

eBudde Wrap-up

Wrapping up the cookie program is easy if you have kept up with girl allocations and payments along the way. Use this checklist to make sure you have completed all of the required steps.

- Troop-to-troop transfers** are entered on the **TRANSACTIONS** tab by the troop who is “transferring away” the cookies. The receiving troop only needs to verify that the entry is correct. Troops transferring products should make certain they are transferring to the correct troop number in eBudde. If the receiving troop does not see the transaction entered in eBudde, they should contact the troop they received the product from.
- Cupboard orders** are correct on the **TRANSACTIONS** tab.
- Gift of Caring**—GOC packages (**not** dollars) from girls’ individual orders as well as from boothing need to be recorded on the **GIRL ORDERS** tab. These sales count towards the GOC rewards and the girls’ overall sales level. All GOC sales must be recorded in packages and allocated to the girl level.
- Opt out** - Cadette, Senior and Ambassador troops have one final opportunity to opt out of Rewards, if all of the girls agree. Troops that earn the 250 PGA troop PGA reward should double check their math. Usually it is more advantageous to OPT IN to earn the troop PGA reward (and other rewards), than to OPT OUT, and take the extra \$.10 per package. Eligible troops may opt out using the **SETTINGS** tab.
- Allocations** must be done on the **GIRL ORDERS** tab so that EVERY PACKAGE is allocated to a girl. **Even if a troop is opting out of rewards, allocations are important** to make sure each girl earns the right number rocker patch (160+), and she will receive her invitation to the rewards events, if earned.
- Troops should record all girl payments on the **GIRL ORDERS** tab to properly account for the amount due from each girl. eBudde tracks each girl’s financial responsibility. This can make troop collections very clear. With two prices (\$5 and \$6), it becomes a bit more complicated to account for each girl’s financial responsibility. Stay ahead of it by recording every girl payment as you receive them.
- Troops must review their **REWARDS** tab. Some items may require a size, while levels from 500+ may offer a choice between a recognition and program credit. Once a troop SUBMITS their final rewards order, it is locked. We cannot accept changes to a selection in eBudde once the final reward order has been submitted. Troops will be notified by their SUCPC to pick up the rewards. Once received, rewards should be distributed promptly to the girls. Due to storage limitations, unclaimed rewards can be returned to the local service center and will be donated to a charity if not picked up by July 1.



Troops with girls that reach the 210+ package level and 325+ troop PGA level need to communicate with the girl’s family to determine what size and selection should be ordered. **Please do not guess!** It is extremely important that the selection in eBudde be based on direction received from the girl’s family. As we only order sizes based on eBudde selections, minimal to no extras are available for exchange. The Rewards Selection form should be completed by each parent (when applicable). We sincerely appreciate your help with making

accurate and final reward selections on behalf of your girls!

- Print and keep a copy of the final **Girl Rewards Report** on the **REWARDS** tab. eBudde will shut down at the end of July and you will not have access to it until the following season.
- Print and keep a copy of the **Sales Report** on the **SALES REPORT** tab. This information will be necessary to complete your troop's end-of-year financial reports.

- Turn a copy of the **Sales Report** and deposit receipts to your troop leader for year-end financial reports.

NOTE: All data is considered final after allocations are completed and rewards are selected.