Cookie Rookie

2027

girl scouts
of greater mississippi



Troop Cookie Rookie Guide



What does that mean?:

- **eBudde**– The online platform used by the council to allow troops to manage the cookie program.
- **Digital Cookie or DOC**– The digital platform that allows girls to promote and sell cookies virtually.
- **Little Brownie Bakers** - The company that supplies our cookies and rewards program.
- **Cookie Cupboard**- The location where you pick up additional cookies from the council to fill additional orders or stock for your booth
- sales. **Cookie Dough**- Virtual money that is earned at key levels on the reward card. Girls do not receive anything tangible for this reward. Cookie Dough can be spent on selected events, used in the shop or at camp. Cookie Dough is managed and facilitated by
- GSGMS.
  Cookie Chair - The title given to the volunteer who accepts the responsibility of managing the cookie program for either the troop
- and/or the Service Unit.
  Initial Order or IOC - This is the number of cookies you are ordering prior to booth sales to fill any in person or DOC girl delivered cookie orders placed between 1/2/2027 and 1/17/2027. Order must be entered into eBudde by 1/17/2027. Orders are placed in # of boxes
- but shipped in full cases (12 boxes to a case).
  Cookies for Heroe's - Title of our Gift of Caring program. Boxes entered into the Hero field in eBudde will be automatically shipped
- via the council to the appropriate recipient.
  GOC– Gift of Caring. This is the program where customers can donate cookies through our troops back to the community. Troops choose their own charitable recipients.



Checklist:

- Ensure your troop roster is complete in eBudde before the start of the sale.
- Any girl with a 2027 membership registration should be listed.
- Parents must turn in a signed permission form prior to girl's receiving
- paperwork or cookies.
- Newly registered girls will be added to eBudde on a weekly basis.
- **ALL DOC** cookies are automatically added to the girls totals and **DO NOT**
- need to be added by you.
- **ALL DOC** cookies are paid for online. Girl delivered or shipped.
  Triple count all cookies picked up by a parent or girl before and after each booth spot.
  Obtain a signed receipt for **ALL** cookies distributed to parents and girls.
  Count all money and provide a receipt for all money turned in by a parent.

What to bring to a Booth Sale

What you will need at your booth?:

- Cash– Make sure you have increments of $1's, 5's and a few $10's. **Best Practice is to start with $50 in cash in assorted amounts.**
- Lock box to keep cash. **Best Practice have a separate place to keep 20's as they accumulate away from your change box.**
- Table to set up your display of cookie boxes. Best practice, make sure your table is easy to transport, setup and take down.
- Posters and signage to attract customers to your booth.
- Table cloth and display items to match your booth theme.
- Bottles of water. (kept out of eyesight from customers)
- Cookies for Heroes Display.



Frequently asked questions

- How many cookies are in a case? 12
- Can I order single boxes of cookies for my Troop? No, the baker only ships full cases of cookies.
- How do I order cookies for my Troop? In eBudde you will enter the total number of boxes that each girl needs to fulfill her orders. You also have the option to order additional cookies for your booth during the initial order phase.
  ** if the total number of boxes needed does not add up to a full case, a full case will be shipped and you will have unassigned cookies left in your inventory
- Do I have to collect money for cookie orders before I have cookies? No, you collect money for orders when you deliver cookies.
- Can I return cookies we don't sell? No, any cookies signed out by your troop are the responsibility of your troop and the amount of those cookies will be included in your ACH withdrawal.
- How can customers pay for cookies? We recommend customers pay with cash or credit. If your troop or a parent in your troop accepts a check, the responsibility for ensuring the check clears lies solely with the person who accepted it. We recommend only take checks from people you know and trust.
- What if a girl in my troop only needs 3 boxes of cookies, Do I have to give her a whole case? A troop can sign out cookies to a girl or parent in any quantity that is agreed upon as a troop. The girl can receive 3 boxes and you can use the rest of the case at your booths, or to fulfill additional orders from other members of the troop.
- What happens if the girls in my troop do not use their cookie dough? Cookie Dough is a reward earned by the girl. Parents and girls should be made aware of the amount of cookie dough earned and the deadline to use it. As a troop leader you are responsible for providing that information to them so the girl can take full advantage of the earned rewards.

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eBudde Tabs

Contacts– This tab shows you who has access to eBudde for your Troop.
Settings– This is where you can see what your troop proceeds will be, where you can opt out of rewards if desired and add troop cookie pick up people for cupboard orders.
Girls– This tab shows you who is uploaded into eBudde from the girls that are registered to your troop, you can enter their t-shirt size and see if they have logged into DOC.
Initial Order– This is where you individually assign cookies to each girl from their pre-order numbers (input total # of boxes). This screen will become locked after the I/O is submitted.
Delivery—Shows you a total number of cases that your troop should be picking up from the Service Unit delivery or Mega Drop.
Girl Orders– After the initial order is placed this is where you go to assign cookies to the girls in your troop from any additional sales or booth spots.
Transactions– This tab shows you cookies that are added or deleted from your cookie inventory. (this can be a cupboard transaction, a troop to troop transaction or a girl delivered order).
Cookie Exchange– This tab allows you to see if other troops in the council are either looking for cookies, or trying to get rid of cookies from their inventory. You can also add cookies that you are wanting to trade or transfer to another troop.
Rewards– this tab has two parts. Initial and Final rewards are automatically calculated but you will need to submit the report for each phase of the cookie season. You also need to check each girl individually to ensure that a choice selection is made and her selection is cor- rect.
Booth Sites– This tab allows you to see all of the booth spots that are scheduled throughout the council. Fields that are green have spots that are open for selections. Blue spots indicate that all the selections have been signed up for. You can however add your troop to a waitlist for any blue selections. This will enable you to be notified if a troop releases a booth spot they signed up for.
Payments– You do not need to do anything to this tab. It records Digital Cookie payments.
Sales Report– This tab shows you a snapshot of your season and how much you owe the council for the cookies allocated to your troop. This is the report you will print out, sign and turn in to your Service Unit Cookie Chair.
Reports– Here is where you will find the many reports you can use to help you keep track of your inventory, rewards and sales.
Help Center– Information location to answer questions and guide you on how to use the software and operate cookie season.

Dates

- **DECEMBER 13TH:** Troops have access to eBudde. Check your email for a registration link.

  DECEMBER 20th: If you have not checked your roster in eBudde, now is the time to do that. Season starts 1/2/2027

- **JANUARY:** Your Service Unit will have a meeting to allocate Service Unit Booth locations. You will sign up for a designated number of spots. Then you will take those selections back to your troop and allow girl/ parents to sign up for booth spots. (some Service Units do this in early February)

- **JANUARY 17TH:** Any cookies that the girls need to fill pre orders must be placed in eBudde under the initial order tab by this date! Orders in eBudde are placed in # of boxes but you will be shipped full cases of cookies. The difference in the # of boxes needed and the # of cases shipped will show as extra boxes in your unassigned inventory. These can be used to fill extra orders or at booth sales.

- **JANUARY 17TH**: You must also check the rewards tab and submit your initial rewards. Check that each girl has a t-shirt size selected.

- **FEBRUARY** eBudde is now open for troops to pick an unlimited number of spots out of the remaining selection of available spots– remember available time spots are color coded green.

- **JANUARY 30TH:** Mega Drop for the Greater Jackson Area Service Units and the Greater Gulfport Area Service Units. Troops go individually to the Warehouse and pick up cookies for their troop. If your troop is part of the Mega Drop, you must pick up your cookies this day. You will sign up for a pick up time in eBudde. Check with your membership specialist if you are unsure if your Troop is included in the Mega Drop.

- **JANUARY 31ST:** Service Unit (not included in Mega Drop) Cookie Deliveries start this week. Your troop cookies are included in the Service Unit delivery and will need to be sorted and counted by the Service Unit Cookie Chair before you can pick them up. The Service Unit Cookie Chair will know only a few days before the delivery what day the cookies will arrive. They will then start scheduling times for the Troops to come pick up the cookies. You will need to pick up ALL the cookies at the designated time and transport them to your own location. **YOU MUST COUNT THE COOKIES BEFORE LOADING THEM. YOU MUST THEN SIGN FOR ALL THE COOKIES YOU PICK UP. YOU ARE RESPONSIBLE FOR ANY SHORTAGE IN THE COOKIES AFTER YOU SIGN FOR THEM**.

- **FEBRUARY 5TH:** Cookie Booth Sales begin: You may only sell cookies at booth spots picked in eBudde or picked at your local Service Unit selection meeting. These are considered approved booth spots. If you wish to set up any additional booth spots, they must be approved by the Service Unit prior to the beginning of the sale. Do not approach any business or individuals about scheduling booths before talking with the Service Unit Cookie Chair.

- **FEBUARY 28TH:** Cookie Season ends. All cookies should be assigned to girls in eBudde. No cookies should be left in the unassigned row. All money should be deposited into your troop account and the signed Sales Report turned in to your Service Unit Cookie Chair. Your final rewards should be checked for accuracy and selection choices.

- **MARCH 4TH:** Any parent who has not turned in monies owed to your troop should have a parent debt form filledout online for collections.

- **APRIL:** Rewards should be received by the Service Unit Cookie Chair. They will need to be sorted into the troops and arrangements made to pick up rewards. Rewards should be given to girls within 30 days of receipt. Any Rewards not picked up from the Service Unit by the troop within 30 days will be turned back into the council for distribution directly to the girls who earned the rewards.

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