

**BRAVE.
FIERCE.
FUN!**

girl scouts



Little Brownie
BAKERS®

2025–2026 Girl Scout Cookie Program®

Troop Cookie Manager Manual



BRAVE. FIERCE. FUN!



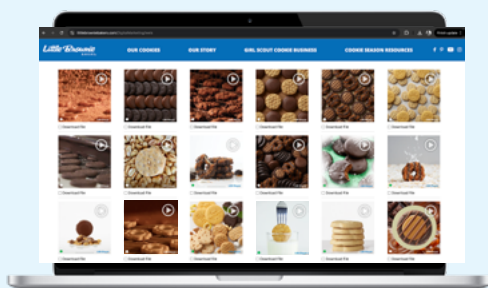
With each new cookie season, Girl Scout entrepreneurs know it's about more than just the cookies—it's about being BRAVE enough to make their pitch, FIERCE enough to smash their biggest goals, and having loads of cookie FUN while doing it!

This guide is designed to help you empower every Girl Scout, from new cookie entrepreneurs planning their first cookie booth to experienced Girl Scouts boosting their social media marketing strategies to reach more consumers.

There's no limit to what Girl Scouts can achieve. With your support, this cookie season promises to be BRAVE, FIERCE and oh-so-FUN!

Troop volunteers model leadership

It's a fact: Cookie season couldn't happen without the hard work of our volunteers. You serve as a model for Girl Scouts developing important leadership skills. **Thank you for serving as a Troop Volunteer!**



LittleBrownie.com

One-stop shop for cookie season resources

Resources on LittleBrownie.com help make things easy. Find QR codes throughout the manual to guide you to specific print and digital resources.

Welcome Troop Cookie Managers



Volunteer Responsibilities

First things first! Make sure you:

- Are a registered Girl Scout adult volunteer
- Have completed a criminal background check
- Honor and live by the Girl Scout Promise and Law
- Follow all policies and meet all deadlines

Here's an overview of your role and responsibilities:

Before the sale:

- Complete training
- Complete the Volunteer Product Program Manager Agreement at <https://tinyurl.com/mwrjz3ad>
- Complete the ACH form at <https://tinyurl.com/mrxws7cf>
- Identify an initial order delivery location with the Service Unit Cookie Manager (SUCM)
- Schedule at least one troop meeting to inform the girls and parents about the financial literacy lessons learned through the Cookie Program

During the sale:

- Verify orders from girl order cards and keep eBudde up to date
- Monitor online sales from eBudde
- Coordinate booth sales
- Arrange cookie pickups from the Cupboards and briefly store cookies until girls pick them up
- Collect money from those picking up cookies, issue receipts and make frequent bank deposits

After the sale:

- Fill out rewards order in eBudde
- Distribute girl rewards in a timely manner
- Keep troop records
- Celebrate with the girls



INTRODUCING

Exploremores™ Exploremores™ Exploremores™

NEW!



Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème.



**FIND NEW
RESOURCES
HERE:**



Little Brownie
BAKERS®

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2025–2026 Girl Scout Cookies®

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

The World's Most Flavorful Lineup



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt

Approximately 15 cookies per 6.3 oz. pkg.

⑩D

\$ 5



Lemon-Ups®

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits

Approximately 12 cookies per 6.2 oz. pkg.

⑩D

\$ 5



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe

Approximately 38 cookies per 9 oz. pkg.

⑩D

\$ 5



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling

Approximately 20 cookies per 8 oz. pkg.

⑩D

\$ 5



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes

Approximately 15 cookies per 7.5 oz. pkg.

⑩D

\$ 5



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating

Approximately 15 cookies per 6.5 oz. pkg.

⑩D

\$ 5



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint

Approximately 30 cookies per 9 oz. pkg.

⑩

\$ 5



Exploremores™ • Real Cocoa

NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème

Approximately 18 cookies per 7.9 oz. pkg.

⑩D

\$ 5



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits

Approximately 14 cookies per 6.7 oz. pkg.

⑩D

\$ 6



Little Brownie
BAKERS®

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Market their business online



NEW Social Media Guide



The Little Brownie Social Media Guide is all new with tips and tricks for volunteers, caregivers and entrepreneurs to reach more cookie customers this season.

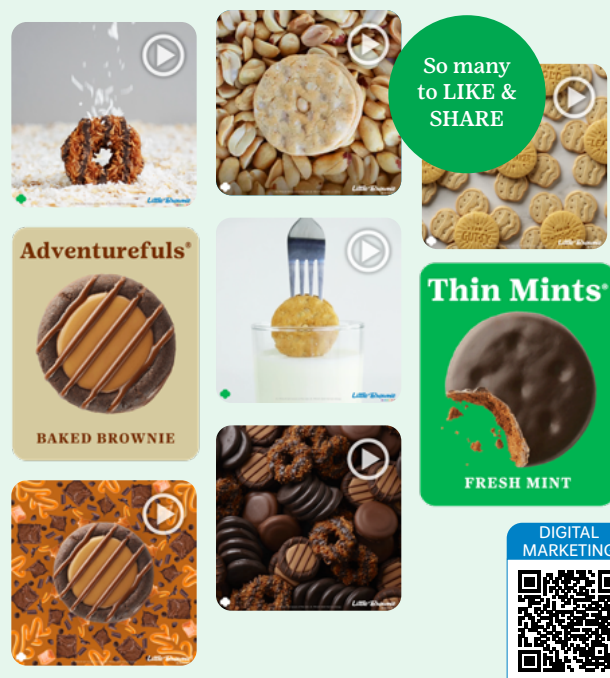
Today's consumers average over three hours on social media per day, and more than half of cookie customers say their phone is their most important shopping tool. Whether or not you are social media savvy, the new Social Media Guide will help you **Follow, Like, Share** your way to cookie season success.



Ready-to-share gifs and reels

Ready-to-share gifs and reels make social media a snap. Fact: When Girl Scout entrepreneurs promote their businesses online it boosts sales. More frequent posts equate to increased sales. Check out the video below to see all the social content Little Brownie has to offer.

• [Social Sizzle Reel](#)



NEW virtual backgrounds



Safety resources

Before launching their Digital Cookie site and engaging in online marketing and sales efforts, Girl Scouts and caregivers must read and agree to the guidelines below.

- [Safety Tips from GSUSA](#)
- [Digital Cookie® Pledge](#)

Market their business in person



Create booth buzz

Having a cookie booth or neighborhood stand? Any way your troop does it, we have lots of resources to entice cookie lovers! Find resources like mouthwatering cookie photography, fun clip art, and attention-grabbing booth signage all in one place.

**For more details on how cookie booths are coordinated, talk to your council and visit girlscoutcookies.org.*

Booth materials

- Materials available in English and Spanish.
- Use Digital Cookie® QR codes at booths.
- Bundle cookies to boost sales.
- Remind customers proceeds stay local.



Craveable photography



Cookie bakery booth inspiration



Market their business in person



Ordering made easy

Order materials can help increase sales.

Entrepreneurs can use order materials at booths and encourage customers to scan their QR code to visit their Digital Cookie® site. Customers make a purchase and bookmark their site for future purchases. It's especially handy if booth inventory in a certain variety is running low!

- Fun to personalize.
- Add QR codes for easy online purchasing. Bookmark for later messaging. Encourage customers to bookmark for reorders.
- Order forms available in English and Spanish.
- Order materials are useful and engaging.

Encourage customers to bookmark Digital Cookie® link



Make your Digital Cookie® QR code your BFF

Over 95 million Americans regularly scan QR codes.



The printable lanyard makes reorders easy for Girl Scouts on the go!



Before booth sales, Girl Scouts can make a bracelet, add their QR code, and tell customers to bookmark it for reorders.

Leave-behinds make reorders easy

- Leave behind order forms
- Door flyer order forms
- Business cards
- Notecards
- QR code stickers
- Thank you slips



Inspire cookie entrepreneurs



Skills they build

The Girl Scout Cookie Program® helps Girl Scouts develop real-world skills in five essential areas:

- 1 Goal Setting**
Girl Scouts learn how to set goals and create a plan to reach them.
How you can help: Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.
- 2 Decision Making**
Girl Scouts learn to make decisions on their own and as a team.
How you can help: Talk about how they plan to spend the troop's cookie earnings.
- 3 Money Management**
Girl Scouts learn to create a budget and handle money.
How you can help: Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.
- 4 People Skills**
Girl Scouts find their voices and build confidence through customer interactions.
How you can help: Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.
- 5 Business Ethics**
Girl Scouts learn to act ethically, both in business and life.
How you can help: Talk to them about the importance of delivering on their promise to customers. They can also consider offering a cookie donation option.



Learn more

Cookie business badges

Entrepreneurs can earn these official Girl Scouts® recognitions by completing requirements that help them develop new business skills.

Learn more at [girlscouts.org](https://www.girlscouts.org).

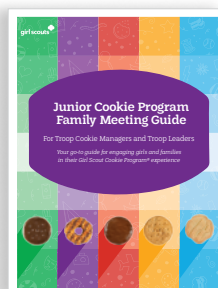


Getting families involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

Inspire families to get involved by reviewing these resources:

- [Cookie Program Family Meeting Guides](#)
- [Cookie Entrepreneur Family Pins](#)





The app is a must-have for Girl Scout Cookie™ volunteers

Use eBudde to manage your entire cookie program! The eBudde™ cookie management system offers calendar reminders, reports, training and much more — on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.



Easy as 1, 2, 3

- 1 **Download the eBudde App**
- 2 **Watch eBudde Training Videos on YouTube**
- 3 **Set Up Your Troop** — once you've been added to the eBudde system, you'll receive an email with your login information. Login to set up your roster, goals and reward settings.

Watch videos



Top tips

Contact Caregivers

Use eBudde to communicate directly to caregivers. You can send deadline reminders, booth openings, cookie inventory info and more! Use this eBudde feature in place of a text group or Facebook group.

Top Reports for Managing the Troop Sale

- Use the Girl Initial Order report to sort cookies for easy pickup and receipt writing.
- Check the Sales Report to see troop proceeds and amount due to council.
- Run the Cupboard Report for a list of cupboard locations, hours, and contact information.

Cookie Exchange

A troop-to-troop transfer can help with excess inventory.

- Log your extra cookie inventory.
- Check the cookie exchange before visiting a cupboard.

Help is a Click Away ?

Simply tap the question mark icon for quick access to helpful information.

Your One-Stop Shop

Find booth locations

Record booth sales

Order cookies easily, even at the booth

Exchange cookies

Order rewards



Resources at a glance



All resources can be found at girlscouts.org/cookieresources

- [About Girl Scout Cookies®](#)
- [Troop Leader Resources](#)
- [Cookie Business Badges](#)
- [Cookie Entrepreneur Family Pin](#)
- [Digital Cookie®](#)
- [Digital Marketing Tips for Cookie Entrepreneurs](#)

Girl Scouts' safety guidelines

One of the most essential steps you can take to have a great season is to review all safety guidelines with troop members and their caregivers.

- Practical Tips for Parents
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints

For more information visit: girlscouts.org/cookieresources



Found at LittleBrownie.com

- [NEW Social Media Guide](#)
- [Exploremores™ Launch Resources](#)
- [FAQs and Nutrition Information](#)
- [Social Media Tools and Graphics](#)
- [BRAVE, FIERCE, FUN! Resources](#)
- [Resources for Girl Scouts to Grow Their Cookie Businesses](#)
- [Cookie History](#)
- [Cookie Recipes](#)



FOLLOW

Little Brownie Bakers®
on Instagram
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FOLLOW

Little Brownie Bakers®
on Pinterest
[@lbbakers](#)

Reducing our footprint

Packages of Samoas® have reduced plastic packaging. Cases of Thin Mints® use 26% recycled content (and 18% less packaging material). Adventurefuls® NEW packaging uses a recyclable PET tray.

Samoas® packaging reduces 65k pounds of plastic.



100% of our individual rewards packaging is recyclable or reusable!



Learn More at: LittleBrownie.com/Sustainability

Girl Scouts of South Carolina Mountains to Midlands 2026 Cookie Program Rewards

My Personal Goal: _____ NUMBER OF PACKAGES

Final Troop Rewards



Water Bottle Pouch and Topper (girl reward)
350+ pkgs PGA



Bubble Bag
(Volunteer Reward)
350+ pkgs PGA

Initial Order Rewards



Booth Sales Reward



Cookie Booth Charm
25+ pkgs

Rewards are cumulative up to 850+, 1000+ and above are non-cumulative



Action Patch AND Mini Ferret Plush
300+ Initial Order pkgs

Be a Camp Champion

Girls can make a big difference by choosing to be a camp champion! Instead of selecting a reward, you can choose to give that prize value back to Girl Scouts. Your gift helps care for our camps - updating spaces, adding new gear, and making sure camps are fun for everyone. By giving, you're helping other girls enjoy the magic of camp too.



Bar Patches

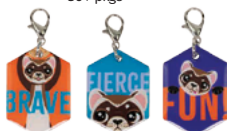
100+

1000+

Highest level achieved



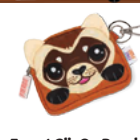
Charm Patch
50+ pkgs



Brave, Fierce and Fun Charms
100+ pkgs



Lanyard Strap AND Pop in Cookie Charms
150+ pkgs



Ferret ClipOn Pouch
200+ pkgs



Bracelet Hair Tie Set
250+ pkgs



Water Bottle
300+ pkgs



Ferret Plush AND Theme Charm
350+ pkgs



Letter Appliques AND Clear Case
400+ pkgs



Sleepover Set
600+ pkgs



Theme Patch AND Bath Towel Robe
700+ pkgs



Council Sponsored Baseball Game
Date: TBD
850+ pkgs

All Rewards 1000+ - 4000+
Levels 1000 - 4000 are non-cumulative. Once choice can be selected based off of the highest level earned.



Membership OR Lego 3 in 1 set
1000+ pkgs



KENDRA SCOTT
Crocs OR Kendra Scott Necklace
1250+pkgs



Swatch Watch OR Trail Blazing Backpack
1500+pkgs



Kindle Paperwhite OR American Girl Doll
2026+pkgs



3D Printer OR Meta Quest
2500+pkgs



Free Week of Summer Camp OR 4 night MSC Cruise
Date: June 21st - 25th 2026
3000+pkgs



Macbook Air
4000+pkgs

Council reserves the right to make substitutions to the item's color, material or size, or to substitute an item of equal or greater value due to changes or challenges in product availability.

Rewards at the 1,000+ level and higher will be non-cumulative. This means Girl Scouts will receive only the reward for the highest level they reach between 1000-4000, rather than every reward leading up to it. If a girl does not want the reward offered at the higher level, they are allowed to choose a reward at a lower level between the 1000+ and 4000+ levels.

2026 Cookie Program Dates



January 6, 2026	Girl Scout Cookie Program begins
January 19, 2026	Round 1 of council-managed booth selections
January 21, 2026	Round 2 of council-managed booth selection
January 23, 2026	Round 3 of council-managed booth selections
January 26, 2026	Girl orders due to Troop Cookie Manager (TCM)
January 27, 2026	Initial order period of Girl Scout Cookie Program ends– GIRLS CONTINUE TO TAKE ORDERS
January 27, 2026	Initial order, Early Recognition order, Troop Base proceeds, ACH forms due by TCM
January 28, 2026	Last day for Service Unit Cookie Manager (SUCM) to adjust initial order, Early Recognition rewards, troop proceeds
February 12-18, 2026	Cookie delivery to troops and SU
February 15, 2026	First planned order due in eBudde by 11:00 p.m.
February 20, 2026	Direct/Cookie Booth Sales
February 20-22, 2026	National Girl Scout Cookie Weekend
February 22, 2026	Second planned order due in eBudde by 11:00 p.m.
March 1, 2026	Third planned order due in eBudde by 11:00 p.m.
March 2, 2026	Deadline to notify the council if need to adjust ACH draw for March 4 by emailing customercare@gssc-mm.org (new troops or urgent matters only)
March 4, 2026	60% of troop's initial order (amount due to the council) will be pulled from troop account by ACH
March 8, 2026	Fourth planned order due in eBudde by 11:00 p.m.
March 12, 2026	Girl Scout Birthday!
March 15, 2026	In-person Girl Scout Cookie Program (Girl Delivered & Booth Sales) Ends
March 16, 2026	Girl money due to TCM
March 19, 2026	Final rewards order submitted in eBudde by Troop Cookie Manager
March 20, 2026	All troop final paperwork due to SUCM, SUCM last day final rewards in eBudde
March 24, 2026	Deadline to notify the council if need to adjust ACH draw for March 26 by emailing customercare@gssc-mm.org (new troops or urgent matters only)
March 26, 2026	Final ACH draw for balance due

Cookie Booths



A cookie booth is set up by a Girl Scout troop to sell Girl Scout Cookies directly to customers who were not solicited during door-to-door sales. Booth sales begin **February 20**.

The council will arrange cookie booths at select businesses to ensure fair and consistent procedures/guidelines are given to all troops throughout the council's 22-county jurisdiction. The list of these businesses will be provided to the Service Unit Cookie Managers. Troops and Service Unit Booth Sale Coordinators are not to contact these businesses unless requested by council staff. Some businesses may not be on the list at the opening of the process but will be added as confirmation is received.

Occasionally, businesses will cancel even after confirming. You will be notified by the product program department if a business cancels a council managed booth. If you have scheduled a council managed cookie booth that is cancelled, your Service Unit Cookie Manager can help you to find another booth opportunity. If you can't hold a scheduled booth, you must also release it in the system, allowing other troops to pick up the booth if they would like to do so.

If you have a public place where you would like to set up a cookie booth, contact your SUCM to assist you. **DO NOT** solicit a booth on your own. The SUCM will solicit the booth to ensure that businesses/retailers are not inundated with requests. This will also ensure that no troop holds a monopoly on a location for the entire sale and that booths are geographically dispersed. **Neither parents nor troops may set up booths without going through the SUCM.**

If you need to cancel your cookie booth, you must cancel at least 24 hours in advance of the booth start time. **You must pick up a booth at least 12 hours prior to start time for credit cards to link to that booth.** If you pick up a booth less than 12 hours before its start time, credit cards can not be linked to that booth.

Please remember that you are setting an example, not only for your troop but for Girl Scouts as an organization. For more info on booth sales, go to eBudde, gssc-mm.org under Cookies, or girlscouts.org

Cookie Booth Preparation

Cookie Booth Tips:

- Have each parent sign a parental permission slip for their girls and have a complete Health History Form for all girls.
- Take a card table and chairs (for adults only).
- Keep booth times age appropriate.
- Take a money box and change (about \$100 in change consisting of \$20 in ones, \$40 in fives, \$40 in tens).
- Take enough cookies to sell.
- Count packages and money **BEFORE** and after the cookie booth begins and ends and enter info on a booth tally sheet and place the tally sheet in the cash box (a sample Booth Tally Sheet can be found under [Resources](#) at gssc-mm.org). Keep track of girls who worked the cookie booth.
- During the booth sale, write down any packages that are opened for samples on back of tally sheet.
- **ALWAYS KEEP** money/money box out of sight

How to have a successful Cookie Booth:

- Bring an adequate amount of cookies by adding average sales by variety from the existing LBB booklet.
- Create an attractive table display to invite customer interest.
- Prepare a troop goal poster and display it at your booth. Customers love to help girls reach their goals! Update the poster as packages are sold.
- **DO NOT** accept large bills—if you do so, use a counterfeit pen. Your troop will be responsible for any counterfeit bills collected.



Physical Cookie Booths



Cookie Booth Tips

Share with Girls & Parents!

- If you are the first troop at a booth sale site, always check in with the store manager before setting up your cookie booth to let them know you are there and to verify you are setting up in the right place.
- Do not ask the place of business for change.
- Make eye contact with the customer and ask, “Would you like to purchase Girl Scout Cookies?” Be prepared to share your troop’s goal and how proceeds will be used.
- Always thank the customer, whether or not a purchase is made.
- Ask customers on their way out of the place of business. Never badger customers.
- Secure your money to prevent loss and/or theft. Have the Emergency Procedures card on hand. You can get this from your troop leader.
- Troops should purchase a counterfeit detection pen and teach girls how to check for counterfeit bills (DO NOT ACCEPT \$50 or \$100 bills).
- The Troop Booth link can be displayed on a poster at the booth asking customers to order online at that time or while they shop. They pay by credit card—then stop by the booth on their way out of the store for touchless pickup of their order.

Physical Cookie Booth Basics

- Booth sales shifts are different lengths of time. Please remember that your shift begins at the allotted time and ends at the allotted time. Please plan to pack up your booth 10-15 minutes before your shift is complete so that you are done when your shift is complete.
- Booths where any Girl Scout is not accompanied by their own caregiver require two registered, background-checked Girl Scout volunteers. Cookie booths where all members are under the direct supervision of their own caregivers do not require adults to be registered, background-checked Girl Scout volunteers.
- Adults should be attentive to the girls at all times. Keep electronic devices out of sight.
- Girls should do the selling and handling the money (age-appropriate skill builder). Adults should supervise younger girls.
- If it is raining or very hot, set up a canopy. Do not set up inside the store unless you have permission from the store manager. Dress for the weather and bring appropriate items (ear muffs, hand warmers, etc.).
- Do not keep your car at the booth site. It should be moved immediately after unloading/loading.
- Do not accept checks at cookie booths.
- Credit cards are accepted.
- Girls should never play at the booth, run into the parking lot either to ask customer to purchase cookies or to play.
- Girls should be identifiable as Girl Scouts by wearing a membership pin, official uniform, tunic, sash or vest, or other Girl Scout clothing on the outside of any coats.
- Keep cookies out of the sun and/or rain.
- CLEAN UP BEFORE YOU LEAVE and take your trash and empty cases with you. Remember, a Girl Scout always leaves the place cleaner than she found it!
- Not Allowed: Pets, tagalongs (younger/older siblings); adults or girls smoking or vaping; or other food or chewing gum.



Helpful Information



Cookie Delivery Day

Your SUCM should have announced the date the cookies will be delivered to your area; OR if you are receiving an order of 500+ cases, you should have received email from the Cookie Delivery Agent (CDA). Please respond promptly to the CDA email notifying you of delivery date/time. If you are unable to receive cookies on the date/time specified by the CDA, please recruit a trusted friend/family member/neighbor to accept the cookies on your behalf.

Remember

- All initial cookie orders must be picked up/received on delivery day.
- All cookies delivered/picked up and signed for are your troop's responsibility. Cookies cannot be returned.
- Do not accept or sign for any damaged cases of cookies. The delivery agent is responsible for replacing damaged cases if you call it to their attention.
- Count and recount order before signing (you are responsible for all cookies listed on any receipt you sign).
- If you have a combined troop delivery:
 - All troops are responsible for that delivery count;
 - All troop representatives must sign-off on the delivery ticket, if possible;
 - Disperse cookies out to each troop to ensure total and individual count is correct
 - Receive individual receipts prior to departing the delivery site

Once girls have received their cookies, they may begin delivering the cookies to customers. Extra cookies may not be picked up at Cupboards until Thursday, February 19.

Troop Proceeds Structure

Girl Scout troops receive proceeds from the Girl Scout Cookie Program to help cover the cost of Girl Scouting. Troop proceeds are calculated on a Per Girl Average (PGA) of girls selling. The more cookies your troop sells, the more money your troop earns for each box sold.

Proceeds with Incentives (PGA Based)

PGA	\$ per pkg
1-400	\$0.65
401+	\$0.75

Troop Bonus

Criteria	\$ per pkg
Renew 80% of girls & 80% of adults in troop registered on January 31, renewed/joined new by May 31	\$0.02
Participate in cookie booths all four weekends and at least three booths each weekend	\$0.02
2025 Fall Product Bonus: \$350+ PGA troop average of girls selling (at least 5 girls selling)	\$0.02

Proceeds Only Option

Available to Girl Scout Cadette, Senior, and Ambassador troops, and multi-level troops who have a majority of older girls in the troop.

PGA Based:

PGA	\$ per pkg
1-400	\$0.70
401+	\$0.80

- If the troop chooses to opt out of receiving recognitions, the SUCM must be informed of this choice via email by January 22. This option must be voted on by the girls in the older girl troop and if it is a troop which contains more than one Girl Scout level, the troop must declare their level according to the level of the largest number of girls in their troop
- Once the troop chooses their preferred option, the troop base proceeds plan cannot be changed. However, ALL troops must create a main recognitions order in eBudde to receive patches.



Conducting a Family Meeting



Try a Sample Agenda

As the Troop Cookie Manager (TCM), you are responsible for informing the girls and parents in your troop about the Girl Scout Cookie Program. Set your informational date and make it FUN! The more fun you make it, the more motivated your girls (and families) will be. When thinking about what you would like to cover during your cookie informational session, remember there may be parents who have never participated in the Girl Scout Cookie Program and some who have participated for multiple years.

Sample Parent/Girl Agenda

Benefits of participating in the cookie program

- Five key skills that will serve girls for life: goal setting, decision making, money management, people skills, and business ethics
- Troop proceeds
- Girl recognitions

Setting troop and individual sales goals

- Work with the troop leader to help girls set a troop goal based on what they want to accomplish with their proceeds
- Encourage girls to set their own goal based on their troop goal

Safety

- Review Safety Activity Checkpoints and talk about how girls can sell safely

Important Dates

- Start and end dates
- What's due when (how often money will be collected)
- When cookies will be available
- Initial orders and additional orders

The Cookies!

- \$5.00 per package for the core varieties
- Gluten Free cookies are available for \$6.00
- Girls can use Digital Cookie to take orders directly from customers
- Remind parents they cannot return unsold cookies

Using Digital Tools

- Visit Digital Cookie where girls can enter their goals and register to do online marketing

Cookie Booths

- Where, when, and how many cookie booths your troop wants to do
- Being courteous and polite

- Booth sale etiquette
- Volunteers needed and their responsibilities

Cookie Money

- All cookies and money must be signed for by TCM and a parent/guardian
- The parent/guardian signing for the cookies is accepting financial responsibility for those cookies
- All money earned through the Girl Scout Cookie Program is earned by the troop and cannot be held in a girl's name
- Customers can order online and select girl delivery
- They can choose to pre-pay by card or pay at time of delivery (*Verify if order has been paid before delivery*)

Procedures for accepting checks

The council recommends that no checks are accepted. If a troop chooses to take checks from friends, family, and/or other customers, we strongly recommend you do the following:

- Checks should be made payable to GSSC-MM
 - The following is required: name, address, phone number, and driver's license number along with expiration date and gender from the license. Write in any missing information on the front of the check
 - No counter checks or starter checks from newly opened accounts should be accepted at any time
 - Deposit checks as quickly as possible
- If you encounter issues with returned checks, you can reach out to the council for guidance*

Other

- Importance of parent/guardian support
- Don't overcommit when placing an order for cookies

The Initial Order is Due



Submitting Order

**Submit your order by January 27
or as specified by SUCM**

- Check all caregivers have entered order card by January 26
- Notify Service Unit Cookie Manager (SUCM) of your choice of troop base proceeds plan via email no later than January 22. Troop base proceeds plan cannot be changed after initial order has been submitted
- Submit your girl's initial order and create early recognition order (for girls who earned their 300+ PGA early recognition—earned only between January 6-27)
- Contact information (Troop Cookie Manager and Primary Troop Leader) is correct
- Fill out delivery station information (if 500+ cases) and turn in to SUCM by January 13 or date set by SUCM
- Complete the ACH Authorization form at <https://tinyurl.com/mrxws7cf> and upload a copy of a voided check for the troop account or a letter from the bank with all routing info
 - Note: Initial order will not be released without ACH information complete

Initial Order Delivery

- Depending on SU location, troops with an initial order under 500 cases will either be combined with other troops for delivery in the service unit area, or you will pick up cookies through the initial order drive thrus in Columbia, Greenville, Spartanburg, Lancaster, or Anderson. More details will be available in January.
- Troops with an initial order of 500 cases or more will be delivered to a location of their choice. Troops must provide complete delivery station information (include the address and a brief description of the delivery site as well as contact information, email address and name of the person signing for the cookies) to the SUCM by January 13
- Troops in drive thru locations can not combine with other troops to get home delivery
- **NO SPECIFIC DELIVERY DATES/TIMES WILL BE ACCEPTED**
- **NO SATURDAY HOME DELIVERIES.**
- **Delivery sites must have NO restrictions (time/date/location)**

Initial Order is in—Now what?

- Encourage your girls to continue taking orders!
- Determine how your troop is doing reaching your troop goal. Keep your Troop Goal Chart current as a visual aid to the girls.
- Plan cookie booths for your troop through the service unit or council-managed businesses/retailers
- Prepare to receive your cookies at your selected delivery station
- Plan for help from parents and have sufficient vehicle space to transport cookies safely



BRAVE. FIERCE. FUN!



BRAVE. FIERCE. FUN!



Planned Orders



Planned Orders are required when picking up cookies at the Cupboards (except Saturdays—variety based on availability).

What is a Planned Order?

A planned order allows troops to pick-up orders at a pre-designated day and time at a specific Cupboard location. Planned orders are guaranteed available with the stipulation that delivery trucks are able to restock the Cupboards. Please keep in mind that supply chain issues and weather from all over the state AND country can affect delivery time. Troops that DO NOT place a planned order must wait until Saturday to pick up cookies. There are no guarantees on cookies available at the Cupboard on Saturday. Saturday availability is first come, first served.

Troops are not financially responsible for planned orders until they have been picked up and receipted. Planned orders that are not picked up will not be available on subsequent days.

Planned orders must be entered into eBudde by the designated date/time in order to guarantee availability of cookie varieties at the Cupboards/Trucks. Planned orders that are not picked up will be returned to inventory. All Cupboards will not be open for all planned order dates. Please note, some Cupboards in outlying areas may close before the end of the sale. Please check eBudde for available Cupboard Orders. Planned orders can be changed if inventory allows; all planned orders on Week 4 will not be able to be changed

There are four (4) Planned Order dates.
Planned Orders must be entered by 11:00 p.m. on the dates below:

Sunday, February 15
Pickup: Thursday, February 19, OR Friday, February 20

Sunday, February 22
Pickup: Thursday, February 26, OR Friday, February 27

Sunday, March 1
Pickup: Thursday, March 5, OR Friday, March 6

Sunday, March 8
Pickup: Thursday, March 12, OR Friday, March 13
(Last chance for a Planned Order)

Planned Orders are NOT required for a Saturday pick-up.

All 10 council-wide cupboards with addresses will be listed in eBudde for planned order section.



Cupboard Locations & Hours



Cookie Pick-up Authorization Card

Cookie Authorization Cards can be found at gssc-mm.org under [Cookie Resources](#). Cookie Authorization Cards are used as an identifier when a troop representative is picking up cookies at the Cupboards. You, the Troop Cookie Manager, must fill out one Cookie Authorization Card for yourself as well as one card for a designated volunteer (Troop leader or other registered, designated adult).

The Cookie Authorization Card and photo ID must be presented at all times when picking up cookies at the Cupboards. Cookies will not be given out to anyone without this proper documentation. Authorization Card must be filled out completely and accompanied by a photo ID.

Columbia and Greenville Cupboards

Day	Time
Thursday	12:00-7:00 p.m.
Friday	8:00 a.m.-1:00 p.m.
Saturday	8:00-11:00 a.m.

Other locations are set by Volunteer Cupboard Manager

Cupboards are run by a volunteer just like you. Please be courteous and respect their hours as they are BY APPOINTMENT ONLY (DO NOT just show up at a Cupboard without having made an appointment). Please contact your SUCM or visit eBudde to find your nearest Cupboard location.

Cookie pick-ups may be delayed while the Cupboard is being restocked. Please be patient while the cookies are unloaded and inventoried. **Cookies will not be dispersed while the Cupboard is being loaded or counted.**

How many cases can my car carry?

Car Type	Approximate Cases	Car Type	Approximate Cases
Compact car	23 cases	Station wagon	75 cases
Hatchback car	30 cases	Minivan	75 cases
Standard car	35 cases	Pickup truck	100 cases
SUV	60 cases	Cargo van	200 cases

Council Cupboard Locations

Cathy Novinger Girl Scout Leadership Center
1107 Williams Street
Columbia, SC 29201
Back Lot

Greenville Service Center
3 Independence Point
Greenville, SC 29615
Near entrance of Building 3



Cookie Drive-Thrus



Cookie Drive-Thrus went so well last year, we decided to do it again and add another location! If you are members of the listed SUs, you will pick up your troop cookie orders (if your troop order is under 500 cases) from a central location. For all five locations, please ensure vehicles are clear of debris and children.

The process in eBudde this season will be a little different for the troops. Once the troop places their initial order into eBudde, they will be prompted to select a delivery station date and time if they are in a drive-thru area. Troops will see their delivery location and then be prompted to select a time and submit. You will go to the location on your specific date and time. Volunteers will load cookies into your vehicles, so be sure to count as they are loading.

You will check in with council staff to receive your bubble sheet (cookie counts by variety) and proceed through the line. Please know you will need to get out of your vehicle to count cases as volunteers are placing them in the car.

You will need to bring enough vehicles to pick up your order. Please see the eBudde delivery confirmation for a list of vehicle sizes and the number of cases that will fit. If you need multiple vehicles, all vehicles must enter the parking lot at the same time in order to pick up cookies. If you have multiple vehicles, volunteers will load the first one, then move to the second, and then third. Specific cookies cannot be placed in certain cars. If you need to sort, you must load and then pull forward to sort, so the line continues to move.

Once you have all of your cookies, sign your bubble sheet and leave with the volunteer who's been counting with you.

Cookie Drive-Thru Locations

Columbia Cookie Drive-Thru

- SU 643, 644, 647, 648, 649, 650, 651, 652, and 656 will pick up at Blue Cross Blue Shield in Columbia.
- 51 Clemson Road, Columbia, SC 29229
- Please enter off Clemson Road and follow the flow of traffic in the picture on the right.

Greenville Cookie Drive-Thru

- SU 6364, 631, 635, 638, and 639 will pick up at Carey Moving.
- 1 Shelter Drive, #2308, Greer, SC 29650

Spartanburg Cookie Drive-Thru

- SU 6247 and 623 will pick up at Carey Moving.
- 930 Monks Grove Church Road, Spartanburg, SC 29303

Anderson Cookie Drive-Thru

- SU 642 and 632
- 700 Boulevard, Anderson SC 29621

Lancaster Cookie Drive-Thru

- SU 653 and 629
- 7520 Charlotte Highway, Indian Land, SC 29707

Other service units may also pick up at these locations.



Troop Links



Virtual Cookie Booth Basics

- Each troop will have one troop booth sale link. To access your troop's link, go to the Troop Information Page in Digital Cookie.
- Girls and volunteers can share the link by email, text, or social media.
- The Troop Booth link allows orders to be placed and pre-paid via credit card for local delivery. When using the link, credit card payment is required.
- Troops can use the Troop Booth link in many ways:
 - Troops can share the link along with a location the customers can pick-up their order at a drive-thru booth. Customers order online using the link then come to the announced location at the specified time to pick-up their order.
 - Businesses and other non-Girl Scout members can help support their favorite troop by helping to share the troop's link.
 - The link can also help during physical cookie booths to allow for contactless pick-up.
 - See page 16 for more information on physical cookie booths.

Virtual Cookie Troop Volunteer Process

- Sales will appear in the view booth credit card payment screen.
- Orders require approval by the troop volunteer.
- Once approved, the customer's credit card is charged.
- Must click on "fulfill order" and mark it as delivered after the order is fulfilled.
- All virtual booth orders will be tallied in one entry on the Troop Manage Booths page.
- The troop volunteer must distribute the sales to girls via the smart cookie divider.
- Functions to view, edit, cancel, and refund are available at the troop level.

Cookie Locator

- Beginning January 6, customers can go to "Find Cookies" on girlscouts.org or gssc-mm.org.
- After entering their zip code, the customer will see the option to find physical booths or purchase cookies online.
 - If they select physical booths, they will see a list of booths to choose from.
 - If they select online, the system will randomize troops in that zip code. The customer can not select a certain troop.
- The troop volunteer must transfer all the online sales to girls at the end of the sale in eBudde.



Girl Scout Cookie Program Marketing



Brand Protection

The Girl Scout Cookie Program is the world's largest girl-run business and is a well known program. When promoting your troop's Cookie Program keep these things in mind. Girl Scouts of the USA owns the trademark for Girl Scouts, Girl Scout Cookies, Trefoil, Girl Scout Cookie Sale, and the names of all cookies. Like all trademark protected words and marks, GSUSA is legally obligated to protect and restrict their use in order to safeguard them.

Troops cannot confer the rights to these words and marks to outside business or groups to use to promote their products. Items you may have seen but are not allowed to be organized at the troop level include but are not limited to:

- Girl Scout themed bakery items
- Girl Scout Cookie and beer/wine pairings.
- If a business wishes to use the Girl Scout brand, please refer them to Girl Scouts of South Carolina–Mountains to Midlands office for more information.

Internet-based Marketing

Girls can use the internet to market the Girl Scout Cookie Program to friends and family.

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a girl while also being supervised by her parents or caretakers
- Friends and family of a girl participating in the Girl Scout Cookie Program should not share their sales link with any news outlets (this includes online and traditional news media, such as radio, television, or magazines)
- For safety purposes and other reasons, online marketing activities, especially those conducted through social media platforms, should always be done through accounts set to “private”



Tips for Success



December

- Note ALL of your SUCM's deadlines (as their dates supersede council dates)
- Plan and conduct girl/parent meetings
- Encourage girls to set personal goals and to track and update troop/ individual girl goals/activity throughout the sale
- Verify troop information into eBudde (both Troop Cookie Manager and Primary Leader information), along with ACH form (including copy of blank check)
- Set a troop goal

January

- Begin selecting cookie booths (either through the council or Service Unit managed booths)
- Collect order cards to prepare initial cookie order; distribute additional order cards so girls may continue to take orders
- Complete ACH authorization
- Inform SUCM of troop base proceeds plan if the troop is a registered Girl Scout Cadette, Senior, or Ambassador troop
- Enter initial cookie order into eBudde and submit delivery information to SUCM (do not make parents order full cases if they don't need them)
- Create Early Recognition order (do this last)

February

- Pick up and distribute cookies to girls (ensuring separate receipts are signed and are used for all cookies received and girl name is at the top of the receipt, even for siblings). Do not combine sisters on the same receipt
- Conduct booth sales
- Email customercare@gssc-mm.org if you have any concerns with ACH draft for 60% of your initial order and provide the amount that can be drafted

March

- Check Troop Balance Summary against Girl Cookie Totals Summary to ensure all cookies have been credited to the girls
- Create Main Recognition Order for troop (this is to be done AFTER all cookies have been credited to girls)
- Update and review the Troop Balance Summary Report
- Finalize sale using Checklist for a Great Cookie Program (page 30) and give to SUCM to sign-off (ensuring everything has been completed correctly and on-time)
- Email customercare@gssc-mm.org if you have concerns with ACH draft for remaining balance due to the council and provide the amount that can be drafted.

April

- Pick up rewards from SUCM and distribute to girls



Financial Reminders



- Distribute money envelopes to the girls to assist with the collection of cookie money.
- Remind parents that they are financially responsible for all cookies signed for and received by their daughter and that cookies cannot be returned to the troop.
- Collect money as frequently and as often as possible and deposit in troop bank account. If a girl requests more cookies and has not made any payments for the initial order, do not give her any more cookies until payment has been made.
- Issue separate receipts for each payment made by parents (with the girl's name at the top of the receipt. If you have sisters in the same troop – they must have separate receipts). Troop retains the white (top) copy and parents are given the yellow (bottom) copy. **Two signatures are required.**
DO NOT RECEIVE MONEY WITHOUT GIVING A RECEIPT.
- If you are the TCM receiving cookies for your own Girl Scout, someone else in the troop must sign on the "Received from" line.
- Email customercare@gssc-mm.org by March 2 if there is an issue with an ACH pull for 60% of your troop's initial order. Notify customercare@gssc-mm.org by March 26 if there is an issue with an ACH pull by March 24 for the remaining balance due.
 - Please contact Customer Care for new troops and/or urgent matters only (e.g. red flags).
- Check all girl and troop records carefully.
- Use eBudde to keep track of money collected from each girl and to know her balance (enter each financial transaction and cookies signed out separately).
 - Take note of a girl not turning in money. Follow up with a phone call to her parent/guardian(s). Do not continue to issue cookies to the girl if money is not being turned in. Document attempts to reach out.
 - Remind girls to accept payment for Girl Scout Cookies ONLY at the time of delivery to customers. Girls should not accept payment before the cookies have been delivered, unless the customer has paid online.

Sample Receipt

MONEY AND/OR PRODUCT RECEIPT		CUPBOARD# RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO. 0000	REPORT CODE N'HOOD/S.UNIT 010101	2	111111
DATE 3/3/26		FROM Daisy Brown	
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
	1	Adventurefuls®	\$40
		Lemon-Ups®	
		Trefoils®	
	3	Do-si-dos®	AMOUNT PAID
		Samoas®	\$40
	2	Tagalongs®	
	2	Thin Mints®	AMOUNT STILL DUE
		Exploremores™	\$0
		Toffee-tastic®	
		← TOTAL	

I acknowledge that my Girl Scout has permission to participate in the Girl Scout Cookie™ Program and I am financially responsible for the cookies received.


 RECEIVED BY (SIGNATURE) Gordon Low GIRL'S NAME Julie Low
 RECEIVED FROM (SIGNATURE) Daisy Brown
 Little Brownie BAKERS. (IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)

M-3
71070413

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Money Collection Issues



All final cookie money collected from the girls should be turned into the troop by March 16. If girls have an outstanding balance, make every effort to contact the parent(s) involved and collect. **Troops must notify customer care@gssc-mm.org by March 19 if a girl has not paid, so the ACH draft can be adjusted. Troops should not pay for cookies issued to parents who have not turned in cookie money.** Fill out the online Red Flag Form when a girl fails to turn in money for cookies received. All transactions between the Troop Cookie Manager and parent/guardian(s) must be properly and correctly documented.

Red Flag Form Documentation

The following documentation must be turned in **CORRECTLY** with the Red Flag Form:

- ALL ORIGINAL cookie receipts signed by the parent/guardian(s) and TCM when cookies are issued (white copy). Individual girl's name should be at the top of the receipt
 - ALL ORIGINAL receipts for any/all money turned in by parent/guardian(s) during the sale (white copy). Individual girl's name should be at the top of the receipt
 - UPDATED Girl Balance Summary report (must match white cookie and money receipts)
 - Be sure to state clearly on the Red Flag Form the total amount owed to the troop by the parent/guardian(s) - this should be the full \$5.00 or \$6.00 per package (all receipts (cookies and money) MUST equal what is shown on the Red Flag Form and Girl Balance Summary Report)
 - Any notes and/or copies of correspondence with the parent/guardian(s). Must be separate receipts given for each individual girl's transaction
- Fill out online **Red Flag Form** and attach all documentation listed, and let your Service Unit Cookie Manager know when you turn in the rest of your paperwork. The information you provide on the Red Flag Form will assist the council in resolving outstanding balances more efficiently
 - If troop does not turn in all correct documentation, the troop will be liable for the difference
 - If a troop does not turn in any paperwork at the final deadline, they will automatically be Red Flagged Outstanding funds owed to the troop will be pursued by the council; however, without proper documentation, the troop assumes financial responsibility.



Gift of Caring Program



The Gift of Caring Program brings philanthropy to the Girl Scout Cookie Program by providing cookies to heroes. For various reasons, some customers do not want to purchase cookies themselves, but they want to support Girl Scouts, your troop, and/or our everyday heroes. This program allows them to do all three!

How can Girl Scouts and the community help support the men and women of our community? With Girl Scout cookies: COOKIES FOR HEROES! Our council will work with local organizations across all 22 counties of our service area to support our local heroes.

When girls take orders, ask customers if they would like to donate a package to soldiers. If the customer wishes to donate cookies to the Gift of Caring, indicate the number of packages on the girl order form. Customers do not specify flavors nor does the TCM order these cookies in with your initial order.

Enter Gift of Caring orders in eBudde with the girl's initial order in the column marked Cookie Share (once an initial order has been submitted these cookies cannot be removed from the girl's order). Troops DO NOT TAKE possession of these cookies but are responsible for collecting the money for these orders. At the end of the season, all of these cookies are accounted for and GSSC-MM will make arrangements to have them delivered to our specified organizations.

How are Gift of Caring orders handled at booth sales? For customers who do not want to purchase cookies, you may ask them to purchase cookies for heroes. The money is collected and will be notated in eBudde, but there will be 'virtual' (no handling of physical cookies). Customers can also make a donation when ordering online.



Checklist for a Great Cookie Program



- Review your roster on eBudde
- Hold a family meeting to introduce families to the program
- Assist girls in setting troop and individual goals
- Distribute cookie order cards
- On your honor, do not sell until January 6
- Collect initial orders
- Submit troop early rewards into eBudde
- No later than January 27, complete the ACH Authorization form at <https://tinyurl.com/mrxws7cf> and upload a copy of a voided check for the troop account, or a letter from the bank with all routing information
- Provide Service Unit Cookie Manager with delivery station information by January 13
- Sign up for cookie booths in eBudde
- Remind girls to keep working towards their goals
- Submit planned orders to pick up additional cookies

Bring all final turn-in paperwork with you to meet with your Service Unit Cookie Manager

- Troop Balance Summary Report showing zero balance—unless there are red flags
- All recognition orders entered into eBudde
- If applicable, Red Flag Forms (all correct and completed documentation needed)

Support Girls' Success

The Girl Scout Cookie Program is an essential part of a Girl Scout's year. The program not only teaches valuable business skills but helps girls raise funds for programs, community service, and travel throughout the year.

Your support is crucial in ensuring every girl is given the opportunity to participate in Girl Scouting and help make her dreams become reality. We appreciate you and the time you are dedicating to our girls, and we invite you to join another group of amazing individuals who invest in the next generation of world changers through giving. If you are interested in becoming a donor, please follow the link below or contact Dolly Patton, Chief Development Officer, at 803-687-1405 or dpatton@gssc-mm.org for more information.

<https://www.gssc-mm.org/en/donate/Donation.html>

If you feel you are doing all you can in support of Girl Scouts, please share this message with others, so everyone has the opportunity to support today's Girl Scouts as they build leadership skills and realize their bright, bold futures.



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