

**BRAVE.  
FIERCE.  
FUN!**

**girl scouts**   
of west central florida

2025–2026 Girl Scout Cookie Program®

# Volunteer Guide



# Table of Contents

Calendar 2025–2026.....	3
Ways to Connect With Customers .....	4
Safety Tips .....	5
Meet the Girl Scout Cookies.....	6
Welcome .....	7
What’s New.....	8
Glossary of Cookie Terms .....	11
Shipping Cost .....	12
Five Essential Skills .....	13
<b><u>Selling Excitement!</u></b>	
•Pins & Badges .....	14
<b><u>The Cookie Team</u></b>	
•Requirement for the 2026 Cookie Program.....	15
•Troop Participation Requirements .....	16
•Create Your Champion Cookie Team .....	17
•Your Role & Girl Scout Law.....	18
•Troop Cookie Manager Checklists .....	19
•Service Unit Cookie Manager Checklist.....	23
•Volunteer Action Plan & Notes .....	25
<b><u>Cookie Sales</u></b>	
•Gift of Caring and Hometown Heroes .....	26
•Understanding & Securing Cookie Booths .....	28
•Types of Cookie Booth Sales .....	32
•Preparing for Cookie Booth Sales .....	34
•Girl Scout Cookie Pick-ups.....	37
•Cookie Cupboard Guidelines .....	40
<b><u>Finances</u></b>	
• How the Cookie Crumbles.....	42
• Money Matters .....	43
• Troop Budget & Proceeds .....	46
<b><u>Juliette (Individually Registered Girls)</u></b>	
• Council Credits .....	49
<b><u>Payment Options</u></b>	
• Cheddar Up .....	50
• ACH Procedure & Information.....	51
<b><u>Resources</u></b> .....	55

# 2025-26 Calendar

## 2025

**Nov. 12:** Training for service unit managers and service unit cookie managers

**Nov. 25:** Troop cookie manager/Juliette cookie mentor training available in gsLearn

**Dec. 1:** Review and update troop roster

**Dec. 18:** eBudde access opens for service unit and troop/Juliette volunteers

## 2026

**Jan. 5:** Cookie program begins; Digital Cookie opens for girls/caregivers

**Jan. 6:** National Cookie Media Launch

**Jan. 19:** Troop starting inventory order due

**Jan. 20:** Service unit confirmation of starting inventory order form due by 11:59 p.m.

**Feb. 2-6:** Cookie booth scheduler rounds

**Feb. 6-9:** Cookie delivery to troops

**Feb. 6:** Girls begin Cookies on the Spot, Lemon-Ups stands and mobile stands

**Feb. 11:** Cupboards open (hours may vary by location)

**Feb. 13:** Cookie booths open

**Feb. 20-22:** National Girl Scout Cookie Weekend

**Feb. 26:** First ACH sweep

**March 4:** Last day customers can choose the girl-delivery option

**March 6:** Last day that requests can be made to add girls to eBudde

**March 12:** Second ACH sweep

**March 13:** Cupboards close

**March 15:** Cookie program (paper and online sales) end; last day for Junior, Cadette, Senior and Ambassador troops to opt out of rewards

**March 22:** Last day for troops to enter final rewards and troop-to-troop transactions

**March 22:** Outstanding caregiver/parent information due

**March 22:** Troop bonus submission deadline date

**March 25:** Service units' final reward orders due in eBudde (access ends at 11:59 p.m.)

**April 2:** Final ACH sweep

**April-May:** Rewards shipped to the service unit cookie manager for distribution to troop leaders

# Ways to Connect with Customers

Girl Scouts have a number of options to reach customers during the Girl Scout Cookie Program.

**Jan. 5 – March 15**

## Phone or Text Friends and Family

Texting or phoning friends and family is a great way for girls to feel comfortable connecting with cookie customers. Girls can use their order card to collect orders or direct customers to their Digital Cookie store.

Share the Super Seller Tips in the Girl Scout Cookie Program Caregiver Guide with your Girl Scouts!



## Digital Cookie

*(Girl Sites and Troop Links)*

Run a cookie business through an online store. Customers purchase cookies for **in-person delivery** by the Girl Scout (**caregiver must approve each girl-delivery order within five days of purchase**), **direct ship to** their home or **donation** to Gift of Caring – a Girl Scout community service project that provides donated Girl Scout Cookies to active overseas military personnel and Feeding Tampa Bay. All orders are paid for online.

## Cookies on the Spot (In-Person Orders)

Girl Scouts can stay local and sell in their neighborhood. Use door-hanger and business card resources for customers who aren't home. Be sure to use safe selling practices if going door-to-door.

## Gift of Caring Sponsorships

Girl Scouts can ask businesses and/or individuals to partner with them through the **Gift of Caring Sponsorship program**. This program provides an opportunity to advance cookie-entrepreneur skills while fostering a worthwhile community service project.

**Feb. 13 – March 15**

## Cookie Booths

Girl Scouts sell directly to the public with cookies in hand at local businesses. Explore the different opportunities for Girl Scouts to sell in the “Types of Cookie Booths Sales” section, starting on page 32.



# Safety Tips for the Girl Scout Cookie Program

## Girl Scouts

**Show you are a Girl Scout.** Wear the Girl Scout membership pin, vest, sash or other Girl Scout clothing to identify yourself as a Girl Scout.

**Buddy up.** Always use the buddy system. It's not just safe, it's more fun.

**Plan ahead.** Be prepared for emergencies and always have a plan for safeguarding money.

**Protect privacy.** Girl Scouts' last names, home addresses, and email addresses should never be given to customers. Protect customers' privacy by not sharing their information, except when necessary.

## In Person

**Partner with adults.** Adults must accompany Girl Scout Daisies, Brownies and Juniors. Girl Scouts in grades 6-12 must be supervised by an adult and must never sell or deliver cookies alone.

**Sell in the daytime.** Sell during daylight hours, unless accompanied by an adult.

**Do not enter any homes or vehicles.** Never enter someone's home or vehicle. Only approach vehicles at designated drive-thru cookie booths.

**Be streetwise.** Become familiar with the areas and neighborhoods where you'll be selling and delivering cookies. Avoid alleys.

**Be safe on the road.** Always follow safe pedestrian practices when crossing at intersections or walking along roadways. Be aware of traffic when unloading products and passengers from vehicles.

## Digital/Online

**Be safe online.** Girl Scouts must have their caregiver's permission to participate in all online activities.

**Participate in Digital Cookie.** Read and abide by the Girl Scout Digital Cookie Pledge.

**Read and agree.** Read and agree to the GSUSA Internet Safety Pledge.

**Caregiver agreement.** Read and abide by the Digital Cookie Terms and Conditions for Parents/Guardians

# Meet the Girl Scout Cookies®

All  
Cookies  
are \$6

## All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

## The World's Most Flavorful Lineup



### Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt

Approximately 15 cookies per 6.3 oz. pkg.

U D



### Lemon-Ups®

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits

Approximately 12 cookies per 6.2 oz. pkg.

U D



### Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe

Approximately 38 cookies per 9 oz. pkg.

U D



### Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling

Approximately 20 cookies per 8 oz. pkg.

U D



### Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes

Approximately 15 cookies per 7.5 oz. pkg.

U D



### Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating

Approximately 15 cookies per 6.5 oz. pkg.

U D



### Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint

Approximately 30 cookies per 9 oz. pkg.

U



### Explore-mores™ • Real Cocoa

NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème

Approximately 18 cookies per 7.9 oz. pkg.

U D



### Toffee-tastic® • No Artificial Flavors

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits

Approximately 14 cookies per 6.7 oz. pkg.

U D





# Welcome

There's a reason the Girl Scout Cookie Program is a celebrated tradition. It's an amazing opportunity for Girl Scouts to be **'Brave. Fierce. Fun.'** and build lifelong skills!

The Girl Scout Cookie Program—the largest girl-led entrepreneurial program in the world—also offers an incredible opportunity for you as a volunteer. You get to see firsthand how girls grow, learn, and come into their own. We give you the resources you need to guide girls in discovering hidden talents, uncovering new strengths, and developing the entrepreneurial mindset that will serve them far beyond cookie season.

Our Girl Scouts today have so many opportunities in which to share Girl Scout Cookies: in-person—either door-to-door or through booth sales—and online through the Digital Cookie platform.

For decades, girls have used this program to develop five skills that power their Girl Scout experience. That will always be an integral part of the Girl Scout Cookie Program. No matter which path they take—virtual, in-person, or both—we've got tips and resources to support you and your girls the whole way through.

Thanks for all you do for our Girl Scouts!

“Every Girl Scout has it in her to do great things. With your support, she'll succeed!”

**BRAVE.  
FIERCE.  
FUN!**



# What's New

## Meet the New Cookie

Join us in welcoming our newest member of the cookie family—the Exploremores™. Our rocky road ice cream-inspired cookie with flavors of chocolate, marshmallow, and toasted almond crème.



## Cookie Booth Locations

All confirmed cookie booth locations must be sent to GSWCF.

- Booth locations require a completed and signed 2026 Cookie Booth Approval form.
- The service unit cookie manager submits the Online Cookie Booth Time-Slot form.
- Complete the Booth Time-Slot form by Jan. 23, 2026 to be included in the booth scheduler rounds.
- Booths sent after the Jan. 23 deadline will be uploaded as received. Please allow three to five business days for a booth to be uploaded after Jan. 23. Any errors in the submitted form may delay the upload time.

## Let's Exploremore

Customers can enter the Let's Exploremore Cookie Giveaway for five cases of Girl Scout Cookies!

The Let's Exploremore program helps girls achieve their goals while giving customers an opportunity to enjoy more delicious cookies!

### Details:

- For every five boxes of cookies purchased, customers receive one entry into the Let's Exploremore Cookie Giveaway.
- One participant will be randomly selected weekly beginning **Feb. 20**; final selection is **March 20, 2026**, for a total of five participants.
- **Entries must be received by March 16, 2026.**
- Limit: **one selected participant per household.**

**Eligibility:** You must be a resident of one of the following counties: Citrus, Hernando, Hillsborough, Marion, Pasco, Pinellas, Polk, or Sumter.





## Cookie Kindness

While participating in the cookie program, take a moment to appreciate the adults supporting you. Whether it's your caregiver, troop leader or cookie manager—nominate them. Throughout the season, we will select winners and highlight them on our social media. Nominees will receive a special patch.



## V.I.P. Cookie Spirit Patch

Girl Scouts hosting cookie booths at retail businesses might be in for a *sweet surprise*! Some booths will receive a special visit from GSWCF staff members, board members, or even our CEO, Mary Pat. Occasionally, special city officials may join in, too! During these visits, Girl Scouts may be awarded the exclusive **V.I.P. Cookie Spirit Patch** for showing outstanding spirit and teamwork while running their cookie business. Keep an eye out, you never know when a special guest will stop by your booth!



## Top 50 Cookie Sellers

Girl Scouts that earn the council top 50 cookie sellers will be invited to join us for a special award ceremony. Girl Scouts will be recognized on our website as the council top 50 sellers. The event will occur at GSWCF Camp Dorothy Thomas on May 30, 2026, at 10:30 a.m.



## Top 10 GOC

Girl Scouts that earn the council top 10 Gift of Caring donations will be invited to attend a hands-on tour with their adult chaperone. The tour will take place at Support the Troops warehouse in Wesley Chapel. Girls can learn firsthand where the Gift of Caring cookies go and how they are sent to our troops. They will meet the Support the Troops team and help prepare special packages to be shipped to military personnel.



## Troop Reward

**350 PGA:** Girl Scouts selling in a troop that reach a PGA of 350 will receive the Goal Getter patch.

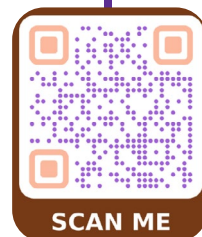
**Troop PGA 350:** Troops that meet the PGA of 350 for their troop will receive \$50 in troop camping credits.

**Troop PGA 400:** Troops that meet the PGA of 400 for their troop will receive \$100 in troop camping credits.



## Reward Guide

The Reward Guide provides helpful detailed information about all rewards and patches, including reward experiences, council dough, camp bucks, council credit, and any information not available on the reward order card. Girl Scouts are encouraged to review the Reward Guide with their caregiver(s) before selecting their rewards.



## Earn 2027 Youth Membership

Girl Scouts who sell 400+ packages of cookies earn their 2027 youth membership. Graduating Ambassadors receive \$65 toward Lifetime Membership (must be used during MY27). If a Girl Scout earned her youth membership during the 2025 Sweets & Treats Fall Product Program, please review the Reward Guide for details.



## New Guide to Help Girl Scouts Connect with Businesses

A new guide is available at [gswcf.org](https://gswcf.org) to help you find good customers, try out your pitch with confidence, and follow through with a meaningful thank-you. Along the way, you'll practice communication and leadership and make real connections in your community. You'll get quick activities for all ages, tips for leaders, and "ready-for-more" ideas for girls who want to go a step beyond.



# Glossary of Cookie Terms

**ACH (Automated Clearing House):**

The system that is used for debiting and crediting troop accounts.

**Case:** Twelve packages of cookies are in a case. Pending orders are placed by the case.

**CB:** May be used when referring to community booths.

**Cookie Terms in eBudde:**

- Advf – Adventurefuls
- LmUp – Lemon-Ups
- Tre – Trefoils
- D-S-D – Do-si-dos
- Sam – Samoas
- Tag – Tagalongs
- TMints – Thin Mints
- Exp – Exploremores
- Toff – Toffee

**CP:** May be used when referring to council partnership booths. CP will be used in eBudde to identify council partnership booths such as: Publix, Walmart, Walmart Neighborhood, Sam's Clubs, Winn-Dixie, and mall locations.

**Delivery agent:** The company contracted by the baker. The delivery agent partners with GSWCF to deliver the cookies to troops at warehouse locations and cupboards.

**eBudde:** Cookie-vendor database where cookie sales information is entered. Used by troop cookie managers and SU volunteers. Caregivers do not use this system.

**GSWCF:** Girl Scouts of West Central Florida, your council.

**GOC:** Gift of Caring is a Girl Scout community service project that provides donated Girl Scout Cookies to active overseas military personnel and/or Feeding Tampa Bay. GOC packages are coordinated by GSWCF.

**HTH:** Hometown Hero is a community service opportunity in which troops/girls choose a local organization to receive donated cookies. HTH packages are coordinated by the troop.

**Jotform:** A secure online survey form that GSWCF may ask you to complete regarding a variety of topics to provide timely information back to GSWCF.

**Package:** Used when referring to one box of cookies.

**Pending Orders:** Cookie orders that troops/Juliette volunteers place to pick up additional cookies after the initial order to fulfill cookie orders, booths, mobile stands, etc.

**PGA:** The per-girl average of girls who are selling cookies.

**SIO:** Starting-inventory order. First order of cookies placed in eBudde, this will cover cookies for first set of paper orders, Girl Delivery orders, and first cookie booth. See deadline on when troops/Juliette volunteers place their Initial Order (IO).

**SU:** Service unit, the region of the council where your troop is located.

**SUCM:** Service unit cookie manager.

**TCM:** Troop cookie manager

# Shipping Costs

Shipping costs are incurred when a customer orders cookies to ship directly to a recipient. Each year, GSUSA negotiates to get the best pricing for Digital Cookie. The shipping costs are lower this year.

- 4-8 packages: \$11.99 (tier A)
- 9-12 packages: \$13.99 (tier B)

For orders of 13 packages or more shipping is calculated as follows:

- 13 packages of cookies: tier B (12 packages) + tier A (1 more package) = \$25.98
- 25 packages of cookies: tier B x 2 (24 packages) + tier A (1 more package) = \$39.97

There is a \$5.00 surcharge to orders shipping to Hawaii, Alaska, Puerto Rico, APO FPO/DPO, Guam, Northern Mariana Islands and US Virgin Islands. Customers also have the option of purchasing a gift box for an additional fee of \$5.00. The gift box accommodates six packages of any variety of cookies.





# Five Essential Skills

1



## Goal Setting

**Girls learn how to set goals and create a plan to reach them.**

**Action steps:** Encourage girls to set incremental, achievable goals. Help girls break down those goals by setting weekly challenges.

HELP US  
REACH OUR  
**GOAL**

“Encourage girls to keep climbing. Once they set a package goal, they might challenge themselves further, like building more marketing or entrepreneurship skills.”

2



## Decision Making

**Girls learn how to make decisions on their own and as a team.**

**Action steps:** Talk with girls about how they plan to spend the troop's cookie earnings.

3



## Money Management

**Girls learn to create a budget and handle money.**

**Action steps:** Build on girls' interest in learning to manage all facets of the cookie business, such as creating a budget to fund a troop experience or figuring out the percentage of customers who selected the donation option.



4



## People Skills

**Girls learn how to make decisions on their own and as a team.**

**Action steps:** Ask girls about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.



5



## Business Ethics

**Girls learn to act ethically, both in business and life.**

**Action steps:** Talk to girls about the importance of delivering on their promise to customers. They can also consider offering a Girl Scouts Gift of Caring option.





Earning the year-by-year **Cookie Entrepreneur Family Pin** is the best way to make the Girl Scout Cookie Program a family affair! **Cookie Business Badges** give Girl Scouts the chance to hone their skills and gain an understanding of the world of business.



**BRAVE. FUN!**  
**FIERCE. FUN!**

# The Cookie Team:

## Requirements for the 2026 Cookie Program

### Get Registered

- Only registered adults with an approved volunteer role and up-to-date favorable background screening are permitted to coordinate a troop's cookie program.
- Girls must be registered for the 2025-2026 membership year to participate.
- Memberships should be verified in the troop leaders' MyAccount member profile (gswcf.org).

### eBudde Set Up

- Toward the last week of December, volunteers who completed the training will receive an email from eBudde to login to their eBudde account.
- If you don't receive the email, go to [cookieportal.littlebrownie.com](https://cookieportal.littlebrownie.com).
- Once you are in the system, check your troop's roster.
  - Verify your troop's bank account information in eBudde (last four digits).
  - Check out the "Money Matters" section for detailed information.
  - Host a caregiver meeting.

Only volunteers who have completed the cookie training and completed a Troop Cookie Manager Access Request form will be provided access to eBudde.



# The Cookie Team:

## Troop Participation Requirements

All Girl Scouts registered for the 2025-2026 membership year (MY26) who have a completed the online Caregiver Responsibility and Permission form can participate in the cookie program. All troops must be clear of any debt due to council to participate. Caregivers who have an outstanding debt cannot take orders; however, their Girl Scouts may still participate in Digital Cookie and cookie booths with her troop.

The following are required for troops to participate in the cookie program and receive troop proceeds or a bonus:

- A current annual finance report on file with GSWCF. Need to submit? Email it to [info@gswcf.org](mailto:info@gswcf.org).
- Current troop bank information on file with GSWCF.
- At least two unrelated registered and background-screened troop leaders on file by Dec. 1, 2025.
- A background screened adult as the troop cookie manager. This person can be the troop leader but must add their role in MyGS. Please contact [info@gswcf.org](mailto:info@gswcf.org) with any questions about adding or changing a role.
- A minimum of five girls registered for MY26, three of whom must be selling with at least one of the girls unrelated to the other girls. This is to ensure the council is complying with tax requirements related to its nonprofit status. For troops that do not meet this minimum, participating Girl Scouts will be classified as Juliettes for the cookie program and will receive council credits instead of troop proceeds.
- Troop leader(s) and the troop cookie manager attend the required troop information session and complete the form at the end of the session to gain access to eBudde.

### Reminder:

Girl Scouts can sell cookies for only one troop. If a Girl Scout is a member of multiple troops, please notify GSWCF about which troop she will be selling for.





# The Cookie Team:

## Create Your Champion Cookie Team

Think about shared roles.

- Identify tasks with which volunteer members of your troop can help.
- Share the need for everyone to be involved.
- Make your ask and be specific.
  - Instead of this: “Jennifer, can you help with cookies this year?”
  - Try this: “Gloria, can you be responsible for picking up the additional cookie orders from the cookie cupboard?”



Create your team of champions and consider sharing the role of troop cookie manager. It is not recommended that one person carry out the full responsibility of the position. Share the role with troop volunteers.

- **The Booth Champion** can help secure booth locations in the eBudde system and can make sure booths are canceled if necessary.
- **The Rewards Champion** can make sure the troop has each girl's chosen reward items recorded. This champion can also help with the reward pickup from the SUCM, and ensure timely distribution to the Girl Scouts.
- **The Money Champion** can collect all money received from girls' caregivers and issue receipts. This volunteer can then provide the funds to another volunteer to verify and deposit into the troop bank account.
- **The Cookie Pick up Champion** can pick up additional cookie orders from the cookie cupboard. Make sure to provide information about how to pick up, count, and digitally verify an order.
- **The Communication Champion** can send out reminders about cookie activities and deadlines.
- **The Badge & Activity Champion** can assist the co-leader with developing badge and troop activities during the cookie season.

For any shared position for which you invite volunteers to assist, make sure you provide them with the resources needed to complete their tasks. Some of those resources may include:

- Training and access to eBudde
- Reviewing the Volunteer Guide
- Ensuring they are registered and background-screened

# The Cookie Team:

## Your Role & the Girl Scout Law

### Your Role & the Girl Scout Law

#### **Honest and fair**

- Be transparent with finances, booth locations, and communications.

#### **Friendly and helpful**

- Make meetings welcoming; check in with new members and offer suggestions for making cookie season fun.

#### **Considerate and caring**

- Listen to challenges and celebrate successes.

#### **Courageous and strong**

- Help resolve conflicts and advocate for others.

#### **Responsible for what I say and do**

- Communicate clearly and politely with others.

#### **Respect myself and others**

- Model respect and set healthy boundaries.

#### **Respect authority**

- Partner appropriately with others and respect set guidelines.

#### **Use resources wisely**

- Manage provided materials, budgets, and troop resources efficiently.

#### **Make the world a better place**

- Build a supportive volunteer community that inspires our Girl Scouts.

#### **Be a sister to every Girl Scout**

- Foster collaboration with your sister troops and assist with mentoring others.



# The Cookie Team:

## Troop Cookie Manager Checklist

Use these checklists to stay on track during the cookie season.

**Caregiver Meeting Checklist** - *Host a Cookie Program training night for girls and their families. Use this meeting to explain the purpose of the program as a troop opportunity to generate funds for your troop.*

- ☐ Email the Caregiver Guide to families prior to the meeting and hand out program materials during the meeting.
- ☐ Instruct each caregiver to complete the online Caregiver Permission and Responsibility form.
- ☐ Inspire! Encourage! Motivate! You are the face of the program. How you present the program will have a big effect on the girls' enthusiasm and caregiver support.
- ☐ Review the five skills girls will learn: goal setting, decision making, money management, people skills, and business ethics. These valuable skills are the heart of every product program and will last a lifetime.
- ☐ Troops and girls should set individual and troop goals for both in-person and online sales, as well as Gift of Caring goals. Reinforce how individual sales goals help the troop reach its overall goal and fund troop program activities.
- ☐ Review all important dates and deadlines. Meeting due dates is critical to the success of the program; stress the importance of timeliness with families.
- ☐ Review safety guidelines for girls.
- ☐ Review money-handling procedures. Set clear expectations for conduct and the collection of monies due to troops.

### Caregiver Permission & Responsibility Form

- Caregivers must fill out an online Caregiver Permission and Responsibility form for each girl participating in the program.
- Permission forms not only allow girls to participate, but they also demonstrate the caregiver's willingness to be held accountable for program deadlines, orders taken, products delivered, and monies received. The form is mandatory and a critical requirement for troop financial management of the program and debt collection if a caregiver fails to pay for products.
- Girl Scouts in separate households should have each caregiver complete the online Caregiver Permission & Responsibility form, if each caregiver is interested in helping their Girl Scout during the cookie season.
- **If you do not receive a copy of the receipt confirming that a caregiver completed the permission form, ask the caregiver(s) to forward a copy of their confirmation.**
- Caregiver permission forms should be filled out before the submission of paper and online girl-delivery orders.
- Do not release program materials or products to parents who have not completed and submitted the form.

# The Cookie Team:

## Troop Cookie Manager Checklists

### Presale Checklist

#### *Caregiver Related*

- ☐ Conduct a caregiver meeting.
- ☐ Remind caregivers to verify their email and mailing address in their MyGS account. GSWCF notifies the primary caregiver about earned girl rewards, and all communications are sent to the address listed in MyGS.
- ☐ Verify all caregivers have completed the online Caregiver Permission & Responsibility form.

#### *Troop and Volunteer Related*

- ☐ Check the troop roster to make sure all girls are registered; update troop rosters Dec. 1. Contact the Customer Care Team at 800-881-4475 or [info@gswcf.org](mailto:info@gswcf.org) with any roster questions.
- ☐ Remind adult volunteers and caregivers who are interested in helping that they must be registered and background-screened.
- ☐ Complete the troop cookie manager (TCM) training session through gsLearn and then submit the online Cookie Manager Access Request form.
- ☐ Reach out to your service unit cookie manager (SUCM) to pick up your troop materials.
- ☐ Work with girls to set troop and individual goals.
- ☐ For Junior, Cadette, Senior, and Ambassador troops: have a troop discussion about opting out of rewards. If the troop chooses to opt out, complete an opt-out form and update the status in eBudde.
- ☐ Review safety guidelines with your troop.
- ☐ Review *Volunteer Essentials* guidelines at [gswcf.org](http://gswcf.org)

#### *eBudde Related*

- ☐ Sign in to eBudde once you receive your email link.
- ☐ Review the 'Girl' tab in eBudde to view your roster.
- ☐ Submit the 'Missing Girl' form for any girls not listed in the eBudde cookie troop roster.
- ☐ Enter or verify the last four digits of your troop's bank account information in the eBudde 'Settings' tab.
- ☐ Review all information in eBudde and ensure any necessary corrections are made before the season begins.



# The Cookie Team:

## Troop Cookie Manager Checklists

### During Sales Checklist

- ☐ Continually communicate with the girls and their caregivers.

### *eBudde/Digital Cookie Related*

- ☐ Log in to eBudde and Digital Cookie to ensure all girls are showing in the systems. (Fill out 'Add a Girl' form if a Girl Scout is missing from the system.)
- ☐ Assist girls and caregivers with logging in to Digital Cookie, as needed.
- ☐ Remind caregivers to check girl delivery orders in Digital Cookie (they should check every couple of days).
- ☐ Check that all the girls' delivery orders have been distributed to girls and caregivers for delivery, and have been assigned to the girls in eBudde.
- ☐ Verify that all transactions for the girls are completed—**all cookies either given to the girls or sold at the cookie booths have been assigned to the girls in eBudde.**
- ☐ Update the 'Girl Transactions' tab in eBudde regularly. Transactions should match receipts.
- ☐ Verify with caregivers that all girl delivery orders have been approved in Digital Cookie and delivered to customers.
- ☐ Use the 'Cookie Exchange' on eBudde if the troop has excess cookies or is searching for a specific variety of cookie.
- ☐ Verify with all girls that their reward choices have been entered and submit the final reward order.

### *Inventory Related*

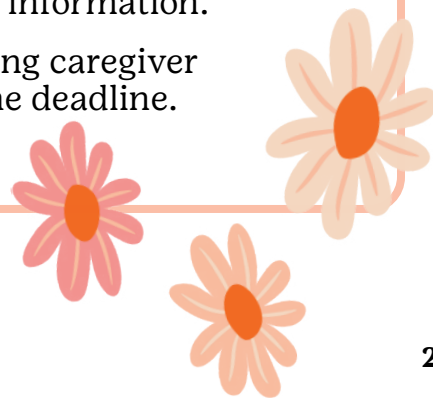
- ☐ Pick a delivery location and time to pick up troop starting inventory order (SIO) cookies.
- ☐ Print a copy of the troop cookie delivery ticket from eBudde to pick up your SIO.
- ☐ Pre-stage the girls' orders after picking up the SIO and prepare itemized receipts for caregivers to sign.
- ☐ Ensure caregivers sign and/or are provided receipts for all cookies picked up, and that funds are submitted.

### *Booth Related*

- ☐ Review booth etiquette guidelines with the girls and their caregivers.
- ☐ Release the booths in eBudde if the troop is unable to fulfill a reserved booth slot.

### *Finance Related*

- ☐ Deposit all cookie funds into the troop's bank account before the final ACH sweep.
- ☐ Juliettes (Independently Registered Girls) must deposit all cookie funds into the council account using the provided account information.
- ☐ Submit outstanding caregiver information by the deadline.



# The Cookie Team:

## Troop Cookie Manager Checklists

### Post-Sale Checklist

#### *Finance Related*

- ☐ Deposit all cookie funds into the troop's bank account before the final ACH sweep.
- ☐ Juliettes (Independently Registered Girls) must deposit all cookie funds into the council account using the provided account information.
- ☐ Submit outstanding caregiver information by the deadline.

#### *eBudde/Digital Cookie Related*

- ☐ Give girls credit for all booth sales in eBudde.
- ☐ **Enter girls' reward choices in eBudde and submit them by the deadline.**

- ☐ Print the troop's reward report from eBudde.

#### *Reward Related*

- ☐ Pick up rewards from the service unit cookie manager (April/May 2026).
- ☐ Contact girls' caregivers to distribute rewards in a timely manner.
- ☐ Ask caregivers to sign receipt for rewards when picking them up.
- ☐ Remind caregivers that Council Dough, Camp Bucks, and event rewards are emailed directly to the girl's caregivers.



# The Cookie Team:

## Service Unit Cookie Manager Checklists

### Presale Checklist

#### *Troop and Volunteer Related*

- ☐ Complete the service unit cookie manager training and sign the online service unit cookie manager agreement.
- ☐ Communicate with troops about required training for troop cookie manager.
- ☐ Invite Juliettes (Independently Registered Girls) to participate in the cookie program.
- ☐ Pre-stage troop materials for pickup by troops that complete the training: order card (1 per girl), money envelope (1 per girl), Gift of Caring tabletop flier (1 per troop); Hometown Hero tabletop flier (1 per troop); Let's Exploremore flier (10 per troop), troop goal poster (1 per troop), membership flyer (1 per troop) and receipt books (2-3 per troop).

#### *eBudde/Digital Cookie Related*

- ☐ Log into eBudde after receiving the welcome email.

#### *Booth Related*

- ☐ Train SU volunteers to visit local stores to schedule cookie booths. Review the Securing Cookie Booth flier included with the cookie materials. Provide this flier with volunteers who are approved to secure cookie booths.
- ☐ Visit local stores to schedule cookie booths.
- ☐ Submit the cookie booth spreadsheet or complete the online booth time-slot form to the Product Program Department by Jan. 23, 2026.

### During Sale Checklist

- ☐ Communicate with troops regularly about important dates, reminders, and program updates.
- ☐ Remind troop cookie managers to look out for the welcome email to login to eBudde. Check the 'Girl' tab to view their troop rosters.
- ☐ Ensure that troops have verified their troop banking information. Bank information must be sent to GSWCF by Jan. 25.
- ☐ Remind troops to deposit all funds into their bank account prior to the ACH sweep dates.
- ☐ Verify that all troops entered the girls' starting inventory order (SIO) in eBudde by Jan. 19.
- ☐ Verify all troops with an SIO and/or girl-delivery orders have chosen the delivery date, time, and location.

# The Cookie Team:

## Service Unit Cookie Manager Checklists

### Post-Sale Checklist

- ☐ Remind troops to deposit all funds into their bank account prior to the final ACH sweep date.
- ☐ Remind troops to verify that all girl rewards have been chosen by March 22, 2026.
- ☐ Remind troops to submit any outstanding caregiver information by March 22, 2026.
- ☐ Once rewards are delivered (April/May 2026), count and confirm that all items were received.
- ☐ Notify the Product Program Department of any missing reward items within **10 days** of receiving the rewards, and update the council about missing or damaged items by completing the Missing/Damaged Rewards form.
- ☐ Distribute rewards to troops as soon as they are verified. **Ensure troops count and sign for rewards.**

Download and/or print the following reports:

- Troop Reward Excel report (provides information on rewards earned for each troop)
- Troop Products & Financials Excel report (provides financial information to include troop proceeds)
- ☐ Provide the service unit accounting coordinator with a copy of the Troop Products & Financials report.





# The Cookie Team:

## Volunteer Action Plan and Notes

The first step to a successful Girl Scout Cookie Season is to plan for it.

Use the space below to map out the information you need to support girls, and 'Brave. Fierce. Fun.' while having lots of fun!

### Key Dates:

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### Key Actions:

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# Cookie Sales:

## Council Gift of Caring and Hometown Heroes

### The Council Gift of Caring (GOC)

The Council Gift of Caring program is a Girl Scout community service project that provides donated Girl Scout Cookies to active duty military men and women overseas through Support the Troops, Inc. GSWCF also distributes some of the donated cookies to Feeding Tampa Bay.

- GSWCF coordinates the distribution of the donated cookies.



### The Hometown Heroes (HTH)

The Hometown Heroes program is a community service opportunity in which troops/girls choose a local organization to receive donated cookies.

- Recipients can be “heroes” in the community, such as non-profit organizations, shelters, firefighters, police departments, blood banks, or food banks.
- Girls should contact the selected organization for its approval prior to collecting cookie donations.

### How the Program Works

For various reasons, some customers may not want to buy cookies for themselves. Through the Gift of Caring and Hometown Heroes programs, customers can give to others while supporting Girl Scouting at the same time.

- While taking regular orders, Girl Scouts let customers know they can purchase cookies to donate to military troops overseas **and** food banks (through GOC) or to the troop/girl’s chosen HTH.
- Using the GOC/HTH flier, girls explain that this is a Girl Scout community service program that sends Girl Scout Cookies not only to active overseas military personnel and veterans’ organizations, but also to local non-profits.

### 15+ GOC/HTH orders earn the Gift of Caring patch

#### Top 10 GOC



Girl Scouts that have the highest Council Gift of Caring donations will be invited to attend a hands-on tour with their adult chaperone. The tour will take place at Support the Troops, in Wesley Chapel. Girls can learn firsthand where the Gift of Caring cookies go and how they are sent to our troops. They will meet the Support the Troops team and help prepare special packages to be shipped to military personnel.

# Cookie Sales:

## Council Gift of Caring and Hometown Heroes

### Council Gift of Caring (GOC)

- All cookies given to GOC are paid and counted under the GOC column in eBudde. The girl/troop does not physically have the box of cookies.
- Girls collect the money and turn it in to pay for the box of cookies.
- Council arranges for delivery of the GOC cookies at the end of the cookie season.
- The number of purchases should be recorded under the GOC column; online GOC cookies are recorded automatically.

### Hometown Heroes (HTH)

- Troops can choose a local organization to which they will donate cookies. These cookies come from the troop's physical inventory.
- Troops are responsible for delivering the HTH cookies to their chosen organization.
- If troops do not have enough inventory to cover HTH cookies, they should use the Cookie Exchange in eBudde to transfer cookies from another.
- To assign HTH cookies, they must first be added to the troop's inventory. eBudde will not allow more cookies to be assigned than are available in the troop's inventory.

### Entering Gift of Caring AND Hometown Heroes in eBudde

- **Cookies sold via Digital Cookie for GOC cannot be moved to HTH.**
- Collect the money for GOC or HTH cookies from customers at the time of purchase.
- Donated GOC and HTH cookies are eligible purchases toward the Gimme Samoa program.
- Ensure GOC and HTH purchases are entered in eBudde. Go to the 'Girl Orders' tab and enter the boxes in the correct location: GOC (for Gift of Caring) or HTH (for Hometown Heroes).
- The HTH cookies will still show at the bottom, but they are assigned from the troop's total cookies (*see image below*).

		\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	
Girl#	GOC	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	Exp	Toff	HTH	Total#	
Girl Totals	16	54	36	36	48	84	47	84	72	11	8	496	
Troop Order (Actual plus + GOC)	16	60	36	36	48	84	48	84	72	12		496	
Difference	0	-6	0	0	0	0	-1	0	0	-1		0	

The HTH cookies will still show at the bottom, but they are assigned from your troop's total cookies.

# Cookie Sales:

## Understanding and Securing Cookie Booths

### Cookie Booths

There are two levels of cookie booths: **council partnership (CP)** and **community booths (CB)**.

**Council partnership booths** include the following locations (store participation may vary):

- Florida State Fair
- Mall locations
- Publix
- Sam's Club
- Walmart/Walmart Neighborhood Markets
- Winn-Dixie, Harvey
- Any other location with national or council level agreements.
  - Service units are updated regarding council-partnership booths during training. Refer back to training with any questions about council-partnership-level booths.

Council staff manages council-partnership booths and provide specific guidance during training for procedures regarding approaching the stores. Service units and service unit cookie managers will be notified when it is OK to approach the council-partnership stores. Preferences by businesses may change during the season. If this happens, GSWCF will update both the service unit and troop cookie managers.





# Cookie Sales:

## Understanding and Securing Cookie Booths

**Service unit cookie managers** manage community booths.

**Possible community cookie booth sites include:**

- Grocery stores (other than those listed on page 28)
- College campuses
- Hardware stores
- School events
- Places of worship
- Farmers markets
- Sporting goods stores
- Cookie drive-thru
- Movie theaters
- Dollar stores
- Pet supply stores
- Banks
- Retirement centers
- Bowling alleys
- Gas stations
- Local restaurants

**Cookie Booth  
Dates**

Feb. 13-March 15

### Securing Cookie Booths

Cookie booths are secured by service unit volunteers and council staff members.

- Troops may not solicit businesses for cookie booth space or set up their own booth locations without the permission of their service unit cookie manager.
- If there is a connection to a business or location where a troop would like a cookie booth, contact the service unit cookie manager.
- If a volunteer owns a business and would like to have a booth sale, the service unit cookie manager should be contacted. Standard booth guidelines apply.
- Retail sales without Girl Scouts present are not approved by GSUSA. Troops and Girl Scouts may not sell cookies in a retail space where Girl Scouts cannot be present to market, manage inventory, collect and process payments for cookies.
- Store employees and/or adults cannot sell cookies on behalf of Girl Scouts or a troop.
- Girls are not permitted to sell in or in front of establishments that they themselves cannot legally patronize, such as marijuana dispensaries.

**Not sure how to contact a service unit cookie manager?**

Check out the [Service Unit Team Map](#) for more information

# Cookie Sales:

## Understanding and Securing Cookie Booths

### Providing Booth Locations in eBudde

**Service units can conduct cookie booth lotteries for their confirmed booth locations before they submit the locations to the Product Program Department.**

If a service unit chooses to conduct a cookie booth lottery, the booth information along with the assigned troops are submitted to the Product Program Department. Service unit cookie booth lottery forms are uploaded in eBudde after cookie booth scheduler rounds.

The service unit cookie manager must turn in the signed store agreements and the booth spreadsheet (with the location, date, time and troop selected) to the Product Program Department.

- Booth spreadsheets are due to the Product Program Department on Jan. 23.
- Service unit cookie booth lottery spreadsheets are due to the Product Program Department by Feb. 2. The spreadsheet must include all troop and time assignments.
- After the service unit cookie booth lottery spreadsheets are uploaded to eBudde, if a troop cancels its booth space, it will be available for any troop.
- **Errors with booth information after it has been uploaded to eBudde?** Contact the service unit cookie manager and ask them to email [info@gswcf.org](mailto:info@gswcf.org) with details of the corrections.

Occasionally, businesses will cancel cookie booths for different reasons. If GSWCF is contacted, the Product Program Department will advise scheduled troops of any changes.

### Cookie Booth Scheduler

Troops can reserve council-partnership booth locations via the eBudde system. Booth locations are available throughout our eight-county jurisdictions.



# Cookie Sales:

## Understanding and Securing Cookie Booths

### How do booth scheduler rounds work?

- Prior to the opening day for the booth scheduler rounds, troops can preview locations uploaded into eBudde.
- On opening day of selections, troop cookie chairpersons should have a list of booth locations in which they are interested before beginning their selections. Having this will help you select other options quickly if the desired initial location is not available.
- If a booth assignment must be cancelled after selection, that time slot must be released.
- On occasion, changes occur at booth locations and a booth could be removed from eBudde. The Product Program Department will notify affected troops via phone or email. If this occurs, they will be able to select another location. The council apologizes in advance for any situations that are out of its control.
- Troops are only allowed one sign-up per store location during each scheduling round.

### Cookie Booth Scheduler Dates & Times

Start Date, Time	End Date, Time	Number of Booth Sign-Ups Per Troop
Feb. 2, 7 p.m.	Feb. 3, noon	Four sign-ups; 1 sign up per store location
Feb. 3, 7 p.m.	Feb. 4, noon	Four sign-ups, 1 sign up per store location
Feb. 4, 7 p.m.	Feb. 5, noon	Five sign-ups, 1 sign up per store location
Feb. 5, 7 p.m.	Feb. 6, noon	Five sign-ups, 1 sign up per store location
Feb. 6, 7 p.m.	Mar. 15, 8:00pm	Open until end of sale

### Cookie Finder

Booth locations uploaded into eBudde are searchable by customers through Cookie Finder. Customers enter their zip code, and Cookie Finder locates available booths in that area. Remember to cancel booths in eBudde if unable to host a scheduled booth or if the troop leaves early.

### Troops, set up your troop link in Digital Cookie!

Troop links are needed for processing the payment on Digital Cookie for booth activity. A troop link also lets customers locate your troop for online purchases of shipped or donated cookies.



# Cookie Sales:

## Types of Cookie Booth Sales

### Traditional Cookie Booths – Approval Required

Traditional cookie booths are the traditional sales tables in front of an approved business.

- These booths are secured through service unit volunteers and are offered to interested troops through a cookie booth lottery.
- Traditional cookie booths are limited to a maximum of three girls and two adults (both must be registered and background-screened).
- Connect with your service unit cookie manager if you have a location that may allow booths.

Cookie booths  
begin Feb. 13

### Drive-thru Booths – Approval Required

Drive-thru booths are held in places that allow customers to purchase cookies without leaving their vehicles.

Drive-thru  
booths begin  
Feb. 13



### Mobile Stand

A mobile cookie stand means mobile—it can be a decorated car, van, truck, or even a wagon filled with delicious Girl Scout Cookies.

- Be creative and visit events happening in the community.
- Mobile stand sales can be a troop activity or done by individual girls with their caregivers.
- Because mobile stands move, do not bring tables, chairs, or tents.
- Mobile cookie stands are limited to no more than 30 minutes at each location.
- **Girls and troops cannot approach any high-traffic locations (such as grocery stores, malls, and universities) or any location where there is a cookie booth set up or planned.**

Mobile Stands  
begin Feb. 6



# Cookie Sales:

## Types of Cookie Booth Sales

### Lemon-Ups Stand

Girls can set up a simple stand, similar to a classic lemonade stand. The stands may only be set up on residential property where the girl or a close family member (e.g., grandparents, aunts or uncles) resides and has permission to sell Girl Scout Cookies.

- The stand must adhere to local city/government ordinances and/or HOA approval.
- Cookies and/or money must never be left unattended at a stand.
- A caregiver/adult must be present to supervise.
- Lemon-Ups stands are not registered as booths and will not appear in the Cookie Finder.

Lemon-Ups  
stands begin  
Feb. 6

### You & Me – Approval Required

Do you have a Cadette, Senior, or Ambassador who is striving for a personal goal? Or would she feel more comfortable on her own with support?

- A You & Me is held at approved booth location where the Girl Scout, with the support of her legal guardian, markets her cookies to customers.
- The caregiver agrees to follow specific guidelines to participate in a You & Me and must sign the You & Me Sales Agreement prior to participating.
- **The troop leader/Juliette mentor will forward all completed You & Me Sales Agreements to Council as indicated on the form.**
- It is recommended that You & Me events do not occur at council-partnership booth locations. Council-partnership booths are developed because GSWCF has established a business relationships with specific booth expectations.
- GSWCF reserves the right to modify You & Me locations based on safety or add locations throughout the season based on availability.
- You & Me is available to Juliettes this year.
- You & Me is an experience for the legal guardian and one Girl Scout.

You & Me  
begin Feb. 27



# Cookie Sales:

## Preparing for Cookie Booth Sales

### Cookie Booth Preparation

- Have each caregiver sign a permission slip for their daughter(s).
- Have a completed Health History form for all girls.
- Bring a card table and chairs (for adults only).
- Keep booth times age appropriate.
- Take a money box and change (about \$100 in change).
- Take an adequate supply of the best-selling cookies. **Recommended minimums:** 2-3 cases of Thin Mints, Tagalongs, and Samoas, and 1-2 cases of other varieties. Local service unit volunteers can also provide guidance on the suggested number of cookies.
- Bring display posters of service project goals.
- Bring general supplies, including trash bags, pens, tape, calculators, and a first-aid kit.
- Always keep money and/or money box out of sight.
- Count packages and money **BEFORE** and **AFTER** the cookie booth begins and ends. Balance out your booth before starting another one, ideally immediately after the booth event.
- Use the Cookie Booth Sale Worksheet to maintain accurate information on the booth, available at [gswcf.org/cookies](https://gswcf.org/cookies).

### Setting Up

- When setting up booths, do not set up a booth sale in a non-approved location. Always contact the service unit cookie manager if there are questions.
- Decorate and market the booth appropriately to attract customers.



# Cookie Sales:

## Preparing for Cookie Booth Sales

### Cookie Booth Etiquette

- All Girl Scouts must follow the rules and guidelines listed in the Caregiver Permission & Responsibility Agreement and Girl Scout Cookie Family Guide. The regulations are designed to ensure Girl Scout safety, excellent customer service, while promoting a successful, fair, fun, and safe cookie season.
- A minimum of two registered and background-screened adults and at least one registered girl must be present at booths, except for You & Me (You & Me start later in the season. Review the start dates as outlined in this guide).
- Siblings or tagalongs may not attend any booths.
- Sell cookies for the correct price. GSWCF sells all cookies for \$6 per package. Do **not** discount prices, offer price promotions such as two for one, or sell a package for more than \$6.
- Arrive and leave on time. Please pack up five minutes before the end of the shift in order to allow arriving booth participants time to set up. *Remember to be a sister to every Girl Scout.*
- Booths should be set up a minimum of 15 feet from entrance/exit doors or remain in the location designated by the store.
- Booths at Publix locations must conclude by 7 p.m.
- Store locations cannot grant permission to stay later than the allotted time as GSWCF has agreements with corporations for specific times/dates.
- **Store managers may cancel booths for any reason. If a store manager asks booth attendees to leave the store location, do so immediately. Politely thank the store manager and notify the service unit cookie manager or Product Program Department.**
- Do not ask the store location to make announcements regarding booth sales.
- Girls should allow entering/exiting customers to approach them. Never approach customers as they enter/exit the store.
- Girls oversee selling the cookies. Adults are there to provide guidance and handle money for younger Girl Scouts.
- Donation jars are not allowed anywhere on or near the booth.
- Do not allow girls to write on store property (walls, garbage cans, etc.).



# Cookie Sales:

## Preparing for Cookie Booth Sales

### Maintaining Etiquette

If Girl Scouts and/or troops (including troop caregivers) are not participating within the established rules and guidelines, they may be disciplined in one or more of the following ways:

- Verbal counseling regarding any booth-etiquette offense.
- Removal from the troop's next scheduled council-level booth location.
- Girl Scout/troop will not be allowed to hold any further cookie booths at council-level booth locations for the season.
- Girl Scout/troop will not be allowed to hold any further cookie booths for the season.

### Our Responsibility

Remember, we are all responsible for the reputation of GSWCF and the strength of the Girl Scout movement. Demonstrate character and help protect the council's reputation and relationships with the businesses that support GSWCF through cookie booth opportunities.





# Cookie Sales:

## Girl Scout Cookie Pick-Ups

Picking up a cookie order is exciting, and there are a few steps to take to ensure everything goes smoothly.

**First**, troops are responsible for counting and verifying the total number of cases received.

When in doubt, recount!

### Action steps for a smooth pickup day:

- Know exactly how many cases were ordered of each variety.
- Arrive at the scheduled pick-up time.
- Ensure there are enough vehicles to load the order (see chart).
- Line up the vehicles at the same time.
- Check in and receive a pick-up ticket.
- Give the pick-up ticket to the loader and count cases as they are loaded in the vehicle(s).
- Sign for the order and take the receipt.

### How many cases can your car carry?

Compact Car **23**



Hatchback Car **30**



Standard Auto **35**



Sport Utility Vehicle **60**



Station Wagon **75**



Minivan **75**



Pickup Truck **100**



Cargo Van **200**



### Can I return cookies?

No. Cookies cannot be returned once they're picked up.

- Troops are responsible for counting and verifying the total number of cases.
- Troops accept financial responsibility by signing the receipts. Once receipts are signed, case counts are final and cookies are the property of that troop.
- When in doubt, recount. Wait until the case count is confirmed to sign the receipt.

# Cookie Sales:

## Girl Scout Cookie Pick-Ups

### Damaged Cookies

Damaged cookies are considered smashed, crushed or open boxes that make them unsellable. Always inspect cookie cases, and do not accept damaged cases.

### Damaged Cookies – Initial Order (IO)

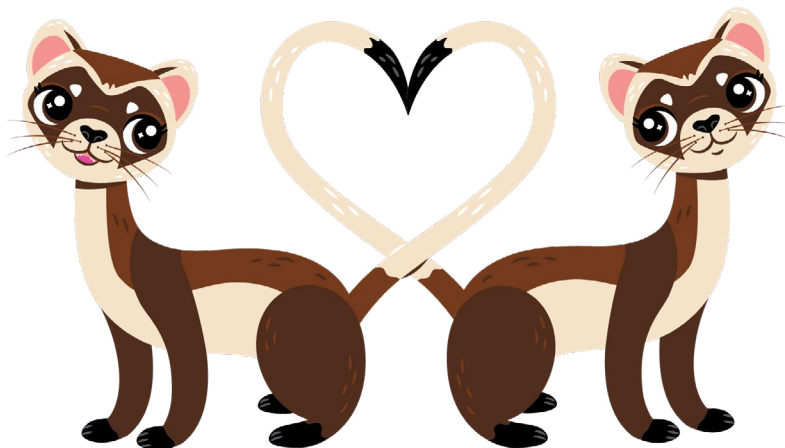
- If cookies are damaged at the IO pickup, contact GSWCF to report the damaged case. This must be reported within **48 hours of the IO pick up**. GSWCF will coordinate with you to exchange the cookies with the warehouse.
- Once approved, the damaged case will be returned to the warehouse that provided it. **Exchanges for damages from IO are to occur by Feb. 16.**
- Use this form: <https://gswcf.jotform.com/team/product-program/2026-initial-cookie-IO>

### Cookies Damaged – Pending Orders

- Warehouses cannot accept a damaged package (box), but they can accept a full damaged case – if the full case is considered damaged.
- Damaged cases must be returned to the warehouse where the cookies were picked up. Damaged cookies cannot be returned to a mobile cupboard.
- A damaged package can be exchanged through a damaged cupboard.
- Damaged or missing cookies must be reported within 24 hours of pick-up from the warehouse.
- Use this form: <https://gswcf.jotform.com/team/product-program/damagedmissing-cookie-2026>

### Cookies Damaged – Customer

- A customer complaint about damaged cookies should be directed to the phone number on the side of the cookie box.



# Cookie Sales:

## Girl Scout Cookie Pick-Ups

### Take stock and restock!

Deciding how many packages to order for booth sales isn't an exact science, but here are average sales per cookie variety\* to provide guidance on how many to order:

Thin Mints® .....	27%	Trefoils® .....	7%
Samoas® .....	19%	Lemon-Ups® .....	6%
Tagalongs® .....	13%	Toffee-tastic® .....	3%
Adventurefuls® .....	8%	Toffee-tastic® .....	3%
Do-si-dos® .....	8%		

*\*Based off 2025 sales.*

Exploremores are anticipated to sell similar to Adventurefuls. Plan for 8-9%.

### Storage of Cookies

Do not store cookies in a car, direct sunlight, in a garage, on a cement floor, on a porch, or patio, or in any warm place where animals, bugs, or water can reach them. Remember, you are responsible for these cookies even if they get wet, melt from heat, or otherwise become unsellable.

### Return Policy

There is no return or exchange policy on any cookies. Troops and caregivers who sign for cookies cannot return or exchange them to the troop or to the cupboards/council.

Troops are encouraged to use the Cookie Exchange on eBudde. Coordinate with your SUCM about posting to SU communication board to other troops in your SU. Remember to do a troop-to-troop transfer of the cookies in eBudde for any cookies given to another troop.



# Cookie Sales:

## Cookie Cupboard Guidelines

GSWCF cookie warehouses/cupboards are paperless. All troops, regardless of chosen cookie warehouse or cupboard pick-up location, must enter a pending order for all additional cookie pick-ups. All troop pick-ups **are signed for electronically via the eBudde login before leaving the cupboard location.**

A full listing of all cookie cupboard locations (including dates and hours of operation) can be found at [gswcf.org/cookies](http://gswcf.org/cookies).

**Troops must submit a pending order for all additional cookie pick-ups. To submit a pending order:**

**Step 1:** Log into eBudde.

**Step 2:** Click “Transactions” tab.

**Step 3:** Click “Add a Transaction” and complete the required steps on the Cookie Transaction form:

### Date

- **Pick up:** Select the date and time of pick up
- **Type:** Select “Normal”
- **2nd Party:** Select “Cupboard”
- **Product Movement:** Select “Add Product”
- **Variety:** Enter the desired quantities of cookies in cases only

**Step 4:** Review the order and make any changes (eBudde totals the information, but please verify for accuracy).

**Step 5:** Double-check “Pending Transaction” is showing under the “Transactions” tab.

### Remember:

A full listing of all cookie cupboard locations (including dates and hours of operation) can be found at [gswcf.org/cookies](http://gswcf.org/cookies).

### How far in Advance do Troops Need to Enter Pending Orders?

**Main Warehouse or Cupboard Locations:** Troops must enter pending orders at least 24 hours before pick-up. Any warehouse-specific details are outlined in eBudde for the delivery agent.

**Mobile Cupboard Locations:** Troops must submit a pending order 24 hours before the scheduled pick-up to ensure it is processed and added to the delivery truck.

**Add ‘Troop Pick-Up Only Users:’** Troops can add any adults who will be picking up cookies from a cupboard to eBudde. Troop cookie managers and troop leaders with eBudde access can also record the information.

- A ‘Troop Cookie Pick up Only User’ can be a caregiver or other adult in charge of picking up product from a cupboard.
- Troop leaders and cookie chairpersons should **NOT** add themselves to this user type.
- This user can **ONLY** sign for the cookies received at a cupboard.



# Cookie Sales:

## Cookie Cupboard Guidelines

### What if a troop over-ordered product?

If a product is over-ordered, notify the service unit cookie manager immediately. Waiting until the end of the sale makes it much more difficult to find someone who needs the product, and it is most likely too late for anyone to help. Other options include:

- Post on eBudde under the 'Cookie Exchange' Tab.
- Encourage girls to set a higher goal (booth and additional sales, door-to-door, etc.).
- Talk with the girls about contacting businesses that would be interested in donating cookies for the troop's Hometown Hero project.
- Set up additional booths to sell the inventory. Troops can even set up booths after the end date of the sale. Booths after the end date are **not** permitted at any council partnership-level booths. Review the list of council partnership-level booths to ensure after-season booths do not occur at these locations. Troops should not count on being able to host cookie booths after the season is over.
- Contact other troops in your area to see if they need extra products or if they would be willing to swap.

### Cookie Exchange

#### What is the Cookie Exchange tab?

The Cookie Exchange tab is a great way to post extra cookies in eBudde and see what cookies other troops have available.

#### If posting extra cookies

- Enter the number of extra packages (boxes) of the varieties.
- Click "Update Pkgs to Exchange."
- Remember to update after cookies are transferred to other troops, or click "Remove My Offering" if there are no more to offer.

#### If looking for cookies

- Click on the drop-down arrow to the side of the cookie variety to see the troop number, how many they are offering, the service unit name and contact email information.

### Return Policy

There is no return or exchange policy on any cookies. Troops and caregivers who sign for cookies cannot return or exchange them to the troop or to the cupboards/council.

Troops are encouraged to use the Cookie Exchange on eBudde.

- Post your troop's extra cookies.
- Use the Cookie Exchange to support your sister troops when your troop is replenishing its supplies

# Finances:

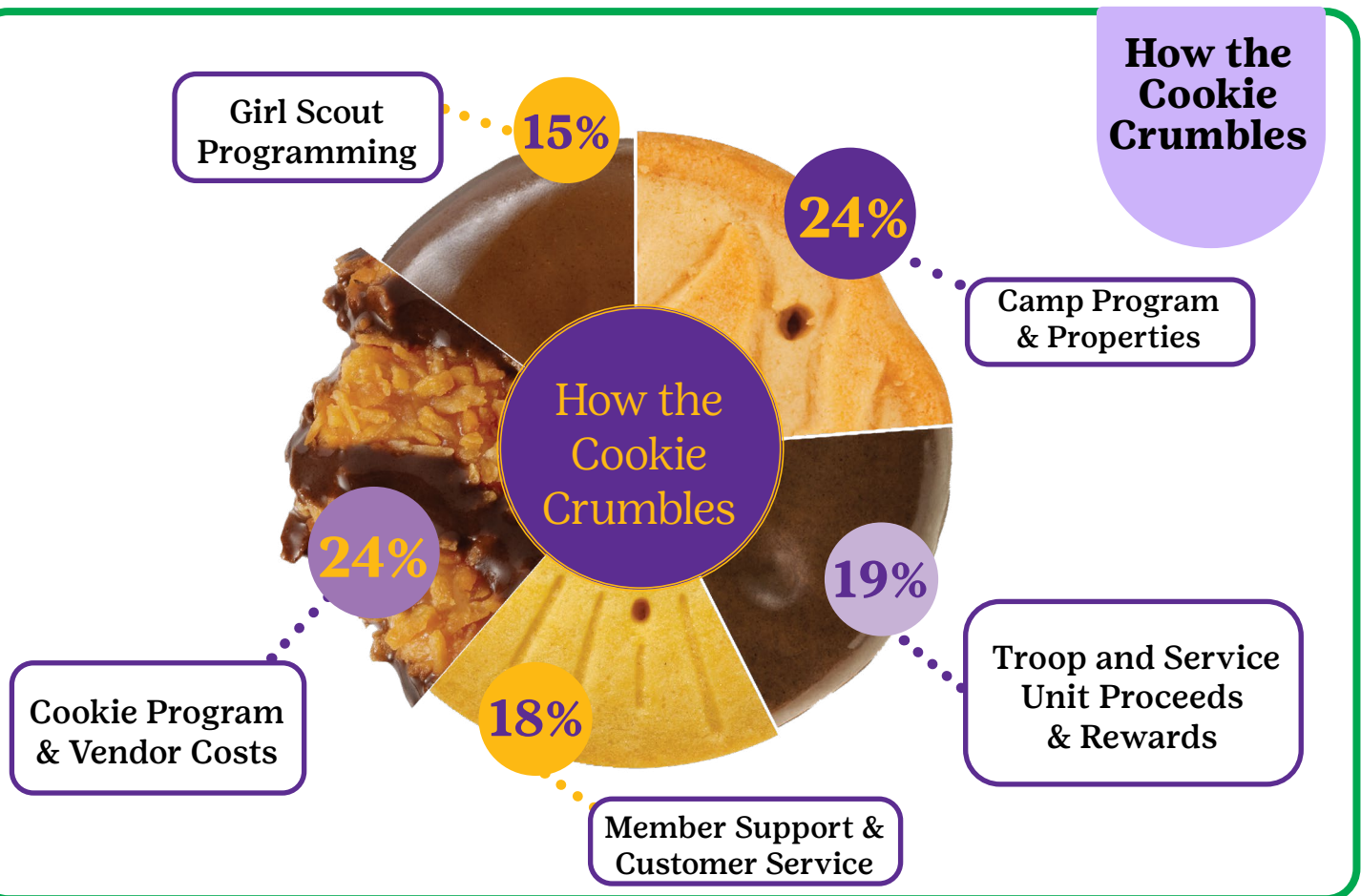
## How the Cookie Crumbles

All Girl Scout Cookie proceeds (100%) stay within our council, Girl Scouts of West Central Florida (GSWCF). The Girl Scout Cookie Program not only gives girls funds for the troop, but it also supports all our services to volunteers, caregivers, and girls. Proceeds from the cookie program also help maintain our camp facilities and properties, so they both adventurous and safe for our girls.

Every dollar of membership dues goes to Girl Scouts of the USA (GSUSA). This helps cover the cost of fundamental services supporting the Girl Scout movement, such as accident insurance, technology improvements, program development, research, training, and resources on a national level. GSWCF does not retain any portion of the membership dues.

Cookie proceeds benefit GSWCF troops and support GSWCF in the following ways:

- **GSWCF's Investment in Girls** (programs, four camps, volunteer training, and member services)
- **Direct Girl Proceeds & Rewards** (including troop and service unit proceeds)
- **Cost of Cookie Program & Vendor Costs** (packaging, transportation, warehouse, and training)



# Finances:

## Money Matters

### Caregiver Related

- Caregivers must complete the online Caregiver Permission & Responsibility form for every participating girl. Do not give sales materials to a girl if the caregiver has not submitted this form. Caregivers complete this form: <https://gswcf.jotform.com/team/product-program/2026-gs-cookie-caregiver-form>
- Set up specific dates to meet with caregivers throughout the cookie season to collect money.
- Until comfortable with the caregiver's payment patterns, limit the number of cookies taken. GSWCF encourages troops to only allow caregivers to check out 100 boxes (\$600 value) if they are not pre-paid.
- Troops may only submit outstanding caregiver balances of up to \$600.
- Collect payments for outstanding balance **before** issuing more cookies to caregivers.
- Use receipts every time a caregiver picks up cookies and/or turns money in to the troop. Troops should provide caregivers with a receipt for cookies issued and the amount of money received.

### Cookie Payment

- Customers pay when the product is **delivered**. Unless ordering online, they should not be asked to pay before delivery (except for Gift of Caring/Hometown Heroes items, which can be paid for when ordered if the customer is not ordering additional cookies).
- Girls and caregivers should never be asked to pay for product when picking it up from the troop. Exceptions may be considered if there is a prior history of outstanding debt. In this case, please contact the Product Program, at 813-281-4475.
- Troops must decide if they will accept checks and communicate this to caregivers. If accepted, checks should be made out to the troop and deposited into the troop account.
- Troop leaders accept responsibility for fees associated with checks returned for non-sufficient funds (NSF). Troop funds are not permitted to pay for such fees.

**Reminder:** Customers pay when the cookies are delivered. Unless they are ordering online, customers are not asked to pay for product before it is delivered (except for Gift of Caring/Hometown Hero items).



# Finances:

## Money Matters

### Troop Responsibilities

- Troops are responsible for entering troop-to-troop cookie transfers in the eBudde system in a timely manner, as these affect the troops' financial obligation to GSWCF. Only one troop needs to enter the transfer into eBudde.
- Allow time for deposits into the troop bank account to clear to avoid NSF fees.
- Troop leaders are responsible for any fees associated with declined withdrawals or NSF. Troops authorize GSWCF to repeat electronic (ACH) payments that fail for any reason within five business days.
- Troops must have all funds in the troop bank account **before** ACH sweep dates.
- Provide correct troop bank info by Jan. 25, 2026, submit Troop Bank Info Update JotForm - <https://gswcf.jotform.com/team/product-program/troop-bank-info-update-form>

### ACH Related

- ACH invoices will be emailed to the troop leader and troop cookie manager one week before the ACH sweep date.
- A one-time, 50% deferment for the first or second ACH sweep may be requested. Troops cannot ask for a deferment on the final ACH sweep.
- The final ACH sweep from the troop account, for the amount due to council minus outstanding caregiver balances submitted on time, occurs April 2. **No exceptions can be made.**
- Failure to have sufficient funds for the final ACH sweep does not grant an extension from GSWCF. Troops with unpaid funds will be subject to collection efforts, which may include collection agencies. Troop cookie managers with unpaid balances will not be allowed to volunteer until full payment is made.
- If a credit is due to a troop, GSWCF will use the provided banking information to credit or return any monies owed on April 2.





# Finances:

## Money Matters

### Outstanding Caregiver/Parent Balance

- Troop cookie managers must notify caregivers in writing regarding shortages in funds, including the due date for all outstanding amounts. Ensure communications to caregivers are timely.
- Troops can only submit outstanding caregiver balances up to \$600.

If caregiver's funds remain outstanding at the end of the sale, the troop cookie manager must complete the online Outstanding Balance form located at [gswcf.org/cookies](http://gswcf.org/cookies) on the 'Cookie Volunteers' tab and upload pictures of the following:

- Signed Caregiver Permission & Responsibility form
- Receipts signed by the caregivers for products received
- Copies of receipts for funds paid
- A copy of the delinquent notification letter or email

These items MUST be received via the online form no later than March 22.

### Counterfeit Bill

- If notified by the bank of a counterfeit bill found in a troop's cookie deposit, request a Counterfeit Bill Report from the bank and send it to the Product Program Department as soon as possible.
- The amount of the counterfeit bill will be deducted from the amount due to the council.
- Note: the bank will retain the counterfeit bill and deduct the amount from the deposit.

### Stolen Product or Money

Troops should take measures to ensure the safety and security of the product and funds.

- If funds or products are stolen, submit a copy of the theft documentation in a police report to the council.
- The incident must also be reported to the homeowner's insurance company to make a claim.
- The troop's volunteer/caregiver remains financially responsible for funds due.

# Finances:

## Troop Budget and Proceeds

### Troop Budget and Activities

The Girl Scout Cookie Program is a girl-led program. The amount of leading depends on the troop's level. Troop cookie proceeds can support much, if not all, of a troop's activities, uniforms, supplies, and materials.

#### **First – Determine troop expenses for the upcoming year at the beginning of the cookie program.**

Girls will develop their ability to set goals, make decisions, and learn how to manage money. Some important questions for girls to consider include:

- Will we need any new uniforms or uniform pieces?
- Is there a need for badges or patches?
- Do we have a service project picked out?
- Do we want to go camping?
- What supplies or materials do we need for this year's projects?
- Will we raise funds for Early Bird registration next year?
- Do we have any other expenses?

#### **Next – After the troop's expenses are established, girls can determine how many boxes the troop needs to sell to reach its goal.**

Example: Troop members determine they need \$1,300 for uniforms, camping and earning badges and/or patches.

Troop proceeds are \$0.88 per box (at the lowest level)

$$\$1,300 \div \$0.88 = 1,478$$

Troop must sell 1,478 boxes to raise \$1,300.64

#### **Remember – Booth assignments of cookies**

- Girls participating in booth sales will also reduce the number of boxes that need to be sold individually.
- Cookies sold at booths are done as a group and should be applied to each girl individually at that booth sale.
- Troops divide the total number of boxes sold at the booth by the number of girls who helped at that booth.
- More information on troop finances and budgeting can be found in *Volunteer Essentials: Managing Group Finances*.



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# Finances:

## Troop Budget and Proceeds

### Troop Proceeds

- Troop proceeds are based on a per-girl-average (PGA) of girls selling, with the chance for troops to earn greater proceeds with a higher PGA.

### Requirements

- Troops must have a minimum of five girls registered for MY26, three must be participating, with at least one of the girls unrelated to the others. This is to ensure the council is complying with tax requirements related to its nonprofit status.
- For troops that do not meet this minimum, participating Girl Scouts will be classified as Juliettes for the cookie program and will receive council credits instead of troop proceeds.

### eBudde

- eBudde automatically calculates troop proceeds, adjusting for PGA.
- Troops must enter all cookies that are picked up and give girls credit in eBudde to ensure proceeds are calculated correctly.

### Opting Out of Rewards

- Girl Scout Junior, Cadette, Senior, and Ambassador (J/C/S/A) level troops can opt out of rewards to receive additional proceeds.
- All active girls in a J/C/S/A troop must agree as a whole troop to opt out of rewards, sign the agreement document and the leader must submit the signed form using the opt-out jotform by the deadline.
- Troops that opt out will not receive general rewards. They can still earn patches, the troop reward, and Gift of Caring rewards, and attend the Super-Seller event.
- **Multi-level troops with Daisies or Brownies do not qualify to opt out of rewards.**



# Finances:

## Troop Budget and Proceeds

### Troop Bonus

Troops that excel in the 2026 Girl Scout Cookie Program by meeting the following requirements will receive an additional \$0.03 per box sold:

- Completed training and submitted eBudde Access Request form by Dec. 15.
- Set a troop goal and enter it into eBudde on the settings page.
- Provided bank information to council by Jan. 25, 2026.
- Had at least 75% of registered girls selling.
- Maintained a 400 PGA of girls selling.
- Donated at least 36 boxes to Gift of Caring (HTH does not count towards this requirement).
- Completed all ACH sweeps on time with no deferments.
- Ensure that at end of the season all cookies are assigned to girls (no unassigned cookies left in eBudde troop account) by March 22.
- Ensure all reward choices are entered into eBudde for girls by March 22.

### Submitting for Troop Bonus

- Troops that believe they qualify for the troop bonus must complete the online form at [gswcf.org/cookies](http://gswcf.org/cookies) by March 22, 2026.
- The Product Program Department will verify troops that submit the form.
- Troops qualifying for the bonus will receive the funds via ACH direct deposit into their troop account by May 1.

### Service Unit Bonus

- Service units receive \$0.05/box sold in their service unit.
- This provides service units with additional funds to serve girls and volunteers in their region.
- These critical funds can be used toward any support initiatives for the members of each service unit, including:
  - funding encampments
  - providing start-up money to new troop leaders
  - sponsoring community events
  - hosting cookie rallies, helping to cover the cost of some of the activities such as printing and take-a-ways
  - adult membership

Troop PGA	Troop Proceeds	Additional Earnings	Troop Bonus
Less than 325	\$0.88/box	Troops (J/C/S/A) that choose to opt out of rewards earn an additional \$.05 per box.	Troops that meet specific bonus requirements can earn \$.03 additional per box.
325 or more	\$0.93/box		





# Juliette (Individually Registered Girls):

## Council Credits

Juliettes earn council credits when they sell cookies!

- Credits are distributed by the Product Program Department to Juliettes (Individually Registered Girls).
- Caregivers receive an email from GSWCF informing them of the total amount of council credit their Girl Scout earned. The email is sent after the program concludes and all money is collected from caregivers.
- Council credits can be used for membership, summer camp, programs, events, destinations (through GSUSA destination expenses or travel conducted with EF Tours or Explorica), and items in the Girl Scout Store.
- Any girl with an outstanding balance due will not receive council credits or rewards until the full balance due is paid.
- For questions regarding council credits or assistance using council credits, please email [info@gswcf.org](mailto:info@gswcf.org) or call 813-281-4475.

### Processes & Procedures

- The Juliette's adult sponsor (Juliette cookie mentor) attends training with other troop cookie managers and must sign an agreement. The Product Program Department issues the Juliette's cookie mentor a unique Juliette number for eBudde purposes.
- The Juliette's cookie mentor the Girl Scout by entering orders into eBudde, distributing the cookies, depositing all collected money into the council's account using the bank account information provided, and orders the Juliette's rewards. Please note: No proceeds are kept by the Juliette cookie mentor or the girl(s). Proceeds are earned by troops.
- Juliette's cookie mentor will submit receipt from bank teller to council as proof of deposit using JotForm link <https://gswcf.jotform.com/team/product-program/2026-gscookie-juliette-bank-deposit>
- Any Juliette with an outstanding balance due will not receive council credits or rewards until the full balance due is paid.



# Juliette (Individually Registered Girls):

## Council Credits

### Council Credits Distribution

Council credits are based on a range of cookie sales. Girl Scouts earn the highest level of council credit achieved (see chart) for the highest number of packages sold. Council credit is not cumulative.



**Council Credit Chart**

Boxes	Council Credit
12-35 boxes	\$14
36-71 boxes	\$20
72-107 boxes	\$41
108 -143 boxes	\$62
144 -179 boxes	\$82
180-215 boxes	\$103
216-251 boxes	\$123
252-287 boxes	\$144
288-323 boxes	\$164
324-359 boxes	\$185
360-395 boxes	\$205
396-431 boxes	\$226
432-467 boxes	\$246
468-503 boxes	\$267
504-539 boxes	\$287
540-575 boxes	\$308
576-611 boxes	\$328
612-647 boxes	\$349
648-683 boxes	\$369
684-719 boxes	\$390
720-755 boxes	\$410
756-791 boxes	\$431
792-827 boxes	\$451
828-863 boxes	\$472
864-899 boxes	\$492
900-935 boxes	\$513
936-971 boxes	\$534
972-2,500 boxes	\$554

# Payment Options:

## Cheddar Up

### Cheddar Up

- Cheddar Up is an easy online tool for troops to collect payments from caregivers.
- Cheddar Up is free for troops to use.
- Convenience fees associated with processing the payment are passed on to the caregiver.

### Using Cheddar Up

- Troops create an online collection form to make it easier to collect payments from caregivers.
- Money collected from caregivers through Cheddar Up is transferred into the troop's bank account.
- Cheddar Up cannot be used for customer transactions.
- Visit [gswcf.org](http://gswcf.org) for information about how to sign up for Cheddar Up.

### Digital Cookie (Mobile App for troop volunteers)

- Allows users to take cookie orders and credit card payment directly through the app.

### Using Digital Cookie Mobile App

- The Digital Cookie app accepts credit card payments.
- For cookies in hand and booth sales, customers enter credit card information or use the scan feature to enter the card number.
- Contact details are options but helpful if there is a payment issue.
- An email address is helpful if a customer would like a receipt or thank-you email.
- When the PayPal or Venmo option is selected (after clicking the 'Place Order' button), a QR code will pop up on the screen.
- The customer scans the QR code and continues the payment process.
- PayPal/Venmo is only available when, 'Give cookies to customer now' has been selected.



# Payment Options:

## ACH Procedure and Information

GSWCF uses Automated Clearing House (ACH), a network for electronic payments either to debit or credit a troop's bank account for funds due or refunded for product programs.

### How does ACH work?

- Troop leaders (the signer on troop bank account) must complete the ACH Authorization section included in the Troop Product Manager Agreement.
- Troop orders are not placed without troop bank account information being added into the eBudde system.
- GSWCF's Accounting Department uses the troop bank account information entered into eBudde to initiate the ACH withdrawal (or "sweep") of the "Amount due to Council" on set dates.

### ACH Sweep Info

- The GSWCF Accounting Department conducts three electronic transfers from the troop bank accounts to the council account.
- Please allow 24-48 hours for these to process.

### ACH Due Dates

- Feb. 26: First ACH Sweep, **\$2.00 per package**, for all cookies picked up by Feb. 15
- March 12: Second ACH Sweep, **\$1.75 per package**, for all cookies picked up by March 1
- April 2: Final ACH Sweep, ALL remaining balance owed to council, minus outstanding caregivers





# Payment Options:

## ACH Procedure and Information

Troops may ask for a one-time, 50% deferment for the **first** or **second** sweep ONLY.

### What is a deferment?

- A deferment is a 50% reduction of the ACH sweep and can only be requested one time during the cookie season. The balance due will be added to the next scheduled ACH.
- A troop is **not** eligible for a troop bonus when a deferment is requested.

### ACH Deferment Request Due Dates

Feb. 22: First ACH Sweep Deferment Request

March 8: Second ACH Sweep Deferment Request

### Requesting a deferment

- Deferments must be submitted by the above deadlines and will be reviewed and approved by the Vice President of Product Program.
- Troops will be notified if their deferment is approved.

The following are acceptable reasons for a deferment request:

- Parents not paying in a timely manner.
- Booths canceled by store location.
- Checks returned for insufficient funds.
- Stolen products/money (must be accompanied by a police report).
- Counterfeit bills received.

Troops not making their bank deposit on time is **not** an acceptable reason for a deferment.

Deferment forms submitted after posted deadlines will not be accepted.



# Payment Options:

## ACH Procedure and Information

### ACH FAQs

#### **Does my troop have to use ACH sweeps?**

Yes, troops must use ACH sweeps to participate in the Girl Scout Cookie Program. Each troop must verify its bank account information in the eBudde system. Troops must have bank information submitted to participate in the cookie program.

#### **What if my troop does not place a Starting Inventory Order?**

The ACH sweeps are based on all cookies picked up at cookie cupboard or truck locations by the dates specified.

#### **What if my troop has an overpayment to council?**

All overpayments of \$5 or more will be refunded via ACH sweep on April 2. Communicate with parents regarding Girl Scout Cookie Program expectations and the dates when cookie money is due to the troop.

#### **What if my troop did not have sufficient funds for the ACH?**

- Troops and service units are responsible for ensuring they have sufficient funds in their account on the dates of scheduled ACH debits. The troop will be notified and a follow-up ACH will be scheduled for the following week.



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# Resources

## GSUSA

Girl Scouts of the USA offers resources on [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders).

- Girl Scouts of the USA Resources
- Digital Marketing Tips and Tools for Cookie Entrepreneurs and Families
- Supplemental Safety Tips for Online Marketing
- Safety Tips for Girl Scout Cookie™ Entrepreneurs
- Cookie Program Family Meeting Guides
- Troop Leader Resources
- Virtual Cookie Booth Guide
- Cookie Family Connection Guide

## GSWCF

Visit the GSWCF cookie website for resources, including Volunteer Essentials and Safety Activity Checkpoints, to support your Girl Scouts during their cookie season: [gswcf.org/cookies](https://gswcf.org/cookies)

GSWCF sends email communications through eBudde though the cookie season to SUCM and to troop/Juliette volunteers, please add eBudde <do\_not\_reply@littlebrowniebakers.com> to your approved contacts in your email to ensure you receive communications.

GSWCF Product Program host weekly “Just in Time” cookie chats weekly. Registration links are sent within eBudde communications.

## Additional Websites

### eBudde Training

- [eBudde Training Video](#)



## Cookie Resources

- [littlebrowniebakers.com/girl-scouts-cookies](http://littlebrowniebakers.com/girl-scouts-cookies)
  - Cookie Season Resources
  - Rally Guide and Activities
  - Clip Art & Illustrations
  - Digital Marketing
  - Print Materials

## Badges

- [girlscouts.org/cookiebadges](http://girlscouts.org/cookiebadges)
- [girlscoutcookies.org/entrepreneurfamily](http://girlscoutcookies.org/entrepreneurfamily)

## Digital Cookie®

- [girlscouts.org/digitalcookie](http://girlscouts.org/digitalcookie)

## Digital Marketing Tips

- [girlscoutcookies.org/digitalmarketingtips](http://girlscoutcookies.org/digitalmarketingtips)



# Have an exciting cookie season!

**Please contact the  
GSWCF Product Program Department  
with any questions.**

Kim Buettner, Vice President of Product Program

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813-281-4475

[info@gswcf.org](mailto:info@gswcf.org)

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