



September – early January

Pre-Cookie Program

- Open a troop bank account.
- Make sure all your girls that would like to participate are registered.
- Have a signed [Parent/Guardian Permission and Responsibility Agreement](#).
- Fill out your troop [ACH Form](#) (you will also need a photo/scan of a voided troop check to upload).
- Fill out your [Troop Cookie Chair Agreement \(TCC\)](#).
- Review [Cookies 101 Guide](#).
- Attend your Service Unit's Cookie Training.
- Become familiar with your *Cookie Program Basics Guide for Troop Cookie Chairs* and the *Bite-Sized Guide* (both available online under [Cookies+](#))
- Check the [eBudde "Help Center"](#) (click on the tab once logged in) and [Cookies+](#) pages for updates and training opportunities. Lots of information at your fingertips.
- Arrange your troop Cookie Training for your Girl Scouts and their caregivers.
- Solidify a goal that the girls would like to achieve.
- Decide what your Starting Inventory Order (SIO) will be with the advice from an experienced troop and the [Help Guide – Starting Inventory Worksheet](#).
- Place your SIO in [eBudde](#).
- Attend a Cookie Kick Off.
- Encourage your girls to create their Digital Cookie (DC) storefront beginning January 22, 2025. Parents/caregivers will receive an email from DC to Login and set up. No



Cookie Season – Cookies Arrive

- Explore eBudde, look for webinars, and ask questions if anything is unclear.
- GSGLA will load your Girl Scouts into eBudde the week of January 6; check to make sure all your Girl Scouts are there.
- When your Service Unit (SU) requests it, request a time slot to pick up your Starting Inventory Order (SIO) in eBudde.
- Check with your SU and read 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 number of packages to fill orders they received earlier from Digital Cookie and/or in person orders.
- 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 set up their Digital Cookie storefront beginning January 14 (they cannot send emails until January 14). They can also begin door to door sales on January 14.

January



NEW TROOP CHECKLIST

February – early March

Cookie Season – Boothing

- 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 caregiver report the number of cookies they need to help their girl fill her online orders.
- Have the caregiver communicate with you if they have excess cookies at home. Maybe another girl in your troop needs them to fill orders.
- If your troop has booth sale (see your *Troop Cookie Chair Guide* for details), record each sale using the Record a Booth Sale button on the Girl Order tab in eBudde.
- 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 sales) 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 (as applicable)
- Print out the Girl Rpt from the Rewards tab in eBudde (or you can print the Girl Reward HTML report from Reports tab, which gives you a "packing list" per girl) and save for reward delivery and distribution.
- Congratulate your Girl Scouts on their first Cookie Season!
- Rewards typically arrive in late summer, around August.

March – rewards arrival

