2019 PROCEDURES FOR TROOP COOKIE SALE MANAGERS

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.

DIGITAL COOKIE online selling system - JANUARY 4 – JANUARY 27 will be open for girl in-person delivery, donated and shipped orders. JANUARY 28- MARCH 31 for donated and shipped orders only.

DOOR TO DOOR IN PERSON SALES JANUARY 10 – JANUARY 27. GIRL SCOUTS DELIVER COOKIES FEBRUARY 17- MARCH 8.

COOKIES - eight varieties will be offered for sale - • SAVANNAH SMILES • TREFOILS • THIN MINTS • TAGALONGS • DO SI DOS • SAMOAS @ $4 PER PACKAGE TWO SPECIALTY VARIETIES @ $5. PER PACKAGE – • S’MORES • TOFFEE TASTIC – Gluten Free

2019 COOKIE SALE PARENT INFORMATION AND PERMISSION FORM - http://bit.ly/2pfUv3r - Parents must complete and sign a parent permission form before receiving a girl order card. Send this link to parents so they can print, complete, sign and send back to you.

225 INITIAL PACKAGE ORDER - Girls who sell 225 packages initially will receive a Raining Cookies Umbrella at cookie delivery.

TROOP REWARD -Troops who sell 170 average packages per registered girl in the troop (excluding booth sales) will be eligible to receive a ticket for a troop trip to the Kalahari Water Park in Wisconsin Dells, Blue Harbor Waterpark, Sheboygan or the Milwaukee County Zoo. Only girls in qualifying troops (troops with a 170 per girl average) who sell a minimum of 25 packages will be eligible to receive a ticket. Tickets will be provided for the number of adults required by Girl Scouts of the USA girl/adult safety ratios to supervise a troop activity. With the exception of a few black-out dates for the Kalahari, troops will be able to choose a day to use the tickets May 1 through December 22, 2019. Read more about this exciting troop trip reward on our website at www.gsmanitou.org

COOKIE BOOTH – Troop cookie sale managers and troop leaders decide whether to hold a booth sale and the date, time and location for their booth sales through March 31. They may choose from pre-determined dates and time slots at Copps Food Store, Festival Food Stores, or Pick ‘N Save Stores or schedule a date and time with a local business. Troops who sell 120 packages in booth sales will be credited a one night free building rental for a troop getaway or a pool party at camp in the summer. Troops who sell 240 packages will be credited two nights of free building rental. During the peak rental months of June, July and August a two night credit is required for a one night camp building rental. April 2 - Troops may return 10% of their initial cookie booth order rounded up to a full case. Specialty cookies S’Mores and Toffee Tastic cannot be returned. Troops should be mindful of this return policy when ordering these varieties for their booth sales. There will be a limited amount of specialty cookies available at council cupboards. Visit our website at: http://www.gsmanitou.org/en/cookies/for-cookie-sellers/cookie-booth-information.html for more cookie booth information.

DONATED COOKIES ON GIRL ORDER CARD (TGOC column in eBuDe Initial Order TAB)
Troop leaders ask girls to choose a local organization. Girls ask customers if they would like to purchase 1-2 packages to donate to this local organization. Troops will receive these donated cookies to distribute to the local organization.

DIGITAL COOKIE (DOC) -Parents will receive a registration e-mail in December for their daughter to create her own Digital Cookie page. Girls can send emails to potential customers to secure orders before March 27. All cookies ordered via Digital Cookie are paid for with a valid credit card at the time of ordering. Customers can opt to have in-person girl delivery, donate cookies, or pay for cookies to be shipped. A four package minimum order is required for shipped orders. Customers pay no credit card or transaction fees. There will be how-to videos on this site for girls and their parents and there will be a 24/7 customer support option. Troop Cookie Sale Managers will receive an email to set up their Digital Cookie account. They will be able to log into digital cookie to view all girl DOC orders including the delivery method requested.

DIGITAL COOKIE SALE REWARDS. - Girls earn additional rewards for Digital Cookie orders - Cookie Techie patch, (25+), Bandana (50+), Cookie Tote (100+), Jumbo Puff Pillow (200+). These rewards are cumulative.

CUSTOMER DIGITAL COOKIE REQUESTS FOR GIRL IN-PERSON DELIVERY: Parents must approve in-person girl delivery requests. Parent/girl must add in-person approved delivery orders to the girl’s order card.

DIGITAL COOKIE DONATED COOKIES - these cookies will come out of the council inventory and will be donated to local organizations throughout the council’s seven-county jurisdiction.

TROOP BANK ACCOUNT - Check with the troop leader to make sure she has opened a troop bank account so you can deposit troop cookie sale proceeds into the troop account.

DELIVERY – Your community cookie sale manager will know the date, time and location of cookie delivery.
These are your deadlines as a Troop Cookie Sale Manager. Check off each task when completed.

**DECEMBER 2018** - Work with your troop leader to schedule a parent meeting to explain cookie sale procedures using the outline on page 3 of this flyer and distribute cookie sale materials to girls. Collect a completed signed parent permission form for each girl in your troop and hold until all monies are paid. Forms are available online at [http://bit.ly/2pf7v3r](http://bit.ly/2pf7v3r) Girls may take orders from family and friends during the holidays (including personal Facebook pages) but no door-to-door sales or other in-person sales before **THURSDAY, January 10**.

**E-BUDDIE LOG IN** - December 10- Registered girls and volunteers will be uploaded to the online ordering system eBudde. An email will be sent with a link and details on how to log into the new 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.

**SCHEDULING A COOKIE BOOTHS AT PICK N’ SAVE, COPPS OR FESTIVAL STORES**

**JANUARY 4 – JANUARY 18** - Log into eBudde, click on the BOOTH SITES tab and 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 4-18. After January 18 any amount of additional vacant time slots may be selected. Troops may schedule booths at other local businesses. The date, time and location must be entered into eBudde under Troop Sales.

**JANUARY 27** – Collect all girl order cards and check to be certain ALL order cards are turned in. Check the bottom of your troop DASHBOARD page in eBudde for a list of girls with digital in person girl delivery orders. Contact parents of these girls to make sure these sales were added to the girls’ order cards. If you do not do this these girls and your troop will be short cookies.

**JANUARY 30, 11:59 P.M.** deadline for troop cookie and reward orders to be entered into eBudde.

1. Log into eBudde using the email link that was sent to you or click on “forgot password.”

2. **Girls Orders** - Total each girl’s order and add to the INIT Order TAB in eBudde. Refer to the Help Tab in eBudde or the “Troop Quick Sheet” online at [http://www.gsmanitou.org/content/dam/girlscouts-gsmanitou/documents/e-budde-quick-sheet-troops.pdf](http://www.gsmanitou.org/content/dam/girlscouts-gsmanitou/documents/e-budde-quick-sheet-troops.pdf) for instructions. 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. Your community cookie sale manager and council staff can make changes until they submit the community and council orders.

3. **Digital Cookie In-Person Delivery orders** - The names of girls who have digital in person girl delivery orders will be displayed at the bottom of the troop Dashboard page in eBudde. Contact parents to make sure these orders were added to girls’ order card. A deposit is automatically made in eBudde for parent approved girl in delivery girl orders but not the actual order. Payment for all orders placed via Digital Cookie will be automatically recorded on the Girl Order Tab and the Troop Sales Report - DOC SHIP, DOC DON or DOC DL/R. Payment will be posted at retail price per package ($5 for specialty cookies and $4 for all other varieties) with $0.75 allocated to the troop for troop proceeds.

4. **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 will be displayed.

5. **Number of Girl Customers**: Enter the total number of each girl's customers in the #customer column in eBudde (girls’ order card lists number of customers.)

6. **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 fulfill 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.

7. **Rewards - Click on the REWARDS Tab in eBudde “FINAL” and click on Fill Out - you cannot do this until your cookie order has been submitted. (The INITIAL Reward Tab contains details of the automatically generated order for the Cookie Umbrella for girl initial sales of 225 packages.) Complete the girl reward orders for the CHOICE level items. 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 AND T-SHIRT SIZES. If a message in red appears by a girl’s name you need to choose a reward or a size. Digital Cookie sale rewards are automatically added to a girls’ rewards order in eBudde.

8. **SUBMIT Troop Rewards Order** – before submitting troop reward order select one of the three choices for the troop reward listed at the bottom of the screen.

9. When you have completed each girl’s order and troop reward selection SUBMIT TROOP reward order. (In case your troop earns the Kalahari, Blue Harbor or Milwaukee Zoo troop reward choose one selection in the Rewards Tab. This will let us know what option you would prefer.)

10. **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 - Who is picking up your cookies?

   ○ Some one from my Troop  ○ Some other troop (or my SU)  Will you be picking up for more than one troop?

   ○ Yes  ○ No

   Then click a vacant time slot and Submit My Info.

**DELIVERY SCHEDULE**

**FEBRUARY 16 Fond du Lac February 20-23 all other communities** - 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 exactly the same time that is assigned to your troop.

1. On delivery day be sure to count each case variety before loading into vehicles. Make sure you have EIGHT varieties. You will be asked to sign that your order is correct.

2. Pick up Raining Cookies umbrella for any girls who sold 225 packages on their initial order.
Delivering Cookies to Girls:
1. 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 receipt; keep top copy for your records until all monies are turned in by girls.
3. Give girls their order cards and money envelopes.
4. Give Raining Cookies umbrella to any girl who sold 225 packages on her initial order
5. Remind parents customers' checks should be made out to Manitou Council. DO NOT ASK PARENTS FOR ONE CHECK.

Additional Cookies Sold by Girls – add to the appropriate girls name in the Girl Order Tab. Click on the girl’s name and click on Enter the # additional packages received. Be sure to save the transaction.

MARCH 8 - Run a Girls Sales TAB report which details the amount each girls owes. Especially important because of the price difference in cookies. Troop cookie sale managers receive money from girls. Count monies with parent and give parent receipt for amount received.

MARCH 11 - Review the troop payment information on the SALES TAB in eBudde (see graphic below) – this is particularly important because of the price difference in the specialty cookies S’mores and Toffee Tastic. Deposit “Amount You Owe Council” into the COUNCIL bank account (using deposit slip received at training) and TROOP PROCEEDS into troop account.

Enter the council bank deposit receipt information in the DEPOSIT TAB in eBudde. Do not enter troop deposit information.

In the sample below $28.00 was automatically deposited in eBudde for two Digital Cookie orders to be delivered by girls (DOC DLVR) which reduced the amount the troop cookie sale manager deposited into the council account to $4,028. Troop proceeds is $936.

Council Manitou, Troop 80000 Sales Report

Girls Selling: 9  Girls Reg: 9
Init. Girls Selling: 9  Level: BR
SU: Name Brillion/Reeds ville  SU Number: 600
Sales Goal: 1500
PGA Selling: 130.00
PGA Registered: 138.6667
Initial PGA: #cust Pkgs: 293
TGOC Pkgs: 20

Bank Name: Manitou Council
Routing No: Acct No:

Pkg price 4.00  Case price 48.00
Trp Proceeds Rate 0.750  No Reward Proceeds 0.000

Sales Report – Details amount owed to 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, Blue Harbor or Milwaukee Zoo Troop Reward.

MARCH 11-12
Give copy of the council bank deposit receipt and the troop bank deposit receipt to your community cookie sale manager in exchange for the girl rewards and program credit cards. Distribute girl rewards to girls immediately using the girl reward report from eBudde.

OUTSTANDING GIRL MONIES - If one girl in the troop has not turned in her money before you enter deposit information in eBudde 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.

APRIL 2 - deadline to return 10% of initial booth order rounded up to a full case. Specialty cookies S’mores and Toffee Tastic cannot be returned.

APRIL 9 - make sure all booth monies have been deposited into the troop account. Troop accounts will be debited for the amount owed to the council for booth sales (@ $4.25 per package for S’mores and Toffee Tastic and $3.25 for all other varieties). NSF fees may result if the proceeds are not in troop account prior to debit.
PARENT MEETING OUTLINE:

1. Before the meeting, reserve a set of this year’s rewards from your community cookie sale manager to show to the girls and parents.

2. Log into http://www.littlebrowniebakers.com/ for cookie sale activities for girls and goal setting tools.

3. Collect a completed, signed parent permission form from each girl’s parent (http://bit.ly/2pfUv3r)

4. For parents who live in separate households collect a signed parent permission form from each parent. If only one parent signs the permission form that person is responsible for all monies for all sales.

5. Review with the girls the Troop Goal they set using cookie sale program materials. Ask girls/parents if the troop were to earn the troop reward which reward they would choose: Kalahari, Blue Harbor or Milwaukee Zoo. Troops have to sell 170 per registered girl average to earn tickets to these parks. Girls in these qualifying troops must sell a minimum of 25 packages to receive a ticket.

Remind girls and parents:

- Girls will receive a “Cookies on the Go” patch for sales of 100+ packages of cookies. And a Raining Cookies Umbrella at delivery for 225 initial sales.


- Girls and parents should review the Online Marketing Guidelines, reminding girls of age-appropriate guidelines for “marketing” cookies online. http://www.gsmanitou.org/cookie-sale/online-marketing-for-girl-scout-cookie-sale.

- Remind parents checks from customers should be made payable to Girl Scouts of Manitou Council. Parents should not write one big check.

- Give each Girl Scout an order card. Remind parents cookies sell for $4.00 and $5 for the specialty cookies S’mores and Toffee Tastic. Girls can sell to family and friends over the holidays but no door-to-door sales or community Facebook sales before January 10. Remind girls that customers can only purchase Girl Scout cookies from a Girl Scout. They can use customer contact information from the previous year to contact potential customers.

- Digital Cookie – Digital Cookie sales in 2018 more than doubled in our council. Girls who used Digital Cookie and traditional sales methods had a higher per girl average. Girls/parents will receive a registration email in early December to log into Digital Cookie. Girls will create their own web page and send emails to potential customers to secure orders beginning January 4. Remind parents that all cookies ordered via the Digital Order Card are paid for with a valid credit card at the time of ordering. Customers can opt to have in-person girl delivery, donate cookies, or pay for cookies to be shipped. A four package minimum order is required for shipped orders. Customers pay no credit card or transaction fees. There will be how-to videos on this site for girls and their parents and there will be a 24/7 customer support option. Parents should total digital orders for in-person girl delivery and add to the #63 row provided on the 2019 girl order card

Ask the girls if they have any questions about the sale or the record keeping.