

2025 Girl Scout Cookie Program Volunteer Guide





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Greetings, Girl Scout Volunteers!

This year's cookie season theme is "Embrace Possibility". Now that is something Girl Scouts know all about! I have seen the pictures of your exciting travels, from the birthplace of Girl Scouting in Savannah, Georgia to New York City to overseas adventures. I've also witnessed Girl Scouts "Embrace Possibility" at camp—conquering the high ropes course for the first time or braving paddle boards. There are endless possibilities when you are a Girl Scout. It also takes a successful Cookie Program and the support of incredible leaders like you to fund all the "fun" and make irreplaceable memories for your troop. Our cookie customers understand that each box of cookies is an investment in a Girl Scout's future.

This year, we have a special focus on increasing Girl Scout participation and engagement for the 2025 Girl Scout Cookie Program. Whether through online sales with Digital Cookie®, paper order-taking, or at cookie booths—every step of the program helps Girl Scouts develop core entrepreneurial skills like goal setting and managing funds. There are many ways to participate. I would love to see every Girl Scout troop reach their goals this season.

As you embrace possibilities this Girl Scout Cookie season, remember that your time and effort truly matter, and you are creating life-changing opportunities for your Girl Scouts.

Thanks for all you do,
Maggie Elder
CEO, Girl Scouts of Kentuckiana



Nine Great Flavors

Seven Flavors
\$6 per package

Specialty Flavors
\$7 per package

Adventurefuls®



Do-si-dos®



Lemon-Ups®



Samoas®



Tagalongs®



Thin Mints®



Trefoils®



S'mores®



Toffee-tastic®



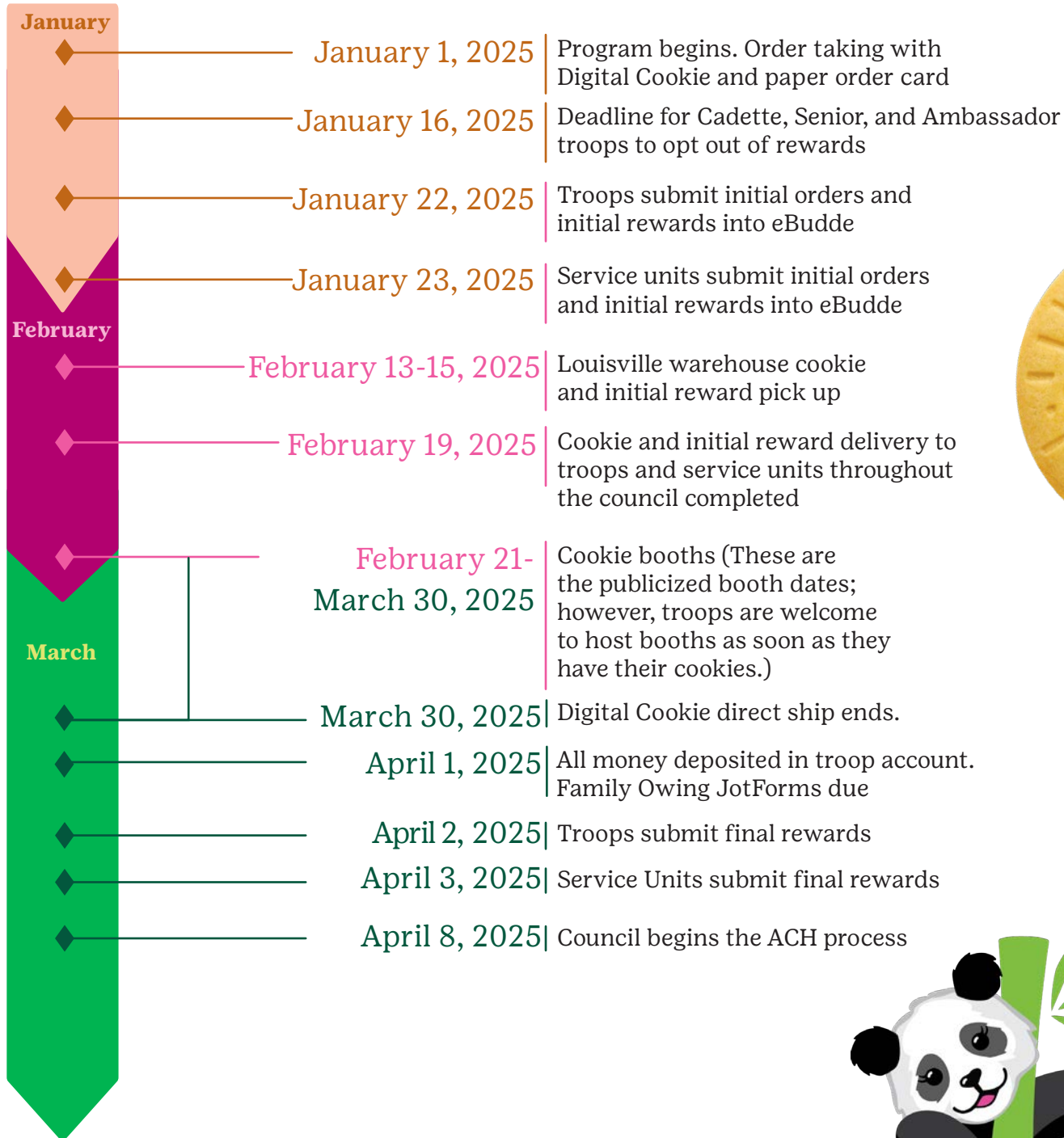
Specialty Flavors

Top 20 Troops, 2024 Cookie Program

Troop	Packages Sold
152	25,014
685	15,638
3818.....	15,508
495	13,457
137	13,407
2799	12,291
1890	12,158
933	11,812
288	10,322
688	10,088
55	9,779
1243.....	9,139
1647.....	9,108
1220	9,011
2129.....	8,991
773.....	8,543
1650	7,815
547	7,795
1003	7,600
2442	7,473

Important Dates

These are the established dates as of the printing of this guide. Dates are subject to change. Please visit www.gskentuckiana.org or look for the weekly Product Power Connection e-newsletter for any updates regarding the Girl Scout Cookie Program.



Cookie Basics

The Five Skills

The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world and Girl Scouts learn five key skills they will use for a lifetime:

1. Goal setting: Set cookie goals and make a plan to reach them.
2. Decision-making: Decide how their troop will spend the cookie earnings.
3. Money management: Make a budget, take orders, and handle customers' money.
4. People skills: Learn to talk and listen to all kinds of people while selling cookies.
5. Business ethics: A Girl Scout is honest and responsible every step of the way.

Your time and talents are valuable to the Girl Scout Cookie Program. Thank you for helping build a program where Girl Scouts learn, grow, and make a lasting impact on the world.

Troop Basics

Initial orders are taken from January 1–January 22, 2025. Girl Scouts should have their order cards to their troop by January 22, 2025. Check out a list of rewards for initial orders on page 25.

After January 22, Girl Scouts may continue to take orders from friends, family, and neighbors and use Digital Cookie until March 30. Troops may hold booth sales from February 21–March 30 to increase their sales and qualify for higher level rewards.

Cookie Lineup

Customers can choose from nine great flavors offered this year.

Seven Core Flavors: Adventurefuls, Do-si-dos, Lemon-Ups, Samoas, Tagalongs, Thin Mints, and Trefoils are \$6.00 per package. Basic troop profit is \$0.80 per package.

Two Specialty Flavors: Girl Scout S'mores and Toffee-tastic (gluten free) are \$7.00 per package. Basic troop profit is \$0.90 per package.

Who Can Participate?

All registered Girl Scouts with a signed permission slip can participate in the Cookie Program.

All troops must be clear of any debt due to the council in order to participate. Any Girl Scout who has unpaid family cookie debt from previous seasons may not participate in order card sales. The troop may allow participation in Digital Cookie or booth sales at their discretion.

How Do We Get Started?

Encourage your Girl Scouts to set troop and individual goals. Hold a family meeting and discuss what the troop has planned for the 2025 Cookie Program. Collect a signed permission slip from the primary guardian for each participating member of your troop.

Remember, when adults understand the importance of the Cookie Program, they give their full support and help their troop do everything it takes to be successful. Encourage your troop to inspire their families and supporters.

Materials

The following materials are available at www.gskentuckiana.org/cookieresources. You can also contact Customer Care at **888-771-5170** or customercare@gskentuckiana.org if you need additional copies.

- Cookie Program Volunteer Guide
- Girl Order Card
- Goal Getter Order Card
- Cookie Receipt Books
- Money Collection Envelope
- Family Guide
- Product Permission Slip

Product Power Connection

The Product Power Connection is our council's weekly email newsletter, with information and updates specific to the two product programs we offer. During key times of the year, Product Power Connection is delivered on Tuesdays to all registered Girl Scouts of Kentuckiana families. If you aren't receiving these emails, please contact Customer Care at **888-771-5170**.

Training

It is recommended that troops have at least one adult participate in a cookie training.

- Council will host Cookie Program trainings in November and December virtually.
- Online trainings are available at www.gskentuckiana.org/cookieresources.
- For more information about cookie training, visit www.gskentuckiana.org/cookieresources or visit www.gskentuckiana.org/eventslist.

Safety Tips

- Wear Girl Scout attire to identify yourself as a Girl Scout.
- Sell in familiar areas and neighborhoods.
- Daisies, Brownies and Juniors must be accompanied by an adult. Cadettes, Seniors, and Ambassadors should be supervised by an adult and should never sell alone.
- Always have a plan for safeguarding money.
- Never enter the house of a customer. Avoid selling to people in vehicles or going into unfamiliar areas.
- Do not give out personal information.
- Check with an adult when using online sites or social media for cookie promotion.

Financial Responsibility

The troop is financially responsible for:

- All cookies picked up at initial delivery and cookie cupboards.
- The total number of cookies ordered. Check orders for unusual quantities before hitting the submit button in eBudde.
- Counting and signing for all cookies at delivery and from cookie cupboards. The signed receipt is final. There are no exchanges/returns.
- All payments received for cookies and all money collected at booth sales.
- Providing parents/guardians with receipts for cookies received and money collected.
- Making timely deposits of all money into the troop bank account (required to participate in the Cookie Program).
- Any lost or stolen money.
- Distributing all rewards. Rewards for any Girl Scout with outstanding debt should be held until the balance is paid in full.

The family is financially responsible for:

- All cookies ordered by their Girl Scout. The troop should give receipts for all transactions.
- All money collected from customers.
- Turning in payments to the troop by given deadlines. Turning in money often is recommended.
- Any lost or stolen money. The guardian who signed the product permission slip will be held liable.
- Signing receipts anytime they pick up cookies and/or make payments.

Troops may not return excess cookie inventory to council.

If a package is damaged (crushed box or sealed but empty), the package can be exchanged at any cookie cupboard for a non-damaged package of the same cookie flavor.



Cookie Payments

- Customers can pay for cookies with cash, checks made payable to the troop, or credit cards.
- Troops can use the Clover Go app to have credit card fees covered by council. All troops can request access to the app. The link can be found at www.gskentuckiana.org/cookieresources. Clover can be used by customers to purchase cookies or for families to pay their cookie bill.
- Contact Customer Care at **888-771-5170** for more information.

Bank and Receipt Procedures

- Troops must have a troop bank account and an ACH JotForm on file with the council to participate in the Cookie Program. It can be found at www.gskentuckiana.org/cookieresources.
- Troops should deposit cookie money often into the troop bank account.
- Troops with families owing cookie funds need to submit a Family Owing JotForm with signed receipts by April 1, 2025, in order to have the adjusted amount withdrawn from the total due to council.
- The total amount due to council is listed under the Sales Report tab in eBudde.
- To accommodate Family Owing JotForms, transfers between troops, and late orders, ACH withdrawals may occur in more than one transaction and date.
- Parents/guardians are responsible for all Girl Scout cookies and money received. Have parents/guardians sign receipts.
- Fill out a receipt each time money or cookies are exchanged.
- Make sure adults count cookies before signing the receipt.
- Count money in front of parent/guardian before signing the receipt.
- Adult receives one copy and troop keeps one copy.
- Troops will be held responsible for entire balance due to council if signed receipts are not included with Family Owing JotForms.

Digital Cookie

Digital Cookie is the online cookie sale channel for the Girl Scout Cookie Program. Girl Scouts and troops can set up personalized cookie sites that can be shared with friends and family. Digital Cookie is run by GSUSA and is not controlled by Little Brownie Bakers (the company that makes our cookies) or council staff.

To Begin Digital Cookie

- Council must have each Girl Scout's registration data correct and complete. This includes the accurate name, birth date, troop number, grade level, and parent/guardian email address.
- Service unit cookie chairs should work with troop leaders to make sure that their troop's information is accurate and up-to-date.
- Council can help service unit cookie chairs access troop rosters that list current registration information.
- Changes to troop information may be made by visiting myGS at mygs.girlscouts.org.
- If additional assistance is required, or if you have a parent, guardian, or leader who does not receive the Digital Cookie link, please call Customer Care at **888-771-5170**.

Once Digital Cookie is activated

- Parents/guardians will receive an email in December. Remind them to look for the email.
- This email will contain instructions on creating their Girl Scout's site and how to receive and accept orders.
- All Digital Cookie online orders will automatically be imported into eBudde and credited to the Girl Scout and funds credited to the troop in eBudde.
- Troops' Digital Cookie links will be displayed on girlscoutcookies.org once Digital Cookie is active. Customers will enter their zip code to find nearby troops to place cookie orders to be donated or shipped.

Customers have three options:

- **Donated cookies:** purchase virtual cookies that will be donated to U.S. military troops via Operation: Cookie, our council-wide initiative. Please see the next column for more details.
- **Direct shipped delivery:** purchase cookies that are shipped directly to the customer.
- **Girl delivery:** parent/guardian will have to approve this option, and the Girl Scout will need to order and pick up cookies from their troop inventory and deliver to the customer. Toffee-tastic will be available for girl delivery and booths during the initial order period only. After initial orders are submitted on January 22, Toffee-tastic will only be available on Digital Cookie for orders directly shipped to customers.

All digital orders are pre-paid by the customer online.

Parents/guardians love the convenience of using Digital Cookie, and Girl Scouts who participate in Digital Cookie sell 76 percent more than those who participate in the traditional program alone. Help your troop reach their goals with Digital Cookie.

Accessing Digital Cookie as a volunteer

1. Watch for an email from Girl Scout Cookies with an email address of email@email.girlscouts.org.
2. Click on the **Register Now** button in the email.
3. Create a password and use your email address and password to login.
4. View the safety video and sign the Terms and Conditions.
5. Check out your troop's progress on your Digital Cookie dashboard.
 - There is a set of Terms and Conditions for each role. If you have multiple roles, you will sign multiple Terms and Conditions.
 - If you are also a parent/guardian, you can expect an email to arrive about a week after your volunteer email. You do not need to register again if you are using the same email for all roles.

- If you use different email addresses for different roles, i.e. one for your Girl Scout volunteer communication that is different than your email used as a parent/guardian, you will have separate accounts for each role and need to register each of them.
- When logging in, you will be prompted to select a role: parent, troop leader, or service unit. If you have one email address on file for all roles, you can switch between them using the Select a Role button at the top.

The rewards that can be earned by participating in Digital Cookie are listed on page 32.

Operation: Cookie

Operation: Cookie is a council-wide campaign. Troops can take orders for cookies that will be shipped directly to military troops and organizations. These orders must be listed in eBudde under the OpCke column. The rewards will automatically generate in eBudde under the Rewards tab.

The rewards that can be earned by participating in Operation: Cookie are listed on page 32.



What's in a Box?

Every box invests in Kentuckiana Girl Scouts.
100% of proceeds stay local within our council.

Powering Girl Leadership

Where does the money go? For 2025, here's a snapshot estimate of price breakdown when a Girl Scout sells one package of cookies.



\$6 Money from 1 package of cookies

\$1.30	Cost of the cookies
\$0.84	Stays with the troop
\$0.37	Seller rewards
\$0.20	Costs to run the Cookie Program
\$0.79	Camps & Properties
\$0.26	Recruiting new girls and volunteers
\$0.43	Adventures & Programs
\$0.72	Services & Support to members
\$0.20	Marketing
\$0.07	Training
\$0.13	Connectivity & Technology
\$0.23	Fundraising the future
\$0.46	Council business & general costs



Scan the QR code to view, download, or share a print-ready handout for this page.

Entrepreneurship Badges & Pins

When girls sell Girl Scout Cookies, they learn to think like an entrepreneur. They practice goal setting, decision making, money management, people skills, and business ethics. Girls can earn badges and pins each year they run their own Girl Scout Cookie business. Then they can explore their own business ideas by earning an Entrepreneur badge.

	Cookie Business	Financial Literacy	Cookie Entrepreneur Family	Entrepreneur
Daisy				
Brownie				
Junior				
Cadette				
Senior				
Ambassador				

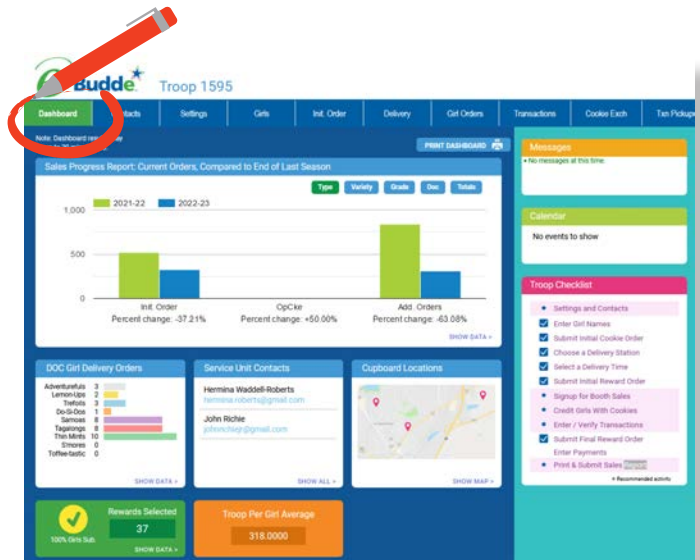
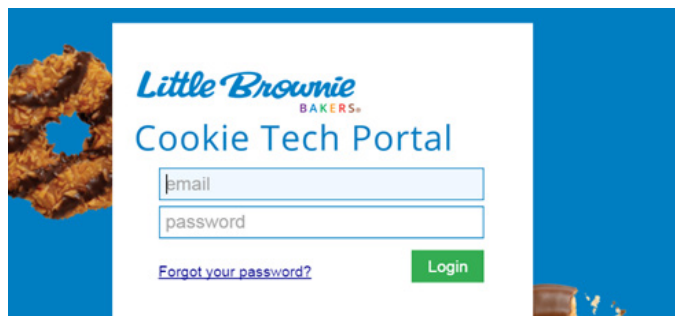
eBudde

The online cookie inventory management system from Little Brownie Bakers is called eBudde. You will receive eBudde updates and announcements via email. Do not unsubscribe from these emails; you will miss important announcements and information.

A Troop User Manual with step-by-step instructions for each of the tabs is available under the Help Center tab.

eBudde.LittleBrownie.com

(A mobile app is also available; see page 20.)



Initial Log In

1. User receives welcome email with login link.
2. Click on the link.
3. At the login screen, enter your email and password.
4. At the profile screen, enter the password that you used in Step 3. Also review/enter all additional information.
5. Enter Little Brownie Cookie Tech Portal system.
6. Confirm account update via email link.
7. Your Troop Dashboard will appear.

Troop Dashboard

- This is the screen you will see every time you log into eBudde.
- Important messages from the council and/or your service unit may be posted on this screen.
- The troop checklist for tracking activity in eBudde is available here.

Contacts Tab

Click **Edit** next to your contact information to update your personal information as needed.

Click **Update Contact Info** to save the information.

Click **E-mail Caregivers** to send emails directly to families.

Caregiver E-mail:

Calling all cookie communicators!

Please help us keep the eBudde™ system humming by using the best tool for the communication job:

1. For basic information such as policies and procedures, post files on your council's section of the Help Center system. Volunteers can access them again and again without bogging down the system.
2. For alerts and timely reminders, use eBudde's™ in-system messaging. Now you can upload your file and the link will be sent to recipients. The attachment link will expire 45 days from the day of upload.

Remember "Caregiver email" is provided as a convenience to broadcast information to the caregivers for your girls. Unlike the "Notices" system, email messages will only go out once per "send". Recipients will not be able to reply to this email.

When you use the best tool for the communication job, you help keep eBudde™ quick and lively for everyone. Thanks!

* Subject:

* Message: Plain Email ☒ HTML Email ☐

(max 5MB)

Attachment: No file selected.

* Send Email To
☐ Select All
☐ Jasmine J.
☐ Penelope J.
☐ London W.
☐ Shaniah L.
☐ Virginia J.

Settings Tab

1. Click the **Edit** button. Some fields are not accessible for troops. Make sure all information is correct. If any information is incorrect that you can't edit, please contact Customer Care at **888-771-5170** or **customercare@gskentuckiana.org** for corrections.
2. Enter Troop Goal (packages).
3. If you choose to opt out of rewards, please contact Customer Care to have that setting changed. See page 34 for more information.
4. Click **Save**.

If you are a new troop or have updated bank information, use the ACH JotForm found at www.gskentuckiana.org/cookieresources to submit your bank information. A troop bank account is required to participate in the Cookie Program.



eBudde Troop 10431

Dashboard | Contacts | **Settings** | Girls | Init. Order | Delivery

Troop Settings

General	Previous Season
Number: <input type="text" value="10431"/>	Initial Order Pkgs:240
Girls Registered: <input type="text" value="0"/>	#Girls Selling:2
Girls Selling: <input type="text" value="0"/>	#Girls Registered:2
Troop Goal (pkgs): <input type="text" value="0"/>	Troop Goal Pkgs:0
Parent IO Deadline: <input type="text" value="10/31/2022"/>	Troop C_GOC Pkgs: 0
Level: Senior	Additional Order Pkgs:355
Active Seller: yes	
Opt out of rewards for add. proceeds: no	
You will receive rewards.	
Participation: 2019-20, 2020-21, 2021-22, 2022-23	
DOC Troop?: yes	
DOC Sync Status Not_sent	

Girls Tab

- All registered girls will be automatically uploaded into eBudde.
- Verify that all girls are in eBudde so they can participate in Digital Cookie.
- Troops will not be able to add a girl to a troop in eBudde.
- If a girl is missing from eBudde contact Customer Care at **888-771-5170** or customercare@gskentuckiana.org.
- Once registration is confirmed, the girl will be entered into eBudde by council.
- Uploads will be run weekly to ensure all newly registered girls are entered.

Initial Order Tab

1. Click on each girl's name.
2. Enter the number of packages sold via the order card for each flavor.
3. Operation: Cookie: These cookies are virtual and will not be delivered to your troop. Council will handle the inventory and distribution of Operation: Cookie donations.
4. Digital Cookie Girl Delivery orders approved by the parent/guardian can be added to your troop initial order. This will save you and the parent/guardian an additional trip to go get those cookie packages. Orders should be submitted in Digital Cookie by January 21. See details below.
5. Click **Save**.
6. Repeat the process for each girl.
7. Click **Save** at the top of the screen.
8. The troop order is now saved.

Parent Initial Order with Girl Delivery

When the parent initial order comes in from the Digital Cookie system, it will populate the Order Card row of the Initial Order tab. You will need to review and save the order. You are allowed to edit the numbers as well. To do this click in the row and the edit screen will be displayed.

- **Needs Review** reflects that there are no quantities entered yet and no parent initial order sent from Digital Cookie.
- **Review Parent IO** reflects that there are no quantities entered yet and a parent initial order has been sent from Digital Cookie.

Troop Initial Order

Print

All Girl IO orders should be reviewed

Uses DOC	Girl		C_GOC	Advf	LmUp	
✓	Addison B	Order Card	Review Parent IO	0	0	0
		DOC Girl Del.		0	0	0
		Total Order		0	0	0
✓	Elizabeth C	Order Card	Needs Review	0	0	0
		DOC Girl Del.		0	0	0
		Total Order		0	0	0
✓	Isabelle C	Order Card	Needs Review	0	0	0
		DOC Girl Del.		0	0	0
		Total Order		0	0	0
✓	Samantna C	Order Card	Needs Review	0	0	0
		DOC Girl Del.		0	0	0
		Total Order		0	0	0
✓	Suzie T	Order Card	Needs Review	0	0	0
		DOC Girl Del.		0	0	0
		Total Order		0	0	0

- **PIO** in grey reflects the quantities sent from Digital Cookie. Numbers are populated in the Order Card column. Original submission numbers will always be visible.

Addison B. Initial Order

Product	Order Card
Gift of Caring PIO=0	0
Adventurefuls PIO=10	10
Lemon-Ups PIO=7	7
Trefoils PIO=4	4
Do-Si-Dos PIO=8	8
Samoas PIO=12	12
Tagalongs PIO=6	6
Thin Mints PIO=24	24
S'mores PIO=20	20
Toffee-tastic PIO=1	1

Submitting Initial Order

1. Review the totals at the bottom of screen.
2. Because initial orders are delivered in full cases you will find cookies in the Other+Booth line. Those cookies should be assigned to girls before you submit your order to earn initial rewards.
3. Check to make sure you don't have an extra zero or haven't accidentally ordered 1,000 packages of Trefoils!
4. Remember, once you submit your order the cookies belong to your troop.
5. Click **Submit Initial Order**.
 - You can save and edit as many times as you need to, but you can only submit once.
 - After you submit your order, you will not have access to change any initial order information. This order will copy over to the Girl Orders tab.
 - Troop initial orders must be submitted by 11:59 pm EST, January 22, 2025.

Variety	My Troop
Adventurefuls	17
Lemon-Ups	17
Trefoils	17
Do-Si-Dos	17
Samoas	17
Tagalongs	17
Thin Mints	9
S'mores	9
Toffee-tastic	9
Troop Total	129
Pickup Total	129

Who is picking up your cookies?
☒ Someone from my Troop
☐ Some other Troop (or my SU)
 Will you be picking up for more than one troop?
☐ Yes ☒ No

Delivery Tab

1. Choose who will be picking up your cookies.
2. If you will be picking up for more than one troop, specify troop numbers.
3. If you have the option, choose your delivery station.
4. Those selecting a delivery station must also choose a pickup day and time. There may be up to three lines to pick between.
5. Select an open spot and your troop number will be auto populated.
6. Click the **Submit** button.
7. The system will confirm that your delivery information was updated.

Delivery Station and Time
Please choose your Delivery Station

3 Sisters (752) ▼

You need 1 slot.

Line: Line 1 ▶

10:00am	T11625
10:10am	
10:20am	S615
10:30am	
10:40am	
10:50am	
11:00am	
11:10am	
11:20am	
11:30am	
11:40am	
11:50am	

Rewards Tab

Submitting Initial Rewards Order

1. Click **Fill Out** next to Initial Rewards Order.
2. Click on each girl's name to enter the correct rewards.
3. Click **Submit Girl Order**.
4. Repeat for each girl as needed.
5. Submit troop order.
6. Click **OK** in the pop-up box to confirm your submission.
7. Once the girl rewards are submitted, no changes can be made.
 - Initial girl rewards are received at your initial order pickup.

Girl Orders Tab

Add Transactions

1. Click on the girl's name.
2. Click **+Order**.
3. Record the total number of packages in the appropriate row.

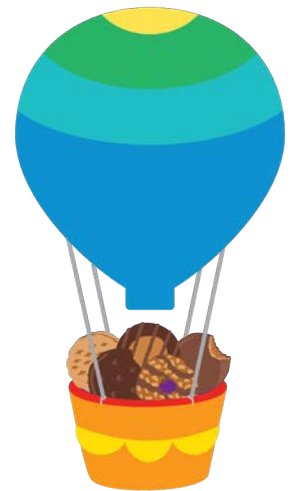
For Operation: Cookie

- Record virtual donated packages.
- Girls will collect payment at the time of order.
- These additional orders will increase the amount of money owed by the girl and the troop.
- No cookies will be received by the troop.
- Cookies will be sent directly to an organization that ships to U.S. military troops.
- At booth sales, please don't collect actual boxes of cookies to donate for Operation: Cookie. Operation: Cookie donations are always virtual, and council will not accept any physical boxes for these donations.

Record Girl Payments

This tab also gives troops the ability to track money due and payments from families.

1. Click on girl's name.
2. Click **+Pay**.
3. Record the date in the Comment box.
4. Record total amount paid in the Paid box.
5. Click **Save** to save transaction.
6. Repeat for each girl as needed.



Product	Packages	Financials
Operation: Cookie \$ 6.00	6	Total Due \$ 372.00
Adventurefuls \$ 6.00	6	Paid 0
Lemon-Ups \$ 6.00	6	Bal. Due \$ 372.00
Trefoils \$ 6.00	6	
Do-Si-Dos \$ 6.00	6	
Samoas \$ 6.00	6	
Tagalongs \$ 6.00	6	
Thin Mints \$ 6.00	6	
S'mores \$ 7.00	6	
Toffee-tastic \$ 7.00	6	
Total	60	

Booth Sales Tab

Sign Up for Booths

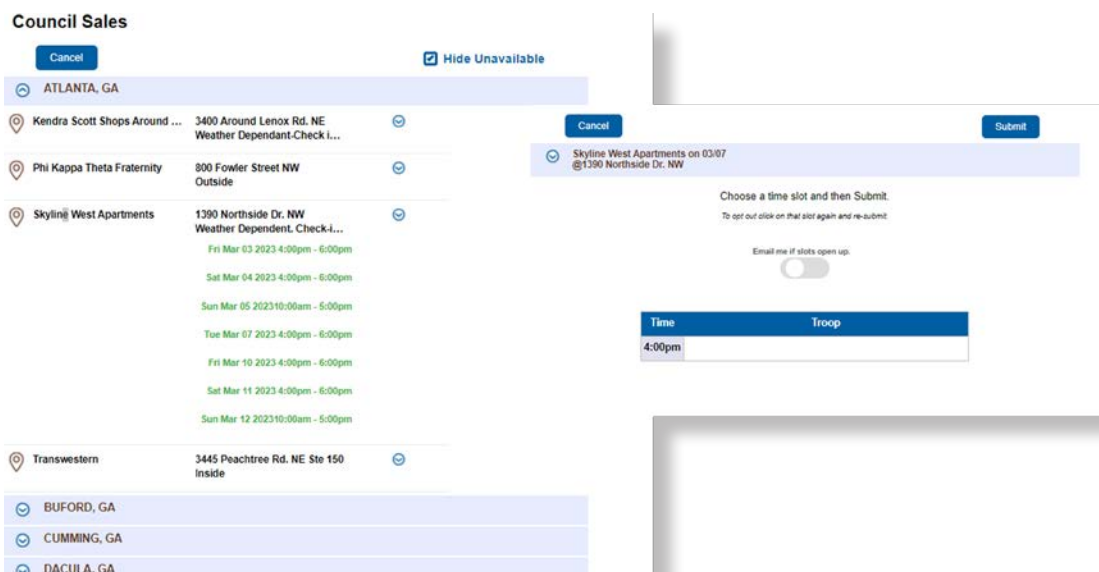
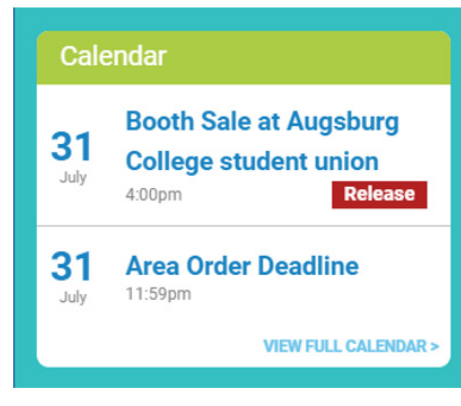
1. Click the **Sign Up for a Council Booth** button.
2. Click on the down arrow next to the city where you would like to hold a booth.
3. Then click the down arrow for the location you would like to hold a booth.
4. Select the time period you would like to choose.
5. Click **Submit**.
6. You will receive a message that your time is reserved.
7. You can also choose **Find Free Slots** to narrow down your options based on criteria such as date.

All booth sites in eBudde are loaded into the Cookie Finder App and the national Girl Scout Cookie link. Customers use this app and link to find cookies in their zip code.

If you are unable to attend the booth you signed up for you should release it so another troop can sign up. Follow the steps above and click your troop number to free the spot. You can also cancel the booth by going to the calendar on the Dashboard tab and clicking release. It is important to keep booth information updated so that customers always know where they can find cookies.

Add Your Own Booth

1. Click the **Add/Edit a Troop Booth** button.
2. Click the **+Add** button.
3. Enter all information.
4. Click **Save**.
5. Your request is in a Pending status until reviewed.
6. Booth site will be approved by the service unit.
7. Your status will change to either Approved or Denied. If denied you will get a message explaining why.



Booth Sale Recorder

The system will display the booth sites that the troop has signed up for. Sales are listed in chronological order, oldest to newest. If you have recorded sales for a booth site, it will appear gray in the list.

1. Click the booth site that you want to record sales for. Enter the total packages sold at the booth site by variety for the troop. eBudde will calculate the money collected.
2. Click **Go to Distribute** to go to the girl distribution screen.
3. eBudde will assume all girls have attended by checking the box next to their name. If there is a girl that did not attend, uncheck the box next to her name. You can select all or deselect all by checking the **(De)select All Girls box**.
4. Enter the packages sold for each girl or eBudde™ will automatically evenly distribute those boxes. Click the **Distribute** button to divide evenly.
5. Once you have completed all the data entry, click the **Save** button. A transaction record will be created on the girl order tab for each girl present at the booth.

Transactions Tab

Submitting a Cookie Cupboard Pending Order

All cookie cupboards need a pending order to ensure cookies are available.

Troops who do not submit a pending order prior to pickup may not be able to get their entire request.

1. Click **+Add**.
2. Select the pickup location using the down arrow and date of your choice.
3. Click **Save**.
4. Your pickup date is now set. A receipt number is automatically generated.
 - A. Fill in correct number of cases/packages by flavor.
 - B. Click **Save**. You can also click **Print** for a copy of your transaction.

Note: Your troop will show a pending transaction on the Transactions tab.

- Pending orders will be released by the cookie cupboard managers after pickup.
- Troops sign receipt at pickup.
- Keep all signed receipts for your records.

Booth Sale Recorder

Cancel Revert Go to Distribute

Becky's Pizza Parlour: 2022-07-23 10:00am

Product	Cash Sales	BOC Sales	Total
Adventurefuls	1	0	1
Lemon-Ups	1	0	1
Trefoils	1	0	1
Do-Si-Dos	1	0	1
Samoas	1	0	1
Tagalongs	1	0	1
Thin Mints	1	0	1
S'mores	1	0	1
Toffee-tastic	1	0	1
Total	9	0	9

Booth Sale Recorder

Cancel Distribute Save

Becky's Pizza Parlour: 2022-07-23 10:00am

Cookie: 7 Spec: 2 C_GOC: 1 T_GOC: 1

Pkgs Sold: 11 (De)select All Girls

Ashley E. ☒ Becky W. ☐

Cindy W. ☒

Madison D. ☐

Add Transaction

Cancel Save

Time & Place

Date: 8/13/2022 Receipt: 12000

Print Normal Booth Adjustment Station

Select Location

Pickup

Date: Time:

Schedule Notes

Contact Info: Becky Hargan
http10431@beckybb.com
1231 Upst St

Cookie Order

Add Product Remove Product

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
Totals	0	0

Cookie Exchange Tab

If you have packages of cookies to transfer to other troops, use the Cookie Exchange tab to list the flavors you have available. As you give cookies to other troops make sure to update your packages available. Troops looking for cookies can go to the tab and see what is available nearby. A cookie transaction receipt should be completed. Both troops should retain a copy of the receipt for their records.

The troop adding the cookies is responsible for entering the transaction in eBudde.

To enter the troop-to-troop transfer:

1. Go to the Transactions tab.
2. Click **+Add**.
3. The default transaction type will be Cupboard. Select Troop.
4. Type the troop number of the troop giving the cookies.
5. Add date and time of pickup.
6. Fill in the correct number of cases and/or packages received from the other troop.
7. Click **Save**.
8. Verify that the transaction was saved on the Transactions tab.

Note: Troop will show an increase in cookies and money due.

Product	Cases	Packages
Adventure Kits	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Tuffee-tastic	0	0
Total	0	0

Payments Tab

This tab shows all Digital Cookie payments credited to your troop. At the end of the program council will manually record Clover deposits (any money collected through the Clover credit card reader or app set up with GSK) and payments due to council. The bank listed, Republic Bank, is the council bank. The transactions posted here are not reflected in your troop bank account. However, they will be reflected in the Sales Report tab (see below).

Sales Report Tab

This tab reviews all transactions for the troop including total packages received, troop proceeds, payments made, and amount the troop owes council.

Reports Tab

This tab allows troops to run reports for initial cookie order, cookie cupboard information, booths, rewards, and Digital Cookie (DOC).

Submitting Final Rewards Order

When submitting your Final Rewards Order, follow the same steps as when you submitted your initial order, but choose to edit the Final Rewards Order. Those steps can be found on page 15. The Final Rewards Order must be filled out and submitted by April 2, 2025.

All cookies should be credited to girls for correct reward amounts.

If your troop earns the 265+ packages per girl average reward, check that accurate shirt sizes are entered for each Girl Scout. Shirt size selection for volunteers should be filled out at the bottom of the Final Rewards Order page.

Troops may receive up to three volunteer patches by filling in a 1, 2, or 3 in the Volunteer Patch box at the bottom of the Final Rewards Order page.

Tap into the Power of eBudde Mobile

The Girl Scout Cookie Program is backed by a whole network of support. Working behind the scenes is eBudde, the digital command center for your Girl Scout Cookie season. Easily accessible via a mobile app for volunteers at the service unit and troop levels, eBudde is friendlier than ever!

eBudde Mobile

Stay in the know, on the go! This must-have free app puts power at your fingertips, wherever you are in the cookie season.

What it includes:

- Streamlined dashboard
- Easy management of orders and rewards
- Important messages and upcoming events
- Options for finding booth locations and exchanging cookies
- Help Center

Where you'll find it:

Google Play and App Store



Navigating Features in eBudde

Dashboard

On your troop's dashboard, you'll find important messages from your council/service unit and links to tools and resources you'll need throughout the season.

Contacts

Review contact info and click Edit to make changes.

Settings

Check this information for accuracy. Please contact Customer Care at **888-771-5170** or customercare@gskentuckiana.org to make changes to the following:

- Troop info
- Opting out of rewards for additional profits
- Banking info

Girl Scouts

Check the accuracy of each registered Girl Scout's:

- Name
- Girl Scout member ID
- Grade
- T-shirt size



Delivery Procedures

Follow these guidelines for a smooth cookie pickup day!

- Know exactly how many cookie cases you ordered of each variety.
- Arrive at your scheduled pickup time.
- Make sure to have enough vehicles to load your order. See the graphic below for help!
- Have your eBudde delivery confirmation with case count.
- Count as cookies are loaded into vehicles.
- Pick up initial rewards.
- Confirm the count is correct before signing for your troop's cookies. Your troop is financially responsible for these cookies.
- Shortages from initial delivery will not be replaced.



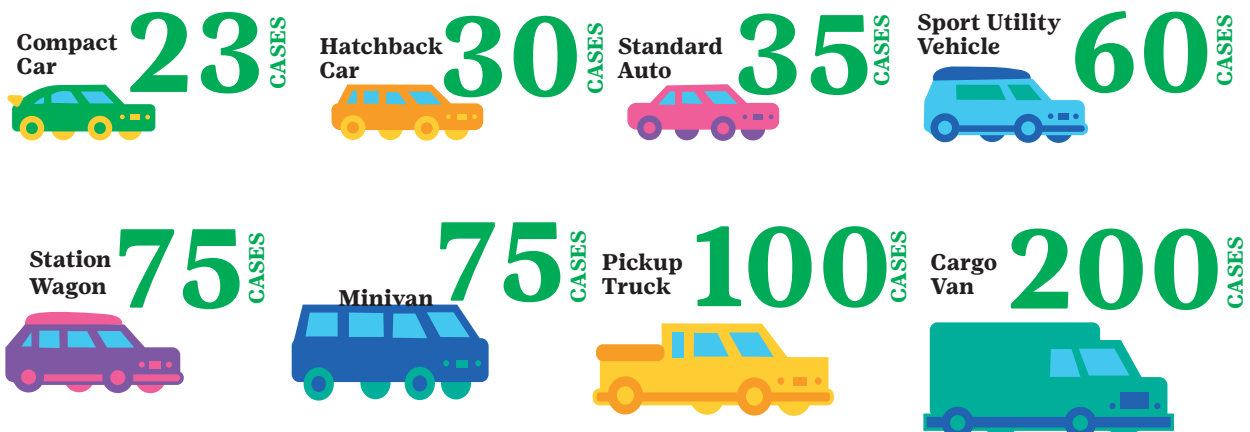
Check the weekly
Product Power Connection
e-newsletter for updates
about initial order delivery.

How Many Cases Can Your Car Carry?

When you pick up your cases of cookies, it's important that you're ready to receive them. Depending on your quantity, your cases may require more space than you realize!

Please be prepared for your troop's order of cookie cases, and first empty your vehicle of children, pets, or objects that will block access and capacity.

Assuming your vehicle is empty, here's how many cases you might expect to fit:



Check with your service unit cookie chair for pickup location and time ranges, or sign up for a time through the eBudde Delivery tab, if available in your service unit.

If you have specific delivery questions, please contact your service unit cookie chair or Customer Care at **888-771-5170**.

Instructions for Louisville Metro Drive-Thru

- You must have a scheduled time slot.
- You must select a pickup date and time in eBudde.
- Bring a copy of your eBudde delivery confirmation.
- Arrive at your scheduled time slot.
- You may bring one additional adult per vehicle to count cookies as they are loaded into the vehicle.
- Only the counter will be allowed to leave the vehicle while in the warehouse.
- Someone will greet you in the parking lot and give you further instructions.
- If you are unsure of the cookie count after your vehicle has been loaded, you may pull to the side and recount before signing a receipt.

How Do Girls Get Cookies?

- Divide entire troop inventory by Girl Scout and verify count before distributing to families.
- Make sure each family counts all their cookies and an adult signs the receipt for them.
- Girl Scouts should deliver their initial orders, collect money due, and turn into the troop.
- Families should sign receipts any time money or cookies are exchanged between the troop and family. The troop and the family should each keep a copy of the receipt.

How Do Customers Get Cookies?

- Girl Scouts should deliver initial orders as soon as they receive their cookies from the troop.
- Troops should decide if checks may be accepted and what to do if checks bounce.
- Families should turn in money often.
- Encourage Girl Scouts to take extra packages of cookies with them while delivering initial orders.
- Providing a transaction receipt each time cookies or money changes hands keeps a record of who is financially responsible.



Booths and Cookie Cupboards

Cookie Booth Dates: Friday, February 21–Sunday, March 30, 2025

Types of Approved Booths

- **Traditional Booths** at businesses with at least two adults and two Girl Scouts.
- **Family Booths** with at least one adult and a Girl Scout in their immediate family.
- **Neighborhood Booths** with at least one adult and a Girl Scout in their immediate family.
- **Drive Thru or Drive-Up Booths** where customers don't have to get out of their car to purchase cookies.

All booths secured at public locations should be entered in eBudde. See details on page 17.

How Booths are Secured

There are many ways to sign up for booths. Be sure you are in communication with your local service unit leadership, so they can share how you sign up for booths in your area.

GSK Council Booths: These are booths that Girl Scouts of Kentuckiana secures and opens for all troops to sign up through the eBudde system. You will learn about these through the weekly Product Power Connection and eBudde messaging.

Service Unit Booths: These are locations secured by your local service unit team and include large chain stores such as Walmart and Kroger. Some service units also organize drive-thru booth locations. You must sign up for these through your service unit or in eBudde.

Troop Booth Sales (My Sale Booths): These are booths you secure as a troop with businesses that are not already part of your local service unit booths. These exclude large chain stores such as Walmart and Kroger, as those are secured by your service unit. Your local service unit chair or council must approve troop booth submissions. Troops can earn 25 Kentuckiana Credits for each approved location up to 10. If you are unsure if a local business is a service unit booth, please contact the local service unit cookie chair. You can also contact Diana Clark, dyclark@gskentuckiana.org, or Brooke Slone, bslone@gskentuckiana.org, if you have booth questions or ideas for a location we can help secure.

Cookie Booth Guidance

- Everyone at a booth is representing Girl Scouts and should be dressed in uniform or a Girl Scout shirt.
- Girls Scouts should never be left alone at a booth.
- Always check in eBudde or with your local service unit cookie chair for specific locations rules.
- We are guests at any business that allows us to be there for cookie booths. Please make sure to follow their guidelines and the Girl Scout Promise and Law.
- Girl Scouts ALWAYS leave a place better than they found it. You are expected to take care of any waste, cookie cases, etc.
- Booths should not include siblings of Girl Scouts that are not members.
- Plan how you will transport cookies in and out of the business, if you need to bring a table, etc. The business is not responsible for transporting your cookies or providing and setting up tables or booth supplies.
- Be sure to bring change and a secure cashbox.
- Be sure to sign up for a Clover app account so that your troop can take credit card payments. If you need a GSK Clover account, please find the link at www.gskentuckiana.org/cookieresources.

Suggested Cookie Amounts for a Two-Hour Booth

- 2 cases Samoas
- 2 cases Tagalongs
- 2 cases Thin Mints
- 2 cases Adventurefuls
- 1 case Trefoils
- 1 case Do-si-dos
- 1 case Lemon-Ups
- 1 case Toffee-tastic
- 1 case S'mores

The number of cases will vary based on location, time, and duration. A great resource for information on needed amounts of cookies is your service unit cookie chair or experienced troop leaders. Remember that no cookies can be returned, so order carefully and wisely. There are cookie cupboards open through the end of the Cookie Program.

Cookie Cupboards

Cookie cupboards are locations where troops can pick up cookies for additional cookie orders and booth sales. Girl Scouts of Kentuckiana will have five council cookie cupboards and other volunteer cookie cupboards located throughout the council. Cookie cupboard location and times are being finalized and will be available in January. A list of locations will be available at www.gskentuckiana.org/cookieresources.

- Troop leaders may pick up cookies or allow parents/guardians to do so. The person picking up cookies will sign a receipt for cookies received.
- When cookies are received from a cookie cupboard, the troop takes financial responsibility for those cookies.
- Troops may pick up cookies at any of the cookie cupboards.
- Troops wishing to pick up cookies from a council cookie cupboard on Thursday must submit a pending order by noon on Monday.
- Remember, cookies cannot be returned.



**Cookie Booth Dates
February 21-March
30, 2025**





Rewards and Patches

Girl rewards are based on the number of packages sold and are cumulative.

Girl Scouts should be given credit for booth sales as well as individual sales. Troops should make sure to credit all packages of cookies in eBudde to Girl Scouts for reward credit. See Cadette, Senior, and Ambassador Reward Options on page 34 for the older Girl Scout reward option. Be sure to enter and submit all rewards in eBudde.

Final rewards are shipped to the troop in mid-June and should be distributed to Girl Scouts promptly.



Rewards for Initial Girl Orders



2025 Year Bar Patch

25+ packages



Charm Patch *AND*
Cookies Charm

75+ packages



Cooling Headband

100+ packages

Rewards for Final Girl Orders



Embrace Possibility Patch

25+ packages



Action Patch

50+ packages



Theme Decal Set *AND* Do-si-dos Panda Charm

75+ packages



Bamboo Dangler with Two Pop-in Charms

100+ packages



Take-Along Utensil Set

150+ packages



Happy Bamboo Mini Plush

200+ packages



Panda Bento Box

250+ packages



Bamboo Crossbody Bag with Two Straps

400+ packages



Journal with Pop-in Charms *OR* Panda Plush

300+ packages



Embrace Possibility T-shirt *AND* Panda Water Bottle

500+ packages



Flower Press Craft Kit *AND* Butterfly Charm

350+ packages



Sand-Free Beach Towel

650+ packages



Do-si-dos Duffle Bag **AND** Neck Pillow

800+ packages



30 oz Stanley Tumbler with Straw Toppers **OR** Weekender Duffle Bag Set

1,400+ packages



1,000+ Event **AND** Choice of One: Crochet Kit **OR** LED Room Lights



GSK Membership Renewal **AND** Choice of One: American Girl of the Year Doll **OR** Instant Wireless Photo Printer

1,000+ packages

1,800+ packages



Fuzzy Faux Fur Blanket **OR** Tamagotchi Pet

1,200+ packages



GSK Camp Session **OR** Apple Pencil **OR** Inflatable Sleeping Pad with Pillow

2,200+ packages



GSK Camp Session with a Friend *OR*
Custom Girl Scout Crocs with Jibbitz
Charm *OR* Apple AirPods with Custom Case

HD Laptop *OR*
Stand-Up Paddleboard Set

2,600+ packages

4,000+ packages



VIP "Sweet Success" Tour Experience



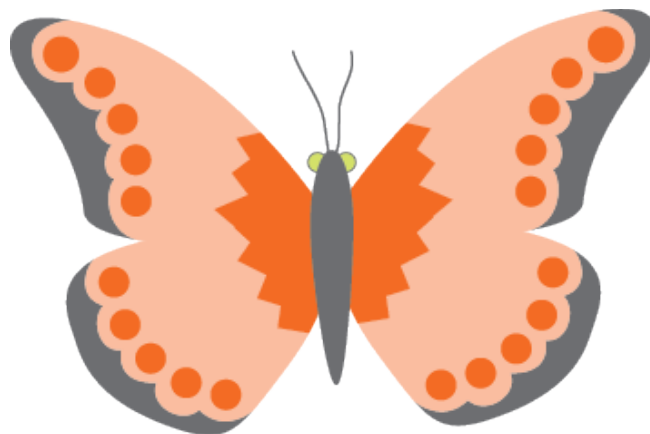
Meta Quest VR Headset *OR*
Two Season Passes to Holiday World

3,000+ packages

5,000+ packages



Apple Watch *OR*
All In One Outdoor Sport Net Set



3,500+ packages

Troop Initial Per Girl Average (PGA) Rewards



Winter Scarf
One for each selling Girl Scout and
three additional for troop adults

250+ packages PGA

Troop Final PGA Rewards



Panda T-shirt and Goal Getter Patch
One set for each selling Girl Scout and
three additional shirts for troop adults

265+ packages PGA

Super Troop Rewards



+\$0.05
per package

Super Patch *AND* troop receives additional
\$0.05 per package for all cookies sold

300+ packages PGA





Super Troop Adventures



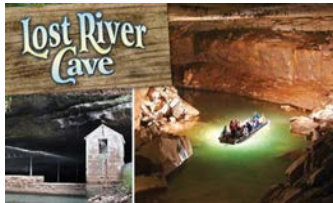
GSK Membership Renewal



Belle of Louisville Cruise



Venture River Waterpark



Lost River Cave



Cincinnati Zoo



200 Kentuckiana
Credits for the troop

Troops averaging 400+ packages per selling Girl Scout will have a choice of one of 6 troop items/adventures.

400+ packages
Troop Final PGA

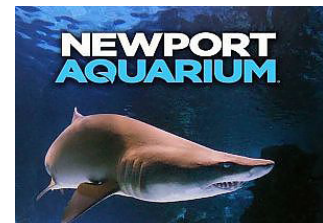
Super Troop Adventures



Holiday World &
Splashin' Safari



Kentucky Kingdom



Newport Aquarium



Beech Bend Amusement Park



Art/Maker Experience
for the troop



400 Kentuckiana
Credits for the troop

Troops averaging 500+ packages will have a choice of one of the 6 troop items/adventures from the 400+PGA level **OR** one of the 6 troop items/adventures from the 500+PGA level. This reward is not cumulative.

500+ packages
Troop Final PGA

Digital Cookie Rewards



Tehchie Patch

25+ packages



Handle with Pop-in Charm

50+ packages

Operation: Cookie Rewards



Gift of Caring Charm

12+ packages



Gift of Caring Patch

25+ packages

Kentuckiana Credits

Kentuckiana Credits are earned:

- 10 credits for 100 packages of cookies sold
- 10 credits for each additional 100 packages sold

Kentuckiana Credits may be used for:

- Membership fees (no adults)
- Overnight or day camp fees
- GSUSA Destinations
- Council events
- Council shop items

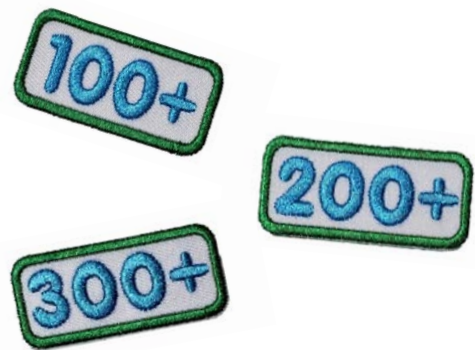
- Kentuckiana Credits belong to the Girl Scout and cannot be sold or exchanged for cash.
- The expiration date for Kentuckiana Credits earned in the 2025 Cookie Program is December 9, 2025.
- Kentuckiana Credits will be emailed to the leader listed in eBudde by mid-June.

Crossover Patch



Girl Scouts who sent 20+ emails in the 2024 Fall Product Program, used the "Share My Site" function, and sell 250+ packages of cookies in the 2025 Cookie Program will earn this personalized crossover patch.

Bar Patch



One bar patch earned at the highest level in increments of 100 from 100+ to 1,000+ packages sold. Bar patches are also available at every 500-package increment from 1,500+ to 10,000+.



Cadette, Senior, and Ambassador Reward Options

Older Girl Scout troops with only Cadettes, Seniors, and/or Ambassadors may select one of two cookie rewards options. The troop must decide as a whole which option they will select.

Option 1 is the traditional reward structure with no additional proceeds.

Option 2 increases the troop profit while opting out of some rewards.

Option 1

Cookie Rewards Program

- Girl Scouts receive rewards and patches earned.
- Troop receives \$0.80 profit per package (\$0.90 for S'mores and Toffee-tastic flavors).
- Troops that qualify for an initial per girl average (PGA) reward at 225+ packages receive PGA rewards connected to that level.
- Troops that qualify for a final PGA reward at 265+, 300+, 400+, or 500+ packages receive PGA rewards connected to those levels.

Option 2

Additional Troop Profit Program

- Qualifying girls receive Embrace Possibility theme patch, bar patch, and Kentuckiana Credits.
- Troop receives \$0.90 profit per package (\$1.00 for S'mores and Toffee-tastic flavors) instead of traditional rewards.
- Troops that qualify for an initial PGA reward at 225+ packages receive PGA rewards connected to that level.
- Troops that qualify for a final PGA reward at 265+, 300+, 400+, or 500+ packages receive PGA rewards connected to those levels.

*If you pick option 2, please contact Customer Care at 888-771-5170 by **January 16, 2025**.*



Service Unit Cookie Chairs

This page is for service unit cookie chairs.

Service Unit Cookie Chair Basics

1. Assist with initial order delivery.
2. Secure and coordinate cookie booths.
3. Assist in supporting troops during the Cookie Program.

Selecting a Cookie Delivery Station

- Delivery locations should be selected and entered into eBudde.
- The exact date and estimated time of delivery will be entered into eBudde by council after initial orders are submitted and delivery agents confirm the schedule.

Delivery locations should be:

- Easily accessible for trucks to deliver and volunteers to pick up cookies.
- Clean, reasonably well-lit, watertight, and insect-free with a sturdy and clean floor.
- A secure location closed off from public access.
- Please make sure to secure enough help for the day of delivery. Delivery drivers will unload from the truck, but Girl Scout help will be needed to divide orders by troops.
- Count and sign for all cookies before giving orders to a troop.
- Troops will need to count and sign for the cookies they pick up.
- Troops are responsible for all the cases they sign for at pickup. Please make sure the counts are correct.
- Make sure signed receipts and copies are given to the troop and the service unit.



Cookie Booths

Service unit cookie chairs or booth coordinators should make contact with local businesses to set up booth opportunities. Booth information should be forwarded to council for upload into eBudde so that customers using Cookie Finder can find booths near them.

Be sure to inquire about:

- Dates and times of availability.
- Exact location of the set up area.
- When and where signs may be displayed.
- Name of contact person and any restrictions for the location.
- GSK Certificate of Insurance (COI) information, if needed. The GSK COI Request JotForm can be found at www.gskentuckiana.org/cookieresources.

Be sure to cover safety at booths in your trainings with troops.

- Booths should have proper girl/adult ratio. At least two adults must be at every booth. The only exception is a family booth, which can be just one adult with their immediate family.
- Money collected should be managed by adults at the booth.
- Encourage polite and well-behaved Girl Scouts.

Quick Reference

Program Dates:
January 1–March 30, 2025

eBudde Website
ebudde.littlebrownie.com

Girl Scouts of Kentuckiana Website
www.gskentuckiana.org/cookieresources

Service Unit Cookie Chair
Contact Information

Name: _____

Phone Number: _____

Email: _____

Training

The council will assist service unit cookie chairs and troops by offering training opportunities. Watch for messages in eBudde or other council news sources, on how to access the trainings.

Scan to go directly to
Cookie Resources and
Training information.



If you have questions throughout the Girl Scout Cookie Program, please contact:

Customer Care

customercare@gskentuckiana.org

888-771-5170

Diana Clark

Product Sales Manager

dyclark@gskentuckiana.org

502-716-7236

Brooke Slone

Director of Product Sales
and Merchandising

bslone@gskentuckiana.org

502-716-7230

