# The Cookie Recipe

## Issue 12

## A Resource Guide for Volunteers during the 2024 Cookie Season

# Cookie Cupboard

Does your troop need inventory for an upcoming booth sale or to fulfill Goal Getter orders?

Login to eBudde to place a pending cookie cupboard order. Troops can submit additional cookie order requests in the Transactions tab on eBudde. See our **cookie cupboard list** for a location near you and watch this short **video** on how to place a pending cupboard order in eBudde.

If you have any questions, please check our **Cookie Cupboard FAQ document** or reach out to your service unit cookie manager.

# Action Steps

**1. There will be two ACH payments to pay council for cookies received by troops: The first payment will be initiated on April 5th, 2024, for 60% of the amount due to council. A final ACH payment for the remaining balance due to council will be initiated on May 3rd, 2024.**

The Troop Sales Report in eBudde will show the Amount you still owe council (the amount due minus payments made including Digital Cookie payments) at the bottom of the report. This amount is what is used to calculate the 60% owed for the April 5 payment.

- If the Troop Sales Report shows a negative amount owed to council, the council will initiate a payment of 60% of the amount owed back to the troop for the April 5 ACH payment.

- Depending on the bank that services your troop's account, it can take up to 10 business days for the ACH payment to post to the troop bank account.

- The Troop Sales Report includes all cookies picked up by the troop, including Initial Order cookies that were picked up on 3/16, any cookies picked up from a cookie cupboard for booth sales, and any cookies picked up from a cookie cupboard to fulfill Goal Getter orders.

**2. Check for any Goal Getter orders made by Girl Scouts in the troop. Goal Getter orders (cookie orders that have been placed online or in-person since the Initial Order period closed on February 23rd) are a great way for Girl Scouts and troops to reach their goals! Communicate with your troop families to check for any additional Girl Delivery orders that have been placed after the Initial Order closed on February 23rd. There is an eBudde report in the Reports tab named "Girl Delivery-By Variety-By Girl" that troops can pull to see if there are Goal Getter orders that need to be filled. There is a column labelled "IO Added." If the field says "No" that means that the order came in after the Initial Order period closed. Troops can fulfill these orders using any extra packages from the Initial Order pickup or they can place an order at a cookie cupboard for any packages needed.**

**Remember:** Packages needed for girl delivery orders that came in <u>after</u> the Initial Order <u>do not</u> automatically populate in a Girl Scout's record in eBudde. Watch this **tutorial** to see how these orders populate in the eBudde platform and how to enter them into a Girl Scout's record.

**3. Allocate your troop's cookies for Goal Getter orders, booth sales, and Troop Site. Watch this helpful tutorial to see how to allocate packages for Goal Getter orders for Girl Scouts in your troop on the Girl Order tab in eBudde.**

Have sales from the Troop Site link? This **video** shows how to distribute those packages for the troop.

This **video** shows how to use the Booth Sale Recorder feature on the Booth Sale tab in eBudde to distribute cookies sold during booth sales to Girl Scouts.

# Action Steps Continued...

Remind girls to deliver their cookies to their customers. Some orders were purchased as far back as January; customers can't wait to receive their orders!

# Upcoming Important Dates

**April 5** – First ACH payment initiated.

**April 7** – Digital Cookie closes for Girl Delivery orders.

**April 21** – Final day of the Cookie Program: End of Booth Sales & Digital Cookie closes for shipped and donation orders.

**April 26** – Troop final eBudde deadline.

**May 3** – Final ACH payment initiated. Deadline to submit the TOP Troop Form.

# Cookie Program Resources

**The calendar for the 2024 Cookie Program can be found on our website on the Cookie Program Resources page**.

**2023-2024 Cookie Program Volunteer Guide**

**Printable Goal Getter Order Card**

**ACH Authorization Form**

Be sure to check out our **Cookie Program Resources** page for additional resources for Girl Scouts, families, and volunteers.