

**BRAVE.  
FIERCE.  
FUN!**

girl scouts  
of the jersey shore

*Little Brownie*  
BAKERS.

2025–2026 Girl Scout Cookie Program®

# Troop Cookie Manager Guide



Final 1-13-26

**BRAVE.  
FIERCE.  
FUN!**



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

This guide is designed to help you empower every Girl Scout, from new cookie entrepreneurs planning their first cookie booth to experienced Girl Scouts boosting their social media marketing strategies to reach more consumers. We are here to support you with resources, tools and tips to help girls reach their goals. If you can't find something, please ask!

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

## **Troop volunteers model leadership**

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





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### No Paper Permission Forms This Year!

Parents must complete the **online permission slip** for their child to participate.

<https://gsfun.org/Prodsalepermission>



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# Troop Checklist

## EARLY JANUARY

- ☐ Be registered for 2026 and background checked. Attend cookie training.
- ☐ Log into [eBudde](#), verify troop contact information; review troop roster. Notify [customer care@gsfun.org](mailto:customer care@gsfun.org) of any errors or omissions.
- ☐ **Attend** trainings as offered and Community Leader's meetings for information & updates to the Cookie Program.
- ☐ Pick up sales materials from Community Product Sales Coordinator.
- ☐ **Host a troop kick-off meeting or mini-rally!**
  - Kick Off with Your Girls:**
    - **Dream Big!** Ask how they want to use their proceeds—start a fun bucket list. ~ **Do the Math:** How many boxes per girl will make those dreams happen? ~ **Set Goals Together:** Create troop and individual goals. ~ **Plan the Path:** Will they sell through individual orders, booths, or creative ideas like lemonade stands? ~ **Make It Fun:** Try age-appropriate rally activities and taste the new cookie!
    - **Older Girl Decision Time:** Juniors and up—discuss rewards vs. opting out. Best practice: take a blind vote for a unanimous decision. If opting out, update eBudde.
  - Connect with Parents:**
    - Share **the 5 Skills**, troop and girl goals, safety guidelines, key dates, and money-handling tips ~ Parents must complete the [online permission form](#) so girls can participate ~ Distribute order forms so everyone is ready to start.
    - Keep email confirmation until the sale concludes and all cookies are paid for.
- ☐ **Recruit help!** Encourage parents to assist throughout the season. The Troop will need help with Initial Order pick-up, coordinating and promoting cookie booths, making reminder phone calls for deadlines, and planning the Troop's celebration activities.

## JANUARY

- ☐ **The program begins January 9.** Digital cookie opens and girls may begin taking in-person orders. Encourage all girls to set up their Digital Cookie accounts when parents receive the welcome email.
- ☐ **Set up troop digital link.** It will activate in the National Cookie Finder on **January 9** for shipped orders.
- ☐ **Arrange troop secured booths** with merchants and submit booth information in [eBudde](#) for council approval. Troop booths can be scheduled between **February 27** and **April 12**.
- ☐ **Contact Council [HERE](#)** by **January 20, 2026**, if you want girl delivery turned off for the entire troop.
- ☐ **Communicate regularly** with girls and parents.
- ☐ **Caregivers submit initial order totals (from paper order cards)** to the troop directly or through Digital Cookie's Parent Initial Order (PIO) by **January 25**. **Troop Deadline:** enter initial order by 11:59PM on **January 26**.
- ☐ **Enter troop banking information** in [eBudde](#) by **January 26**.
- ☐ **Create booth schedules** for approved locations, allowing girls and caregivers to select time slots.

## FEBRUARY

- ☐ **Council cookie booth selection** is tentatively scheduled to begin in early February. Watch for announcements via [eBudde](#) email, Facebook, and Rallyhood with specific dates and details.
- ☐ **Community pick up/delivery of troop initial orders** begins **February 14 through February 27**. Your coordinator will notify you of the assigned date and location. Be sure to select a pick-up time through [eBudde](#). Recruit adults to help you pick up troop order.

# Troop Checklist

## FEBRUARY CONTINUED...

- ☐ **Distribute initial orders** to girls/families.
- ☐ **Council cupboards open February 25** for additional cookie orders.
- ☐ **Booth sales begin February 27.** Place cupboard orders (pending transaction) for booth cookies as needed.
- ☐ **Begin collecting payments from parents** for their initial paper card sales and **issue receipts for payments and cookies distributed.**

## MARCH

- ☐ **Reorder additional cookies as needed.** Cookies may be exchanged for different flavors at both council cupboards, if desired.
- ☐ **Record cookies and apply payments regularly.** Enter cash/check payments on girls' accounts in **eBudde** to keep girl inventory and her balance due to troop accurate in both **eBudde** and her Digital Cookie app.
- ☐ **Collect all money for initial paper card orders by March 13.** Unpaid funds report is due if applicable.
- ☐ **Have caregivers sign a receipt for all cookies taken and issue receipts for all payments collected.**
- ☐ **Make bank deposits** to prepare for **ACH sweep #1 on March 20.**
  - First ACH withdrawal amount is shown in **eBudde** on the troop sales report.
  - Make sure ALL troop deposits are reflected in your troop bank account.
- ☐ **Use the eBudde booth divider** for each booth sale to record cookies sold to girls quickly and evenly.
- ☐ **Inventory Tip:** Compare troop inventory on hand to **eBudde** regularly
  - The difference shown at the bottom of the Girl Orders Summary page represents cookies not yet distributed to girls. These amounts should match the troops physical inventory.
- ☐ Repeat these steps as needed, until your booths are completed, and all girls' balances are paid.

## APRIL

- ☐ **Girl deliver option ends in Digital Cookie on April 5** (council wide).
- ☐ **Make final trip to Council cupboards** before they close, if needed.
- ☐ **Submit Unpaid funds report due by April 10,** if applicable.
- ☐ **Girl Scout Cookie Program ends April 12.** Digital cookie closes; last day of booth sales.
- ☐ **Collect remaining balances** from girls and make final deposits into troop bank account.
- ☐ **Deadline to submit girls' rewards orders: April 15 by 11:59 PM.**
  - Finish assigning all cookies to girls before submitting the rewards.
  - **TIP:** There should be a **zero difference** on the Girl Orders summary page when complete.
- ☐ **Prepare for FINAL ACH withdrawal on April 17.** Check the **Sales Report** tab in eBudde for the amount owed to Council.
- ☐ **Refund deposits for overpayments** will be made in late April (about a week after final ACH withdrawal date.)
  - Contact the product sales team if not received by **May 1.**

## LATE-MAY TO JUNE

- ☐ **Download copies** of your sales report for year-end financials, girls' rewards orders, and verify troop's bank statement to be sure all deposits and withdrawals were processed correctly.
- ☐ **Rewards are shipped to your coordinator**--pick them up promptly, count immediately and report any missing items to your coordinator.
- ☐ **Distribute rewards to girls quickly and celebrate your troop's hard work!!**

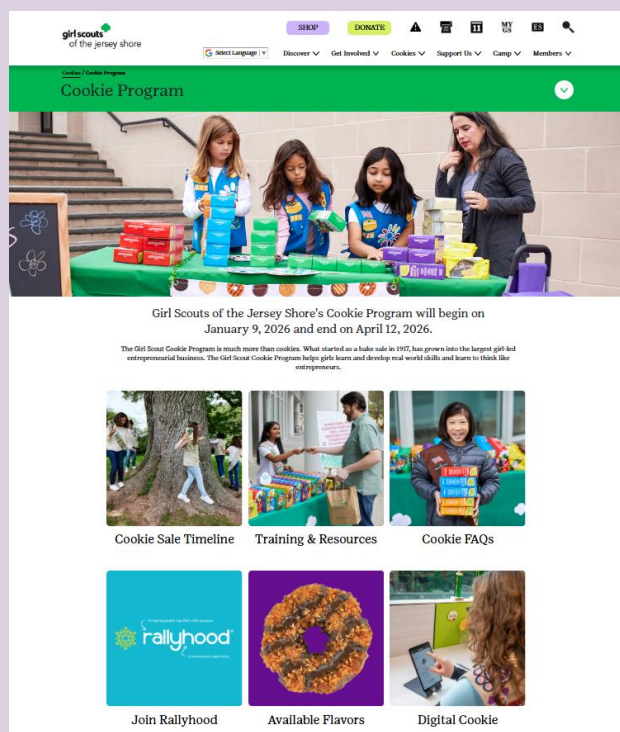
# Cookie Calendar 2026



DATE	EVENT OR REMINDER
January 2	Troops can begin soliciting booth locations from establishments.
January 9	Cookie Program Begins - paper card sale starts, digital cookie opens to girls/caregivers/volunteers, troop links go live.
January 20	Parent deadline to turn off girl delivery in Digital Cookie app if they do not want to offer this option after initial order period.
January 25	<b>Parent deadline</b> to submit paper order card information through digital cookie or to troop cookie manager.
January 26	<b>Troop deadline</b> to enter <u>initial order</u> in eBudde (paper card orders and booth cookies) or approve PIO (parent initial order). Troops should enter bank information in eBudde by this date.
January 28	<b>Coordinator's deadline</b> to add or edit paper card orders for their troops.
February 13-15	National Girl Scout Cookie weekend.
February 14-27	Community cookie deliveries/pick ups of troop initial orders.
February 15	Cupboard orders (called pending transactions) can now be entered in eBudde for additional cookie orders.
February 25	Council cupboards open at both service centers, Monday-Friday
February 27	Booth sales start.
March 13	Unpaid funds report due. Parent money due to troop for initial paper card orders, if applicable.
March 20	First ACH withdrawal.
April 5	Girl Delivery option turns off council wide.
April 10	Unpaid funds report due
April 12	<b>Girl Scout Cookie Program ends</b> – digital cookie closes – last day of booth sales.
April 15 @ 11:59PM	<b>Troop Rewards deadline.</b> Finish recording all packages & allocating booth cookies to girls before submitting.
April 17	Final ACH withdrawal.
Late May-Early June	Troop rewards shipped to community coordinator for distribution to troops.

# Brave, Fierce, Fun—Resources for the Journey

The GSJS Cookie Program pages feature fun forms, essential documents, helpful resources, and so much more!



Stay in the know! Join Rallyhood.

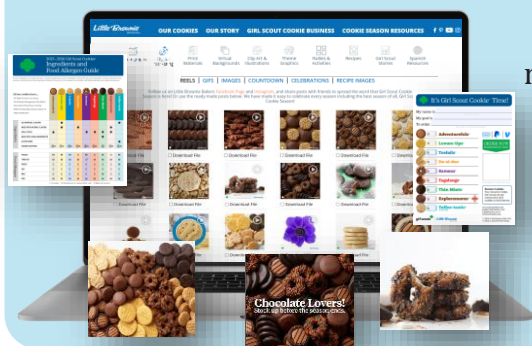
**Troop Cookie Sales Manager, GSJS:**  
This hub is designed for troop leaders and cookie managers to easily access timely cookie program updates, download essential files, and stay organized—all in one convenient place. No comments, no clutter—just clear, concise information. Plus, you can choose to receive a daily digest of updates straight to your inbox.

Join here:

<https://rallyhood.com/183460>

Bookmark: [www.Rallyhood.com](http://www.Rallyhood.com)

LittleBrownie.com



One-stop shop for cookie season resources

Resources on LittleBrownie.com help make things easy.

Ready-to-print booth materials – the new social media guide - ready-to-share gift and reels – Little Brownie has all the resources to help girls market their business in person or online!

DIGITAL  
MARKETING



PRINT  
MATERIALS



RALLIES &  
ACTIVITIES





# Inspire Cookie Entrepreneurs



## Welcome to the 2026 Cookie Program! The Girl Scout Cookie Program is Much More Than Cookies!

What started as a bake sale in 1917, has grown into the largest girl-led entrepreneurial business. Selling cookies isn't just a fundraiser—it's a hands-on adventure that helps Girl Scouts grow, lead, and discover their full potential. In fact, many successful businesswomen and community leaders began their leadership journey by selling Girl Scout Cookies!

### Skills they build

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

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



Learn  
more

### Cookie business badges

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

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



### Getting families involved

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

Inspire families to get involved by reviewing these resources:

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



Girl Scouts of the Jersey Shore

# 2026 Girl Scout Rewards

My Personal Goal: \_\_\_\_\_ NUMBER OF PACKAGES

**ALL REWARDS ARE CUMULATIVE.** All pictures are for illustrative purposes only. Actual product may vary due to availability or may be substituted with an equal or greater value item.

## 30-600 package rewards



Charm Patch  
30+ pkgs



Fun Charm  
50+ pkgs



Wristlet Strap  
85+ pkgs



Ferret Pouch  
150+ pkgs



Ferret Plush  
225+ pkgs



Crossbody Bag  
325+ pkgs



Journal Duo AND  
Mini Ferret Plush  
450+ pkgs



2027 GSUSA Membership (does not include Council Service Fee) AND Brave Charm  
600+ pkgs  
Awarded to all girls reaching 600+ regardless of selecting reward Opt-Out



### OLDER TROOP REWARD OPT-OUT (JRS & UP):

Troop chooses extra proceeds instead of rewards  
All girls will still receive:

- All charms and patches earned
- Girls who sell 600+ pkgs will also receive:
  - 2027 GSUSA membership
  - An invitation to the 600+ Top Seller Event

*Girls will not receive any other rewards, including those in the reward catalog*

## Digital Cookie Reward



Theme Charm  
Send 20+ emails

## Booth Reward



Booth Charm  
1+ booth pkgs

## Jersey Shore Cares Donation Rewards



Fierce Charm  
10+ donation pkgs



Action Patch  
50+ donation pkgs



Ferret Squishmallow  
100+ donation pkgs

## Top Seller Event

**600+ ¡Fiesta!**  
**June 6, 2026**  
Program Activity Center, Farmingdale

**Dance, eat, and Celebrate at the ¡FIESTA!**

Jump into an interactive performance with Mexican dancers, dig into fiesta-inspired food, and get creative with colorful crafts. Packed with music, culture, and nonstop fun, this party is the ultimate way to honor our cookie superstars!

## Cookie Champions - 700 and higher



700+

### Rewards Ladder

At 700 packages → Earn 1 point

For every additional 100 boxes sold → Earn 1 additional point  
Keep earning points!

(Redeem points for rewards & experiences from the Reward Catalog)

## Bar Patches



Awarded at highest level earned  
100-1000+ in increments of 100  
1000-5000+ in increments of 1000



**Brave. Fierce. Fun!**



**Brave. Fierce. Fun!**



**NEW!**

## COOKIE CHAMPIONS - 700+

**Our Champions will have access to a tailored catalog of rewards & experiences, giving them the freedom to chose what inspires them!**

- Rewards each carry a different point value
- Girls will redeem their points, spending up to the number of points earned during the sale

### POINT SYSTEM

At 700 pkgs → earn 1 point  
Each add'l. 100 pkgs → earn 1 point

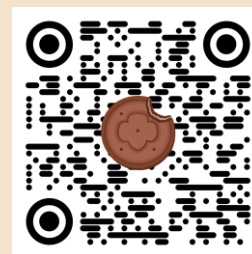
PACKAGES SOLD	POINTS EARNED
700-799	1
800-899	2
900-999	3
1000-1099	4
1100-1199	5
Up to 5000 & up	44



View the catalogue here:

[www.gsFun.org/cookiechampions](http://www.gsFun.org/cookiechampions)

Or Scan the QR code below



## Jersey Shore Cares – our Cookie Donation Program

### Jersey Shore Cares: Make a Difference!

Our **Jersey Shore Cares** donation program is an amazing way for customers to give back and support those who need it most. Every donated box makes an impact!

**Why it matters:** Cookies can be purchased by customers to benefit our local food pantries, US military troops and veteran organizations within our community and local senior organizations. The donated packages remain with council and the council will take care of the distribution!

#### How it works:

- Donations can be sold on **paper order forms** or through **Digital Cookie**
- Girls receive credit for every donation as a box sold and it counts towards their rewards and the troop proceeds.
- Donations are **completely virtual**—no delivery or inventory for troops
- Council will distribute all donated cookies at the end of the season

**Special rewards are given for girls for obtaining 10+, 50+ or 100+ donated packages.**





# Troop Proceeds

Troop Earns	Items Sold based on per-girl average sold
\$0.80 per package	1-149 packages sold
\$0.85 per package	150-199 packages sold
\$0.90 per package	200-249 packages sold
\$0.95 per package	250+ packages sold

**Revamped**

## Older Girl Troops: Opt-Out Proceeds Update

Junior, Cadette, Senior and Ambassador Troops may unanimously choose to opt out of rewards to earn higher troop proceeds. This is a girl-led decision—not an adult choice.

- **Increase in Proceeds:** Junior Troops and older can now earn an **additional \$0.10 per box** when opting out of rewards. (\$0.90 - \$1.05)
- **Charms & Patches:** Girls will still receive **all charms and patches** earned.
- **Special Recognition:** Girls who opt out **and sell 600+ packages** will also receive:
  - ✓ **2027 GSUSA Membership**
  - ✓ **Invitation to the 600+ Top Seller Event**



*Girls will not receive any other rewards, including those in the reward catalog.*

**Troop volunteer must select opt-out in eBudde.** From the troop dashboard, click on the **settings** tab, click **Edit** and then check the **opt-out of rewards for add. proceeds** box and **SAVE**



INTRODUCING

# Exploremores™ Exploremores™ Exploremores™

**NEW!**



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



**FIND NEW  
RESOURCES  
HERE:**







# 2025–2026 Girl Scout Cookies®

## All our cookies have...

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

## The World's Most Flavorful Lineup



### Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt  
Approximately 15 cookies per 6.3 oz. pkg.  
⑩①②



### Lemon-Ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits  
Approximately 12 cookies per 6.2 oz. pkg.  
⑩①②



### Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe  
Approximately 38 cookies per 9 oz. pkg.  
⑩①②



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

Oatmeal sandwich cookies with peanut butter filling  
Approximately 20 cookies per 8 oz. pkg.  
⑩①②



### Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes  
Approximately 15 cookies per 7.5 oz. pkg.  
⑩①②



### Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating  
Approximately 15 cookies per 6.5 oz. pkg.  
⑩①②



### Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint  
Approximately 30 cookies per 9 oz. pkg.  
⑩①②



### Exploremores® • Real Cocoa NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème  
Approximately 18 cookies per 7.9 oz. pkg.  
⑩①②



### Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits  
Approximately 14 cookies per 6.7 oz. pkg.  
⑩①②





# Navigating Ways to Participate: Tips for Troop Leadership

Girl Scouts can use many different cookie sales methods to help them learn, grow, and reach their goals. Leaders and families should not feel pressured to use all these methods each year. Instead, consider your time and resources as you lead the Girl Scouts to pick the right experience for your troop. Check off each one that feels right. Focus on these methods during your family meeting at the beginning of the cookie season.



Sales Method	Girl Scout Experience	Family Experience	Troop Leadership Experience	Tips
 <b>Text or Call Friends and Family</b>	Girl Scouts get hands-on experience building people skills while interacting with customers they know and trust.	Girl Scouts take orders, deliver cookies, and collect money from friends and family. The family submits the orders and money to the troop cookie manager.	The troop cookie manager picks up cookies to distribute to the troop and deposits money into the troop bank account throughout the season.	Encourage families to use Digital Cookie to collect payments. This minimizes the amount of cash families, and the troop, must manage.
 <b>Connect with Community</b>	This option is perfect for older Girl Scouts who have big goals. They practice their people skills as they build relationships in their community to boost their business.	Families can help Girl Scouts make connections in their community. Bigger sales may require more room to store cookies and more support managing inventory and money along the way.	The troop cookie manager fills Girl Scouts' cookie orders, regularly collects payments, and tracks progress in eBuddie or Smart Cookies.	High-selling troops may make several trips to pick up additional inventory. It is okay to set your own deadlines and procedures for families to follow as they request and pick up inventory.
 <b>Shipped</b>	Girl Scouts explore online sales using their own Digital Cookie site. They can use the site to set and share their goals, learn how to create a marketing video, and promote their business.	Families can support their budding entrepreneurs without handling cookies or money.	This method requires the least action for troop leadership.	Encourage Girl Scouts to use Digital Cookie to email their cookie link, send reminders, and thank their customers.
 <b>Girl Scout Delivered</b>	Girl Scouts explore online sales and get to interact with customers as they deliver cookies, with help from their family.	The family helps the Girl Scout track sales, request inventory from the troop leader, and deliver cookies to customers all without handling money. All sales are paid for via credit card on the Digital Cookie site.	The troop cookie manager picks up cookies to fill online orders without having to collect and deposit money.	Troop cookie managers can get specific with troop deadlines. Example: Please have orders to me by Tuesday at noon each week. Pick up orders on Saturdays from 11am-1pm.

## Digital Cookie

## Sales Method

## Girl Scout Experience

## Family Experience

## Troop Leadership Experience

## Tips

### Door-to-Door

#### Order Taking

Girl Scouts go door-to-door with help from their family to collect orders and, later, deliver cookies. As they do, they practice their people and money management skills.

Encourage families to use Digital Cookie to collect payment. This minimizes the amount of cash families, and the troop, must manage.

#### Cookies in Hand

Girl Scouts preorder a supply of cookies. They go door-to-door with help from their family to sell their inventory to customers. As they do, they practice their people and money management skills.

The troop cookie manager fills Girl Scouts' cookie orders, regularly collects payments, and tracks progress in eBuddie or Smart Cookies.

Encourage inexperienced families to take less inventory. This minimizes the risk of taking too many cookies. They can always come back for more and turn in money as they go.

#### Cookie Stands

Girl Scouts report one of their favorite things about running their cookie business is spending time with family. Running a lemonade-style cookie stand near home as a family project is a great way to grow memories along with skills!

Same as above.

The family helps Girl Scouts set up a cookie stand at their residence or a private property in their community. The family assumes inventory responsibility before the cookies are sold.

Same as above.

#### Cookie Booths

Girl Scouts work as a team to reach new customers in a retail setting as they practice communicating their goals, interacting with customers, and safely handling money with adult support

The troop cookie manager signs up for cookie booths, schedules Girl Scouts and approved adults to work the booths, and provides them with inventory. They collect money earned and deposit it into the troop bank account. They also keep records of hours and packages sold so individual Girl Scouts can receive credit for their booth sales.

This is a great way to get families to start volunteering with the troop. It shouldn't be the troop leader or troop cookie manager's job to work all the booths.



# Digital Cookie® and Online Sales

Girl Scouts run their online cookie business using the Digital Cookie application to sell cookies to customers, track progress towards a goal, and manage sales. Same familiar software that troops and parents are used to.

## For Girl Scouts:

- Customizable Girl Scout pages allow customers to read your story and sales pitch and view your profile image or video.
- Girl's mobile cookies-in-hand will be available when selling door-to-door with cookies – parent can accept debit/credit cards or Venmo instead of cash.
- Cookie Business Badges and Family Entrepreneur Pin requirements are integrated into the system to reinforce the importance of badge work.

## For Parents:

- The option to turn girl delivery off for customers based on family preferences for the season or for cookie availability.
- The ability to turn cookie varieties on or off to match available troop inventory.
- Download the digital cookie app to manage orders and payments on the go. Parents that previously used the app should update it for the 2026 season.



**Become a Digital Entrepreneur in a Flash!**  
This cookie season, superpower your sale by adding Digital Cookie to your toolkit.

## STEP 1

### Register for Digital Cookie

Look for the Digital Cookie registration email in your inbox on or after \_\_\_\_\_ to register. If you can't find it, contact your council or visit **digitalcookie.girlscouts.org** and click the "Need help" link.



## STEP 2

### Set Up Your Site

Take a few minutes to set your sales goal, write your cookie story, upload a fun picture or video. Then publish and be ready to go!

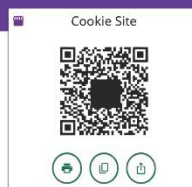
Prepare now by talking with your family about your goals and create a fun video telling customers why they want to support your business.



## STEP 3

### Add Customers

Add customers to your list and once sales have begun, use Digital Cookie to email them to visit your site. Or share your link or QR code directly with customers.



## In Season

### Use the Digital Cookie app to sell cookies wherever you go!

The app makes it easy for you to take payment from customers purchasing cookies. Girl Scout's sites must be published before logging into the mobile app.



### Track Orders and Inventory

- View/approve your orders.
- See what your customers are buying.
- Make sure you have enough cookies to fill your orders.
- Prepare to deliver to customers.

### Send Cheers

Cheer on your troop mates by sending encouraging messages and gifts to boost their confidence. It all helps your troop reach their goals by working together.



## Need Help?

**Look for the Digital Cookie Support button** for step-by-step instructions, tutorials, videos, tip sheets, and more.

**Need 1:1 help?** Click on the customer support button to talk live to a representative or submit a ticket for more support.

# Brave Beginnings. Fun Awaits!

## Booth Sales

A booth sale is a public sale that a troop runs in front of a local business with cookies in hand. Booths give the girls an opportunity to reach their goals by selling directly to the public. What a great way to increase your troop's cookie sale success!

- Booting runs from February 27 to April 12, 2026.
- Two adults must be present, one of whom must be a registered member and has a current background check.
- Girls must always be present at booths and should be limited to between 2-4 girls.

### TYPES OF BOOTHS

#### Council Booths:

**Council booth sales** are arranged by council with specific corporate partners. These locations will be offered to troops starting in February and advanced notice will be given to all troop volunteers. When they become available, troops will select a date and time from the locations available. *Note:* All council booths are all pre-approved when you select a spot.

Troops should not contact our partners: including **Walmart, ACME Markets, Jersey Shore Premium Outlets, Ocean County Mall, Pier Village (Long Branch) or Riverwalk Center (Oceanport)**. All approved booths will be entered into the national cookie booth finder.

#### Troop Booths:

**Troop secured booths** are arranged in advance between a troop and a business. Troops may begin on January 2nd each year to visit or phone locations. Troop obtains permission from the business owner or manager and arranges a booth date & time with them. Please provide them with your contact information and agreed upon date(s).

**Cookie Drive-thrus** are held in an available parking lot where troops can offer customers a convenient “drive-thru” service. Care should be used when selecting location and setting up a drive thru to keep the girls safe and away from moving vehicles. These booths should have a larger group of adults and girls to man the drive-thru service than a booth outside of a retail location

**Troops may not take girls to booths without receiving an approval confirmation.**

### PROVIDING TROOP BOOTH INFORMATION FOR REVIEW

**Troops are required to have all of their secured booths reviewed by Council in advance of the sale.** Allow a minimum of 2-3 days to review. **Best Practice:** Provide information as soon as possible after confirming arrangements.

In eBudde, select Add/Edit a Troop Booth under the Booth Sales tab, then +ADD. Provide complete location information requested, date and time and save. Repeat for any additional dates or locations you have arranged.

The information will be reviewed for any conflicts. An automated email from eBudde will be generated when the booth is approved. If there is a conflict and the date is denied, an automated email will also be sent to the troop with a short reason and a contact email. Please check with the council to see what can be done to resolve and get your booth approved!

All approved booth locations are automatically be pushed out to [the Cookie Booth locator](#) so customers know where & when to find you!



## Booth Sales cont.

### BOOTH CANCELLATIONS

If you need to cancel a sale, you should delete the sale from eBudde. As a courtesy, let the business know you are cancelling if it is a location where the troop arranged the spot.

Council booths that are released will open back up as available for another troop to claim. Periodically check back to the council booths/FCFS for new openings that have become available.

### BOOTH TIPS & BEST PRACTICES

- Review booth etiquette with girls and their caregivers.
- Check in with the store manager and know where to set up. Thank them when you leave.
- Be prepared with a table, tablecloth, adequate supply of cookies to sell, cash box and change, pens, signs, allergy chart.
- Create an attractive table display with only GS cookies on the table. Keep food and drinks out of sight and no other items except cookies may be sold.
- Have a troop goal poster to display. Customers love helping girls reach their goals, especially when they know why!
- Use the [booth inventory sheet](#) to keep track of the sales and to reconcile your monies. Count packages before and after the booth and keep track of the girls who worked the booth.
- Always keep money out of sight.
- Clean up your space when done and take all trash and empty cookie cases home with you.
- Smile, say please and thank you and have fun!!

Don't forget to  
thank your  
Booth Sponsors!

Simple girl-  
written thank you  
notes or  
certificates show  
appreciation and  
make a lasting  
impression!



## Booth Alternatives

### LEMONADE STANDS

What is a Lemonade Stand? Lemonade Stands work like booth sales but are held at the residential property of a girl's family or someone she knows. Families must work with their troop cookie manager to get inventory and should turn in money to their troop right away when the sale is done, following regular troop procedures for money collection. The town may require permitting like a yard sale, so troops should check into this. **These do not require approval from council and should not be entered into eBudde.**



### NEIGHBORHOOD WALKABOUTS (WAGON SALES)

Grab that cart or wagon and take your sale mobile. Sell cookies-in-hand through residential neighborhoods. Get the word out by leaving flyers or door hangers informing everyone how and when girls are planning on selling. **These do not require approval from council and should not be entered into eBudde.**



# Booth Inventory Sheet

Location \_\_\_\_\_ Date \_\_\_\_\_

	Adventurefuls	Lemon-Ups	Trefoil	Do-So-Dos	Samoas	Tagalongs	Thin Mints	Exploremores	Toffee-tastic	Total Boxes
Starting Inventory										
Ending Inventory										
Total Packages Sold										

Virtual Donation Packages (JSC) (tally below & put money in <u>register</u> )	Total Donations
Notes:	

Grand Total (total boxes above + virtual donations)	
	x \$6
Total Money Expected	
Ending Cash/Checks	
Starting Cash	-
Total Cash Collected	=
Digital Payments (credit Cards, Venmo, PayPal)	+
Total Money Collected	=
Total Money Expected	-
Over/Short Money Collected	=

Girl Scouts on Duty	Start Time	End Time	Registered Adult & Phone Number	Registered Adult & Phone Number

Be sure to plan & dress for the weather! Don't forget necessary supplies like cookies, table, chairs, tablecloth, change, signage, pop-ups if allowed, cash box, technology for processing electronic payments, first aid kit.



Thank you to Troop 61843 for help with updating this form. The GIRL SCOUTS name and mark, and all associated trademarks and logotypes, including but not limited to the Trefoil Design, are owned by Girl Scouts of the USA.



## MANAGING THE SALE – THE INITIAL ORDER

### Placing the Troop's Initial Order (IO)

The Troop's IO consists of 3 parts. It must be finalized in eBudde by 11:59 PM on January 26.

#### 1. GIRLS PAPER CARD SALES:

- Collect/enter girl's paper order totals 1-2 days before initial order is due **(1/26/26)**.
- Enter amounts in eBudde for the girl in IO tab or approve PIO (parent initial order) that was submitted by parent through digital cookie. **Save order for each girl.**

#### 2. ONLINE GIRL DELIVERY ORDERS:

**Automated – approved prepaid online orders flow automatically from Digital Cookie into the girl's initial order.**

- Approved girl-deliver orders flow over until the **earlier** of when the troop volunteer submits the initial order OR **11:59 PM on 1/26/26**.
- Girl delivery orders approved after the troop IO is submitted will need to be manually ordered later.

#### 3. TROOP/BOOTH INVENTORY:

- Troops may pre-order booth or extra inventory with initial order **OR**
- Wait and order extra products from Council Cupboard later in the season

**BEST PRACTICE:** order enough for the first week or two of booth sales, then request additional inventory from council cupboards as needed throughout the season.

**NOTE:** Please order conservatively - **cookies are not returnable.**

**NOTE:** Initial order will be rounded up to the next full case for each variety. 12 boxes/case Troops are responsible to sell all extras received.

### Initial Order Delivery

Delivery will occur on a **single pre-arranged date and location** set by your coordinator between February 14–27, 2026. Troops will only select a **pickup time** in eBudde.

- Delivery could be to a local venue (firehouses, community centers, etc.) or it will be set up at the **Manalapan Warehouse**, our distributor's facility. **Note:** No children are permitted at the distributor's warehouse.
- Arrive on time and bring enough vehicles to pick up your entire order.
- Follow instructions from volunteers and site workers.
- **Count your order carefully**—you are responsible for the amount signed for once you leave
- Should you find an overage or shortage later, contact your coordinator immediately.

### Distributing Cookies to Families

Follow these steps to ensure a successful delivery to your girls and their families.

- Sort cookies by girl orders and print the **Initial Order (IO)** page for reference.
- Set aside booth and extra inventory (round ups). Confirm all counts match IO.
- **Parents must count and sign for their order.** Keep the signed receipt in case of future discrepancies.
- Provide each parent with a money envelope showing the amount owed and the due date.  
**Best Practice:** Collect money from families for the initial order no later than 3/13/26.
- Damaged packages – council will replace them. Bring damaged items to any council cupboard for exchange.

## MANAGING THE SALE – REORDERS

### For Troops or a Girl That Didn't Place an Initial Order

It's never too late to participate in the cookie program! Set goals with girls and families. Girls can take order cards for in person sales and set up their Digital Cookie storefront at any time during the program. Arrange a booth sale if desired! Cookies can be ordered until April from one of the council's two cupboards.

### Need more cookies after the Initial Order? Place a reorder!

**Where do you get additional cookies after you receive your Initial Order?** Cookie cupboards are locations where troops can pick up additional cookies for girl's orders and booth sales from late February through early April.


Troops will reorder in eBudde for pick up at your preferred location, usually 1-2 days in advance. You'll select a cupboard location, date, time, and product needed and save. No confirmation is sent – just come to the cupboard.


- Troops can order full cases or individual packages.
- Create a pending order in the "transaction" tab on/after 2/15/26 – cupboards open 2/25/26
- Troops are not responsible for planned orders until they are picked up.
- Troop volunteers may pick up cookies or send a parent in their place.

**COUNCIL CUPBOARDS:** Staffed by council; will have regular hours, posted in Rallyhood and on council's website

- **Farmingdale:** Infirmary in Camp Sacajawea, Monmouth Service Center, 242 Adelphia Road
- **Toms River:** Garage at the Ocean Service Center, 1405 Old Freehold Road

### VOLUNTEER CUPBOARDS

 **Mini Cupboards:** Volunteers will host small cupboards in their homes for quick replenishment.

 **Best For:** Ideal for troops running low on cookies and needing extra inventory for weekend booth sales.

**Both volunteers work so all pick up times must be confirmed with the volunteer by email or text. No exceptions.**

- **So. Ocean (Barnegat) volunteer:** Melissa Melber [gsjstroop50261@yahoo.com](mailto:gsjstroop50261@yahoo.com) (732) 674-0124
- **Howell Cupboard volunteer:** Donna Tornich [donnajtorn@aol.com](mailto:donnajtorn@aol.com) (732) 547-7260

### Damages and Exchanges

- Visible damages should be addressed at the delivery or pick up site if possible.
- Concealed damages will gladly be replaced at either of the council cupboards at no cost. Bring the damaged box(es) in during cupboard hours.
- Cookie varieties may be exchanged (swapped) for another flavor at either cupboard. Stop in during our open hours to exchange. NO paperwork or appointment needed!

# MANAGING TROOP INVENTORY - GIRL SALES & FINANCES

**Inventory belongs to the troop until it is allocated to a girl or to another troop.  
Keep troop inventory and girl balances accurate.**

To keep troop inventory accurate and balanced, regularly assign cookies in eBudde. When cookies are assigned to a girl, the financial responsibility transfers to her, the packages count toward her rewards, and her Digital Cookie app updates so she can manage her inventory effectively. These transfers also keep troop inventory up to date.

## Assign Cookies to Girls

**Add an Order:** In the **Girl Orders** tab, select a girl, click **+Order**, and record packages she has received for in-person and Girl Delivery orders placed after the initial order. You can also assign cookies she sold at lemonade stand and walkabout sales. This reduces troop inventory, increases the girl's sales, and transfers financial responsibility to her.

**TIP:** When assigning packages, use the amounts from signed parent receipts to ensure accuracy.

## Record Booth Sale Cookies

The booth sale recorder is a quick and efficient way to distribute booth packages to multiple girls evenly.

- Girls are not financially responsible for packages assigned through the booth divider, but they will receive credit toward their rewards.
- Using the booth divider also ensures that the troop inventory remains accurate and up-to-date.

## Distributing Booth Cookies

1. Go to the Booth Sales tab and find the correct booth.
2. Click Record Sale and enter quantities sold by variety, then click Distribute.
3. Select the girls who participated, then click Distribute and Save.
4. Repeat for all booth sales.

## Record Payments Received

Record all cash or check payments received from families to keep each girl's balance accurate in eBudde and her Digital Cookie app.

**Add a Payment:** In the **Girl Orders** tab, select a girl, click **+Pay**, and enter the date and amount submitted to the troop.

**TIP:** Use the troop's copy of the payment receipt as a reference for dates and amounts

Be sure all girls' balances have been paid; payments recorded and show \$0 owing to the troop by the end of sale.

## Transferring Cookies to Another Troop

Occasionally, your troop may need to provide cookies to another troop. A **transfer between troops** moves both the cookie packages and the financial responsibility from the giving troop to the receiving troop. This ensures the receiving troop receives credit for the sale.

**Note: Only council can move inventory between troops.**

If cookies need to be transferred. email [jgarbe@gsfun.org](mailto:jgarbe@gsfun.org) with the following details: giving troop number, receiving troop number and a list of the cookies to be moved. Council will confirm by email when transfer is completed.



# MANAGING TROOP INVENTORY - ONLINE SALES & REWARDS

## Navigating Online Sales

- All shipped orders, all donations, and girl delivery orders included in the initial order are **automatically recorded in eBudde** on the girl.
- All online payments automatically flow into eBudde and credit both the girl and troop balances in eBudde.
- Girl delivery stays on allowing customers to prepay all season long. Orders approved after the initial order submission will not auto-transfer to eBudde.
- Parents must continue to approve these orders for the sale to take place, then request flavors from the troop leader.
  - Troop leaders can view unfulfilled orders through girl order tab in eBudde.
  - To fulfill these, troops should order cookies from the council cupboard if they do not have enough inventory.
  - **Assign cookies to the girl in eBudde** after she has received the cookies.

## Girl Delivery Shut-Off Option

- Can be turned off for the troop or an individual girl/family.
- Parents can disable this feature anytime in the Digital Cookie app.
- Troops can request shutoff with 24 hours advance notice.
- For troops that do not want to offer girl-delivery after the initial order, we will turn off at the end-of-day on 1-20-2026.

**Troops must complete this form to request.**

Short Link: <https://gsfun.org/GirlDeliveryshutoff>

**WUFOO**  
by SurveyMonkey

**MY26 Cookies: Turn off Girl Delivery**

The option for Girl Delivered Orders can be turned off at the troop level by the council. Troops not wishing to offer a girl-delivered option after initial orders are due can fill out this form. Girl-delivered orders allow 5 days for the parents to approve. We will turn it off around 10am of the indicated day. Individual girls can also turn off the feature if the troop has not. See the Caregiver training deck for details. Girl Delivery option across the entire council will be disabled on April 5 11:59pm to allow for the parental approval by the end of the sale April 12.

**5-Digit Troop Number \***

Enter a value between 50001 and 79999.

**Leader Name \***

First Last

**Leader Email \***

**Choose your date. \***

01 / 20 / 2026

MM DD YYYY

## Wrapping Up the Sale – Girl Rewards

- To ensure girls receive correct rewards:
  - Be sure all boxes sold by troop have been credited to girls – there should be -0- difference at the bottom of the Girl Orders tab.
  - Transfer boxes sold through the Troop Cookie Link to the girls – subtract all the sales off the Troop Cookie link - divide evenly among your girls and give them credit.
  - If a troop opts out of rewards, ensure this choice is recorded in eBudde.
- Rewards will auto-populate in eBudde as girls' sales numbers increase.
- Up to 700 packages, rewards are automatic—no choices required.
- Girls at the Cookie Champion level select rewards through a council-provided form.
- Submit the final rewards order after all boxes are assigned - deadline: **April 15, 2026.**

## MONEY MATTERS

### Troop proceeds belong to the troop—not individual girls.

#### No Prepayment Required

- Troops are not required to prepay for cookies.
- Parents/guardians should **never** be asked to pay for product when picking it up from the troop.  
*Exception:* If there is a history of late payments, contact the Product Program Department to discuss options at [productsales@gsfun.org](mailto:productsales@gsfun.org).

#### Payment Collection

Girls collect payment from customers **at the time of delivery** for in-person order card sales, **never in advance** (except for donations).

#### Accepted Payment Methods

- Customers may pay with **cash or checks** made payable to the troop. If accepting checks, ensure a phone number is listed and only accept checks from people you know. Troops are responsible for bad checks and associated bank fees.
- Girls can use the **Digital Cookie mobile app** to accept Venmo, PayPal, and credit card payments for door-to-door sales. Cash payments can be entered in the app for recordkeeping purposes only.

#### Receipts & Financial Responsibility

- Families are responsible for all cookies received.
- Parents must always count and sign a receipt for cookies taken.
- Always count money in front of the caregiver—issue a receipt for every payment received.
- **Troops must keep copies of all receipts for cookies signed out and money turned in until the sale is complete and all balances are paid.**

#### Unpaid Family Cookie Balances

**Troops are not financially responsible for a family who has not paid their cookie bill.**

Troops should not pay council for cookies if a family has not paid the troop. At least a week before each scheduled withdrawal, identify all families with an unpaid balance.

- Follow the Unpaid Funds Policy and submit the UNPAID FUNDS REPORT FORM by email to the product program department with supporting documentation seven (7) days before each withdrawal date, if funds remain unpaid.
- Use a separate form for each girl this applies to.
- Council will reduce the amount to be withdrawn to accommodate the amount reported of the family's unpaid balance.
- Troops should continue to try to collect payment from family before the end of the program.
- See Unpaid Funds Reporting Form in the Appendix section of this guide or on the GSJS website.

## TROOP BANKING & FINANCES

### Troop Cookie Payments – via ACH Withdrawals (electronic withdrawals)

GSJS will conduct 2 ACH withdrawals during the 2026 season directly from the troop bank account.

- **Initial** – March 20, 2026 – 50% of the girl's paper orders only - ACH will be calculated by eBudde and amount due will show on the troop's **sales report** tab. It will not include cookies ordered on the booth line.
- **Final** – April 17, 2026 – any remaining balance as shown on the troop's sales report.

Troops must enter their banking information in eBudde (under the Settings tab) by **1/26/26**. Provide bank name, routing number and troop account number. **This information did not carry over from last season or the fall sale. Meeting this deadline ensures the council can process the first withdrawal—please submit on time.**

#### Troop Money Handling Tips:

- Deposit money often into the troop bank account to avoid having large sums around your home
- Collect money from parents for the girl's initial order paper card sales a week in advance of the first ACH withdrawal. Deposit into the troop bank account so funds clear and are available in time for each ACH withdrawal. **BEST PRACTICE:** Collect by March 13, 2026
- Troops may ask for payments from families if they owe balances before giving out additional cookies. Each troop will form its own policy based on experience and comfort level.
- Amounts due to council will be shown in eBudde on the **Sales Report** tab. The First ACH will be clearly marked near the top of the report. The final ACH will be for the final amount showing due to council.
- If a troop's final balance is negative, they do not owe council a payment. Council owes the troop a refund of their proceeds. Those funds will be direct deposited to the troop bank account about a week after the final withdrawal date listed above. Refunds may process directly or through a company called bill.com.
- Be sure you have money in your account to cover your withdrawals! Troops will be charged a \$20 fee if the ACH withdrawal is declined for insufficient funds.
- Check your April bank statement to see that your withdrawal was processed, or your refund was received. Contact council immediately if you note any discrepancies.



## Unpaid Funds Policy – Cookies 2026

It is the policy of Girl Scouts of the Jersey Shore to work with all communities, troops, and parents to remediate outstanding balances due to the troop and/or council. To that end, anticipation of delinquent payment and communication to the Product Programs Department at GSJS before the Automatic Clearing House (ACH) pull from the troop bank account is required.

The following are guidelines set to remediate outstanding balances due:

### PROCEDURES FOR UNPAID FUNDS FROM A PARENT:

1. Troop Leader or Troop Cookie Manager must notify council of unpaid funds via email to [productsales@gsfun.org](mailto:productsales@gsfun.org) no later than seven (7) business days before the ACH pull\*. The **“Unpaid Funds Report” form, copies of the signed product delivery ticket and signed receipts and a copy of Online Parent Permission email confirmation** are required as support documentation, as well as list of attempts that troop made to communicate with parent on unpaid funds. Council cannot pursue the parent without the proper signed documentation.
2. **This form will apply to one pull and must be resubmitted before the next pull if a family still has an unresolved balance.** Information will not carry over from the first to the final withdrawal.
3. Council will adjust the troop amount owed, to reflect the unpaid parent’s portion. Troops should continue to try to collect payment before end of the program. If successful, deposit funds into the troop account and contact GSJS Product Program Department to arrange another ACH withdrawal **OR** submit payment right away in the form of cash, check, money order or debit/credit card. All card payments will be subject to a 3% convenience fee.
4. After the end of the program, council will contact the parent within 10 business days to start collection if their balance was not paid.

*In addition, their daughter may not be able to participate in Product Programs in the future, until the unpaid amount is paid in full, and they will be marked as ineligible and unable to participate as a volunteer in any capacity.*

***\*If a troop notifies council after the ACH is submitted to bank or funds have been pulled from troop account: Troop may be held responsible for collecting unpaid amount from the parent/guardian to reimburse the troop funds.***

### PROCEDURES FOR UNPAID FUNDS FROM A TROOP:

1. Council will notify troops via email within five business days of any ACH issues after the first ACH pull. Troops will be asked to fix issues and pay in full at the final ACH pull, which is scheduled for April 17, 2026.
2. If a troop requests an adjustment to their final ACH pull due to having unsold inventory at the end of the program, the troop is still responsible for the balance owed to council. Sales plans and repayment plans must be arranged with the council’s Director of Product Programs.
3. If the final ACH pull is unsuccessful or a repayment plan is not arranged by the troop at the end of the program and funds are still owed, the council will start collection process.

### TROOP OR FAMILY PAYMENTS AFTER THE FINAL ACH: Payments will be accepted in several ways:

1. Notify council to resubmit another ACH withdrawal attempt.
2. Provide the council with a bank check or money order by mail or in person.
3. Make a payment by credit/debit card either in person or over the phone. All card payments will be subject to a 3% convenience fee.



# Tips & Best Practices



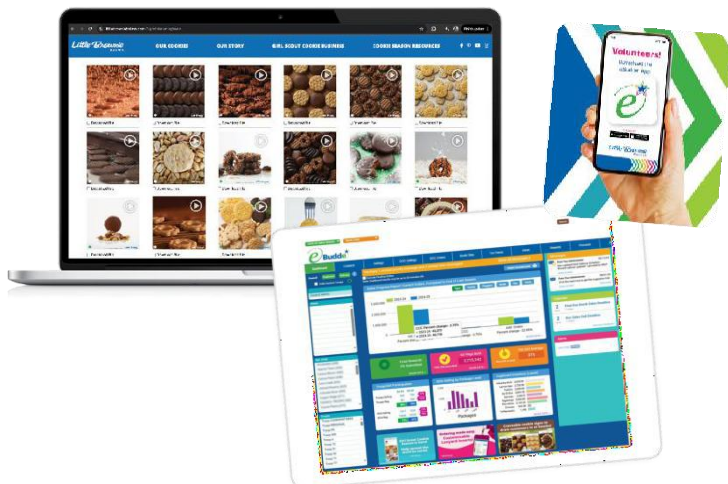
- Encourage your girls to continue taking orders! Extra cookies are available all season long.
- Determine how your troop is doing towards reaching their troop goal. Keep a troop goal chart current as a visual aid for the girls (and parents).
- Girl delivery orders and in-person order card sales can be provided first from troop's extra/booth inventory order or by placing a cupboard order if troop does not have any supply.
- Keep parents up to date on how much they owe and when to turn in payments to the troop.
- Parents may want extra cases to take around the neighborhood to sell with cookies in hand, or they may want to have a lemonade stand. Troops may sign them out to the family and take remainders back after the walk-about or lemonade stand is complete.
- Some girls are real go-getters and continually sell all season! Set up a schedule when you want parents to give you their girl-delivery and in person sales cookie needs so you can create your cupboard order(s). This could be twice a week or twice a month, its all up to the troop cookie manager's schedule. Set boundaries with your parents on how often they can come to your home to get more cookies; this will vary for every troop.
- Keep up-to-date assigning cookies to girls in eBudde!
  - ✓ This will help you manage the troop's inventory, regularly comparing physical inventory to what eBudde says the troop should have.
  - ✓ When you transfer cookies to girls, her inventory is updated in the girl's Digital Cookie app – she needs to know what her inventory should be as she marks in her sales. She should know what she has on hand and when she's low on flavors and needs to get more from the troop.
  - ✓ Recording cookies on girls moves the inventory and financial responsibility to the girl/family from the troop.
- Order additional cookies from the council Cookie Cupboard to replenish your troop inventory as needed. These orders are referred to as pending transactions.
- Order booth sale cookies as needed; once they are taken from the cupboards, they are not returnable. The weather, illness and other factors can determine a booth's success or if it needs to be cancelled.
- Recruit a parent to make cupboard runs for your troop!
- Don't over order booth cookies! While it may be a bit inconvenient to make more frequent cupboard runs, there will be less stress than having too much troop inventory to sell.
- Is your inventory out of flavor balance? Do you have too many Lemon Ups or Trefoils but no Thin Mints or Samoas? **Do you know you can exchange cookies?** Bring your unwanted flavors to either council cupboard during our business hours and we will exchanget your inventory for any flavors we have on hand. No appointment needed and no eBudde paperwork!





## THE Cookie Management Software!

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



### Easy as 1, 2, 3

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

Watch videos



### Top tips

#### Contact Caregivers

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

#### Top Reports for Managing the Troop Sale

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

#### Cookie Exchange

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

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

#### Help is a Click Away

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

### Your One-Stop Shop

Find booth locations

Record booth sales

Order cookies easily, even at the booth

Exchange cookies

Order rewards



# Cookie Facts











## Girl Scout Cookie™ pick-ups

Picking up your cookie order is exciting, and there are a few steps you can take to make sure everything goes smoothly. First, be aware that troops are responsible for counting and verifying the total number of cases received. When in doubt, recount!

### Tips for a smooth pick up

- Know exactly how many cases you ordered of each variety.
- Arrive at your scheduled pickup time.
- Make sure you have enough vehicles to load your order (*see below*).
- Line up your vehicles at the same time.
- Check in and receive your pickup ticket.
- Give your pickup ticket to the loader and count cases as they're loaded in.
- Sign for your order and take your receipt.

### Cars case capacity

Compact Car  <b>23</b>	Hatchback Car  <b>30</b>	Standard Auto  <b>35</b>
Sport Utility Vehicle  <b>60</b>	Station Wagon  <b>75</b>	Minivan  <b>75</b>
Pickup Truck  <b>100</b>	Cargo Van  <b>200</b>	

### How much should I order for booth sales?

#### GENERAL GUIDELINES:

3-hour sale: 8 cases

6-hour sale: 17 cases

9-hour sale: 20 cases

**Remember that location of sale – patron volume – number of hours – weather conditions - all effect sales**



### Average sales per cookie variety

Deciding how many packages to order for booths isn't an exact science, but here are average sales per cookie variety to give you an idea of how many to order:

Thin Mints®	25%	Lemon-Ups®	7%
Samoas®	19%	Adventurefuls®	8%
Tagalongs®	14%	Exploremores™	9%
Trefoils®	8%	Toffee-tastic®	2%
Do-si-dos®	8%		

\*Based on the 2025-26 season estimate

# Appendix

We've included some printable resources here to support your troop's cookie season. Additional materials can be found on the [GSJS Cookie Resources](#) page and in the Cookie Season Resources at [Little Brownie Bakers](#).

- Allergen Ingredient Guide
- Booth Certificates of Appreciation (2)
- Booth Etiquette
- Cookie & Money Receipts
- Digital Cookie Tip Sheet & Resources – Caregivers
- Digital Cookie Tip Sheet & Resources – Volunteers
- Goal Chart
- Goal-Getter Order Card
- Jersey-Shore-Cares Donation Receipt
- Thank You Cards
- Unpaid Funds Report Form 2026
- Win 5 Cases Booth Contest Flyer





# 2025–2026 Girl Scout Cookies® Ingredients and Food Allergen Guide

Product formulations can change at any time. Consumers should always review the ingredient statement for their individual allergies or dietary restrictions for the most up-to-date information on the ingredients contained in the product in that package. For more details, visit [littlebrowniebakers.com](http://littlebrowniebakers.com) or [girlscoutcookies.org](http://girlscoutcookies.org).

## All our cookies have...

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

									
	Adventurefuls®	Lemon-Ups®	Trefoils®	Do-si-dos®	Samoas®	Tagalongs®	Thin Mints®	Exploremores™	Toffee-tastic®
Ingredients		●							●
		●		●				●	
	●				●	●	●	●	
							●		
									●
	Ⓢ Ⓣ	Ⓢ Ⓣ	Ⓢ Ⓣ	Ⓢ Ⓣ	Ⓢ Ⓣ	Ⓢ Ⓣ	Ⓢ	Ⓢ Ⓣ	Ⓢ Ⓣ

Food Allergens	PEANUT	M	M	M	C	M	C	M	C	M
	TREE NUT	M	M	M	M	C*	M	M	M	M
	WHEAT	C	C	C	C	C	C	C	C	M
	SOY	C	C	C	C	C	C	C	C	C
	MILK	C	C	C	C	C	C	M	C	C
	EGG	M	M	M	M	M	M	M	M	M

C (Contains) M (Manufactured in a shared facility with) \* (Made with coconut)



# 2026 Girl Scout Cookie Booth Sponsor

CERTIFICATE OF APPRECIATION  
Awarded to

---

THANK YOU FOR YOUR SUPPORT



**BRAVE.  
FIERCE.  
FUN!**

---

TROOP

---

TROOP REPRESENTATIVE



**girlscouts**   
of the jersey shore

**Girl Scout Cookie Booth Sponsor**  
**CERTIFICATE OF APPRECIATION**

**Awarded to**

---

***THANK YOU FOR YOUR SUPPORT***

---

**TROOP**

---

**TROOP REPRESENTATIVE**

---

**DATE**



**girl scouts**   
of the jersey shore



## Booth Etiquette

**Booth sales are more than just selling cookies—they're an incredible opportunity for girls to grow!** Through these experiences, girls learn valuable life skills, share the spirit of Girl Scouting, and practice living the Girl Scout Promise and Law. Plus, they get to shine as confident COOKIE ENTREPRENEURS!

With this privilege comes responsibility. Our retail partners generously share their storefront space with us, and it's essential that we honor that trust by following all safety, business, and public relations guidelines. Every interaction at a booth sale should reflect appreciation and positivity—because our partners make these opportunities possible. Let's show them how grateful we are for their support and make every booth sale a success!

### **I will:**

- **Identify myself as a Girl Scout** and wear my uniform; vest or sash; or my pins.
- **Be polite** when approaching all customers.
- **Be on my best behavior** because I am a representative of Girl Scouts.
- Keep table and area neat.
- **Say Thank you** to all customers, whether they purchase or not.
- **Thank the business** for allowing us to be there.
- **Remember that Girl Scouts leave a place better than they found it.** Be sure to clean up after your booth sale and take home all empty cookie boxes and trash.

### **I will NOT:**

- Block doorways or walkways with tables or signs or get in the way of customers.
- Ask a customer twice to buy product.
- Go into the store while working at the booth.
- Talk loudly, run around, or play while selling at a booth.

### **It's a good idea to:**

- Ask the girls to eat before coming to the booth sale – they shouldn't eat while selling. Beverages are okay.
- Refrain from extended phone calls and texting while at the booth (girls and parents). Girls are there to run their business.
- Remember: Adults are not permitted to smoke at booths (including vaping).

<b>MONEY AND/OR PRODUCT RECEIPT</b>				CUPBOARD/ RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO. _____		REPORT CODE N/HOOD/S.UNIT	DATE	FROM	
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE		
		Adventurefuls®			
		Lemon-Ups®			
		Trefoils®			
		Do-si-dos®	AMOUNT PAID		
		Samoas®			
		Tagalongs®			
		Thin Mints®			
		Exploremores™	AMOUNT STILL DUE		
		Toffee-tastic®			
		← TOTAL			

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

RECEIVED BY  
(SIGNATURE) \_\_\_\_\_

RECEIVED FROM  
(SIGNATURE) \_\_\_\_\_

GIRL'S  
NAME \_\_\_\_\_

**M-3**

**71070413**

(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)

©, TM & ® Girl Scouts of the USA, ®, TM & © 2025 Ferrero Group.

<b>MONEY AND/OR PRODUCT RECEIPT</b>				CUPBOARD/ RECEIVED/DEDUCTED	RECEIPT NO.
TROOP NO. _____		REPORT CODE N/HOOD/S.UNIT	DATE	FROM	
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE		
		Adventurefuls®			
		Lemon-Ups®			
		Trefoils®			
		Do-si-dos®	AMOUNT PAID		
		Samoas®			
		Tagalongs®			
		Thin Mints®			
		Exploremores™	AMOUNT STILL DUE		
		Toffee-tastic®			
		← TOTAL			

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

RECEIVED BY  
(SIGNATURE) \_\_\_\_\_

RECEIVED FROM  
(SIGNATURE) \_\_\_\_\_

GIRL'S  
NAME \_\_\_\_\_

**M-3**

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TROOP NO. _____		REPORT CODE N/HOOD/S.UNIT	DATE	FROM	
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE		
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		Samoas®			
		Tagalongs®			
		Thin Mints®			
		Exploremores™	AMOUNT STILL DUE		
		Toffee-tastic®			
		← TOTAL			

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

RECEIVED BY  
(SIGNATURE) \_\_\_\_\_

RECEIVED FROM  
(SIGNATURE) \_\_\_\_\_

GIRL'S  
NAME \_\_\_\_\_

**M-3**

**71070413**

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# Digital Cookie®

## Training Material Index for LBB Council Caregivers/Girl Scouts

### Registration

Site Registration	<a href="#">Tip Sheet</a>	<a href="#">Video</a> (initial login)
Site Registration Girl Scout 13 and Over	<a href="#">Tip Sheet</a>	
Forgot Password/Password Reset	<a href="#">Tip Sheet</a>	
No Registration Email	<a href="#">Tip Sheet</a>	
Unlock Account	<a href="#">Tip Sheet</a>	
My Account Tab	<a href="#">Tip Sheet</a>	
Dashboard	<a href="#">Tip Sheet</a>	

### Site Setup

Site Setup	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Site Setup-Girl Scout 13 and Over	<a href="#">Tip Sheet</a>	
Photo/Video Upload	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Marketing to Customers	<a href="#">Tip Sheet</a>	<a href="#">Video</a>

### Order Management

My Cookies: Initial Order	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Order Received: In-Person Delivery	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Order Received: Shipped/Donated	<a href="#">Tip Sheet</a>	
My Cookies: Delivery Settings	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
My Cookies: Inventory by Variety	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
My Cookies: Financials	<a href="#">Tip Sheet</a>	<a href="#">Video</a>

### Site Features

Entrepreneur Pin and Badges	<a href="#">Tip Sheet</a>	
My Rewards	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Cheers	<a href="#">Tip Sheet</a>	
Closing Your Site Early	<a href="#">Tip Sheet</a>	

### Mobile App

Mobile App Caregiver/Girl Scout View	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Mobile App Booths	<a href="#">Tip Sheet</a>	<a href="#">Video</a>

### Customer Support Help

Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)	<ul style="list-style-type: none"><li>• <a href="#">Parent/Girl Scout FAQs</a></li><li>• <a href="#">Contact Customer Support with a System Issue</a></li></ul>
Digital Cookie Registration & Account Information Support	<ul style="list-style-type: none"><li>• <a href="#">Contact Customer Support with Registration Issue</a></li><li>• <a href="#">Contact Customer Support with Account Information Issue</a></li></ul>
Direct Shipped & In-Person Delivery Order Inquiries	<ul style="list-style-type: none"><li>• <a href="#">Customer FAQs</a></li><li>• <a href="#">Order Status Page</a></li><li>• <a href="#">Contact Customer Support with an Order Issue</a></li></ul>
Customer Experience Tip Sheets	<ul style="list-style-type: none"><li>• <a href="#">In-person Delivery Order</a> / <a href="#">Shipped Order</a></li></ul>



# Digital Cookie®

## Training Material Index for LBB Council Volunteers

### Registration

Volunteer Login	<a href="#">Tip Sheet</a>
Forgot Password/Password Reset	<a href="#">Tip Sheet</a>
Unlock Account	<a href="#">Tip Sheet</a>
No Registration Email	<a href="#">Tip Sheet</a>

### Site Use

Service Unit Access	<a href="#">Tip Sheet</a>	
Troop Dashboard	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Troop Site Setup/Links	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Troop Pickup Orders	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
Troop Cheers	<a href="#">Tip Sheet</a>	

### Mobile App

Mobile App Troop	<a href="#">Tip Sheet</a>	<a href="#">Video</a>
------------------	---------------------------	-----------------------

### Customer Support Help

eBudde™ Site Help (eBudde Access and Registration • Apps • Submitting Troop Initial Order • Signing up for Booths • Tech Issues, etc.)	<ul style="list-style-type: none"><li>• <a href="#">Email the GSJS Product Program Team at <u>productsales@GSFun.org</u></a></li></ul>
Direct Shipped & In-Person Delivery Order Inquiries	<ul style="list-style-type: none"><li>• <a href="#">Order Status Page</a></li><li>• <a href="#">Customer FAQs</a></li><li>• <a href="#">Contact Customer Support with an Order Issue</a></li></ul>
Digital Cookie Website (Site set up • Reports • Customer list • viewing orders • Mobile App, etc.)	<ul style="list-style-type: none"><li>• <a href="#">Volunteer FAQs</a></li><li>• <a href="#">Parent/Girl Scout FAQs</a></li><li>• <a href="#">Contact Customer Support with a System Issue</a></li></ul>
Digital Cookie Registration & Account Information Support	<ul style="list-style-type: none"><li>• <a href="#">Contact Customer Support with Registration Issue</a></li><li>• <a href="#">Contact Customer Support with Account Information Issue</a></li></ul>
Other	<ul style="list-style-type: none"><li>• <a href="#">Contact Customer Support with Other Questions</a></li><li>• <a href="#">Provide Feedback to Customer Support</a></li><li>• <a href="#">Caregiver/Girl Scout Training Material Index</a></li></ul>



# 's Goal Tracker

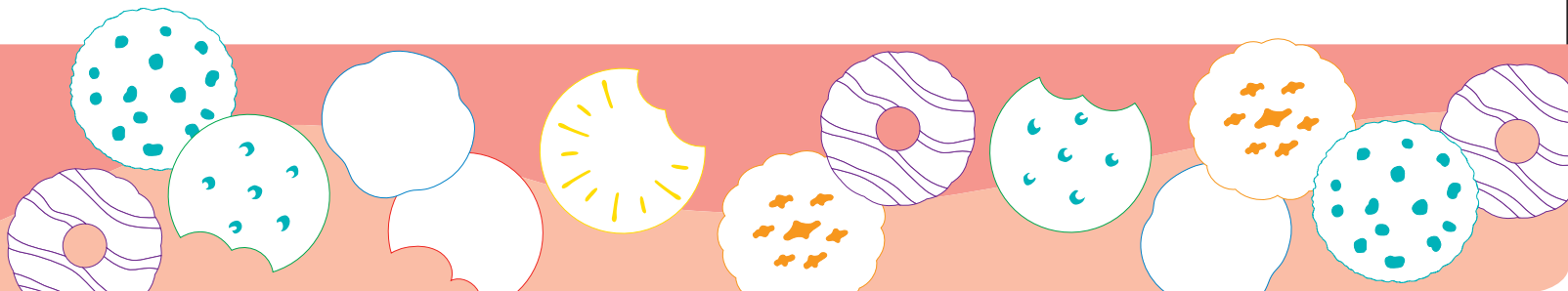
FIRST NAME ONLY

Color as you go! Color in flowers as you meet each 10% of your package goal.

**BRAVE.  
FIERCE.  
FUN!**

## Reach Out

Color in a cookie every time you send a message through Digital Cookie.



**Toffee-tastic®**  
GLUTEN-FREE

**Rich, buttery  
toffee cookies**

Approximately 14 cookies  
per 6.7 oz. pkg

**No artificial flavors**





\$ \_\_\_\_\_



RSPO-1106110

	SOY	WHEAT	MILK	PEANUTS	TREE NUTS	EGG
Adventurefuls	●	●	●	●		●
Lemon-Ups	●	●	●		●	●
Trefoils	●	●	●		●	●
Do-si-dos	●	●	●	●		●
Samoas	●	●	●	●	●*	●
Tagalongs	●	●	●	●	●	●
Thin Mints	●	●	●		●	●
Exploremores	●	●	●	●		●
Toffee-tastic	●	●	●		●	●

- CONTAINS
- MANUFACTURED IN A SHARED FACILITY WITH
- \*MADE WITH COCONUT

NAME (PRINT)      CONTACT INFO. (PHONE/E-MAIL/ADDRESS)

TOTALS

FORM G-4c





# Jersey Shore *Cares*

Thank you for your support.

Your donation of \_\_\_\_\_ boxes

of Girl Scout Cookies,

valued at \$ \_\_\_\_\_, will be

given to \_\_\_\_\_

during the 2026 Girl Scout

Cookie Program



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Cookie Program.



# Thank You for Buying Girl Scout Cookies!



Because of generous contributions like yours, our troop is able to do many fun and educational activities together this year.

From, \_\_\_\_\_

Troop # \_\_\_\_\_ My Goal: \_\_\_\_\_

To reorder, please contact me at:  
<https://digitalcookie.girlscouts.org/scout/> \_\_\_\_\_



# Thank You for Buying Girl Scout Cookies!



Because of generous contributions like yours, our troop is able to do many fun and educational activities together this year.

From, \_\_\_\_\_

Troop # \_\_\_\_\_ My Goal: \_\_\_\_\_

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Troop # \_\_\_\_\_ My Goal: \_\_\_\_\_

To reorder, please contact me at:  
<https://digitalcookie.girlscouts.org/scout/> \_\_\_\_\_



Thank  
You

To: .....

From: .....

*Little Brownie*  
BAKERS®



Thank  
You

To: .....

From: .....

*Little Brownie*  
BAKERS®



Thank  
You

To: .....

From: .....

*Little Brownie*  
BAKERS®



To: .....

From: .....

*Little Brownie*  
BAKERS®



To: .....

From: .....

*Little Brownie*  
BAKERS®



To: .....

From: .....

*Little Brownie*  
BAKERS®

# 2026 UNPAID FUNDS REPORT

Report must be submitted to [productsales@GSFun.org](mailto:productsales@GSFun.org) no later than **7 DAYS**  
before **EACH** ACH withdrawal, if applicable. Information will not be carried over.

Troop # \_\_\_\_\_ Community Name/Number \_\_\_\_\_

Troop Product Manager/Leader Name \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

☐ **RESPONSIBLE PARTY: PARENT/GUARDIAN**

Parent/Guardian \_\_\_\_\_

Girl Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Original Amount Due \$ \_\_\_\_\_ Payments Made \$ \_\_\_\_\_ Current Amount Due \$ \_\_\_\_\_

Internal Use Only: S.F. Case

# \_\_\_\_\_

**The following supporting documentation must be attached to request a payment adjustment:**

- Copy of the Online Parent/Guardian Permission email confirmation
- Signed product delivery ticket(s) and/or signed receipt that parent picked up cookies

**Please provide communication notes below and any other background information on back**

First Contact Attempt Date \_\_\_\_\_ Time \_\_\_\_\_ Contact Type: \_\_\_\_\_  
(phone, email, social media etc.)

Conversation Details/Notes: (please provide screenshots if available, use reverse side if needed)

Second Contact Attempt Date \_\_\_\_\_ Time \_\_\_\_\_ Contact Type: \_\_\_\_\_  
(phone, email, social media etc.)

Conversation Details/Notes: (please provide screenshots if available, use reverse side if needed)

☐ **RESPONSIBLE PARTY: TROOP**

Troop Balance due Council \$ \_\_\_\_\_ Adjustment to ACH Requested \$ \_\_\_\_\_

Unsold Troop Inventory: \_\_\_\_\_ pkgs/cases Inventory Value \$ \_\_\_\_\_

Reason for ACH adjustment: \_\_\_\_\_

Plans for selling and payment plan \_\_\_\_\_

Troop Product Manager/Leader Signature: \_\_\_\_\_ Date \_\_\_\_\_



# Win Five Cases of Girl Scout Cookies!

## Buy Five Boxes Win Five Cases!

### Enter Now!



[gsFun.org/FiveForFive](https://gsFun.org/FiveForFive)

### Sink your teeth into this!

Buy five boxes of Girl Scout Cookies today and complete our online form for a chance to win five cases of Girl Scout Cookies, variety based on availability. *This promotion is for booth sale customers only.*

One winner will be randomly selected and announced on April on our council's Facebook, Instagram, and Twitter pages.

The winner must be able to pick up their cookies at either the Girl Scouts' Ocean or Monmouth Service Center.



@girlscoutsjs

**girl scouts**  
of the jersey shore



# Have a great Cookie Season!



## THANK YOU VOLUNTEERS

**girl scouts**   
of the jersey shore

| *Little Brownie*  
BAKERS