girl scouts
of historic georgia

How To Make Your Cookie Team

We all know that Cookie Season takes a village. This helpful guide to the various roles you can have multiple volunteers in your troop can take on for a successful Cookie Program. Individuals in the following roles must complete the gsLearn Training and the Product Program Manager Agreement to obtain their access to eBudde and Digital Cookie.

Booth Coordinator

- signs up for Council Booths
- distributes sales to the participating girls after each booth
- organizes troop booth pickups by customers
- is available for most booth sales held on weekends

Troop Treasurer

- handles all troop finances including payments made by parents/caregivers
- ensures all cash deposits are made in a timely manner
- communicates with council if funds cannot fulfill the ACH withdrawal and completes the Delinquency Request/Account Form by the deadline listed on calendar
- listed on the troop bank account and is good with calculating numbers

Troop Leader

- ensures that all the participating girls are listed in eBudde and Digital Cookie
- communicates with parents/caregivers about upcoming deadlines
- collects paperwork to submit to council
- volunteer that wants to help or a veteran Troop Cookie Sales Manager that wants to pass the baton

Inventory Coordinator

- makes Cookie Cupboard transactions and places the Initial Order
- manages the Girl-Delivered orders to ensure that the proper number of packages are being assigned and given to the correct girl
- sets aside the proper number of cases for upcoming booth sales
- has a designated cookie cupboard in their home (i.e. a garage, dining room, basement) and is able to transport cases as needed

Digital Cookie Troop Site Coordinator

- distributes troop site shipped and girls delivered orders
- sets up troop site at the beginning of the season
- makes sure that parents/caregivers are approving and delivering packages before the system cancels a customer's order
- checks the digital site weekly and communicates with the Inventory Coordinator to complete unfulfilled girl-delivered orders