enter a valid phone number.
Reason for Submitting *	New Account Change of Bank or Account Number Change of Account Signers No Change: Updating Online Records Only

girl scouts

Bank Account Information and ACH

western pennsylvania

ACH Schedule

Cookie Finances

<mark>1st</mark> Sweep **March 20**

OOOO MARCH

25 percent of the troop's total outstanding balance due

<mark>2nd</mark> Sweep **April 10** Remaining balance due

Additional Sweeps TBD

