girl scouts of manitou

# 2027
# Troop Cookie Sale Manager Guide

## COOKIE VARIETIES

Little Brownie Bakers, Girl Scouts of Manitou's baker-partner for the season, offers nine cookie varieties: Thin Mints, Samoas, Tagalongs, Do-si-dos, Trefoils, Exploremores, Adventurefuls, and Lemon-Ups are $6 per package

Toffe-tastics (Gluten Free) are $7 per package

These 9 varieties are available through all sales methods: in-person, girl delivered, booth sales, shipped orders, etc.

## NEW! - ONLINE EXCLUSIVES

Two brand new cookies are offered this year as online exclusives. These can be purchased by customers for shipped orders through Digital Cookie only.



### Girl Scout Sparkables - $7 per package

Allergy-friendly, crunchy oatmeal cookie with chocolate chips & colorful sprinkles.
Produced in a facility free of the nine top food allergens including wheat, tree nuts, eggs, and milk.

### Patch Pals - $8 per package



Soft Baked, blueberry muffin-flavored dog cookies with added blueberries. A premium treat to include four-legged family members.

## DROP IN OFFICE HOURS: MANITOU COUNCIL COOKIE CHAT

All from 6:00-7:00 p.m.

- December 15th - Topic: eBudde 101
- December 29th - Topic: Digital Cookie
- January 6th
- January 20th - Topic: Initial Order Submission
- February 3rd
- February 17th - Topic: Cookie Booths
- March 3rd
- March 17th
- March 24th

https://zoom.us/j/96049958469
Meeting ID: 960 4995 8469 Passcode: 948496

Questions? Contact:
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## READY TO EXPLORE

Say hello to Sally—the curious lop-eared mascot for this year's Ready to Explore Cookie season! Sally is named after Sally Ride, the first American woman in space—an explorer who showed the world that big dreams can take you anywhere.






Check out our Rewards website!

Check out the Parent Permission Form!

## COOKIE BOOTHS

Dates:

- February 5 through March 21

Council Arranged Booth Locations:

- Pick n Save, Festival Foods, Walmart, and Texas Roadhouse
- January 16 to January 23: Troops can sign up for SIX booths with a limit of THREE per store in eBudde
- January 24 to March 21: Troops can sign up for an UNLIMITED amount of booths

Troop Arranged Booth Locations:

- Enter request into eBudde
- Can be any place a girl can be a customer (example: no bars, casinos, CBD shops, etc.)

Troop Booth Rewards:

- 132 Package Options:
  - One overnight at a camp rental property during non-peak season
  - One 2-hour troop activity rental (such as swimming, boating, archery, or low ropes) at a camp property
- 252 Package Options:
  - Two overnights at a camp rental property during non-peak season
  - One overnight at a camp rental property during peak season in June, July, or August with swimming or boating included
  - One overnight at Camp Manitou's new domes during peak summer season
  - One overnight during non-peak season plus one activity rental of choice
- To earn troop booth rewards, 132 or 252 packages must remain unallocated to girls

## EBUDDE & DIGITAL COOKIE

NEW eBudde Feature – e-receipts:

- You can now issue digital receipts for orders and payments, helping to reduce paperwork, simplify recordkeeping, and streamline transaction management.
- Learn more about this in our December 15 Office Hours Manitou Council Cookie Chat!

Digital Cookie:

- Troop Cookie Sale Managers will receive a registration email on December 22 inviting them to set up their troop link.
- Girls/parents will receive a registration email on December 23 inviting them to set up their Girl Scout's digital webpage.
- These emails will come from: email@email.girlscouts.org.
- Parents must have a current, valid email on file with us to access Digital Cookie.
- Remember: girls who use Digital Cookie in addition to traditional sales methods sell more cookies than girls who just use traditional selling methods.

## COOKIE CUPBOARDS

Cookie cupboards will be open February 4 to March 31. Cupboards will be located in Fond du Lac, Grafton, and at the Girl Scout Office in Sheboygan.

Each cupboard will have set days and times for pick ups and returns. All orders and returns must be requested in eBudde 24 hours prior to the date of pick up or return. Troops may return full, unopened cases of unsold cookies within 14 days of pick up.




**100% of the cookie sale proceeds stay in Manitou Council. Troops earn $1.10 per package as proceeds, funding a majority of the troop's activities each year. Girls also earn rewards and program credits, camp sessions are subsidized to keep camp affordable for families, trainings and certifications are available for volunteers, and so much more, all because of the cookie sale.**

# 2027 Troop Cookie Sale Manager Checklist

## DECEMBER

- ○ Attend your Community Cookie Sale Meeting
- ○ Have parents complete the Parent Permission Form
- ○ Hold a parent meeting (set goals, decide where your donation packages are going, hand out order cards, etc.)
- ○ Log into eBudde and confirm troop details & girl members
- ○ Log into Digital Cookie and set up Troop Link
- ○ Encourage your troop families to log into Digital Cookie and set up their cookie webpage

## JANUARY

- ○ January 1: Sale starts & Digital Cookie opens
- ○ January 16-January 23: Council arranged cookie booth sign up opens – limit 6 at this time (3 per store)
- ○ January 24: Council arranged cookie booth sign up open for unlimited time slots (through March 21)
- ○ January 24: Girl orders due to you
- ○ January 25 (11:59 PM): Deadline to submit your Troop Initial Order
    - ☐ Girl Orders: Digital Cookie orders pull over to eBudde automatically. Parents can also enter their paper orders on Digital Cookie. You'll just need to verify those orders on the Initial Orders Tab. If they did not submit their paper order card on Digital Cookie: collect their order card, total the girl's order, and add their order to the Initial Order Tab
    - ☐ Donated Cookies from Order Cards: Enter donated cookies from physical order cards only in Troop Gift of Caring (TGOC) column. Do not enter donated cookies purchased via Digital Cookie. Digital Cookie donated cookies are automatically added to the Council Gift of Caring (CGOC) column
    - ☐ Cookie Booth Order: If you wish to receive cookie booth cookies with your Initial Order delivery, add them to your Initial Order now. REMINDER: Cookie booth cookies ordered with the Initial Order cannot be returned to cupboards
    - ☐ Initial Order Rewards: In the Rewards Tab, submit your troop's Initial Order Reward. Girls who have sold 240+ packages in their Initial Order will receive this reward. eBudde automatically calculates who has sold enough to receive this reward. All you'll need to do is go to the Rewards Tab and hit submit
    - ☐ Delivery: Click the Delivery Tab. Select a time slot at your Community Delivery Station. If your order has more than 200 cases, eBudde will automatically assign you two time slots for pick up. Answer the questions, click a vacant time slot, and then click Submit My Info

# 2027 Troop Cookie Sale Manager Checklist

## FEBRUARY

- [ ] Community Cookie Delivery: Pick up your troops Initial Order on the date of your Community Cookie Delivery at the delivery station designated in eBudde. You selected your time slot when submitting your initial order
  - [ ] You can bring more than one vehicle for pick up. However, make sure that all vehicles arrive at the same time and pull into line together
  - [ ] Count and verify the cases of cookies you receive. Make sure you load all nine cookie varieties. Sign that your order is correct
  - [ ] Initial Order Reward: You'll also receive any Initial Order Rewards earned by girls in your troop at this time
- [ ] Deliver Cookies to Girls: Using the Initial Order Tab, sort cookies for each girl to pick up. The Girl Orders Tab will tell you how much money they will owe for the cookies they are picking up. Digital Cookie orders are already paid. The Balance Due is what is still owed
  - [ ] Receipts: Have parents count and verify cookies they receive. Complete a receipt (physical or digital) so you both have a copy of what they received and what they owe
  - [ ] Order Card & Money Envelope: Return their order card to them and hand them a money envelope for money collection
  - [ ] Initial Order Reward: If they earned this reward, give it to them now

## MARCH

- [ ] By March 5: Collect all money owed from girls
- [ ] By March 8: Deposit all money into the troop bank account
- [ ] March 9: First Troop Account Debit – 65% of the total owed will be debited from troop bank accounts. The Sales Report tab in eBudde will update to reflect council debits
- [ ] March 21: Last day for booths, Digital Cookie closes, sale ends
- [ ] By March 22: Deposit all remaining booth sale money to troop account
- [ ] March 24: Final troop account debit – remaining balance owed is debited
- [ ] By March 29: Submit Final Girl Rewards Order
  - [ ] Girls Choices: Use each girl's parent permission form to select their reward choices. eBudde will calculate and tell you which levels require a selection
  - [ ] Submit the Final Rewards Order: Make sure to save and hit submit when all girls choices are completed

## APRIL

- [ ] Mid-April: Pick up final rewards from Community Cookie Manager and distribute to girls
- [ ] Final Check: Double check the Sales Report tab in eBudde to verify you have deposited all money into the Troop Bank Account