eBudde Wrap-up

Wrapping up the cookie program is easy if you have kept up with assigning cookies to Girl Scouts and recording payments along the way. Use this checklist to make sure you have completed all 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. 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.
- ☐ **Cookies for the Community**–C4C packages (**not** dollars) from each Girl Scout's individual orders as well as from boothing need to be recorded on the ***GIRL ORDERS*** tab. These sales count towards the C4C rewards and the Girl Scout's overall sales level.
- ☐ **Opt out** - Cadette, Senior and Ambassador troops have one final opportunity to opt out of rewards, if all of the Girl Scouts agree. Troops that earn the 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 on the ***SETTINGS*** tab.
- ☐ **Assign packages to the Girl Scout who sold them** on the ***GIRL ORDERS*** tab so that EVERY PACKAGE is assigned to a Girl Scout. **Even if a troop is opting out of rewards, assigning cookies is important** to make sure each Girl Scout earns the right number rocker patch and she will receive her invitation to the signature rewards events, if earned. Assign packages from the Digital Cookie Troop Link to Girl Scouts and make sure that the line item for the link is at zero.
- ☐ Troops should record all payments received from Girl Scouts (from their parents/guardians) on the ***GIRL ORDERS*** tab to properly account for the amount due from each Girl Scout. eBudde tracks each Girl Scout's financial responsibility. This can make troop collections very clear. Record each payment as you receive it.
- ☐ Troops must review their ***REWARDS*** tab. Some items may require a size or a choice between an event, an item, or other options. 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 with Girl Scouts that reach levels where selections are required need to communicate with the Girl Scout'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 Scout'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/caregiver. Scan the QR code to the right to print the form.
- ☐ 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.
- ☐ Turn a copy of the **Sales Report** and deposit receipts to your troop leader for year-end financial reports.

  Scan the QR code to the right for tips on how to read your Sales report.

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