

## ***Troop Cookie Program Manager : Cookies 101***

WELCOME to your FIRST cookie season! Use these resources to organize all the new information you will learn during the first cookie season while selling cookies with your troop.

[Cookie Program Volunteer Guide](#)

[What's New with Cookies?](#)

[Cookie Program Calendar](#)

[How To Make Your Cookie Team](#)

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**Step 1: Be Product Program Ready** This checklist contains the tasks required to participate in the Cookie Program. Tasks include taking the mandatory gsLearn training, submitting necessary online forms and completing the paper debt forms that are required by the council. All forms are due to Council before January 2<sup>nd</sup>.

[How to Participate in the Cookie Program: Troop Checklist](#)

[How to Participate in the Cookie Program: Parent Checklist](#)

[Product Program Baking Authorization Form \(Troop/SU ACH\)](#)

[Product Program Manager Agreement](#)

[Parent Debt Procedure](#)

[Troop Debt Procedure](#)

[Product Program Parent Permission Form](#)

**Step 2: Watch training videos** Go to [www.gshg.org](http://www.gshg.org), to access eBudde, Digital Cookie and our mini trainings. These videos are extremely helpful and provide you with a proper breakdown of what each platform can do.

[eBudde Training Videos](#)

[Digital Cookie Training Videos](#)

**Step 3: Mark your calendar** Make sure you are aware of all deadlines set throughout the Cookie Program!

**December 2<sup>nd</sup>** The gsLearn mandatory cookie training is available via your MyGS account. Head over to the training portion of MyGS, click “Content Library” and search “Cookie Training”. Once that’s done you can complete the other requirements on your checklist!

**January 2<sup>nd</sup>** Cookie Program starts and your troop can begin selling if your Troop is Product Program Ready!

[Digital Cookie: For Parents & Caregivers – Approving Orders](#)

[eBudde Volunteer Training: App Dashboard](#)

[eBudde: Cookie Tech Portal](#)

[Digital Cookie: For Volunteers – Troop Dashboard](#)

[Digital Cookie: For Parents & Caregivers – Initial Login](#)

[eBudde Overview](#)

**January 2<sup>nd</sup> – January 10<sup>th</sup>** is the Initial Order taking period of the cookie program. After January 10<sup>th</sup>, all orders will count towards final rewards.

**January 8<sup>th</sup>** Cookie Booth Selector spreadsheet due to Council. Your Service Unit Product Program Manager will take lead on collecting Booth Sale locations. Use the online form or physical request form to set up booth sale spots in your area.

[Request for Cookie Booth Sale Dates \(online\)](#)

[Request for Cookie Booth Sale Dates \(paper copy\)](#)

**January 11<sup>th</sup>** Now is the time to select what booths you want to participate in!

[eBudde Volunteer Training: Council Booth Sales](#)

[Request for Cookie Booth Sale Dates \(online\)](#)

[Request for Cookie Booth Sale Dates \(paper copy\)](#)

[eBudde Volunteer Training: Troop Booth Sales](#)

**January 13<sup>th</sup>** Troop submits the Initial Order and Initial Rewards via eBudde. This cookie order includes all orders collected during the Initial Order period, your first week of Booth Sales and any extras you'd like to order between now and when the cupboard opens. Note that January 10<sup>th</sup> is also the troop opt out deadline! Only troops with a majority of older girls can choose to opt out of rewards in exchange for extra proceeds.

[eBudde Volunteer Training: Initial Order](#)

[eBudde Volunteer Training: Girl Rewards](#)

[Digital Cookie: For Parents & Caregivers – My Cookies- Initial Order](#)

**January 25<sup>th</sup>** Cookie Booth Selector Round 4!

[eBudde Volunteer Training: Council Booth Sales](#)

[eBudde Volunteer Training: Troop Booth Sales.](#)

[Request for Cookie Booth Sale Dates \(paper copy\)](#)

[Request for Cookie Booth Sale Dates \(online\)](#)

**February 1<sup>st</sup>** Cookie Booth Selector open to all Service Units.

**February 6<sup>th</sup>– February 11<sup>th</sup>** Remember those cookies you ordered on January 13<sup>th</sup>? Those are now being delivered to your Service Units, so you need to schedule a pickup time.

[eBudde Volunteer Training: Delivery Station Scheduling and Pickup](#)

**February 13<sup>th</sup>** Cookie Cupboards are now open for troop reorders. February 19<sup>th</sup> is the earliest you'll be able to pick them up. Once the cookies leave the warehouse, they are yours and cannot be returned to the cupboard. Note that Cookie Cupboard reorders are due in eBudde by Sunday at 11:59 p.m. for the week pickup.

[eBudde Volunteer Training: Transactions](#)

[eBudde Volunteer Training Cupboard Order Pickup](#)

[Digital Cookie: For Parents & Caregivers – My Cookies- Inventory Category](#)

[eBudde Volunteer Training: Girl Orders](#)

[eBudde App Volunteer Training: Cupboard Order Scheduling](#)

[Digital Cookie: For Parents & Caregivers – My Cookies- Delivery Settings](#)

[eBudde Volunteer Training: Cupboard Order Scheduling](#)

**February 12<sup>th</sup> – 14<sup>th</sup>** Girl Scout Cookies are on the go! Girl Scouts are taking it back to the basics by selling cookies door-to-door! Grab your cookies carts and wagons, map out your neighborhood or local business district and submit a picture of your Girl Scout offering delicious Girl Scout cookies to people in your area to the Cookie on the Go charm. This form will close on March 9, 2025, at 11:59 pm.

[Cookies on the Go Charm Order Form](#)

**February 14<sup>th</sup>** Booth Sale time!

[eBudde Volunteer Training: Booth Sale Recorder](#)

[Digital Cookie: For Volunteers – Troop Pickup Orders](#)

[Digital Cookie: For Volunteers – Troop Virtual Booth Link](#)



**February 18<sup>th</sup>** The first ACH withdrawal is **half** of your Initial Order. If your troop does not have sufficient funds to meet the first ACH withdrawal, complete the Delinquency Request Form and submit it to council before February 18<sup>th</sup>.

[eBudde Volunteer Training:  
Sales Report](#)

[Delinquency Request Form](#)

[Delinquent Account Form](#)

**February 21<sup>st</sup> – 23<sup>rd</sup>** National Girl Scout Cookie Weekend! Girl Scouts are encouraged to go to local organizations and talk about the 5 skills they learn by participating in the Girl Scout Cookie Program to earn the National Girl Scout Cookie Weekend patch. Form submissions will be accepted until 11:59 pm on March 9, 2025.

[National Girl Scout Cookie Weekend Patch Order Form](#)

**February 21<sup>st</sup>** Drafts begin appearing in troop bank accounts.

**March 7<sup>th</sup>** Cookie Cupboards close - you will no longer be able to reorder cookies for your troop. If you need specific flavors, you can always use the cookie exchange feature in eBudde!

[eBudde Volunteer Training: Cookie Exchange](#)

**March 9<sup>th</sup>** Cookie Program Ends!

[eBudde Volunteer Training: Distribute Troop Site Shipped Orders](#)

**March 10<sup>th</sup>** All money is due in your troop bank account.

[eBudde Volunteer Training:  
Payments](#)

[eBudde Volunteer Training:  
Digital Cookie Troop Site DOC  
Payments](#)

[Digital Cookie: For Parents &  
Caregivers – My Cookies-  
Financials](#)

**March 10<sup>th</sup>** Troops must request a decrease in the Final ACH withdrawal by this date if all funds are not deposited by March 10<sup>th</sup>. If at any point during the season you requested a decrease in the ACH withdrawal, you must submit the Delinquent Account Form to council.

[eBudde Volunteer Training:  
Sales Report](#)

[Delinquency Request Form](#)

[Delinquent Account Form](#)

**March 11<sup>th</sup>** Troops submit Final Rewards in eBudde by 11:59 PM. Extreme Team Level JotForm will close at 11:59 PM on this date.

[eBudde Volunteer Training:  
Girl Rewards](#)

[Digital Cookie: For Parents &  
Caregivers – My Rewards](#)

[Cookie Program Extreme  
Team Rewards](#)

**April 1<sup>st</sup>** Your rewards begin arriving to Service Unit Product Program Managers!

