

Starting Inventory Order Worksheet Help Guide

Before you place a Starting Inventory Order (SIO), you need to know what the SIO is. Simply, the SIO is a supply of cookies the troop orders before the Cookie Program starts. Typically, the order is due in early January, and cookies ordered are distributed to each troop by their Service Unit Cookie Program Delivery Chairs the last weekend of January (although, due to how calendar dates fall, this could vary). Girl Scout delivery to customers, direct sales, and cookies in-hand begin the Sunday after “delivery weekend” (also known as GO Day).

Girl Scouts begin taking orders in January, either online through Digital Cookie (for Girl Delivery) or in person using their order card (for example, going door-to-door in their neighborhood). The troop will use the SIO cookie order to fulfill and deliver orders they have received via the online platform and/or from their order card. The Girl Scout troop can use their troop inventory for door-to-door sales, lemonade type stands, additional orders they receive, and, when boothing starts in early February, for their first two weeks of boothing.

The order should be based on the troop’s *program goals* for the year, taking also into account what each individual Girl Scout in the troop has as her sales goal. The troop leader should work with the Girl Scouts and the caregivers in the troop, as well as the troop cookie chair (TCC), to determine what those goals are.

Troops who order a sufficient supply of cookie packages up front minimize their need to return to the cupboard right away. You will have inventory for the troop to keep selling after GO Day, fill those Girl Delivery orders, and keep up their momentum. This is a win-win for the troop, Girl Scouts in the troop, caregivers, and customers. Below are a few things to keep in mind when determining and placing your Starting Inventory Order. Please refer to your *2026 Troop Cookie Program Chair Guide* for complete details.

Step #1 Confirm your troop goals.

The TCC should obtain from the troop leader what the troop’s goals are for the year. For example, does the troop have a big trip scheduled for this or a future year? If so, the troop may need to step up their sales effort. Are more or fewer Girl Scouts selling than last year? The troop should be self-supporting and should pay for membership fees, activities, uniform pieces, and Take Action projects. The troop leader(s) should **include the Girl Scouts and their caregiver(s) in the goal setting and decision-making process**. The Girl Scouts in the troop may also have individual goals; the troop cookie chair and/or troop leader should learn what these are, as that will play a part in what the troop will need in their SIO. Inform caregivers that the troop can support their Girl Scout’s experience, and they should not have to directly support the troop financially – this builds support for Cookie goals!

Step #2 Determine your cookie count.

Once your troop goal has been determined, figure out how many packages of cookies must be sold by your troop. You will not want to order *all* your cookies up front, just a significant amount. Think about what your troop will feel comfortable with. If you participated in the previous season, using that data will be helpful *as a guide*. We have found that troops should consider ordering *at least* 75% of their goal to be successful. The SIO Worksheet eform will help you make this decision (see Step #3).

Communicate this to the members of your troop so everyone is on board.

Step #3 Use the SIO Worksheet eform.

The [SIO Worksheet](#) eform will help you determine what to order for your SIO. You should only complete this form once you have done steps #1 and #2 above. In addition, if you are a new troop or this will be your first Cookie Program, there is an Excel worksheet available to help you (see page 3).

The first 9 fields capture some basic data about your troop. When you submit this form, a copy is sent to your Service Unit Cookie Program Chair (SUCPC). Next, based on the goal you and your troop determined, you will enter the total where indicated. Then enter the number of Girl Scouts you anticipate will participate in the Cookie Program. The form will automatically show you a per girl average (PGA). This is the average number of *packages* each participating Girl Scout in your troop would need to sell to reach your goal. The PGA is an important data point, but it *should not be* the sole data point you use to place your SIO.

The next step is choosing what percentage of the goal you wish to order up front – the range available in the eform is from 75% (baseline) to 95%. With each percentage chosen, you will see the total case count and how many cases of each variety goes into that total case count.

This is only a *guideline*. When placing your order in eBudde, the varieties reflected on the worksheet can be adjusted according to what you believe is best for your troop – keeping in mind the overall total you decided upon.

If you participated in 2025, we've included a link on the form to the Troop Variety Mix which details what you sold by different categories last season (SIO, Cupboard, Digital Cookie) (see page 3 here for more on the Troop Variety Mix data). If you are a new troop or are participating in the Cookie Program for the first time, we have a tool you can use to help determine your SIO; a link to this form is included on the SIO Worksheet (see page 3 here for more on the [New Troop SIO Planning Worksheet](#)).

Step #4 Submit the eform and enter your SIO in eBudde.

Your last step has two parts:

1. At the bottom of the eform, check the Captcha box and then click Submit. A copy of your eform will be emailed to you, summarizing what you entered.
2. Once you have been given access to eBudde by your SUCPC (typically in December), log into eBudde and go to the **Init. Order** tab to enter your SIO. You will enter the data in *cases* using your SIO Worksheet results as a guide. You can adjust the case count of a particular variety (want fewer Trefoils and more Thin Mints?). Once you are satisfied with your SIO entry, you click the **Submit** button.

Reminders:

- The worksheet is a **GUIDELINE** to get you started. What you order should factor in booting plans and the troop's overall commitment level. Your SUCPC can be a great resource for advice, especially if you are a brand-new troop or are participating in the cookie program for the first time this season.
- Troops are responsible for selling **AND** paying for all packages of cookies ordered. Troops and families are financially responsible for all cookie packages.
- TCCs *cannot* make the Girl Scouts in their troop sell, require them to sell a certain number of packages, or prepay for cookie packages that the Girl Scout picks up for her personal inventory.
- We understand the drive for the SIO Rewards (that's why they are there), but troops should not enter an SIO just to earn the reward if they are unsure of the troop's overall abilities. Go with what you are comfortable with and keep it motivational. This is supposed to be fun and energizing, not over-the-top burdensome.

However, ordering too few packages of cookies could jeopardize the troop from having the inventory necessary to be successful in the first two weeks of the sale and to keep up with demand.

- **Remember you will still need to enter your SIO into eBudde so that your SIO gets ordered.** We suggest troops split their order thusly: enter in OTHER that portion of their SIO that is for girl delivered orders (online or order card) and enter in BOOTH that portion of their SIO that is for their first weekend (or so) of booting (again, in full cases).
- Have a great 2026 Cookie sale! Let us know what support you need to succeed.

Returning Troop Variety Mix

For returning troops there is an additional tool to help you manage your troop's starting inventory. The [Returning Troop Variety Mix](#) takes your sales from the previous season, allowing you to look back. This data is provided for *informational purposes*. With that in mind, let's review what data is available. (Because there is a lot of data contained within this worksheet, it may take a little bit to open; we recommend you download it to your local computer/device.)

How to use this sheet

To use the form, enter your troop number to see what types of transactions (SIO, cupboard, troop to troop transfers, etc.) make up the sum of your sales. (If your troop number is fewer than 5 digits, use zeros at the beginning to make it five digits – 123 would be 00123, and so forth).

In the top section you will see your overall sales by variety, and the percentage of the total by each variety. *Note, it includes all packages for which you took responsibility, even if they were not sold.*

Next, this data is divided by category and in each category, total packages and the percentage of the total that equates to. Cupboard transactions are the net of your activity, so it reflects what you had after any exchanges. Troop to troop transactions are also the net of what you traded or transferred to another troop against what you received from another troop. It also reflects any Service Unit to Troop transactions – in a typical year these are rare.

You will also see here the Digital Cookie activity, including Girl Delivery.

With this data and your 2026 sales goal, you will be able to determine an SIO that best meets your troop's needs. Reach out to your SUCPC if you have any questions or need additional guidance.

Troop Variety Mix												
Use this tool to see what your Troop's variety mix was for the 2024 Cookie Program. Simply enter your Troop number (including any leading zeros) and your Troop's data will display that number of packages for that variety and what percentage of your total sales it was. In addition, you can see a breakdown by category (Starting Inventory Order (SIO), Digital Cookie (DC), Cupboard (C), Troop to Troop (TT), and Troop to Troop (TT) for what makes up your total sales.												
Troop Number	0004	# of Girls Part. 11										
Total Packages	ADV	LU	TRE	DSD	SAM	TAG	TM	SM	TT	C4C		
Total	2,793	260	344	128	100	542	124	632	124	12		
Percentage of Total	9.67%	12.35%	12.32%	4.58%	3.59%	23.35%	4.45%	22.63%	4.44%	0.43%		
Detail												
Category	Total Packages	ADV	LU	TRE	DSD	SAM	TAG	TM	SM	TT	C4C	
Starting Inventory Order (SIO)	2,443	192	192	204	204	432	120	644	120	0	0	na
Percentage of Total		7.86%	7.86%	8.35%	8.35%	16.87%	4.83%	26.36%	4.83%	0.00%	0.00%	
C4C (In-Person/Booth Only)	1											1
Percentage of Total												0.00%
Cupboard (Net)	350	45	45	38	42	117	32	0	54	38	na	na
Percentage of Total		16.11%	16.11%	15.32%	15.32%	42.00%	8.89%	0.00%	23.14%	15.32%		
DC Girl Delivery Count*	507	45	37	44	35	119	63	100	34	10	0	0
Percentage of Total		18.15%	13.25%	15.78%	12.53%	42.71%	22.67%	35.85%	11.93%	3.26%	0.00%	0.00%
DC Shipped Count*	200	10	9	8	8	39	29	43	10	4	2	2
Percentage of Total		5.01%	4.55%	4.00%	4.00%	19.50%	14.50%	21.50%	5.00%	2.00%	1.00%	1.00%
DC C4C Only (SIO or SHIP)	23											23
Percentage of Total												0.82%
Troop to Troop (Net)**	270	4	45	25	0	100	38	414	0	0	na	na
Percentage of Total		1.43%	1.61%	0.90%	0.00%	35.84%	13.61%	148.18%	0.00%	0.00%		

* If you are using the result of this tool to compare to your Troop's previous year's results, please note that the results of this tool are based on the data provided by the Girl Scouts of the USA. The results of this tool are based on the data provided by the Girl Scouts of the USA. The results of this tool are based on the data provided by the Girl Scouts of the USA.

** Includes any Troop to Troop transactions that have been approved through the Girl Scouts of the USA.

New Troop SIO Planning Worksheet

2025 PGA BY LEVEL and PGA by AREA

To help new troops to determine an appropriate Starting Inventory Order (SIO), use this worksheet to see how troops similar to yours (same troop size, program age level) did in 2025. These totals exclude Cookies for the Community (C4C), as they are not something that can be ordered with the SIO.

We have found that troops who place a Starting Inventory Order of 75% of their total anticipated sales are best positioned for success. A Starting Inventory that is too low will result in chasing down cookies at cupboards that will be very busy, but you also want a proper amount up front so your valuable time is spent selling the cookies with your girls. We have found that for new troops, a Per Girl Average (PGA) no greater than 160 packages is best. You will see the PGA in the bottom row of numbers.

Once you have determined what to order, enter the data into eBuddle (the software we use for the Cookie Program).

STEP 1 - Choose your girls' program level:

STEP 2 - Which Service Center do you work with?

STEP 3 - How many Girl Scouts (youth members) do you anticipate will participate in 2026?

STEP 4 - Choose a percentage between 75% and 95%

STEP 5 - Enter your order (in cases) into eBuddle (see page 10 of the Troop Cookie Chart Guide)

On average, a troop of the same size in your area and of the same program level sold total 2333 pgs (This number means there were no troops that reached into or above this point)

90 This is 80% of your expected 2026 sales (in cases)

Potential mix of cookies:

ADV	LU	TRE	DSD	SAM	TAG	TM	EXP	TT	Total
7	8	8	8	19	11	22	10	4	90

Average number of packages per GS: total PGA

9	11	11	11	25	15	20	13	5	120
									Pgs

Exploremores: sales data is for S'mores, but for the projection it is an anticipated percentage of Exploremores sales.

The [New Troop SIO Planning Worksheet](#) works similarly to the SIO Worksheet eform, but it will help you plan your SIO by providing data on troops that are like yours – same troop size, program age level, and geographic area. The information does not include any Cookies for the Community (C4C) data, as you will not be pre-ordering C4C. (Note: this page may take a few moments to open; we recommend you download it to your local machine/device.)

You will want to use this worksheet and then move to the SIO Worksheet eform itself, entering your troop's goal (as defined by the troop, as we described on pages 1 and 2 of this document). Once you have determined your SIO, you enter your results onto the Init. Order tab in eBuddle.

To use the New Troop SIO Planning Worksheet, simply select your troop's program age level (Daisy, Brownie, Junior, etc.), the service center (GSLA office) you work with, how many Girl Scouts (youth members) you anticipate

will participate in 2026 and then choose a percentage from 75% to 95% of your goal. The resulting potential mix of varieties will appear.

You will want to use the SIO Worksheet eform to make your final determination as that will factor in your sales goal, which this tool does not, and the SIO Worksheet eform will more accurately reflect the new cookie, Exploremores, whereas this New Troop SIO Planning Worksheet is using the S'mores data.