



# 2012

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

Check out our website at [www.gsmanitou.org](http://www.gsmanitou.org)  
or the web site of Little Brownie Baker at [www.littlebrownie.com](http://www.littlebrownie.com)

## PROCEDURES FOR TROOP COOKIE SALE MANAGERS

### *It Couldn't Be Done Without You...*

*This folder has been prepared to answer your questions regarding dates, preparation, and distribution of order and reports. Your help in following it closely will ensure accuracy and promptness throughout the sale. Please contact your community cookie sale manager listed on the last page for cookie sale questions.*

*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 program! We are grateful for your help and I look forward to working with you.*

*The Girl Scout cookie sale is a fun and educational experience for girls. Selling Girl Scout cookies gives girls a taste of running a business and teaches them a range of leadership skills they can use in their daily lives and as they grow. All net cookie proceeds stay within our council, helping to provide funding for program activities for girls in local communities. The dollars earned each year from cookie sales contribute to the support of camps, special council-wide events as well as provide the Girl Scout program to all girls. From the year 2011 cookie sale troops received more than \$363,862 in troop proceeds. Girls in troops who participated in cookie booth sales earned certificates valued at more than \$7,000 and redeemed them for a free night of troop camping and/or a troop pool party. Girls received, more than \$100,000 in program credits and awards.*

*Sincerely,  
Jackie Blindauer Volunteer Product Sale Coordinator*

## GENERAL INFORMATION

**TYPE OF SALE - ORDER TAKING SALE** - no money is to be collected until cookies are delivered. Troops are responsible for selling all cookies ordered. Only **registered** Girl Scouts may sell.

### **GIRLS TAKE ORDERS JAN 5 – JAN 22**

- ZERO TRANS FATS PER SERVING
- **COOKIES SELL FOR \$3.50 PER PACKAGE**
- 12 PACKAGES PER CASE
- NUTRITIONAL LABELING
- NO ARTIFICIAL PRESERVATIVES
- FREEZE WELL
- BAKED BY LITTLE BROWNIE
- ALL KOSHER

### **GIRL SCOUTS BEGIN TO DELIVER COOKIES FEBRUARY 16-21**

#### VARIETIES WE SELL

- SAVANNAH SMILES  
**In Savannah Georgia in 1912 Juliette Gordon Low started Girl Scouts. Little Brownie Bakers pays tribute to the 100<sup>th</sup> Anniversary of Girl Scouting with this lemon cookie.**
- TREFOILS
- DO SI DOS
- SAMOAS
- DULCE DE LECHE
- THANK U BERRY MUNCH
- TAGALONGS
- THIN MINTS



**Remind girls: Special Incentive for 100 initial sales: Princess Tote Bag. Community Cookie Sale Managers will give totes to troop cookie sale managers at delivery. Girls will receive tote to use to deliver cookies to their customers.**

## TROOP COOKIE MANAGER PROCEDURES FOR THE 2012 COOKIE SALE

If you have any questions please contact your community cookie sale manager .

### NOVEMBER/DECEMBER 2011

\_\_\_\_\_ All troop cookie managers must be a registered Girl Scout and have a current e mail address on file at the Girl Scout Center.

NEW volunteers must have completed online VIP training.

\_\_\_\_\_ Collect all signed parent permission forms. Available at <http://www.gsmanitou.org/cookie-sale/parent-permission-form.pdf>

**Hold all parent permission forms until all money is received.**

### DECEMBER

\_\_\_\_\_ Attend a troop meeting to explain cookie sale procedures using outline on page 2 of this flyer.

\_\_\_\_\_ Distribute cookie sale materials to girls

\_\_\_\_\_ Girls may take orders from family and friends during the holidays but no door to door sales or other sales before **THURSDAY**

\_\_\_\_\_ Ask girls if they want to choose a local organization to which to donate Gift of Caring cookies (*Donate Cookies* column on card.)

**JANUARY 5.** Girls take door to door orders. No start time on this day.

**JANUARY 9** Log into e budde <https://ebudde.littlebrownie.com/> If you used e budde last year follow the directions on the screen to log in. If you did not use last year enter your e-mail address and the temporary password "samoas" you will then be asked to create a permanent password. After login the names of the registered girls in your troop should appear. Girls not on this list are NOT registered in your troop. If the name of a registered girl does not appear contact Nate at the Girl Scout Center [nate@gsmanitou.org](mailto:nate@gsmanitou.org) You do not have permission to add or delete girls' names.

**JANUARY 22 (do not shorten selling time for girls give them three weekends to take orders)**

\_\_\_\_\_ Collect all order cards from girls. Check to be certain **ALL** order cards and pocket cards, if used, are turned in.

\_\_\_\_\_ Log in to e-budde <https://ebudde.littlebrownie.com/> Refer to the "Troop Quick Sheet" (online at [www.gsmanitou.org](http://www.gsmanitou.org)) for instructions. If you need help contact your community cookie sale manager.

\_\_\_\_\_ DO **NOT** **SUBMIT** cookie order until you are sure the order is complete and correct. Once you SUBMIT you cannot change the order. You community cookie sale manager may be able to change your order if she has not submitted her order.

\_\_\_\_\_ After you have submitted the troop cookie order proceed to the incentive order page. The orders you entered for the girls on the INITIAL ORDER tab will migrate to the incentive page. You will have to complete the girl incentive orders for the CHOICE level items. **REFER TO GIRL'S CHOICES SELECTED ON SIGNED PARENT PERMISSION FORM TO COMPLETE INCENTIVE CHOICE LEVELS AND SIZES.** If a message in red appears by a girl's name you need to do something, either choose an incentive or choose a size. **SUBMIT TROOP** incentive order.

\_\_\_\_\_ **DELIVERY SCHEDULE - AFTER** submitting your troop order click on the **DELIVERY** tab and select a time slot to pick up your cookies at the designated delivery station. E-budde will assign two time slots to troops with more than a 200 case order.

**JANUARY 26 11:59 PM** is the deadline for all troop information to be entered into the e-budde system. Your community cookie sale manager will submit a community order from the information you entered into the e-budde system. If at any time you discover an error contact your community cookie sale manager immediately.

**COOKIE BOOTHS** – only troops with five registered girl members may participate in a cookie booth. Add your cookie booth order in e budde. You may use the "surplus" cookies for a cookie booth order. Only unsold Do-Si-do, Samoa, Tagalong, Trefoil, and Thin Mint cookies in good condition that were ordered for booth sales maybe returned to the Girl Scout Center by **Monday, April 9.**

Visit [www.gsmanitou.org](http://www.gsmanitou.org) to read more about holding a cookie booth. **NO COOKIES MAYBE SOLD AFTER APRIL 11.**

**FEBRUARY 16, 17, 18, 20 and 21** Cookies delivered to community cookie sale manager stations.

\_\_\_\_\_ 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 to pick up cookies but they must arrive at exactly the same time that is assigned to you for pick up. **YOU ARE RESPONSIBLE FOR ACCURATELY COUNTING YOUR ORDER BEFORE ANY ONE VARIETY IS LOADED INTO YOUR VEHICLE FROM THE DELIVERY TRUCK.**

\_\_\_\_\_ Sort girls' orders. Fill out each girl's cookie order on a separate page in receipt book. Notify girls to pick up their orders. Have parent or guardian check girl's order for accuracy and sign for cookies received in the receipt book. Give parent bottom copy; keep top copy for your records. **This is very important. Keep signed receipt until all monies are turned in by girls.**

\_\_\_\_\_ Distribute girls order cards and collection envelopes.

\_\_\_\_\_ Tell girls customers' checks should be made out to **Girl Scouts of Manitou Council Troop #.....**

**DO NOT ASK PARENTS FOR ONE CHECK - COOKIE MANAGER DEPOSITS ALL CUSTOMERS CHECKS IN COUNCIL'S ACCOUNT. DO NOT DEPOSIT CHECKS INTO TROOP ACCOUNT-IF YOU DO YOU TROOP WILL BE RESPONSIBLE FOR ALL NSF CHARGES.**

**FEBRUARY 16 March 2** Girls deliver cookies to customers and collect money.

**MARCH 2** Troop cookie sale managers receive money from girls

**MARCH 5** Review troop payment information on **SALES TAB** in e budde. Deposit all monies owed (**retain troop proceeds**) into council account. Enter information for COUNCIL bank deposit receipt on the **DEPOSIT TAB.**

**MARCH 8 deadline** Bring copies of the COUNCIL bank deposit receipt to your community cookie sale manager. Troops not providing a verified council bank deposit will be considered delinquent in payment of cookie monies owed and are not allowed to pick up girl incentives.

### OUTSTANDING MONIES

\_\_\_\_\_ If one girl in the troop has not turned in her money, send troop payment minus this amount.

\_\_\_\_\_ **Provide copy of signed parent permission forms and signed copy of receipt book page if girl(s) have money outstanding.**

\_\_\_\_\_ Distribute incentives to girls immediately.

**DO NOT TURN IN TROOP MONEY FOR A GIRL WHO HAS NOT PAID FOR HER COOKIES.**

1. Remind girls this is a door to door sale but they may use the telephone.
2. REMIND GIRLS TO OBSERVE SAFETY RULES See guidelines in Safety-Wise
3. Remind girls of Troop Goal they set using cookie sale program materials
4. Remind girls of incentive levels for all awards.
5. Give each Girl Scout an order card. Remind girls no sales before JANUARY 5 (Any time that day).
6. Suggest the girls play-act selling situations with customers who buy and those who don't, making deliveries, and making change.
7. Remind girls checks should be made payable to GIRL SCOUTS OF MANITOU COUNCIL TROOP # \_\_\_\_\_
8. Ask the girls for questions they may have about the sale or the record keeping.
9. Collect ALL parent permission forms. Troop cookie sale manager should hold these forms until all money is turned in.
10. Remind girls of age-appropriate guidelines for "marketing" cookies online. (See information provided at your cookie sale training.)

### INITIAL ORDER

This is a sample of a troop order with five registered girls. There are five girls' orders taken from their order cards and a 66 package cookie booth order which leaves them with zero surplus cookies.

### COOKIE BOOTH

Troops must have five registered girls to participate in a cookie booth. In the example below the troop cookie sale managers ordered 66 packages of cookies using *surplus cookies* (cookies needed to fill full case orders.) This troop of five girls needs to sell one case per registered girl in the troop to receive a certificate for a free night of troop camping or a pool/lake party. So, the minimum order would be 5 x 12 = 60 packages. If any of the girls had GOC cookies you would have to order more cookies to accommodate this order.

**2012 COOKIE SALE: We recommend ordering the top selling varieties for booth sales, Do-Si-Dos, Samoas, Tagalongs, Trefoils and Thin Mints. Other varieties order cannot be returned. Troop cookie sale managers should look at the girls' total order for the troop when placing a cookie booth order. As you can see in the example below a minimal amount of cookies, using the troop surplus cookies was ordered when placing the booth order.**

### SAMPLE FROM E BUDDE INITIAL ORDER FORM 2012 COOKIE SALE

Girl	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	GOC	Total
Nicole M	10	8	4	23	11	1	18	24	0	99
Rebecca M	6	3	11	11	6	3	6	22	0	68
Sam M	2	6	3	10	3	0	8	8	0	40
Sandra M	9	5	30	53	12	1	29	67	0	206
Suzy M	4	6	6	21	4	3	22	19	0	85
<b>OTHER</b>	0	0	0	0	0	0	0	0		0
<b>BOOTH</b>	5	8	6	14	0	4	13	16	NA	66
<b>Pkgs. Ordered</b>	<b>36</b>	<b>36</b>	<b>60</b>	<b>132</b>	<b>36</b>	<b>12</b>	<b>96</b>	<b>156</b>	<b>0</b>	<b>564</b>
<b>Cases to Order</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>8</b>	<b>13</b>		<b>47</b>
<b>Other+Extras-Charity</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### GIFT OF CARING

Girl records under "Donate Cookie Packages" on her order card. Notice the GOC gift of caring column on the initial order page to the left of the **Total** column. Contact your community cookie sale manager if you have questions. Girls in the troop choose a local organization to who they will donate Gift of Caring Cookies. Girls ask their customers if they would like to purchase 1-2 boxes to donate to this organization. **Be sure you have enough surplus cookies to fill your GOC order.**