

Pre- Cookie Program

- Open a troop bank account
- Make sure all of your girls that would like to participate are registered
- Have a signed [Parent/Guardian Permission and Responsibility Agreement](#) and Code of Conduct Agreement for each of your participating girls.
- Fill out your troop [ACH form](#) (you will also need a photo of a voided check)
- Fill out your [Troop Cookie Chair Agreement \(TCC\)](#)
- Attend your Service Unit (SU) Cookie Training
- Become familiar with your troop guide (available online at girlscoutsla.org)
- Check the [Cookies+](#) page on the GSGLA website for updates and training opportunities
- Arrange your troop Cookie Training for your Girl Scouts and their parents/guardians.
- Solidify a goal that the girls would like to achieve
- Decide what your Starting Inventory Order (SIO) will be with advice from an experienced troop and the [worksheet](#).
- Place your SIO in eBudde
- Attend a Virtual [Cookie Kick off](#)
- Encourage your girls to create their Digital Cookie storefront on January 11th

Cookie Season- Cookies Arrive

- Explore eBudde and look for webinars and ask questions if anything is unclear
- AFTER** GSGLA uploads your Girl Scouts into eBudde, check to make sure all your girls are there. When your SU requests it, request a time slot to pick up your SIO in eBudde
- Check with your Service Unit and communications from GSGLA to see what selling opportunities are available this cookie season
- If booths are available, secure them for your troop during the designated rounds and plan with your troop accordingly using guidance from GSGLA
- Arrange for your troop (adults) to volunteer for your Service Unit on Delivery Day
- Pick up your troop SIO
- Distribute cookies to the girls, giving a reasonable amount of packages to fill orders they received from [Digital Cookie](#) (orders placed online starting January 11th) and friends and family orders that will come after January 24th.
- Make sure to give receipts EVERY time you give troop cookies to a Girl Scout and **allocate** in eBudde
- Remind your Girl Scouts that they can sell in Digital Cookie starting on January 11th, but cannot promise cookies before January 24th via any other method



Cookie Season- Booting

- Continue to supply cookies to the Girl Scouts in your troop as needed
- Always collect money, give receipts and record payments in eBudde before giving out more cookies
- Have the parents report the number of cookies they need to help their girl fill her online orders
- Have the parents communicate with you if they have excess cookies at home. Maybe another girl in your troop needs them to fill orders.
- If troops are able to booth, record each sale using the “record booth button” on the girl order tab
- Do your deposits match the money that has been turned in? Check often so you can spot any discrepancies early.
- Season nearly over, but you have more cookies? Reach out to your Service Unit Cookie Chair for tips and ideas.



Wrap Up

- Finish collecting girl payments, giving receipts and recording in eBudde
- Make sure all cookie money (outside of Digital Cookie) has been deposited into the troop account
- Check with families regarding rewards selection (i.e. shirt sizes, events and program credit)
- Make final rewards selections in eBudde
- Print out girl reward report (from the “Rewards” tab in eBudde) and save for reward delivery and distribution
- Congratulate your Girl Scouts on their first Cookie Season!
- Rewards typically arrive in June

That’s it! You did it! You now have your first Girl Scout Cookie season under your belt. Congratulations!

