



2024 PROCEDURES FOR TROOP COOKIE SALE MANAGERS

Girl Scouts of Manitou Council, 5212 Windward Court, Sheboygan WI 53083

Check out our website at www.gsmanitou.org and our cookie company, Little Brownie Bakers, at www.littlebrowniebakers.com

Thank you for volunteering to be a Troop Cookie Sale Manager. This procedures folder has been prepared to answer questions regarding dates, preparation and distribution of Girl Scout cookie sale order and reports. Your help in following it closely will ensure accuracy and promptness throughout the sale. Please contact your community cookie sale manager with cookie sale questions or paula@gsmanitou.org. You and many other adults have volunteered to participate in one of the most important projects of our Girl Scouting year. In fact, our annual Cookie Sale is essential to our total Girl Scout program! We are grateful for your help.

GENERAL INFORMATION

THIS IS AN ORDER TAKING SALE. Troops and parents of registered Girl Scouts are responsible for selling all cookies ordered. **December 4** Troops with 5+ registered girls, a registered troop cookie manager and two registered adults will be uploaded to eBudde.

DECEMBER 15, 2023 - Digital Cookie will be open for all customer orders. Girls/parents will receive a registration email in early December so they can set up the girl's digital webpage.

Troop Link - troop order page in digital cookie (see the eBudde Tab by Tab Power Point emailed to you). Customers who wish to order cookies can click on a link to GSUSA (Girl Scouts of the USA) cookie link enter their zip code and choose to purchase cookies at a local booth sale or click on the link to a troop account. Customers can only place shipped or donated orders on the Troop Link. A unique QR code is listed on all girl digital webpages.

DOOR TO DOOR IN PERSON SALES JANUARY 4 - JANUARY 21. LOCAL DELIVERY FEBRUARY 9 - 19. GIRL SCOUTS DELIVER COOKIES FEBRUARY 9-MARCH 1.

COOKIES - nine varieties will be offered for sale - • LEMON UPS • TREFOILS • THIN MINTS • TAGALONGS • DO SI DOS • SAMOAS • ADVENTUREFULS @ \$5 PER PACKAGE. S'MORES & TOFFEE TASTIC - GLUTEN FREE VARIETY, \$6.00 PER PACKAGE -Troop Proceeds \$0.95 per package sold.

2024 COOKIE SALE PARENT PERMISSION FORM - Parents must complete and sign a parent permission form before receiving a girl order card. Send this link to a parent so they can print, complete, sign and send it back to you. bit.ly/CookieParentPermission



240 INITIAL PACKAGE ORDER - Girls who sell 240 packages on their initial order will receive Cross Body Bag at delivery.

TROOP REWARD -Troops with **five or more girls selling** and who sell 200 average packages per registered girl in the troop (excluding booth sales) will be eligible to receive tickets for a troop trip to one of these theme parks Kalahari Water Park in Wisconsin Dells*, Tundra Lodge, Green Bay, Milwaukee County Zoo, Renaissance Faire, Bristol WI. Only girls in qualifying troops (troops with a 200 per girl average) who sell a minimum of **40** packages will be eligible to receive a ticket. Troops will receive tickets for the number of adults required by Girl Scouts of the USA girl/adult safety ratios to supervise a troop activity. Except for a few blackout dates for the Kalahari, troops will be able to choose a day to use the tickets May 1, 2024, through December 22, 2024. Read more about this exciting troop trip reward on our website at www.gsmanitou.org. *** Blackout dates 2024- cannot be used on Fridays or Saturdays, or July 3-6, November 21-24 and December 23-31. Expire December 22.**

COOKIE BOOTH - Manitou Council will not accept any returns of booth initial orders placed in eBudde. We caution all troops to be conservative in their booth orders or place and pick up a booth order from a council cupboard in Fond du Lac, Port Washington, Sheboygan, on or after February 8. Visit our website at <http://www.gsmanitou.org/en/cookies/for-cookie-sellers/cookie-booth-information.html> for more cookie booth information. Troop cookie sale managers and troop leaders decide whether to hold a booth sale and the date, time, and location for their booth sales February 10 through March 17. They may choose from pre-determined dates and time slots at Festival Food Stores and Pick 'N Save Stores or schedule a date and time with a local business. Troops who sell **132** packages in booth sales earn a one-night free building rental (Sept.-May) for a troop getaway or a pool party at camp in the summer. Troops who sell **252** packages earn two nights of free building rental (Sept.-May). During the peak rental months of June, July, and August a two-night credit is required for a one-night camp building rental.

Booth Sales 2024 - February 8 - March 17.

COOKIE CUPBOARDS - Troops must use the transaction tab in eBudde to order and schedule pick up from a cookie cupboard before their scheduled booth date. Any unsold booth cookies in unopened cases of one variety may be returned to the cupboard within 7 days of the date of initial pick up. Cookies not returned within the 7-day period become the property of the troop. **Beginning Thursday, February 8, troops can pick up cookies from a cupboard.**

DONATED COOKIES ON GIRL ORDER CARD (TGOC column in eBudde Initial Order TAB)

Troop leaders ask girls to choose a local organization. Girls then ask customers if they would like to purchase 1-2 packages to donate to this local organization. These cookies are part of the troop initial order and thus troops will receive these donated cookies to distribute to the local organization.

DIGITAL COOKIE (DOC (Digital Order Card)) - Parents will receive a registration e-mail in early December for their daughter to create her own Digital Cookie page. Girls can send emails to potential customers to secure orders beginning **DECEMBER 15, 2023**. Digital Cookie customers pay for all orders with a valid credit card at the time of ordering. Customers can opt to have in-person girl delivery, donate cookies, or pay to have cookies shipped. There will be how-to videos on this site for girls and their parents and there will be a customer support option. Troop Cookie Sale Managers will receive a registration email a couple of days before the parent email to set up their Digital Cookie account and view all of the orders for the girls in their troop.

DIGITAL COOKIE SALE REWARDS - Girls earn additional rewards for Digital Cookie packages sold - **(50+) Cookie Techie Patch, (100+) Axoloti Pillow (250+) Cookie Magic Mini Backpack.** These rewards are cumulative and in addition to other rewards earned.

CUSTOMER DIGITAL COOKIE REQUESTS FOR GIRL IN-PERSON DELIVERY: Parents must approve in-person girl delivery requests within five days of the order being placed. **NEW** Digital Cookie will allow parents to add orders from their daughter's order card and submit that order in digital cookie which will flow to eBudde. Thus, troop cookie managers will not have to enter girl orders into eBudde. This will be explained fully in one of two Power Points emailed to Troop Cookie Sale Managers.

DIGITAL COOKIE DONATED COOKIES – these cookies will come out of the council's inventory and be donated to local organizations throughout the council's seven-county jurisdiction. Troops with more than 24 package orders will be invited to pick up these donated cookies at a local cupboard of their choice after March 17.

ALL COOKIE MONIES WILL BE DEPOSITED INTO THE TROOP ACCOUNT. Check with the troop leader to make sure she has opened a troop bank account. Do not accept large checks from parents as this may result in NSF charges to the troop account.

PAYMENT APP – troop leaders set up a phone app payment method (such as VENMO) with the troop account – parents can use a phone payment app to collect monies from traditional sales and then pay the troop for their daughter's order with a phone app.

◆ March 6, 2024, Council CFO will debit troop accounts for 65% of monies owed to the council.

◆ March 25, 2024, CFO will begin to debit the remaining amount owed to council.

DELIVERY – Your community cookie sale manager will know the date, time, and location of cookie delivery by November 2023.

These are your deadlines as a Troop Cookie Sale Manager. Check off each task when completed.

___ **DECEMBER** attend training with your Community Cookie Sale Manager (may be virtual).

___ **DECEMBER 2023** Work with your troop leader to schedule a parent meeting in person or virtual to explain cookie sale procedures, click on this link for a sample agenda <https://www.gsmanitou.org/en/cookies/cookies-volunteer-cookie-resources/parent-meetings.html> Collect a completed signed parent permission form (hold until all cookie monies are paid) for

each girl in your troop before distributing cookie sale materials to girls. Form is available online at <http://bit.ly/CookieParentPermission>

___ **DECEMBER 4 eBudde LOG IN** - Registered girls and volunteers are uploaded to the online ordering system eBudde. You will receive an email with a link and details on how to log into the Little Brownie Bakers Digital Portal. After logging into the live eBudde site, the names of the registered girls in your troop should appear. If there are any discrepancies contact Nate Birr, our IT Director, at nate@gsmanitou.org. Volunteers cannot add or delete girls' names in eBudde.

DECEMBER 15 Digital Cookie will be open for all customer orders. No social media or sales to family and friends before this date. Girls/parents will receive a registration email in early December so they can set up the girl's digital webpage. Parents may post their daughter's Digital Cookie Web page address on their personal Facebook pages (not Facebook Marketplace web sites) no door-to-door sales or order cards to work before **THURSDAY, January 4.**

SCHEDULING A COOKIE BOOTH AT PICK N' SAVE OR FESTIVAL STORES

___ **SATURDAY, JANUARY 6, 9:00 am - JANUARY 13** - log into eBudde, click on the BOOTH SITES tab, click on the store name then the city, and select a date and time slot. Troops may select three time slots at each of these stores January 6-13. January 14 troops can select any amount of additional vacant time slots. Troops may schedule booths at other local businesses. Be sure to enter the date, time, and location into eBudde under Troop Sales. Choose a date after your cookie delivery or after February 9 if you pick up cookies at a local cupboard.

___ **JANUARY 21, 11:59 P.M.** deadline for you to enter into eBudde troop initial orders for cookies and girl reward orders and then submit the orders.

1. ___ **Girls Orders** – Contact all girls' parents to ask if they added and submitted their daughter's cookie order from her order card via digital cookie. You can check the INIT ORDER TAB to see if a girl has digital delivery orders and an Order card order entered. If so that parent added the order card order to digital cookie. As this is the first year it would be prudent to check with each parent. For girls whose parent did not add their total order to digital cookie collect the girl's order card and total each girl's order and add to the INIT Order TAB in eBudde. Refer to the Help Tab in eBudde or the Power Point that was emailed to you. **Digital Cookie In-Person Delivery orders** - These orders are automatically entered into the INITIAL ORDER TAB and the GIRL ORDER TAB for the appropriate girl. Payment for all orders placed via Digital Cookie are automatically recorded on the Girl Order Tab. Troop Sales Report – DOC SHIP, DOC DON or DOC DLVR payment is posted at retail price per package with \$0.95 allocated to the troop for troop proceeds. Girls and troops receive credit for ALL digital sales.
2. ___ **Donated cookies on girls' order card** - total the *Cookie Packages Donated* column on a girl's order card and enter in the **TGOC** column (troop gift of caring) in eBudde. Troops keep and deliver these donated cookies to their chosen organization. eBudde automatically deducts TGOC total from "extras" needed to fill full case orders. Make sure your troop has enough extras to fulfill the total TGOC order or order additional cookies in the OTHER row. If you do not have enough extras, an error message is displayed. **Troops are responsible for selling all extra cookies needed to fill a full case order**
3. ___ **Cookie booth order – enter order in packages.** You may incorporate any "extra" cookies into a cookie booth order. Remember to leave enough *extra* cookies to fulfil the total order of any troop-donated cookies (TGOC). If you are scheduling a booth with a local business other than Copps, Pick 'N Save or Festival Foods click on BOOTH SITES tab and Troop Sales to enter the date, time, and location.
4. ___ **Rewards - Click on the REWARD eBudde automatically calculates which girls sold 240+ in their initial order. SUBMIT THE INITIAL REWARDS ORDER.** You cannot place a reward order until after your cookie order is submitted.
5. ___ **DELIVERY** - Click on the DELIVERY tab and select a time slot to pick up your cookies at the designated delivery station. eBudde will assign two time slots to troops with more than a 200-case order. Answer these questions –
 - a. **Who is picking up your cookies?** ◆ Someone from my Troop ◆ Some other troop (or my SU)
 - b. **Will you be picking up for more than one troop?** ◆ Yes ◆ NoThen click a vacant time slot and Submit My Info.

If you need help, contact your community cookie sale manager. You can **SAVE** the order as you are entering data and continue to make additions or corrections but once you **SUBMIT** you cannot change the order. **DO NOT SUBMIT TROOP INITIAL ORDER UNTIL JANUARY 21 TO BE SURE TO INCLUDE ALL PARENT APPROVED DIGITAL DELIVERY ORDERS.**

We will not submit a **FINAL** rewards order until after **MARCH 17** when cookie booths and digital cookie end to be sure to include all additional rewards girls earn. **While you can complete and SAVE the girl rewards on or before JANUARY 21 you will be asked to double check eBudde Rewards Tab after March 17 when Digital Cookie closes to check for additional rewards earned by girls and complete their choice of rewards.** If you have all the information to complete all girl reward orders at the same time, click on **Edit All - REFER TO GIRL'S CHOICES SELECTED ON SIGNED PARENT PERMISSION FORM TO COMPLETE CHOICE LEVELS, T-SHIRT SIZES.** If a message in **red** appears by a girl's name, you need to choose a reward or a size. Additional digital sales count toward a girl's total sales and may change her other rewards level. If you picked up additional cookies for a girl(s) from a cupboard add to her sales in the **GIRL ORDERS TAB.** Using crediting girls for booth sales does not add payment for booth cookies to a girl. **BUT** you must leave **132** or **252** packages not credited to girls if you want to earn the booth troop reward.

EASY WAY TO CHECK - GIRL ORDERS TAB scroll to bottom the amount indicated in difference row total at the bottom of the screen is the # of packages not allocated to girls.

DO NOT SUBMIT FINAL Troop Rewards Order until after March 17.

Troop Reward for troops with a minimum of 5+ girls selling, and 200 packages sold per registered girl in the troop for troops of 11+ registered girls is calculated at 90% of registered girls. ***Monetary Reward for 2024 - 5 girls selling \$150, 6-9 girls selling \$175, 10-14 girls selling \$200 and 15+ girls selling \$250.**

DELIVERY PICKING UP TROOP COOKIE ORDER

If your community cookie sale manager is using the direct trailer delivery method of delivery, she will give you instructions. Trailer deliveries require that you bring a big enough vehicle to pick up all the troop cookies at one time. You may bring more than one vehicle, but they must arrive at the same time.

- On delivery day be sure to count each case variety before loading into vehicles. Make sure you have **NINE** varieties. You will sign that your order is correct.
- Pick up *Cross Body Bag* for any girls who sold 240 packages on their initial order.



Delivering Cookies to Girls:

1. Before distributing to any girl sort girls' orders and fill out each girl's cookie order on a separate page in the receipt book you received with your troop materials.
2. Notify girls to pick up their orders. Have a parent or guardian check girl's order for accuracy and sign for cookies received. Give parent the bottom copy of the receipt; keep the top copy for your records until girls turn in all monies.
3. Give girls their order cards and money envelopes.
4. **Give Cross Body Bag** -to any girls who sold 240 packages on her initial order.
5. Parents can use Apps such as **VENMO** or **Apple Pay** to collect payment from traditional cookie sale customers and transfer to troop account.
6. Troop Leader should set up a **VENMO** for the troop account so parents can pay the troop with **VENMO** for their daughter's cookie order. You can run a report from Venmo that will list all transactions on a spreadsheet report - date/time transaction - Status (Completed or Issued) - From-To- Amount (total) Funding Source (sender's bank) Destination (name of troop bank account). Need help contact Marina- marina@gsmanitou.org

MARCH 1-3 Collect Girls' monies - Print a **GIRL ORDERS TAB** report, which details the amount each girl owes. This is especially important because of the price difference in cookies. **Troop Leader sets up VENMO phone app payment system with troop bank account. Parents can collect payment from traditional sales customers with this phone app and pay the troop via this phone app. Do not accept large checks as this may incur NSF fees to the troop account.**

MARCH 4 Deposit all monies from girls' sales into the **TROOP ACCOUNT.**

◆ **MARCH 6** Council will debit troop account 65% of total amount owed to council.

MARCH 11 Review the troop payment information on the **SALES TAB** in eBudde the amount of the 65% debit will show as a deposit thus reducing the amount owed to the council by 65%.

◆ **MARCH 25** After this date the remaining amount owed to the council will be debited from troop account.

Sales Report - Details amount owed to council, amount of debit by council, automatic Digital Cookie deposits and Troop proceeds. PGA on the Sales Report includes booth sales, so it cannot be used to determine if troop PGA qualifies for Kalahari, Tundra Lodge, Renaissance Faire, or Milwaukee Zoo or monetary reward. Amount Owed Council will be the amount of the second debit from the troop account. The first 65% of monies owed to the council debited on March 6 will be shown in this report as a deposit thus reducing the final amount owed to council. The monetary troop reward will show as a deposit thus crediting the troop for this reward.

◆ **OUTSTANDING GIRL MONIES** - If one girl in the troop has not turned in her money before March 3 immediately notify the Chief Resource Development Officer, Paula McGill, at paula@gsmanitou.org immediately. Provide a copy of signed parent permission forms and signed copy of receipt book page if girl(s) have money outstanding.