

## **Bakery Tour**





# 2021-22 Volunteer Cookie Training

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## Agenda

Thank YOU, Troop Product Sales Volunteers !



**Cookie Program & Benefits** 

**The Cookies** 

**Ways to Participate** 

**Council Guidelines & Procedures** 

Technology

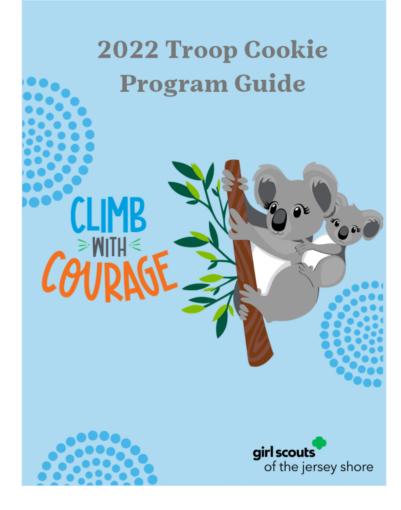
**Little Brownie Bakers Resources** 

**Digital Cookies** 

eBudde



## All the resources you need.



#### Budde Help Center

- eBudde<sup>™</sup> Basics +
- Managing Your Sale +
- Digital Cookie +
- eBudde App +
- Cookie Sale Resources
- Manuals +
- From the Council + 2022 -- WHATS NEW?
  - ABOUT THE VOLUNTEER! ABOUT THE PROGRAM
  - BOOTH SALES A-Z BOOTH LOCATIONS COOKIE DEPOTS
  - COOKIE Orders/Distribution CREDIT CARD USE
  - GIFT OF CARING

#### Welcome to the eBudde Help Center

For Girl Scouts, eBudde is the engine that drives the business of Girl Scout Cookies. This cookie order management system links troops, service units, councils and Little Brownie Bakers so communications and orders run smoothly.

The eBudde Help Center is designed to guide you through the basics and help you overcome any special challenges that may come your way. In the Help Center, you're connected to a world of resources specially designed to help you have a great cookie season.

<<< Click on the arrow to the left of **From the Council** for great resources from your council





# So, What's a TPSM?

#### The TROOP PRODUCT SALES MANAGER (TPSM):

The TPSM has an important and exciting job handling the troop's orders from start to finish, meeting deadlines, booth sales & ordering incentives.

**TO GET STARTED:** At least one registered adult with is needed to handle the cookie sale:

- Must be a registered GS adult
- Must have a council background check completed
- Take cookie training to ensure a successful sale for the troop.

**GIRLS:** All girls participating must be registered GS members

**TROOPS:** Must have a bank account established to deposit the cookie money



# WHY?



Girls learn 5 essential business and leadership skills in every aspect of the sale

- Goal Setting
- Decision Making
- Money Management
- People Skills
- Business Ethics





TELL US YOUR GIRL SCOUT STORY! www.Alumnae Girlscouts.o



Little Brownie



### Entrepreneurship Badges & Pins

**Cookie Business, Financial Literacy & Entrepreneur Badges** demonstrate that a girl has developed specific skills related to running her own business.

**Cookie Entrepreneur Family Pins** 

Support your girl as she develops business skills. The simple, age-specific guidelines have been tailored for her developing skill set.

A great way to teach and sharpen the 5 skills is by incorporating these badges and pins into the troop program





## CLIMB > WITH COURAGE



Introducing our Cookie Mascot Kiana



# Koala FUN FACTS

- Although sometimes called "koala bears," they're not bears at all -they're marsupials
- Koalas' strong, clawed feet are perfect for climbing eucalyptus trees
- Just like people, koalas have individual fingerprints
- Koalas have 3 "fingers" and 2 "thumbs" on each hand to help grip branches
- Koalas can sleep up to 18 hours a day



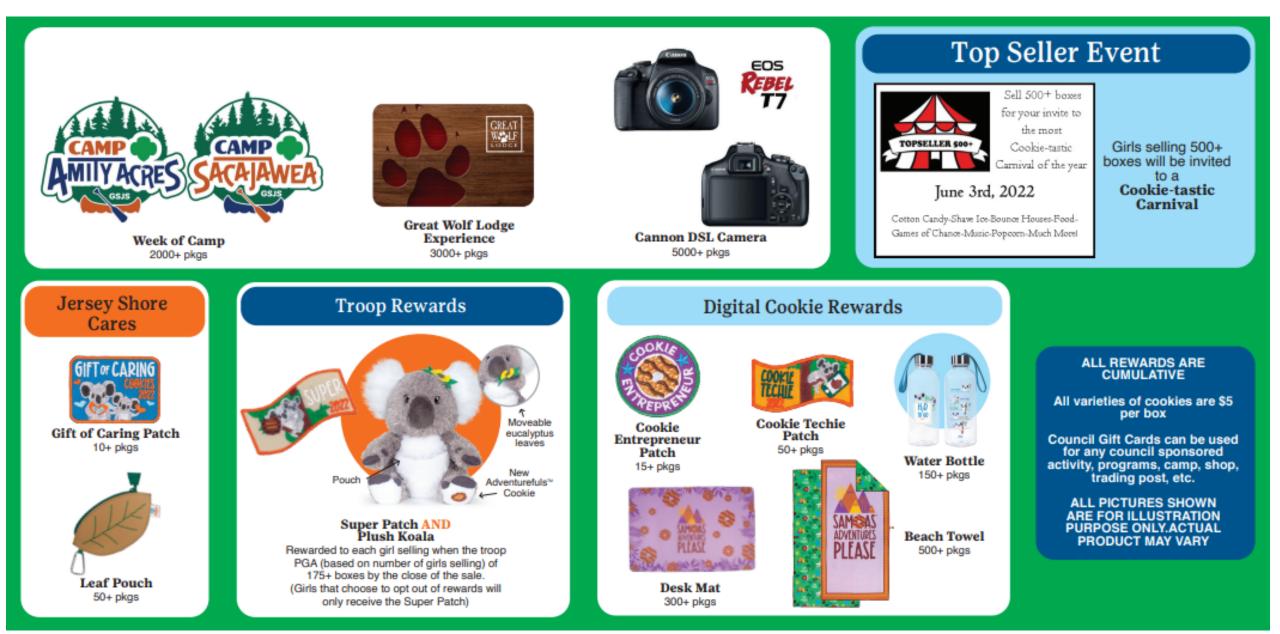




# **Rewards that Motivate**



#### Rewards help girl set goals and reach higher levels of achievement



# **TROOP PROCEEDS**

| TROOP EARNINGS | ITEMS SOLD (per girl average) |
|----------------|-------------------------------|
| \$0.70         | 1 – 149 boxes sold            |
| \$0.75         | 150 – 199 boxes sold          |
| \$0.80         | 200 – 249 boxes sold          |
| \$0.85         | 250+ boxes sold               |

Averages are calculated automatically in eBudde using all girls registered.

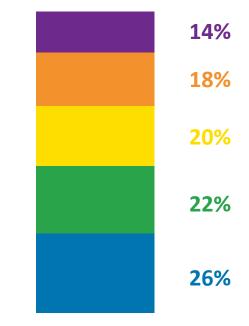
# **OLDER GIRL PROCEEDS**

Junior Troops and older – can choose to receive an additional \$0.05 per box rather than rewards. *All girls in the troop must agree to this option*. Girls still earn patches. TPSM must opt-out in eBudde.

Girls automatically opt-back-in for high end rewards, starting at 750+ box level (in addition to the troop receiving the increased proceeds).

# FUNDS: 100% of the profits stay locally

Troop Proceeds and Girl Rewards - 14% Properties & Program - 18% Member Support - 20% Membership Services - 22% Cost of Goods - 26%



#### **Travel Opportunities & Scholarship Program**







**Purpose:** To assist girls who wish to travel on Council destination trips or GSUSA trips whether in a troop or a Juliette scout.

All council sponsored trips are eligible for Travel Scholarships, regardless of the cost of the trip.

Upcoming Council sponsored trips include:

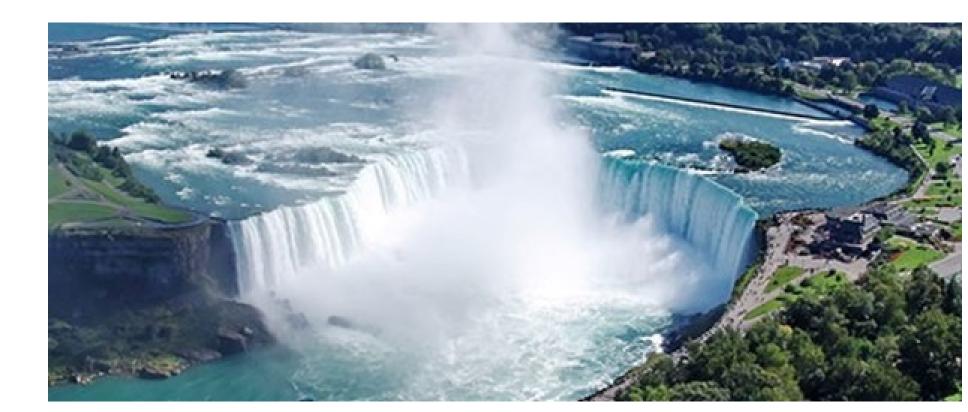
2022: Natural Wonder at Niagara Falls 2022: Adventure in Peru 2022 London, Paris, Florence and Rome 2023: Savannah, GA

#### **Travel Opportunities & Scholarship Program**

#### Criteria:

- Sell a minimum of \$400 worth of product in Fall Sale
- Sell at least 500 boxes of cookies
- Be registered for a council sponsored trip (or GSUSA destination)
- Be a registered member and be active in Girl Scouts

Travel Scholarship applications for the 2021-2022 year will be accepted from April 1, 2022, through May 1, 2022



Girls traveling on trips in 2022 or beyond can apply for scholarships each year.

Approved scholarships range in value between \$100 - \$1000 per year.

## Ready for a new Girl Scout Cookie™ Adventure? Weare!



**CONFIDENTIAL & PROPRIETARY** 



# adventurefuls





girl scouts

Introducing Adventurefuls,™ the newest addition to the Girl Scout Cookie™ lineup!

adventurefuls

Indulgent brownie-inspired cookies with carame l crème and a hint of sea salt

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

Approximately 15 cookies per 6.3 oz. pkg.

• Made with Real Cocoa

### Our 2022 COOKIE LINEUP

All varieties are \$5 a box

#### adventurefuls™

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt. Approximately 15 cookies per 6.3 oz. pkg. D
NEW!

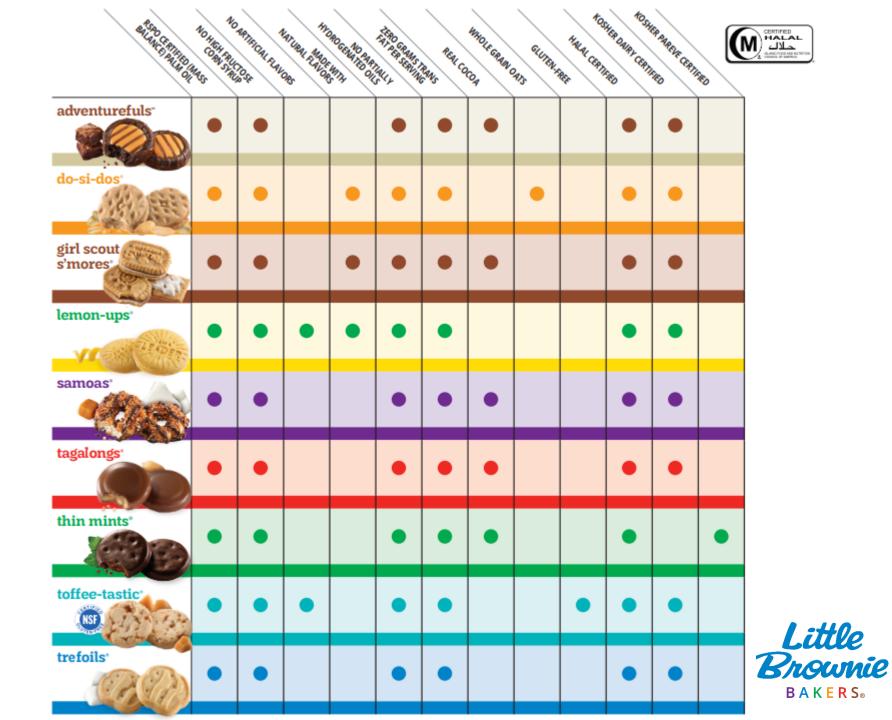
Real Cocoa





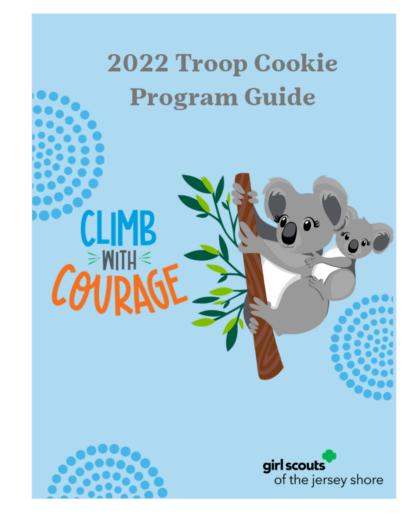
# QUALITY INGREDIENTS delivered

Find the Cookie, Ingredients and Allergen flyers in the <u>eBudde Help Center</u>



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# Ways to Participate





### **IN PERSON - Paper Order Card**



of the jersey shore 2022 Parent Permission and Responsibility Form

girl scouts

#### The Girl Scout Cookie Program begins Tuesday, January 11, 2022

#### The Girl Scout Cookie Program®

Girl Scout Cookies® are an opportunity for girls to do extraordinary things. Proceeds from every purchase stay local, powering new experiences! Whether it's a trip she'll never forget, a service project that will change her community forever, or the opportunity to build a lifetime of memories at camp, Girl Scout Cookies make it all happen! Selling them also teaches girls essential skills they can use to be successful today and in the future - it's a sweet deal.

While engagement is a vital part of the Girl Scout Leadership Experience, girl safety is our top priority. In addition to reviewing your daughter's order card and the product program rewards, be sure to speak with your troop leader or council about Girl Scouts of the Jersey Shore's COVID-19 Product Program Guidelines.

#### **Digital Cookie**

Parents • Get Involved!

know-how to dream big and do bigger.

level with the Digital Cookie platform. By adding online and mobile channels to their sale efforts, girls can market everyone's favorite Girl Scout Cookies to friends and family down the block or across the country from the comfort of their home. Using Digital Cookie is easy and convenient.

 Girl Scouts<sup>®</sup> who paired Digital Cookie with traditional sales on average sold 76% more Girl Scout Cookies than girls who did not sell Girl Scout Cookies online · Girl Scouts who personalized their Digital Cookie site with their own picture or video, on average, sold more than double the number of Girl Scout Cookies

Help girls take their Girl Scout Cookie® business to the next The Girl Scout Cookie Program is a team effort, and adult support plays a major part. When you support her success through the Girl Scout Cookie Program, you're narrowing the female entrepreneurship gap by nurturing that go-getter spirit early on and equipping her with the confidence and

> 1-149 average boxes sold, 70¢ per box • 150 - 199 average boxes sold, 75¢ per box 200-249 average boxes sold, 80¢ per box 250+ average boxes sold, 85¢ per box

Detach and return lower portion to your Troop Product Sale Manager 2022 Cookie Sale Program Parent Permission and Responsibility Form

\_\_\_\_, has my permission to participate in the 2022 Cookie Sale Program. My daughter\_ In so doing, I agree to accept the financial responsibility for all products and money she receives. I agree to see that my daughter does not begin selling before January 11, 2022.

| Signature of parent/guardian | Telephone | E-mail   |  |  |  |  |  |
|------------------------------|-----------|----------|--|--|--|--|--|
| Address                      |           |          |  |  |  |  |  |
| City                         | State     | Zip Code |  |  |  |  |  |

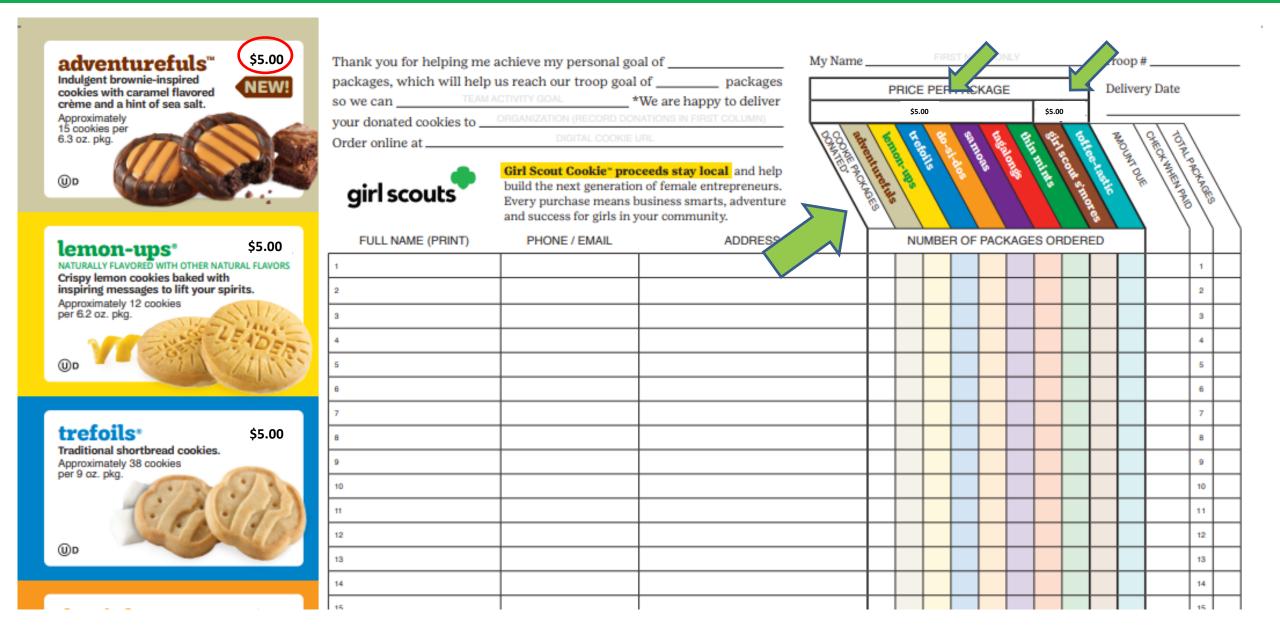
| girl scouts<br>cookie program    | tle Brownie<br>BAKERS.       | GIRL G-3     |
|----------------------------------|------------------------------|--------------|
| por<br>ye<br>adven               | NOP<br>ar-round<br>tures for | WC<br>rgirls |
| IF FOUND<br>RETURN TO            |                              |              |
|                                  | Troop#                       |              |
| Number of packages sold          | Money due                    | \$           |
| Number of extra<br>packages sold | Extra<br>money due           |              |
| Tota                             | I money enclosed             | \$           |
| Date money is due                |                              |              |



| adventurefuls   | Goal G   | Goal Getter Order Card  |  |  | \$   |  |  |                                  |                                    |                                       |                                       |                                       | s                                      | s                 | PRICE P       | ;KAGE      |                 |                |
|---|--|---|--|--|--|--|--|----------------------------------|------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--|-------------------|---------------|------------|-----------------|----------------|
| cooks with caramet<br>fishered crises and<br>a hint of sea sait.<br>Approximative face is a sait.<br>I a construction of the sea sait.<br>I a construction of the sea sait of the sea sait of the<br>I and the sait of the sea sait of the sea sait of the sea sait of the<br>Minimum Construction with other sea sait of the sait of the sea sait of the<br>Minimum Construction with other sea sait of the sait   |  | ou for he   | lping me reach   | my goal!   |  | COOKIE PACKAGES<br>DONATED*            | adventurefuls                          | lemon-ups                        | trefoils                           | do-si-dos                             | samoas                                | tagalongs                             | thin mints                             | girl scout s'more | toffee-tastic | AMOUNT DUE | CHECK WHEN PAID | TOTAL PACKAGES |
| NATURALLY IT AVORED WITH OTHER NATURAL FUNDES<br>Cripsy lemons cookies baked<br>with inspiring messages to lift<br>your spirits.<br>Approximately 12 cookies<br>pri 6.2 or. ptg. @b   | girl scouts  | *₩  | me:<br>will deliver your<br>nated cookies to:  | Troop #  |  | KAGES                                  | fuls                                   |                                  |                                    |                                       |                                       |                                       |  | s'mores           | ic            | m          | EN PAID         | AGES           |
| trefoils'   | NAME (PRINT)   | CONTAG  | CT INFO. (PHONE  | /E-MAIL/ADI  | ORESS)   | NUMBER OF PACKAGES ORDERE              |  |                                  |                                    |                                       |                                       | D                                     | _                                      |                   |               |            |                 |                |
| Traditional<br>shortbread cookles.<br>Approximately 30 cookles<br>per 9 oz. pig @p  |  |   |  |  |  |  |  |                                  |                                    |                                       |                                       |                                       |  |                   |               |            |                 |                |
| do-si-clos'<br>Oatmeal sandwich cookies<br>with pearut better filling.<br>Approximativity 20 cookies<br>made with restural flavors  |  |   |  |  |  |  |  |                                  |                                    |                                       |                                       |                                       |  |                   |               |            |                 | -              |
| samoas'<br>Crisp cookes with<br>caramet, occount, and<br>dark checkalary tribes.<br>Afertorization for the same<br>or 7.26 cp ing 000   |  |   |  |  |  |  |  |                                  |                                    |                                       |                                       |                                       |  |                   |               |            |                 |                |
| tagalongs:<br>Crispy cookies kyrered with<br>spana hutter and covered<br>promoting the covered<br>pr |  |   |  |  |  |  |  |                                  |                                    |                                       |                                       |                                       |  |                   |               |            |                 |                |
| thin mints'<br>Crisp, chocolaty cookies<br>made with nutral oil<br>of peppermise.<br>Approximaty 30 cookies<br>per 90. pr 0 @   |  |   |  |  |  |  |  |                                  |                                    |                                       |                                       |                                       |  | _                 | _             |            |                 |                |
| girl scout s'mores'<br>Graham sandwich cookies<br>marabrandowy filing<br>Approarably in Cookies<br>per dia tay 000  |  |   |  |  |  |  |  |                                  |                                    |                                       |                                       |                                       |  |                   |               |            |                 |                |
| toffee-tastic<br>GUTENTER<br>Rich, buittry cookies with<br>sweet, crunchy toffee bits,<br>we artificial Ravors  |  |   |  |  |  |  |  |                                  |                                    |                                       |                                       |                                       |  |                   |               |            |                 |                |
| All of eur coskies have:<br>ND High-Prototes Corn Syrup<br>ND Partially Hydrogenated Ols (PHCs)<br>Zero Grams Tars Rate per Serving<br>RSPO certified (Mass Balance) Palm Ol<br>Hald Certification  | SUV         Weild         MLK         PER           Advanturation              •             • | THEE         E666           0         0         0           0         0         0           0         0         0           0         0         0           0         0         0           0         0         0           0         0         0           0         0         0           0         0         0           0         0         0           0         0         0 | CONTINUE     MANUFACTURED IN A SAMED FAC<br>See nutlifion information for<br>salurated fat content in This<br>and Tagatongs. Refer to you<br>for the most current codes in<br>To learn more, visit LittleBoo | total fat and<br>Mints, Samoas<br>r cookie package<br>formation. | TOTALS<br>The GPL SCOUTS<br>GRE, SCOUT COOL<br>Of Board Cookle P<br>Is an official Cabital<br>Instading SMICAR | ICES* THE<br>TOTAL AND<br>CONTRACT AND | n MINTS?<br>Id the Trafi<br>The LITTLI | REFOLS<br># Design, a<br>E BROWN | CAFL SCC<br>an owned 1<br>E BAKERS | VIT STMOR<br>y Cliri Scou<br>Dame and | ESP LEMC<br>to of the Ut<br>mark, and | N UPQ' A<br>M Little D<br>all associa | OVENTURA<br>Iownie Bak<br>Iod Iowlerne | FLUES?            | Litti         | le Br      | SUC BAR         | (ERS,          |



### **IN PERSON - Paper Order Card**



## **ONLINE SALES**



#### 4 Easy Steps to Get Movin' with the Digital Cookie™ Platform!

This cookie season superpower your sale by expanding your efforts from the booth to the web. Why? Because adding online and mobile channels to your sale can help you reach more cookie fans than you ever imagined. That's right! With the Digital Cookie™ platform you can market everyone's favorite cookies-with-a-purpose to customers down the block or across the country from the comfort of your couch. AWESOME.

#### Here are 4 easy steps to jump into the fun, and slay those cookie sale goals like a true cookie boss!



DIGITAL COOKIE SITE:https://digitalcookie.girlscouts.org/loginHELP CENTER:https://digitalcookie.girlscouts.org/help-overviewGENERAL INFO:http://www.girlscouts.org/

## (Jersey Shore Cares) Gift of Caring

Donations can be sold either on traditional order form or through digital cookies.

Gift of Caring is completely virtual.

Donations will be delivered by council to local food banks and pantries and local military organizations.

Can we collect donated boxes at our Booth Sales for the military, local food banks or other organizations? Yes absolutely!!



10+ Boxes





## **BOOTH SALES**

#### HAVE FUN!!

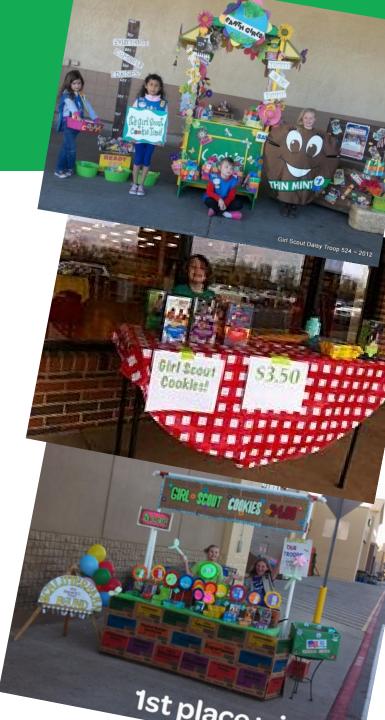
# and INCREASE TROOP SALES

#### **\*** TROOP SECURED BOOTH SALES

TROOPS ARE REQUIRED TO NOTIFY COUNCIL OF ALL THEIR BOOTH SALES

#### COUNCIL OFFERED BOOTH SALES

✤ CANCELLATIONS



### **Booth Sales Alternatives**

#### **Cookie Drive-Thrus**

Troops work with local business to secure a safe location. This gives customers a convenient way to get their cookies by offering a "drive-thru" service. Troops can share locations with their community. **Drive thrus require the council's booth approval.** 









### **More Alternatives to Booth Sales**



#### **Lemonade Stands**

What is a Lemonade Stand? Lemonade Stands work like booth sales but are held on personal property. Families must work with their troop cookie manager to get inventory and should turn in money to their troop right away, following regular troop procedures for money collection. These do not require approval from GSJS







## **Cookie Booth Resources**



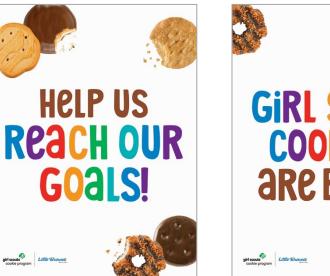


menu board



walking/sandwich poster front

back



GiRL SCOUT COOKIES aRe Back!

table tents







social distancing signs







## **Cookie Booth Resources**

banners



window clings/magnets



car magnets





thank you — reorder slips

FOR YOUR

IF YOU Want SAMOA

My goal is To order: ORDER

directional signs



drive-thru patch



booth inventory sheet





#### **Community Walkabouts and Wagon Sales (mobile cookie booths)**

Grab that cart or wagon and cart cookies around the neighborhood. Get the word out by leaving flyers or door hangers informing everyone how and when girls are planning on selling.











Review Booth Sale Etiquette rules with your girls and parents

#### ~ BOOTH SALE ~ WALK ABOUT ~ LEMONADE STANDS ~ DRIVE THRUS ~

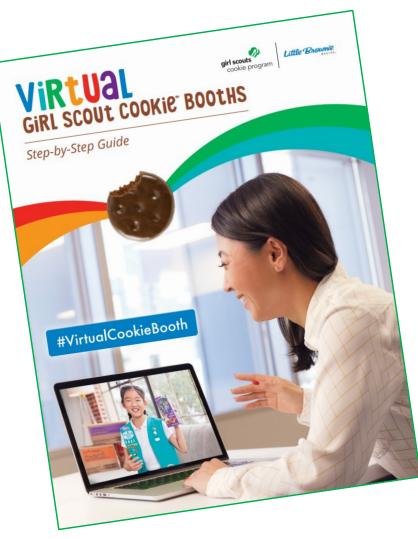
Friday, February 25 to Sunday, April 10, 2022

# Don't forget to thank your Booth Sponsors!



#### **Virtual Booths**

Virtual booths—hosted on social media—gives girls a way to achieve their sales goals without leaving home. In fact, girls may find this allows them to discover new ways to take the lead in their cookie business and stay connected through virtual means.



# Step by step guide for volunteers and girls

- 74-page, Interactive Guide
- NEW Cookie
- Meet the Mascot
- Whole Group Activities
- Goal Setting
- Rewards
- Booth Marketing
- Safety
- Teens
- Appendix
  - **Rally Action Plan**
  - In-person event planning
  - In-person SampleAgenda
  - Virtual Event Planning
  - More



# COUNCIL GUIDELINES & PROCEDURES

### Information on the following series of slides can be reviewed and printed from the Help Center in eBudde

#### In the section called "From the Council"

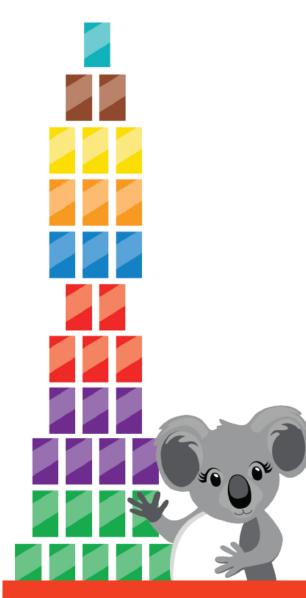


## **Important Dates**

**December 22 & December 31:** Welcome emails to be sent to volunteers on 12/22 (eBudde access) and to parents on 12/31 (access Digital Online Cookie DOC)

- January 11: Cookie Sale Begins
- January 30 Initial order taking ends & girl delivery option in DOC ends
- February 1: Troop Initial Order due & Target Date to enter ACH information
- Feb 19: Troop Link activates in National Cookie Finder
- Feb 11-25: Delivery to Communities CHANGED FROM DATES IN GUIDE
- February 25: Booth Sales Begin
- March 11: First ACH withdrawal
- April 3: Digital Cookie Sales end
- **April 7:** Deadline for troops to submit girl rewards
- April 10: Last day of booth sales
- April 13: Final ACH withdrawal

#### FULL CALENDAR CAN BE FOUND IN TROOP COOKIE GUIDE



# **Initial Order**

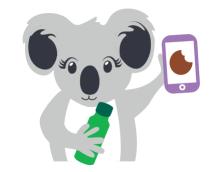
#### **PLACING INITIAL ORDER:**

- Collect girl's paper order totals 1-2 days before initial order is due
- Enter in eBudde in IO tab and save order
- Initial order will be rounded up to the next full case for each variety. 12 boxes/case Troops is responsible to sell those extras received

#### **ORDER BOOTH SALE INVENTORY:**

- Can pre-order booth sale product with initial order OR
- Order extra products from Council Depots later in the season

Order carefully as cookies are non-returnable



# **Delivery & Distribution**

#### **DELIVERY AND PICK UP OF INITIAL ORDER AT COMMUNITY DEPOTS**

- Select a pick-up time in eBudde under the "delivery" tab after submitting your initial orders.
- Your coordinator organizes the local delivery
  - Follow her directives
  - Depots often are community spaces we have use for a 1-day period
  - Arrive on time and bring enough vehicles with you to pick up your entire order
  - Count your order you're responsible for the amount you've signed for

#### **DISTRIBUTING COOKIES TO PARENTS**

- Sort cookies into girl orders print off the IO page
- Parents <u>count and sign</u> for their order. Keep that receipt with signed permission forms.
- Give each parent a money envelope with amount they owe and date it is due to you by.
- Damaged boxes council will replace them.



# Need extra cookies after Initial Order?

# LATE ORDERS - EXTRA GIRL ORDERS (GOAL GETTER CARD) BOOTH SALES, LEMONADE STANDS, DRIVE-THRUS

No problem! Extra cookies are always available to order from Council Depots
 TIP: Use troop extras from initial order first to fill extra orders

#### **ORDERING ADDITIONAL COOKIES FROM COUNCIL DEPOTS**

- Troops can order full or partial cases of all varieties
- Place an order in "transaction" tab on/after 2/16/22

**REMINDER!** Always have parents sign for all extras taken and give girls proper credit



# Running low on weekend cookie supply?

#### **NEW! VOLUNTEER DEPOTS**

Two volunteers will host mini depots in their homes. Troops should use council depots for large orders. This option is ideally for troops who have run low on cookies and need to replenish over the weekend for their booth sales.

**Northern Monmouth** (Matawan) volunteer: Cheryl Cortopassi <u>cherylann.Cortopassi@gmail.com</u> (908) 461-4280

**Southern Ocean** (Barnegat) volunteer: Melissa Melber <u>gsjstroop50261@yahoo.com</u> (732) 674-0124

- Troops will contact the Depot Volunteer directly to schedule and confirm a pickup appointment with the volunteer. <u>No exceptions</u>.
- Some limitations full cases only smaller supply than council depots



# **Girls Sales Numbers & Incentives**

All online sales and online payments will already be added to the girl's credit

#### CREDIT ALL OFFLINE COOKIES TO THE GIRLS IN EBUDDE

Additional orders – do this any time extra cookies are taken from the troop's inventory
 Girl's "share" of booth sales (drive thrus, lemonade stands, etc.)
 Credit girl payments to their account when paid

□ Any offline sales/payments from the troop inventory should be checked off in the INV column.

- This information will flow up into digital cookie for girls/caregivers to see.
- They can keep track of their total sales and where they are in relation to their goals/rewards.



# **Girls Sales Numbers & Incentives**

WRAPPING IT UP – ORDERING GIRL'S REWARDS

□ Be sure all boxes sold by troop have been credited to girls

- Transfer boxes sold through the Troop Cookie Link to the girls subtract all the sales off the Troop Cookie link - divide evenly between your girls and give them credit.
- Rewards will auto-populate. Girls should tell you their choices, if applicable. Submit final rewards order after all boxes are allocated and no later than April 7, 2022
- □ Submit rewards by deadline: April 7, 2022



# **Troop Money Handling**

- Parents/guardians must sign a Parent Permission and Responsibility form for every participating girl before beginning their sale. Troops must retain these forms.
- Girls collect money when delivering cookies, not in advance, unless the only item purchased is a donation. All
  online sales are prepaid by customer at time of order.
- Parents/guardians should not be asked to pay for product when picking it up from the troop. Exceptions may be considered if there is a prior history of late/slow payments. In this case, speak with product program department first productsales@gsfun.org
- Customers can pay for cookies with cash or checks made payable to the troop. If the troop chooses to accept checks, be sure to have a phone number listed on the check. We recommend you only take checks from people you know and are comfortable contacting if there is a problem. Troops will take responsibility for a bad check and any bank fees associated with it.
- When caregiver turns in payments to the troop, count in front of caregiver and ALWAYS give a receipt. Caregivers should never leave money in the "girl scout bin" on your front step
- Parents are responsible for all Girl Scout cookies received. Have parents count and sign a receipt any time cookies are exchanged.



# **ACH Sweep**

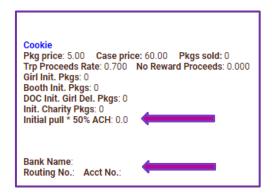
**ACH (Automated Clearing House)** refers to an electronic banking network used for withdrawals and payments.

Banking information should be entered by February 1<sup>-</sup> bank name, routing number and account number.

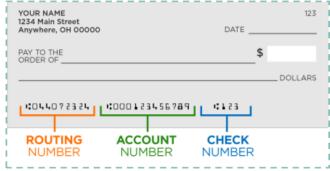
#### Please try to adhere to this date

Two withdrawals scheduled

First – March 11 – 50% of girls initial order Final – April 13 –remaining balance due to council Amounts will show on the sales report



If a troop is owed a refund, an ACH deposit will be made into the troop bank account after the sale ends. Refunds will process through a company called bill.com





- Collect money from parents in advance of the first ACH sweep, and deposit into the troop bank account in a timely fashion so funds clear and are available in time for each ACH sweep.
- Amounts due to council will be shown in eBudde on the Sales Report tab.
- TROOPS ARE NOT EXPECTED TO PAY COUNCIL FOR COOKIES IF A FAMILY HAS NOT PAID THE TROOP. Please identify all families with an unpaid balance.
- Submit UNPAID FUNDS COLLECTION FORM by email to the product program department with supporting documentation six (6) days before the sweep date. Council will reduce the amount to be withdrawn to accommodate the unpaid funds reported.
- Booth sales make frequent deposits as these take place
- Troops will be charged a \$20 fee if the ACH sweep is declined for insufficient funds.



## **UNPAID PARENT FUNDS**

- Troops will not be financially responsible for a parent who has not paid their bill.
- Troops must follow procedures as outlined in the Troop Cookie Guide and file a report to GSJS no later than six (6) business days before each withdrawal, if needed.
- GSJS will adjust and decrease the amount that will be pulled from the troop account.
- FORM IS IN THE TROOP COOKIE GUIDE

| UI   | NPAID FUNDS COLLECTION FORM   |
|--|---|
| girl scouts<br>of the jersey shore   | Must be submitted to productsales@gsfun.org<br>5 days before ACH withdrawal |
| Troop # Community Na   | me/Number   |
| Troop Product Manager/Leader Name  | Phone #   |
| Email  |   |
| Unpaid Funds Information   |   |
| Responsible Party:   |   |
| Parent/Guardian  |   |
| Girl Name:   |   |
| Address:   | City:Zip:   |
| Home # Cell #  | Work #:   |
| Original Amount Due \$ Payme   | nts Made to Date \$Current Due \$   |
| Signed Parent/Guardian Permission     Signed receipt that parent picked up Troop Product Manager/Leader Signature: | nuts/chocolates (required)  |
| Cookie Program 20  | Internal Use Only: In S.F. Case#  |
| •  | v and any other background information on back                              |
| First Contact Attempt DateTi   | meContact Type:<br>(phone, email, social media etc.)                        |
| Conversation Details/Notes: (please provide sc   | reenshots if available)   |
|  |   |
|  |   |
| Second Contact Attempt DateT   |   |
| Conversation Details/Notes: (please provide sc   | (phone, email, social media etc.)<br>reenshots if available)                |
|  |   |
|  |   |
|  |   |

# **Safety Guidelines**

#### SAFETY IN TECHNOLOGY BASED SALES

- Digital Cookie Safety Pledge
- o **GSUSA Internet Safety Pledge**



#### **BASIC SAFETY GUIDELINES**

- 1. Show You're a Girl Scout
- 2. Buddy Up
- 3. Be Streetwise
- 4. Partner with Adults
- 5. Plan Ahead
- 6. Do Not Enter
- 7. Sell in the Daytime
- 8. Protect Privacy
- 9. Be Safe on the Road
- 10. Be Net Wise

#### **COVID-19 Update**

Girl Scouts of the Jersey Shore continues to update our Volunteer COVID-19 Guidance. Follow current CDC and <u>NJ State</u> health guidelines and council COVID guidelines as listed on our website: <u>COVID-19</u> <u>Update (jerseyshoregirlscouts.org)</u>

## **Credit Card Use**

- OPTIONAL CHOICE FOR BOOTH SALES Zelle, Square, PayPal, Intuit, FB Pay
- Select vendor <u>Understand the Terms of Use and the Cost</u>. Vendors have varying fees, % charged and equipment cost. Try to find a fee-free option.
- Council can't support issues with this technology.
- Set up account in TROOP name, link to TROOP bank account & TROOP email
- Download vendor's app and take any training offered practice before Booth Sales!
- SQUARE referral links (\$1,000 of free swipes)
  - https://squareup.com/i/JGARBEGSJS



# Technology!

Little Brownie

www.littlebrownie.com

**Bakers**®





**By GSUSA** 

Digital cookie app



eBudde app



### Mobile apps provided by LBB & GSUSA



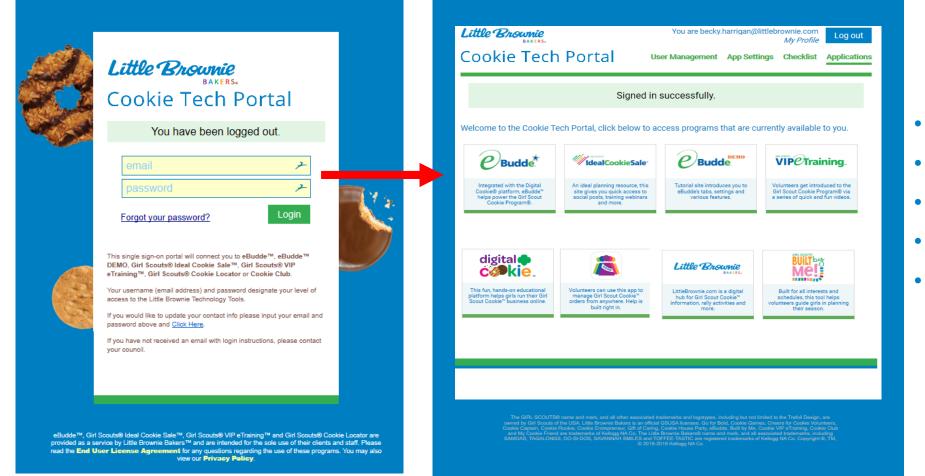
eBudde<sup>™</sup> App developed to help volunteers manage cookie orders—in real time, on the go. Does everything a browser version does.



Digital Cookie App Conduct your online business on the go. You must set up DC account on website first.

## cookieportal.littlebrownie.com

#### Single Sign On! Access to everything a troop needs



- eBudde
   Digital Caaki
- Digital Cookie
- App
- Littlebrowniebakers.com
- Built by Me

# **Volunteer Resources**



# littlebrowniebakers.com





## • All cookie info

- Selected clip art & social resources
- Mascot resources
- Virtual backgrounds
- Booth guides & signs
- Cookie House party resources
- Cookie Rookie & Cookie Captain resources
- Safety information

### Resources

## Find resources in the eBudde Help Center



|                                      | www.        | 0 | 0         | 6        |       | 0 |              | 6   | Gid Sand<br>France  |
|--------------------------------------|-------------|---|-----------|----------|-------|---|--------------|-----|---------------------|
| Starting<br>Inventory                |             |   |           |          |       |   |              |     |                     |
|                                      |             |   |           |          |       |   |              |     |                     |
| Packages Sold<br>(Use Taily Marks)   |             |   |           |          |       |   |              |     |                     |
| Donations<br>(Use Tally Marks)       |             |   |           |          |       |   |              |     |                     |
| Ending                               |             |   |           |          |       |   |              |     |                     |
| Total Packages<br>Sold               |             |   |           |          |       |   |              |     |                     |
| Gris                                 | out On Duty |   | Sart Time | End Time |       |   | Adult Superv | bon |                     |
|                                      |             |   |           |          |       |   |              |     |                     |
|                                      |             |   |           |          |       |   |              |     |                     |
|                                      |             |   |           |          |       |   |              |     |                     |
| Ending Cash                          |             |   |           |          | notes |   |              |     | -                   |
| Starting Cash<br>Total Cash Collecte |             |   |           |          |       |   |              |     |                     |
| Credit Cards                         |             |   |           |          |       |   |              | _   | 1                   |
|                                      |             |   |           |          |       |   |              | _   | 4 <sup>10</sup> 3 3 |







GIRL SCOUT COOKIES ARE HERE!

### DRIVE-tHRU COOKIE ZONE!

Samoas are here!

### ORDER GIRL SCOUT COOKIES HERE!











# Spread the word on social: Girl Scout Cookies® are here!



























Reminder Girl Scout Cookie Season is here!

! Ordering Now!





# **BOOST** your social game

• Social toolkits for parents and volunteers

Booth

**Cookie Pride** 

Holidays

**Profile Pics** 

- Just copy, paste, post!



Find them in Littlebrowniebakers.com

#### Social **Cookie Season Phases** Resources



**Download File** Suggested Post Copy: Samoas<sup>®</sup>, Do-si-Dos<sup>®</sup> Cookie Season Phases and Thin Mints® are all the talk in our home #GirlScoutCookieSeaso

> f 💟 GRL SCOUT COOKIES



**Download File** 

Suggested Post Copy:

Do a happy dance, Girl

Scout Cookie™ fans!!

#GirlScoutCookieSeaso

It's officially cookie

time! 💮 💙

f ⊻

**Download File** 

It's the eve of

until Girl Scout Cookies®! 🛞

f 🏏

2 Days



POP-UP

## Adventurefuls **Girl Scout Cookies**



Little Brownie **BAKERS**®

**CONFIDENTIAL & PROPRIETARY** 

## **Marketing: Driving Consumer Cravings**

#### Little Brownie BAKERS®

#### Updated social media toolki

#### Share the news & drive excitement



#### **Ferrara**.

#### Recipes

#### Inspire consumers & drive purchase





#### Little Brownie BAKERS. Cookie Virtual Backgrounds We've Got Delicious GiRL SCOUT COOKIES

































# **Cookie Season Planner**

Online tool to help girls/troop leaders plan their cookie season.

Choose from a menu of options that fit your group's interests and schedules. It's as simple as taking a short quiz!

#### What it includes:

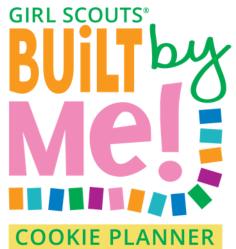
- Digital questionnaire
- Customized plan with links to resources

#### Where you'll find it:

- CookiePlanner.LittleBrownieBakers.com
- CookiePortal.LittleBrownie.com







OOKIE PLANNER

EMAIL BRINT

Little Brownie

BUILTby

Me!

#### BUILTby Troop 1621

#### Age Group: Daisies/Brownies

#### 1 GETTING STARTED

New to cookies? First time sellers love Cookie Rookie. Made especially for young girk: this show teaches cookie names, how to ask customers to buy and more essential skills. Run this <u>10-minute program</u> and discuss it afterward—or stop after each section for discussion or activities. It's up to you and

the grist See a summary of the show and activity ideas that reinforce the learning in the <u>Run of Show</u>. Help gris get the most of the video with easy. fun learning tips and eet a scene-by-scene summary.



Get to know Girl Scout Cookies.

Girls need to know about the products they are selling. Knowing the cookie names and characteristics makes them more confident when talking to customers. Girls can play the "Top Secret Recipes" Cookie Matching Game for a quick way to learn the five



#### 2 WE WANT TO SELL

DOR-TO-DOOR Plan a walkabout. Girls work together to map out their neighborhoods and sell door-to-door. They're a great way to rea new customers to sell beyond family and friends. Find walkabou crafts and activities on the <u>Volunteer Blog</u>



AT BOOTHS The Epic Booth Guide for Volunteers the promotional opportunities at booth sales are, well, epic! We've created a guide that helps volunteers help girls to get the most from the experience.

#### ONLINE WITH DIGITAL COOKIE

Digital Cookie is an exciting way for girls to learn 21st century entrepreneurial skills. This secure online system allows girls to design personalized stores to share their cookie goals and invit customers to support them. <u>Click here</u> for more information or Digital Cookie.



#### **3** HOST A FAMILY PARTY

INSPIRATIONAL VIDEO

CONTESTOR FAMILY PARTY so girls can tell ther families about their goals and ask for assistance.
 CONTESTOR: A GUIDE FOR FAMILIES
 When families understand the importance of the Cookle Program, they give it their full support and help girls
 do everything it takes to be successful. This guide assures them the program simple—and fund
 VOLUNTERE SIGN-UP SNEETS
 Ket her mediting, addus can complex permission forms and silen us to help.

o help.



### **Cookie Season Planner**

**Council Name** Troop # **Girl Scout level Goal Setting & Goal Tracker Cookie Business Badge Door to Door Digital Cookie Booth Sales** Walkabout **Offices & Business Sales Social Resources Family Meeting/Party** Plus More . . .





# **Marketing Ideas**

# we've cot NSPiration Take extras when delivering



## **Walk Abouts**

## **Last Chance**

(social media, texting, **Emailing friends)** 

Little Brownie



# **Cookie Booth Resources**





menu board



walking/sandwich poster front

back

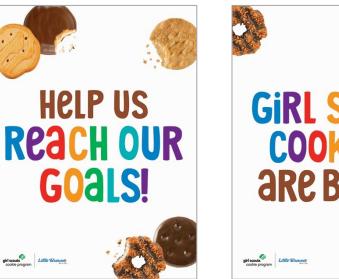




table tents







social distancing signs









# Marketing Ideas to Boost Cookie Sales

#### Traffic Light Booth Posters

Supplies: Poster or foam board, paper plates, clip art, scissors, markers, glue dots

These high-impact, head turning signs will stop customers and send them your way. Easy to craft from a half-sheet of black or yellow poster board, paper plates and clip art, they're as fun to make as they are to display.





# And More Marketing Ideas



Door Hangers Recipe Cards Cookie Flyers Cookie Allergen Flyer Table Tents + MORE at LittleBrownieBakers.com



Little Brownie

## Little Brownie Resources

Service Units

eBudde App

Virtual Rally

Social Media Training

Cookie Booth Delivery

Manuals

FAQs

Troops



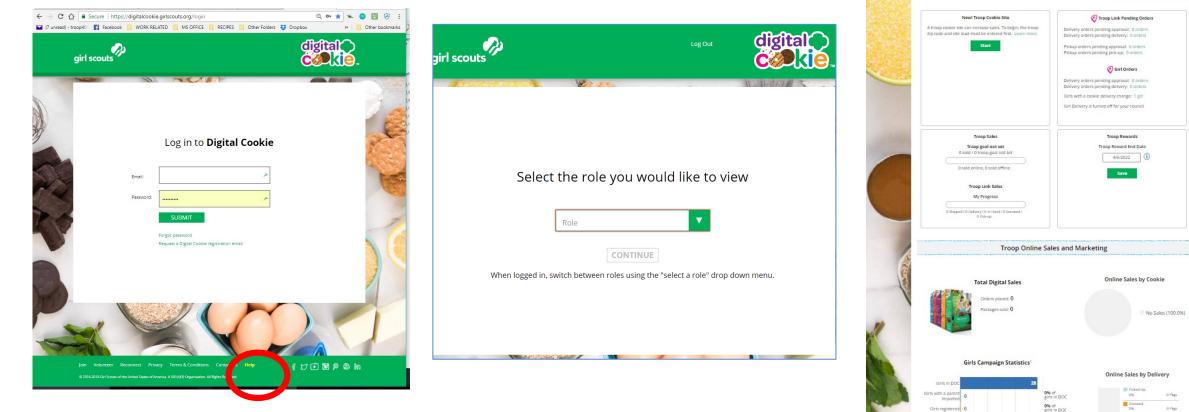
- User manuals
- Quick sheets
- Microburst training videos
- Rally guide & resources
- Mascot resources
- Cookie allergen & ingredient info
- In-person and virtual booth toolkits
- Selected social resources (for volunteers)
- FAQs
- Other





**Chose between roles:** 

- Troop View &
- Girl's Campaign



## https://digitalcookie.girlscouts.org

girl scouts of the jersey shore digital **Contract** 

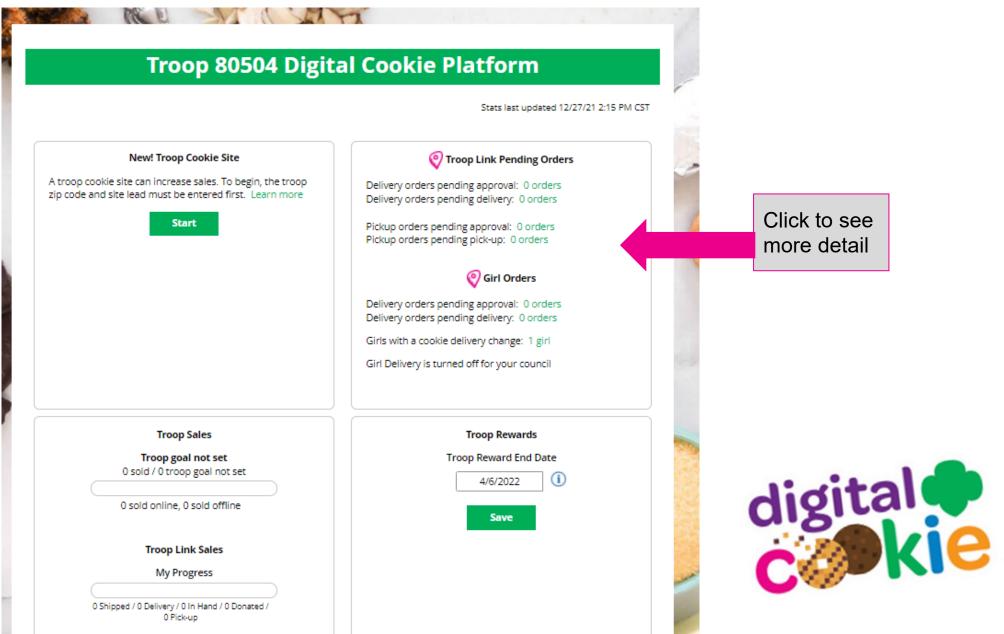
My Account Log Out

Stats last updated 12/27/21 2:15 PM CS

Shipper

Troop 80504 Digital Cookie Platform

## **TROOP VIEW – all girls orders visible**





1/11/22 – 1/30/22

1/11/22 - 4/3/22

□ Buy cookies & have them shipped

□ Make donations





# & Girl Delivery

# PARENTS FOLLOW A FEW SIMPLE STEPS





#### **1.** Parent must approve (or decline) each girl delivery order request.

| Digital Cookie Orders Running a good business means knowing what's been ordered, when it's approved, and when   | Approved orders are<br>processed & parent<br>receives notice it has                          |
|---|--|
| it's delivered.          3 Digital Cookie Orders to be Approved for In-Person Delivery         Click on a name to see all the details about the order. Then "Approve" or "Decline" the order.         Select all       Approve Order         Decline Order  | been paid.<br>Declined orders will<br>default to the customer's<br>second option (cancel or  |
| Iame       Order<br>Number       # of<br>Boxes       Address       Order Date       Days left to<br>approve         h I       00623283       6       123 main st PHOENIX, AZ 12345       11/12/2015       9         b a       00523233       12       PO box 2352 Los Angeles, CA       41/12/2015       10 | donate).   |
| hz 00623331 12 95432 PO Box 2394 Jupiter, FL Check the box  | kes in front of the orders you want to approve or decline and<br>e Order" or "Decline Order" |
| Select all Approve Order Decline Order  | Show 5 Itama   |
| Order # Cookie Pkgs Paid by Deliver   | to Delivery Address Order Date Days left to Approve  |
| 05073568 6 Jane-Anne Cathcart Jane-Anne C   | Cathcart 135 Main St, Hanc 12/02/2019 4  |
| 05073570 6 Joseph Matimora Joseph Mati  | 14280 SE Fisher<br>Imone Wey, Apt 10D, cin 12/02/2019 4<br>cinett. OH                        |

### 2. Girl-delivered orders arrive with girl's paper order

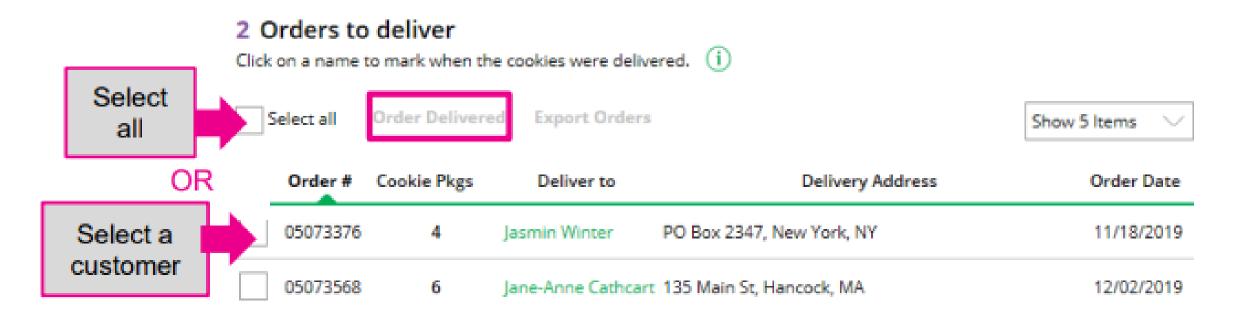
#### Troop 104 Initial Order

Little Brownie BAKERS:

| ıs Girls                  | Init. Order D                                 | elivery | Girl Orders | Transactior | is Cool   | kie Exch | Rewards     | Booth Si | tes Payr  | nents (    | GOC Org | Sales Report                  | Reports | Help Ce | ent |
|---------------------------|---|---------|-------------|-------------|-----------|----------|-------------|----------|-----------|------------|---------|-------------------------------|---------|---------|-----|
| Printa<br>Submit Ore      | ble Version<br>der Save                       |         |             | nal Order ( | Card, DOC | Girl Del | iveries and | Booth Sa | ales. DOC | Girl Deliv |         | orders from<br>input for you. |         |         |     |
|                           |   |         | \$ 4.00     | \$ 4.00     | \$ 4.00   | \$ 4.00  | \$ 4.00     | \$ 4.00  | \$ 4.00   | \$ 4.00    | \$ 4.00 | \$ 4.00                       |         |         |     |
|                           | Girl  |         | CGoC        | LmUp        | Tre       | D-S-D    | Sam         | Tags     | TMint     | SMr        | Toff    | TGoC                          | Total   | FGoC    |     |
| 🔁 Anna M                  |   |         | 0           | 31          | 18        | 35       | 17          | 8        | 14        | 19         | 4       | 6                             | 176     | 0       | ī   |
| Order                     | Card  |         | 0           | 19          | 9         | 30       | 4           | 7        | 11        | 17         | 0       | 6                             | 123     | 0       | 1   |
| DOC                       | Girl Del.                                     |         | NA          | 12          | 9         | 5        | 13          | 1        | 3         | 2          | 4       | 0                             | 53      | 0       |     |
| Secky H                   |   |         | 0           | 3           | 4         | 2        | 1           | 0        | 2         | 0          | 0       | 2                             | 35      | 2       | 1   |
| Order                     | Card  |         | 0           | 3           | 4         | 2        | 1           | 0        | 2         | 9          | 8       | 2                             | 35      | 2       |     |
| DOC                       | Girl Del.                                     |         | NA          | 0           | 0         | 0        | 0           | 0        | 0         | 0          | 0       | 0                             | 0       | 0       |     |
| O Denise                  | М   |         | 0           | 128         | 98        | 73       | 61          | 39       | 189       | 65         | 87      | 27                            | 834     | 4       |     |
| Order                     | Card  |         | 0           | 38          | 50        | 50       | 17          | 23       | 78        | 29         | 44      | 27                            | 376     | 4       |     |
| DOC                       | Girl Del.                                     |         | NA          | 90          | 48        | 23       | 44          | 16       | 111       | 36         | 43      | 0                             | 458     | 0       |     |
|                           | TED   |         | 0           | 0           | 0         | 0        | 0           | 0        | 0         | 0          | 0       | 0                             | 0       | 0       |     |
| OTHER                     | t.  |         | NA          | 0           | 0         | 0        | 0           | 0        | 0         | 0          | 0       | NA                            | 0       | NA      |     |
| BOOTH                     | 1   |         | NA          | 0           | 0         | 0        | 0           | 0        | 0         | 0          | 0       | NA                            | 0       | NA      |     |
| Pkgs. Ord                 | ered  |         | 0           | 162         | 120       | 110      | 79          | 47       | 205       | 93         | 99      | 35                            | 1045    | 6       |     |
| Cases to                  | Order   |         |             | 14          | 10        | 10       | 7           | 4        | 18        | 8          | 9       |                               | 80      |         |     |
|                           | ras-Charity                                   | 0       |             | 6           | 0         | 10       | 5           | 1        | 11        | 3          | 9       | -35                           | 10      |         |     |
| In case you<br>your DOC G | 're curious here are<br>iirl Delivery totals. |         |             | 102         | 57        | 28       | 57          | 17       | 114       | 38         | 47      | 0                             | 511     |         |     |

GIRL DELIVERY orders flow automatically into eBudde with initial order **3.** Girl delivers when product arrives at the end of Feb.

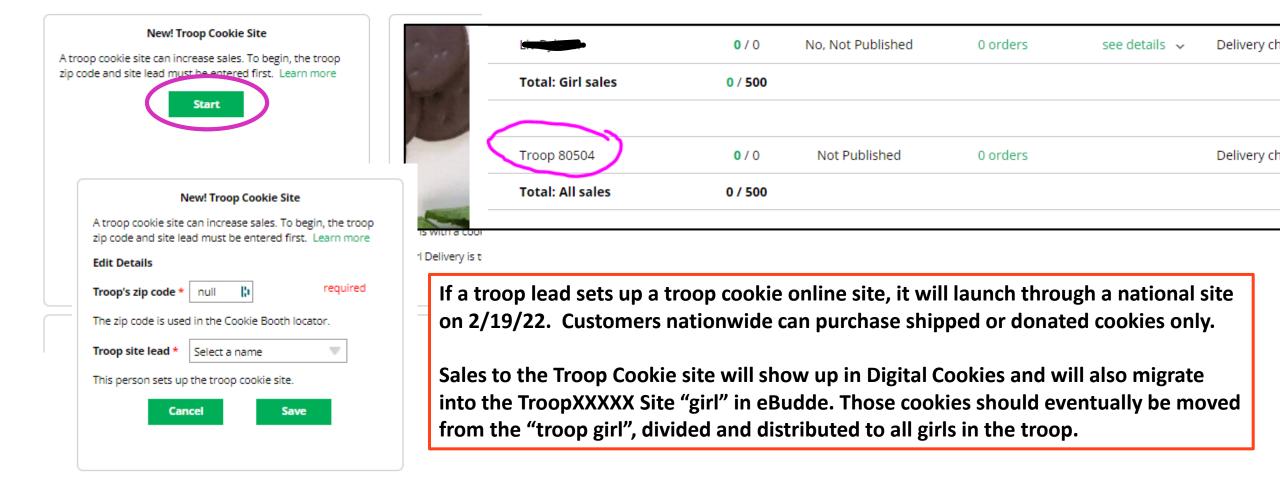
4. After delivery, parent marks each order "delivered" in DOC, and order is recorded as completed.



### **Troop Cookie Site**



#### Troop 80504 Digital Cookie







## **Ebudde** is Little Brownie Bakers' online cookie sale management tool.

It can be your best friend during cookie sales--no more complicated spreadsheets, just simple data entry and a great help system





### LOGIN AND EXPLORE

### eBudde is very user friendly.

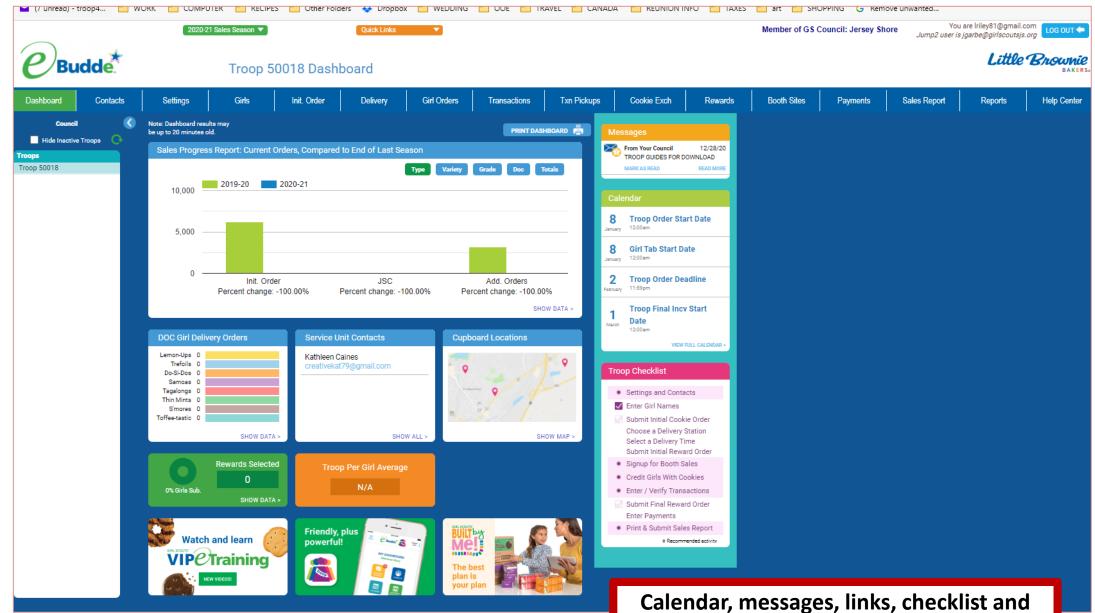
Get familiar with all the sections before its time to submit your troop order!

### **INTEGRATES WITH**





### **Troop Dynamic Dashboard**



**Community Coordinator Contact Info** 

### **Contacts Tab**

| Bu   | dde      |  | Troop 8                                 | 30504 Conta               | cts 🛛  |              |              |             |
|--|----------|--|---|---------------------------|--|--------------|--------------|-------------|
| oard   | Contacts | Settings                                       | Girls                                   | Init. Order               | Delivery   | Girl Orders  | Transactions | Txn Pickups |
| Cupboard<br>ide Inactive <b>'</b><br>i <b>ore</b>  | Troops C |  | <b>Current User:</b><br>garbe@girlscout | sjs.org                   |  |              |              |             |
| dmin   |          | Contacts                                       |   |                           |  |              |              |             |
| (2)<br>D)<br>Hok (3)<br>Hes (4)<br>D)<br>Hores (1)                                       |          | Jackie Garbe<br>1405 Old Free<br>Toms River, N |   | Phone: (7                 | <u>irlscoutsjs.org</u><br>32)966-5035<br>)966-5035 | Jump2 Mobile | DOCEdit      |             |
| Asbury Par<br>ot (511)<br>23)<br>ant (624)<br>Fair Haven<br>LSS (628)<br>10)<br>er (504) |          |  |   | iew your i<br>ny edits to |  |              | -            |             |

### **Girls Tab**

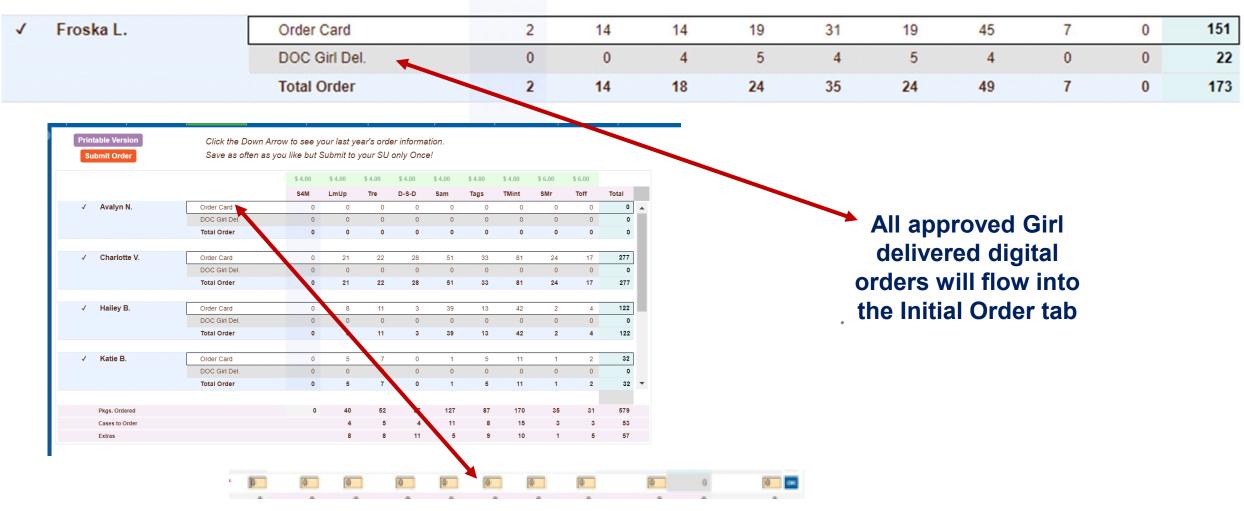


Since you are a DOC council, and this troop has been selected as a DOC troop, grade levels girls in grade levels K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 or 12 will be required to have accurate GS

| First Name | Last Name | GSUSA Id    |    | Caregiver email | Inactive? | Grade | DOC<br>Eligible |
|------------|-----------|-------------|----|-----------------|-----------|-------|-----------------|
| Ariel      | 1944 - C. |             | ID |                 |           | 4 🗸   | √ <u>Resy</u>   |
| Catherine  |           |             | ID | asburypark.k12@ |           | 12 🗸  | √ <u>Resy</u>   |
| Skylar     |           | 101101760   | ID | aluio 7@yaho    |           | 8 🗸   | √ <u>Resy</u>   |
| Troop80512 | Site      | TRP80512134 |    |                 |           | 4 🗸   | √ <u>Resy</u>   |
| Victoria   |           | 101662410   | ID | s@g             |           | 5 🗸   | √ <u>Resy</u>   |
|            |           |             | ID |                 |           | ~     |                 |

- **Review roster for accuracy.**
- **Report discrepancies to Coordinator.**
- DO NOT ATTEMPT TO ADD OR DELETE GIRLS. COUNCIL WILL ADJUST FOR YOU – LINK BETWEEN EBUDDE AND DIGITAL COOKIES MUST BE MAINTAINED.

### **Initial Order Tab**



Click on order card line. The line will highlight. Enter # boxes at the bottom. Hit OK or enter. Repeat process for all girls.

Booth sale product: click on BOOTH. The line will highlight - repeat above procedure and hit OK or enter. You must click the Save button to save your information.

Save In Progress! Please Wait! TROOP SUMMARY VIEW

### Girl Orders Tab

| _           | Export        |        | are your troop sale<br>w/edit a Girl's Tran |   |         |         | row.    |        |           | Package Sales Financials FYI Programs |           |
|-------------|---------------|--------|---|---|---------|---------|---------|--------|-----------|---------------------------------------|-----------|
|             |               |        | \$ 5.00                                     |   | \$ 5.00 | \$ 5.00 | \$ 5.00 |        |           |                                       |           |
| Uses<br>DOC |               | ▼ Girl | JSC 🥝                                       |   | Initial | Booth   | Other   | ♦Total | Total Due | Paid                                  | ♦Bal. Due |
| ✓           | Aniston W.    |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Aria H.       |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Charlotte M.  |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Eliana S.     |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Isabella C.   |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Liliana S.    |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| √           | Mackenzie C.  |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Madison M.    |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Paige K.      |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| ✓           | Sarah M.      |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
| √           | Troop50035 S. |        |   | 0 | 0       | 0       | 0       | 0      | \$ 0.00   | \$ 0.00                               | \$ 0.     |
|             |               |        |   |   |         |         |         |        |           |                                       |           |

✓ Tab allows you to credit extra product to specific girls. Click on a girl's name to open up the Girl's view.

| Girl Totals                      | 0 | 0 | 0 | 0 | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
|----------------------------------|---|---|---|---|---|---------|---------|---------|
| Troop Order<br>(Actual pkgs+JSC) |   |   |   |   | 0 |         |         |         |
| Difference                       |   |   |   |   | 0 |         |         |         |

INDIVIDUAL GIRL VIEW

### Girl Orders Tab

Troop 80504 Giri Trans.

| Setting       | ıs Girls                          | Init. Order        | Delivery   | e            | Girl Orders | Tra               | ansactior        | าร                      | Txn Picł   | kups                | Cookie Exch           | Rewards                  | Booth Sites               | Payme        | ents Sales Report          |                              |
|---------------|-----------------------------------|--------------------|------------|--------------|-------------|-------------------|------------------|-------------------------|------------|---------------------|-----------------------|--------------------------|---------------------------|--------------|----------------------------|------------------------------|
|               | Printable                         | Save               | E          | Below a      | are trans   | sactior           | ns for A         | Ava P.                  |            |                     |                       |                          | Switch to Girl:           |              | IO Recap                   |                              |
| A             | dd Trans. A                       | dd Payment         |            |              |             |                   |                  |                         |            |                     |                       |                          | V                         |              | Return to Sur              |                              |
|               |                                   | Ava P.             |            |              |             |                   | \$ 5.00          |                         | \$ 5.00    | \$                  | 5.00 \$               | 5.00                     |                           |              |                            |                              |
|               | +DOC                              | ♦Comment           |            |              | ♦Inv        |                   | Initial          |                         | ♦JSC       | •                   | Rooth +               | Other                    | ♦Total ♦                  | Total Due    | ♦Paid                      |                              |
|               |                                   |                    |            |              |             |                   |                  |                         |            |                     |                       |                          |                           | •            | Detailed tran<br>the girl. | sactions for                 |
| Pr<br>Add Tra | rintable Save<br>ans. Add Payment | Below are transa   | actions fo | or Kristin I | ₹           |                   |                  |                         |            | witch to Girl:<br>v |                       | Kristin<br>Return to Sum |                           | ~            | Initial order a            | and digital<br>cked - cannot |
|               |                                   | \$ 4.00<br>◆Cookie | \$ 5.50    | \$ 4.00      | \$ 4.00     | \$ 4.00<br>Cookie | \$ 5.50<br>♦Toff | \$ 5.50<br><b>•Toff</b> | \$ 4.00    |                     |                       |                          |                           |              | be changed.                |                              |
| ◆DOC          | ◆Comment<br>DOC INHAND 01670812   | Initial            | Initial    | +CJSC        | Booth       | Other             | Booth            | Other                   | ◆TGOC<br>0 | +Total<br>0         | ♦Total Due<br>\$ 0.00 | ◆Paid<br>\$ 33.0         | ◆Bal. Due<br>00 \$ -33.00 |              | -                          |                              |
|               | DOC SHIP 01818157                 | 0                  | 0          | 0            | 0           | 0                 | 0                | 6                       | 0          | 6                   | \$ 33.00              | \$ 33.0                  |                           | $\checkmark$ | Buttons at to              | p allow you to               |
| 1             | DOC SHIP 02278880                 | 0                  | 0          | 0            | 0           | 14                | 0                | 2                       | 0          | 16                  | \$ 67.00              | \$ 67.0                  | 00 \$ 0.00                |              |                            |                              |
| 1             | DOC SHIP 02347380                 | 0                  | 0          | 0            | 0           | 12                | 0                | 0                       | 0          | 12                  | \$ 48.00              | \$ 48.0                  | 00 \$ 0.00                |              | add a new tr               | ansaction for                |
| · ·           | DOC SHIP 02896455                 | 0                  | 0          | 0            | 0           | 4                 | 0                | 0                       | 0          | 4                   | \$ 16.00              | \$ 16.0                  | 00 \$ 0.00                |              | add'l sales or             | annly                        |
|               | Init. Order *Locked*              | 1200               | 0          | 0            | 0           | 0                 | 0                | 0                       | 0          | 1200                | \$ 4800.00            | \$ 0.0                   |                           |              | add i sales of             | appiy                        |
| 1             | DOC SHIP 03456927                 | 0                  | 0          | 0            | 0           | 12                | 0                | 0                       | 0          | 12                  | \$ 48.00              | \$ 48.0                  |                           |              | payment.                   |                              |
|               | 2/20 Toffee                       | 0                  |            | 0            | 0           | 0                 | 120              | 0                       | 0          | 120                 | \$ 660.00             | \$ 0.0                   |                           |              |                            |                              |
|               | DOC SHIP+ 04090039<br>3/1/16      | 0                  |            | 1            | 0           | 4                 | 0                | 0                       | 0          | 5                   | \$ 20.00<br>\$ 0.00   | \$ 20.0<br>\$ 2110.5     |                           | $\checkmark$ | All transactio             | ons added can                |
|               | 3/1/16<br>booths sales            | 0                  |            | 0            | 0           | 264               | 0                | 0                       | 0          | 264                 | \$ 0.00               | \$ 2110.5                |                           |              | ha changed (               | in the avent of              |
|               | booth sales                       | 0                  |            | 0            | 0           | 108               | 0                | 0                       | 0          | 108                 | \$ 432.00             | \$ 0.0                   |                           |              | ne changed (               | in the event of              |
|               | td deposit 3/7                    | 0                  |            | 0            | 0           | 0                 | 0                | 0                       | 0          | 0                   | \$ 0.00               | \$ 2374.5                |                           |              | an error). Th              | ev do not                    |
|               | 3/14/16                           | 0                  | 0          | 0            | 0           | 0                 | 0                | 0                       | 0          | 0                   | \$ 0.00               | \$ 1356.0                |                           |              | -                          |                              |
|               | 3/18/2016                         | 0                  | 0          | 0            | 0           | 12                | 0                | 0                       | 0          | 12                  | \$ 48.00              | \$ 0.0                   |                           |              | "lock".                    |                              |
|               | 3/21                              | 0                  | 0          | 0            | 0           | 241               | 0                | 0                       | 0          | 241                 | \$ 964.00             | \$ 0.0                   | 00 \$ 964.00              |              |                            |                              |
|               | 3/28                              | 0                  | 0          | 0            | 0           | 15                | 0                | 0                       | 0          | 15                  | \$ 60.00              | \$ 0.0                   | 00 \$ 60.00               |              |                            |                              |

### **Transactions Tab**

| Settings         | Init. Order | Delivery | Girl Orders | Transactions | Rewards | Roo  | th Sites | Deposits       | 60  | C Org | Sales Re | port  | Reports | Help Cente |
|------------------|-------------|----------|-------------|--------------|---------|------|----------|----------------|-----|-------|----------|-------|---------|------------|
| Add a Transactio |             | Column F | filter L    | .ow:         | Apply F |      |          | :[1: 03/28 - ( |     | Uling | Concerne |       | парона  |            |
| ◆Receipt         | ♦Pending    | ◆Type    | ▲ Date      | ♦2nd Party   | ♦Pickup | SvSm | Tre      | D-S-D          | Sam | RRR   | Tags     | TMint | Toff    | Total      |
| Depot            |             | normal   | 03/17       | C1           | 03/18   | 0    | 0        | 0              | 0   | 0     | 0        | 12    | 0       | 12         |
| Depot            |             | normal   | 03/08       | C1           | 03/08   | 0    | 12       | 12             | 48  | 0     | 0        | 36    | 0       | 108        |
| Depot            |             | normal   | 03/03       | C1           | 03/03   | 12   | 12       | 0              | 120 | 0     | 0        | 120   | 0       | 264        |
| Depot            |             | normal   | 03/02       | C1           | 03/02   | 4    | 0        | 0              | 0   | 0     | 0        | 0     | 0       | 4          |
| swap 50019       |             | normal   | 03/01       | C1           | 03/01   | 0    | 3        | 0              | 3   | 0     | 4        | 0     | 0       | 10         |
| swap 50019       |             | normal   | 03/01       | C1           | 03/01   | -4   | 0        | -2             | 0   | -4    | 0        | 0     | 0       | -10        |
| DOC 04090039     |             | normal   | 02/24       | C5           |         | 0    | 0        | 1              | 0   | 1     | 1        | 1     | 0       | 4          |
| Init. Del.       |             |          | 02/07       |              |         | 72   | 144      | 144            | 300 | 72    | 276      | 420   | 0       | 1428       |
| DOC 03456927     |             | normal   | 02/06       | C5           |         | 0    | 0        | 0              | 6   | 0     | 0        | 6     | 0       | 12         |
| DOC 02896455     |             | normal   | 01/30       | C5           |         | 0    | 0        | 0              | 3   | 0     | 0        | 1     | 0       | 4          |
| тт               |             | normal   | 01/26       | C1           | 02/25   | 0    | 0        | 0              | 0   | 0     | 0        | 0     | 120     | 120        |
| DOC 02347380     |             | normal   | 01/23       | C5           |         | 0    | 1        | 1              | 2   | 0     | 0        | 8     | 0       | ° 12       |
| DOC 02278880     |             | normal   | 01/22       | C5           |         | 2    | 2        | 2              | 2   | 2     | 2        | 2     | 2       | 16         |
| DOC 01818157     |             | normal   | 01/17       | C5           |         | 0    | 0        | 0              | 0   | 0     | 0        | 0     | 6       | 6          |
| On Hand          |             |          |             |              |         | 101  | 210      | 182            | 540 | 71    | 322      | 692   | 128     | 2246       |

Example of a very active troop – shows digital orders (DOC), initial order, extra cookies from Council Depots, troop-to-troop transfers, etc.

Add "pending" transactions if you need to order additional cookies from Council

□ Check transactions for accuracy. Report errors to council.

**TROOPS CAN NOT EDIT TRANSACTIONS.** 



### **Rewards Tab**

#### **Troop Rewards Order Forms**

#### **Final Rewards Order**

tacts



Use the form below to fill out your final reward order. Click on a girl id at the top to edit a girl's reward order.

#### GIRL ORDERS:

| Edit All  |   |
|-----------|---|
| Becky H.  | receives 0 reward(s)                                |
| Cindy W.  | receives 8 reward(s) (size/catalog selection done)  |
| Patty W.  | receives 7 reward(s)                                |
| Rebecca H | receives 14 reward(s) (size/catalog selection done) |
| Sdnev C.  | receives 0 reward(s)                                |

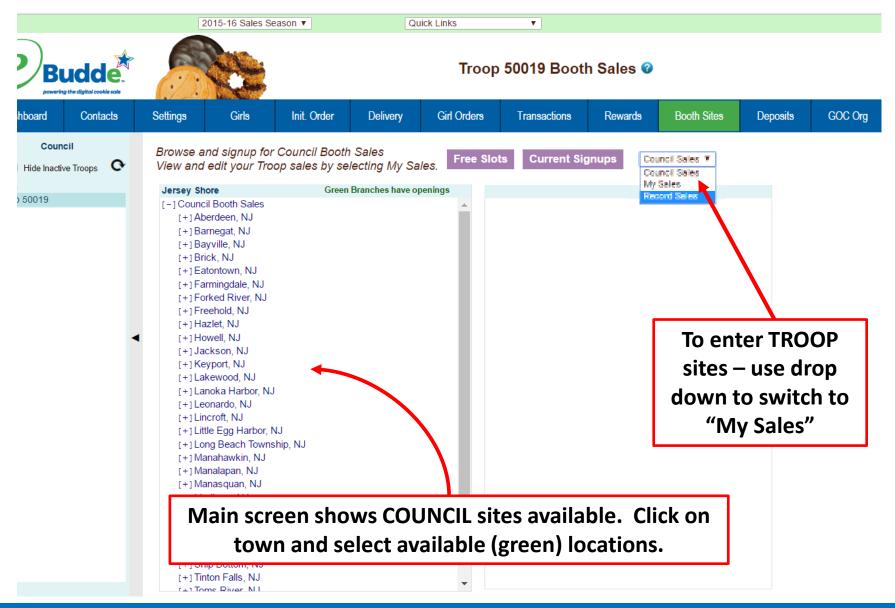
#### TROOP ORDER:

| Box Level | Quantity | Reward  |
|-----------|----------|---|
| 30        | 0        | Theme Patch   |
| 75        | 0        | Samoas Zippered Pouch   |
| 135       | 0        | Sunglasses  |
| 160       | 0        | Turtle Bag  |
| 215       | 0        | Bluetooth Speaker   |
| 300       | 0        | 300 +<br>\$25 Jenkinson's gift card<br>Blanket Mermaid                          |
| 500       | 0        | 500 + (pick 1)<br>0 \$50 American Girl Gift Card<br>0 \$50 Forever 21 Gift Card |
| 750       | 0        | \$100 GSJS Council Card   |
| 1250      | 0        | 500 GB XBOX One   |
| 2000      | 0        | 2000 + (pick 1)<br>0 Kayak<br>0 \$1000 GSJS Council Card                        |
| 3000      | 0        | Camelback Resort  |
| 5000      | 0        | Mac Book Air  |
| DOC 50    | 0        | Cookie Tech Patch   |
| DOC 150   | 0        | Flashlight Nightlight   |
| DOC 500   | 0        | \$50 Amazon Gift Card   |

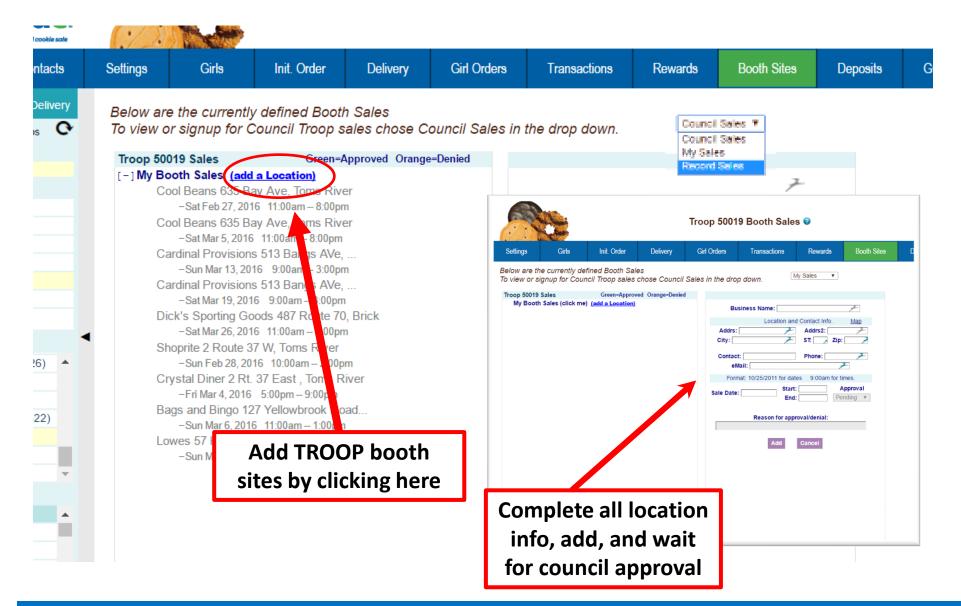
The eBudde system automatically will calculate the girl rewards based on their boxes sold under the Girl Orders tab.

The only thing you will have to do is enter sizes or choices (if applicable), verify totals and submit your order.

### Booth Sites Tab – Main Screen



### Booth Sites Tab – "My Sales" screen



### **Booth Sale Recorder - Record Booth Sale**

Budde

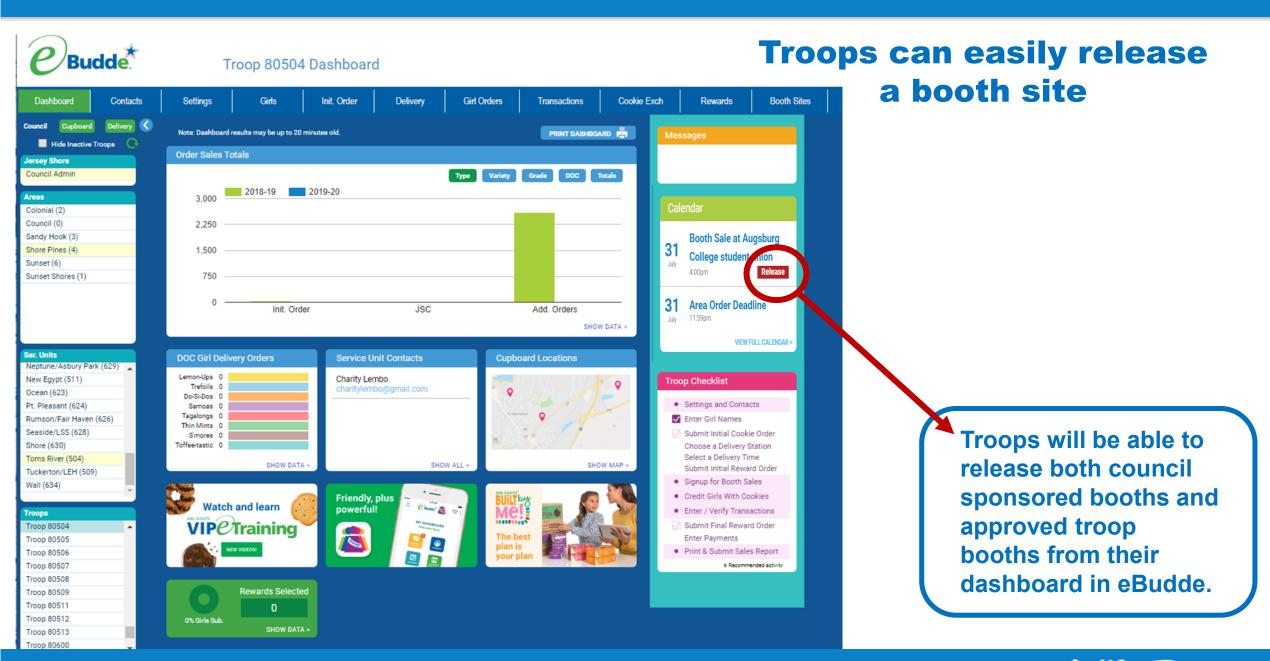
Troop 797 Girl Sales @

Recording booths is simpler than ever. You can do it from 2 locations in eBudde. Either way will get you to the same location.

Little Bro

BAKERS

Settings Init. Order Delivery Transactions Cookie Exch Rewards Booth Sites Payments GOC Org Sales Report Reports Council Cupboard Delivery Package Sales Below are your troop sales broken down by Girl. Hide Inactive Troops Financials To view/edit a Girl's Transactions click on the appropriate row Middle Tennessee FYI Programs Council Admin From the booth site \$ 3.50 \$ 3.50 \$ 3.50 \$ 5.00 \$ 5.00 \$ 5.00 \$ 3.50 Ser. Units Cookie Spec Spec Cookie Cookie Spec SU 087 (87) V Girl HUGS 8 TGOC 🔮 Total Due +Bal. Due tab, Record Sales Booth Other Initial Booth Other Initial SU 102 (102) Jessica W. 175 1136 24 10 2071 \$7362.50 \$7362.50 \$0.00 648 42 - 36 SU 104 (104) Madilyn R. 0 0 40 \$ 143.00 \$143.00 \$ 0.00 SU 111 (111) 2018-19 iles Season 🔻 Go To 797 Go Recent Tasks Madison G SU 112 (112) Tara M SU 122 (122) 0 Budde Troop 797 Booth Sales @ SU 123 (123) Zoey S. 0 43 SU 125 (125) SU 126 (126) Init. Order Delivery Girl Orders Cookie Exch **Booth Sites** Dashboard Contacts Settings Girls Transactions Rewards SU 128 (128) SU 132 (132) Council Cupboard Delivery 🔇 Below are the currently defined Booth Sales SU 133 (133) Hide Inactive Troops To view or signup for Council Troop sales chose Council Sales in the drop down. Middle Tennessee Jound Sales Council Admin My Sales Troop 797 lecord Sales Ser. Units 1674 Fort Campbell Blvd Trnon 798 WALMART Sun, Feb 3 @ 8:00am Merchandise SU 087 (87) Clarksville, TN 37042 From the Girl SU 102 (102) 1674 Fort Campbell Blvd SU 104 (104) WALMART Sun, Feb 3 @ 8:00am Food SU 111 (111) Clarksville, TN 37042 **Order tab** SU 112 (112) 2780 WILMA RUDOLPH BLVD. DOLLAR TREE Sun, Feb 3 @ 12:00pm SU 122 (122) Clarksville, TN 37040 SU 123 (123) 2780 WILMA RUDOLPH BLVD. DOLLAR TREE Sun, Feb 3 @ 2:00pm Clarksville, TN 37040 SU 125 (125) SU 126 (126) 209 Providence Blvd Washtopia Tue, Feb 5 @ 4:00pm Clarksville, TN 37042 SU 128 (128) SU 132 (132) 209 Providence Blvd Washtopia Wed, Feb 6 @ 4:00pm Clarksville, TN 37042 SU 133 (133) 209 Providence Blvd Washtopia Thu, Feb 7 @ 4:00pm Troops Clarksville, TN 37042 Troop 797 690 N Riverside Dr Bargain Hunt Fri, Feb 8 @ 4:00pm



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### Payments Tab

|          | Girls Init. Ord<br>Payment<br>Save | Column Filter | Girl Orders Low: High: | Transactions Apply Filter    | Rewards<br>Page: 1:04/<br>Items per page | 13 - 01/13 ▼            | Paymen | 15 |
|----------|------------------------------------|---------------|------------------------|------------------------------|--|-------------------------|--------|----|
| ♦ Bank   | ▲ Date                             | •             | Ref. Number            | <ul> <li>Verified</li> </ul> | + Troop                                  | + Amount                |        |    |
| TD Bank  | 2018-04-1                          | 3 tp          |                        |                              | 50087                                    | 1747.44                 |        |    |
| TD Bank  | 2018-04-0                          | 2 tp          |                        |                              | 50087                                    | 3469.00                 |        |    |
| TD Bank  | 2018-03-1                          | 5 tp          |                        |                              | 50087                                    | 2522.00                 |        |    |
| TD Bank  | 2018-03-0                          | 98 tp         |                        |                              | 50087                                    | 3049.00                 |        |    |
| DOC Bank | 2018-02-2                          | DOC S         | HIP 21710113           |                              | 50087                                    | 46.00                   |        |    |
| DOC Bank | 2018-02-0                          | DOC S         | HIP 20816179           |                              | 50087                                    | 16.00                   |        |    |
| DOC Bank | 2018-02-0                          | DOC S         | HIP 20808019           |                              | 50087                                    | 40.00                   |        |    |
| DOC Bank | 2018-01-2                          | 7 DOC S       | HIP 20472938           |                              | 50087                                    | 43.00                   |        |    |
| DOC Bank | 2018-01-2                          | 3 DOC D       | LVR 20199937           |                              | 50087                                    | 16.00                   |        |    |
| DOC Bank | 2018-01-1                          | 9 DOC D       | LVR 19903995           |                              | 50087                                    | 150.00                  |        |    |
|          | AL SALES (DO<br>ayments will a     | 2             |                        |                              | •  | 12.05                   |        |    |
| DOC Bank |                                    |               | ON 19637338            |                              | 50087                                    | 4.00                    |        |    |
| DOC Bank |                                    |               | ON 19635879            |                              | 50087                                    |                         |        |    |
| Total    |                                    |               |                        |                              |  | \$ 11306.9 <sup>4</sup> | 4      |    |

| Settings                               | Girls          | Init. Order | Delivery | Girl Orders | Transactions | Txn Pickups             | Cookie Ex                            |
|--|----------------|-------------|----------|-------------|--------------|-------------------------|--------------------------------------|
|  |                |             |          |             | (            | L<br>SU Name:<br>SU Nun | nber: 614<br>es Goal: 0<br>ng: 10.00 |
| Trp Pro<br>Girl Ini<br>Booth<br>DOC In | ice: 5.00 Case |             |          | 0           |              |                         |                                      |

#### Bank Name: n/a - Juliettes Routing No.: Acct No.:

|          | Pkgs Re           | eceived          |      |                             | Payments Made     | 1          |
|----------|-------------------|------------------|------|-----------------------------|-------------------|------------|
| 02/05    | Initial Order     |                  | 60   | Date                        | Reference         | Amount     |
| 03/08    | T60826            | troop xfer       | -12  | 2021-01-17                  | DOC DLVR 36534205 | \$ 30.00   |
| 03/13    | T60239            | troop xfer       | -16  | 2021-04-14                  | girl proceeds     | \$ -7.00   |
| 04/02    | C2                | return-Juliettes | *-22 | 2021-04-21<br>Total Payment | tp                | \$ 20.00   |
| JSC pkg  | JS.               |                  | 0    | Total DOC Pay               |                   | \$ 30.00   |
| Total Pl | gs Received       |                  | 10   |                             |                   |            |
| Total D  | DC Pkgs Received  |                  | 0    |                             |                   |            |
| Total D  | DC Charity Pkgs R | eceived          | 0    |                             |                   |            |
| In add   | ition there was:  |                  |      |                             |                   |            |
| Total D  | DC Delivered Pkgs | Received         | 6    |                             |                   |            |
|          |                   |                  |      |                             |                   |            |
| Total T  | roop Sales        | \$ 50            | .00  | Council Pro                 | ceeds             | \$ 43.00   |
| Troop    | Proceeds          | - \$ 7           | .00  | Payments M                  | ade               | - \$ 43.00 |
|          |                   |                  |      |                             |                   |            |
| Counc    | il Proceeds       | \$ 43            | .00  | Amount You                  | Owe Council       | \$ 0.00    |

### Sales Report Tab

Financial breakdown of all sales – includes Digital Sales. Also shows per girl average, proceeds rate, and all transactions and deposits.

Numbers will change with every new digital order or extra product taken from depots.

Check numbers occasionally for troop proceeds and amount owed to council. ls Init. Order Delivery Girl Orders Transactions Txn Pickups Cookie Exch Rewards Booth Sites Payments Sales Report Re

#### Troop 80504: Reports

| Initial Cookie Order Reports 🔺           |                  |             |
|--|------------------|-------------|
| Pickup Sheet                             | Pre-printed Form | View        |
| Blank Pickup Sheet (Bubble Form)         |                  | View        |
| Cupboard Information Reports V           |                  |             |
| Delivery Station Information Reports V   |                  |             |
| Booth Reports V                          |                  |             |
| Reward Reports ▲                         |                  |             |
| Girl Rewards HTML                        |                  | View        |
| Troop Rewards HTML                       |                  | View        |
| DOC Reports                              |                  |             |
| DOC Added Girl                           |                  | Filter XLSX |
| DOC Orders by Girl                       |                  | Filter XLSX |
| DOC Financial Report by Girl             |                  | Filter XLSX |
| Girl Delivery - Varieties Only - By Girl |                  | XLSX        |
| All DOC Orders                           |                  | XLSX PDF    |
| Cancelled DOC Orders                     |                  | XLSX PDF    |

### **Reports Tab**

Pick up/bubble sheets can be used when girls/parents pick up initial order and other extra orders

Girl Rewards will give a breakdown of incentives by girl – useful for sorting

DOC Reports can be very helpful for girl online orders and girl delivery questions

### Budde Help Center

- Managing Your Sale
- Digital Cookie
- eBudde App
- Cookie Sale Resources
  - Training/Rally Cookies
  - Ordering Toolkit
  - Booth Sale Toolkit
  - Digital Sales Toolkit
  - Social Media Toolkit

#### Manuals

#### From the Council

2022 - WHAT'S NEW ABOUT THE PROGRAM BOOTH SALES A-Z BOOTH LOCATIONS COOKIE CALENDAR COOKIE DEPOTS COOKIES - Orders/Distribution COOKIE VOLUNTEER ROLE CREDIT CARD USE DIGITAL COOKIES - Girl Site FORMS & DOCUMENTS GIFT OF CARING LINKS MONEY MATTERS PROCEEDS & REWARDS SAFETY TRAVEL SCHOLARSHIPS UNPAID FUNDS POLICY 2022

#### Welcome to the eBudde Help Center

For Girl Scouts, eBudde is the engine that drives the business of Girl Scout Cookies. This cookie order management system links troops, service units, councils and Little Brownie Bakers so communications and orders run smoothly.

The eBudde Help Center is designed to guide you through the basics and help you overcome any special challenges that may come your way. In the Help Center, you're connected to a world of resources specially designed to help you have a great cookie season.

<<< Click on the arrow to the left of From the Council for great resources from your council



Little Brownie

Search

### Help Center Enhancement

Continuously Improving! 2022 Additional System Enhancements



# Thank you!





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