



## 2025 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](http://www.gsmanitou.org) and our cookie company, Little Brownie Bakers, at [www.littlebrowniebakers.com](http://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. 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.*

### How it Works

Each community has a volunteer Community Cookie Sale Manager (CCSM) who works with registered Troop Cookie Sale Manager (TCSM). If you have cookie sale questions, contact your CCSM (listed on the back page of this flyer) or feel free to email [growstrong@gsmanitou.org](mailto:growstrong@gsmanitou.org)

#### 1. Who can sell.

- Registered Girl Scouts.
- Troops with 5+ girls and 2 unrelated leaders and a registered, trained Troop Cookie Manager.
- Troops with a current troop bank account.

Troops who do not meet these requirements **cannot** sell.

#### 2. What is required for registered girls to sell.

- Completed, signed parent permission form [bit.ly/CookieParentPermission](http://bit.ly/CookieParentPermission). Send this link or QR Code to your parents ask them to complete, sign and return a hard copy or electronically complete and sign and email to you.

**OR**

You or the troop leader can send this link to parents of girls and they can complete and submit an online form using this link <https://form.123formbuilder.com/6754772/parent-permission-form> Parents will enter the email address of the troop cookie manager or leader so troop volunteer receives a copy. **You will need the girls' rewards choice when entering the girls' rewards order and this form provides proof of the girls' requested choices.**

#### 3. e-Budde online ordering system for girls and troops.

- This online program owned by Little Brownie Bakers is used by Troop Cookie Managers to submit girls/troop cookie orders, initial reward orders and final reward orders. All financial information for your cookie sale is found in this online system.
- Your CCSM can give you access to a **DEMO** eBudde site.
- Troops (girls and volunteers) who meet the registered troop criteria will be uploaded to eBudde on approximately December 16. Volunteers will receive an email inviting them to log into the Little Brownie Bakers Portal and complete their contact information.
- Follow directions on eBudde step-by-step PowerPoint which will be emailed to all Troop Cookie Sale Managers. Email [growstrong@gsmanitou.org](mailto:growstrong@gsmanitou.org) if you did not receive the email.

#### 4. Cookie Sales Begin

- **January 1-19**, Digital Cookie sales and door-to-door sales.
- **January 20** troop initial cookie order submitted
- **January 19-March 16** Digital Cookie only open for donated and shipped orders
- **February 6-March 16**, Booth sales may be held.

#### 5. Digital Cookie

- December 27 Volunteers will receive a Digital Cookie registration email from Girl Scouts of the USA. Parents (and volunteers who are also parents) will receive a Digital Cookie registration email December 29.



## 6. Cookie Varieties

- Nine varieties will be offered for sale. This is the last year for S'mores variety.
- \$6 for standard varieties and \$7 for specialty S'mores and Gluten free Toffee Tastic.
- Troop proceeds increased 15.5 % to \$1.10. per package sold.

## 7. Cookie Sale Delivery

- February 7-17 Cookie Delivery to communities
- After submitting the troop cookie order in eBudde Troop Cookie Managers select an available cookie pickup time slot. An adult must attend to pick up troop cookie order.

## 8. Cookie Sale Rewards.

- January 20 Initial Reward for 240 package sales Panda Water bottle is submitted by TCSM.
- March 20 final rewards order is submitted by TCSM using the girl's choices from the completed 2025 Cookie Sale parent permission form.
- April 20 community volunteer will receive all the girl/troop rewards to distribute to troops.

## 9. Wrapping Up Cookie Sale

- Pick up final rewards from your Community Cookie Sale Manager.
- Immediately distribute rewards to girls.
- Check your eBudde troop sales report to make sure you have deposited all cookie sales monies into the troop account. **Total Amount of Sales Minus any Digital Cookie automatic deposits.**

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

☐ **DECEMBER 2024** 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.

☐ **DECEMBER 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](mailto:nate@gsmanitou.org). Volunteers cannot add or delete girls' names in eBudde.

☐ **JANUARY 1 Digital Cookie will be open for all customer orders and door to door sales begin. No sales before this date.**

☐ **SATURDAY, JANUARY 4, 9:00 am - JANUARY 11 – SCHEDULING A COOKIE BOOTH AT PICK N' SAVE OR FESTIVAL STORES** - Troops may select three time slots in eBudde at each of these stores January 4<sup>th</sup>-11<sup>th</sup>, January 12<sup>th</sup> -February 3<sup>rd</sup>, 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 you pick up cookies at a local cupboard. Email [paula@gsmanitou.org](mailto:paula@gsmanitou.org) to add or delete.

☐ **JANUARY 20, 11:59 P.M.** deadline for you to enter into eBudde and submit the girl/troop initial order for cookies.

1. **Girls Orders** – Refer to the Help Tab in eBudde or the Power Point that was emailed to you. Contact all girls' parents to ask if they added and submitted their daughter's cookie order from her order card via Digital Cookie. For girls whose parents 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.
2. **Donated cookies on girls' order card** - total the *Cookie Packages Donated* column on a girl's order card and enter in the **TGOC (troop gift of caring) column (the LAST COLUMN ON THE I.O. SCREEN)** in eBudde. **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 order in eBudde with initial order (cookies cannot be returned) or use the Transaction Tab to order from a local cupboard (unsold cookies in full cases of one variety can be returned in 14 days from day of pickup.)** 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.
4. **Rewards - Click on the REWARD TAB** eBudde automatically calculates which girls sold 240+ in their initial order. **SUBMIT THE INITIAL REWARDS ORDER.**

☐ **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?** ♦ Someone 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 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 *Panda Water Bottle* 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 parents 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 Panda Water Bottle** to girls who sold 240 packages on their 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 accounts.
6. Troop Leader should set up a payment app for the troop account so parents can pay the troop through the payment app for their daughter's cookie order. If you have Venmo, you can run a report 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](mailto:marina@gsmanitou.org)

☐ **February 28-March 2 Collect Girls' monies** - Print a GIRL ORDERS TAB report, which details the amount each girl owes. This is especially important because of the difference in prices of cookies. **Troop Leader sets up a 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 3** Deposit all monies from girls' sales into the TROOP ACCOUNT.

☐ **MARCH 4** Council will debit troop account 65% of total amount owed to council.

☐ **MARCH 10** 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 24** After this date the remaining amount owed to the council will be debited from your troop account.

**IMPORTANT** 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. **Must say 132 or 252 to earn the troop cookie booth reward.**

**Sales Report** – **Details amount owed to council, amount of debit by council, automatic Digital Cookie deposits and Troop proceeds. The first 65% of monies owed to the council debited on March 4 will be shown in this report as a deposit thus reducing the final amount owed to the council.**

♦ **OUTSTANDING GIRL MONIES** - If one girl in the troop has not turned in her money before March 4 immediately notify the Chief Resource Development Officer, Paula McGill, at [paula@gsmanitou.org](mailto: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.

## 2025 COOKIE CAMPAIGN

This list has been prepared for your convenience - last-minute changes, corrections and additions do occasionally occur. We thank these volunteers for volunteering to help make the 2025 Cookie Sale a success for their local Girl Scout troops. In case of any problems, difficulties, or questions, or you need extra cookies, contact your community cookie sale manager listed or the Chief Resource Development Officer at [paula@gsmanitou.org](mailto:paula@gsmanitou.org)

Community	Volunteer	Phone	E-Mail
Brillion	Karissa Duveneck	(920) 323-4171	gstroop8524@gmail.com
Campbellsport Area <b>Materials and delivery</b>	Megan Sargent	(262) 339-8498	msargegirls2@yahoo.com
Campbellsport <b>Rewards to Troops</b>	Olivia Gloede	(262) 719-8065	ohgloede@gmail.com
Cedarburg	Monique Griep	(414) 403-7686	mhuba@wi.rr.com
Chilton/Hilbert/Stockbridge	Angela Hoefner	(920) 762-0000	amfeider@frontier.com
Elkhart Lake/Howards Grove <b>Receive, distribute materials to troops, monitor eBudde, submit Community order</b>	Tanya Zander	(920) 838-2138	tzander@mastersgalleryfoods.com
Elkhart Lake/Howards Grove <b>Facilitate Delivery and distribute initial rewards</b>	Samantha Bastil	(920) 287-6486	srbastil@yahoo.com
Elkhart Lake/Howards Grove <b>Receive Rewards and distribute to troops</b>	Stephanie Meyer	(920) 254-8108	stmeyer1024@gmail.com
Fond du Lac/Oakfield/North Fond du Lac	Amber Fricke	(920) 570-8058	amberrfricke@gmail.com
Fredonia (and Cedar Grove/Oostburg)	Kim Spady	(262) 893-2341	spadyin2005@yahoo.com
Grafton <b>Receive, distribute materials to troops, monitor orders in eBudde.</b>	Kristin Lundeen	(262) 573-6260	bennett_lundeen@hotmail.com
Grafton Facilitate <b>Delivery, distribute Initial Rewards</b>	Andrea Rakoczy	(262) 617-8128	arakoczy13@gmail.com
Grafton <b>Receive, Distribute Rewards to girls</b>	Cassie Tappa	(920) 388-6788	cassie.tappa@gmail.com
Kewaskum	Kelly Berres	(262) 689-6181	kelly.berres@satisloh.com
Kiel	Lindsey Bortz	(608) 213-5883	lindseybortz@gmail.com
Kohler Sheboygan Falls <b>Distribute materials to troops, monitor troop orders in eBudde, submit Community order</b>	Carissa Olson	608) 385-2375	colson@acuity.com
Kohler Sheboygan Falls <b>Delivery &amp; distribute Final Rewards</b>	Angella Sargent	(609)346-3475	sargentfamily2013@gmail.com
Manitowoc & Valders <b>Receive and distribute materials</b>	Paula Dow	(920) 905-3024	paula.giggles@gmail.com
Manitowoc & Valders <b>Delivery</b>	Alison Daehling	920) 629-6713	amh8817@gmail.com
Manitowoc & Valders <b>Final Rewards</b>	Karen Duvalle	(920) 606-5245	kduvalle82@gmail.com
New Holstein Mt. Calvary St. Cloud	Katelyn Anhalt	(920) 340-4747	keanhalt8@gmail.com
Plymouth delivery with E Lake	Jason Koch	(920)838-4348	jakoch74@gmail.com
Port Washington/Saukville/Fredonia	Dawn Rychtik	(262) 391-4899	dawnmrychtk@gmail.com
Sheboygan	Rachael Brashaw Angela Jacks	(920) 467-1258 (920) 912-5736	brashaw@juno.com ajacks17@gmail.com
Two Rivers/Mishicot	Donna Roerdink & Jenn Rivera	(920) 917-2462 (732) 208-9203	<a href="mailto:bgcsc_tppfk@yahoo.com">bgcsc_tppfk@yahoo.com</a> <a href="mailto:jennifer_rivera79@aol.com">jennifer_rivera79@aol.com</a>
Waupun/Brandon/Rosendale	Nichole Martin	(920)-382-5361	ncampanaro22@gmail.com