

The Cookie Recipe

Issue 14



A Resource Guide for Volunteers
during the 2024 Cookie Season

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Troop Proceeds

Would selling a few more cases of cookies make a difference in your troop's proceeds? Now is the time to see how close your troop is to reaching their next proceeds level.

Troop proceeds levels start at \$1.00 per package and go up to \$1.10 (when your troop takes rewards). Be sure your troop is taking advantage of the higher troop proceeds this year!

You can check the Sales Report tab in eBudde to see your troop's PGA (per Girl Scout selling average). See [page 3](#) in the Cookie Volunteer Guide for the Cookie Proceeds structure.

While you are checking, see if your troop is eligible to receive the TOP Troop Reward. One of the mandatory requirements is to have a 135 per girl average. Selling that extra case or two will make the difference in your troop earning this reward. Details are on page 37 in the Cookie Program Volunteer Guide. If your troop is eligible you must complete [this form](#) before May 3.

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Action Steps

1. One of the most common complaints from customers after the cookie program is that they did not receive the Girl Delivery cookies they purchased through Digital Cookie. Make sure all cookies purchased are delivered by the Girl Scouts in your troop! Remember that you must give the Girl Scout the packages of cookies that were ordered for Girl Delivery after the Initial Order. To check for any Girl Delivery orders that were placed after the Initial Order, use the eBudde report in the Reports tab named “Girl Delivery-By Variety-By Girl” 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 and you need to give those packages to the Girl Scout to deliver.

Watch [this tutorial](#) to see how these orders populate in the eBudde platform and how to enter them into a Girl Scout’s record.

Need assistance? Reach out to your Service Unit Cookie Manager or customercare@gsfct.org

2. Our last Cookie Chat will be on Tuesday, April 16 at 7:00pm. The Product Sales team will be covering the steps you will need to take to finalize your troop’s cookie program. Please join us!

Topic: Finalizing the Cookie Program for Your Troop

Time: April 16, 2024, 07:00 PM Eastern Time

<https://zoom.us/j/97518656511?pwd=NzVZVzFocitxTzlJRWY3YkVvOUlndz09>

Meeting ID: 975 1865 6511

Passcode: Cookies

3. Check-in with the Girl Scouts in your troop that have reached rewards levels and have a choice between rewards items. You will need to know which option they choose in order to submit your troop’s Final Rewards.

4. Booth sales run through April 21!

- Promote your booth on social media. Check out [Little Brownie Bakers](#) to see fun graphics you can use to help promote your booth.
- Be sure to tag GSOFCT! You can receive a booth charm for the Girl Scouts in your troop by promoting your booth sale on social media. Share where and when your booth will be held and tag Girl Scouts of Connecticut in the post. After you post, make sure you fill out [this form](#) so we know how many charms you need.
- Make sure your cookie booth is listed and approved in eBudde so it can be included in the Cookie Finder and in our texting campaign.

Action Steps Continued...

5. 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.

6. Monitor your troop's bank account to confirm that the cookie program ACH payment or refund initiated on April 5th is recorded in your account. Remember that it may take up to 10 days for the transaction to show in your account, but you will want to check to ensure that the payment or refund was successful. If you do not see the transaction by April 17 reach out to customercare@gsfct.org.

Upcoming Important Dates & Resources

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.

Be sure to check out our [Cookie Program Resources](#) page for additional resources for Girl Scouts, families, and volunteers.