

Troop Cookie Program Manager: Cookies 101

Welcome! The Girl Scout Cookie Program is a long-standing tradition in Girl Scouting and teaches the 5 essential skills that every entrepreneur needs to know: goal setting, decision making, money management, people skills, and business ethics. This interactive guide will be useful throughout the Cookie Program for tracking due dates and finding answers to frequently asked questions. Use the following information to help you with each step of the Cookie Program.

[Volunteer Cookie Guide](#)

[Cookie Terminology](#)

[2026 Cookie Program Calendar](#)

[What's New on the Menu?](#)

[eBudde Training - YouTube](#)

[How to Make Your Cookie Team](#)

“How does it work?” The Cookie Program Initial Order taking period is your customer’s first chance to get their cookie orders in. Girls Scouts can contact customers using their Digital Cookie platform – a personalized online storefront – or by going door-to-door visiting friends and family with their paper order card. February marks that the start of our Cookie Booth Program. Girl Scouts are now out in the community and selling in front of local businesses.

Step 1: Be Product Program Ready! This checklist contains the steps necessary to participate in the Cookie Program.

- ✓ Be a registered Girl Scout volunteer with an approved background check for the current Girl Scout Membership year. To verify, call Customer Care at 1-888-689-1912.
- ✓ You must have the Troop Cookie Program Manager role assigned to you in myGS to gain access to your Troop eBudde site and have two non-related, background-checked volunteers assigned to the troop leadership role in myGS.
- ✓ Troops with less than 5 registered girls in grades K-5 and/or less than 3 registered girls in grades 6-12 may participate in upcoming Product Programs IF they are open in the Troop Catalog. Call Customer Care on 1-888-689-1912 for verification.
- ✓ Have your troop bank account set up by the Troop Account Manager.
- ✓ Submit the [2025-2026 Product Program Manager Agreement](#) and [2026 Troop Debt Procedure via](#) by December 19th, 2025.

Step 2: Watch the training videos! Go to gsLearn to access the entire Cookie Program Training playlist. Get started by watching the GSHG Cookie Program Training video to gain access to your Digital Cookie troop site and receive eBudde access.

Step 3: Mark your calendar! Be aware of all deadlines set throughout the Cookie Program.

Cookie Program - FAQs

“What is the difference between eBudde and Digital Cookie?” eBudde is for council and volunteers to track sales, inventory, booth sites, booth scheduling, rewards, and payments. Every facet of the Girl Scout --Cookie Program is managed within eBudde. Troops will not be able to participate in the 2026 Girl Scout Cookie Program without access to this platform. Digital Cookie is an online and mobile platform that Girl Scouts use to sell cookies to customers online, track sales, and manage their individual cookie business. Each troop has their very own *Troop Site Link* that can be used at cookie booths to collect payments and manage inventory during the cookie booth portion of the program.

Watch the following videos to navigate Digital Cookie and eBudde as the

Troop Cookie Program Manager!

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| <u>eBudde: Cookie Tech Portal</u> | <u>eBudde Volunteer Training: App Dashboard</u> | <u>Digital Cookie Volunteer Training: Troop Pickup Orders</u> |
| <u>eBudde Overview 2024-2025</u> | <u>eBudde Volunteer Training: Digital Cookie Troop Site (New)</u> | <u>Digital Cookie Volunteer Training: Troop Virtual Booth Link</u> |
| <u>eBudde Volunteer Training: Distribute Troop Site Shipped Orders</u> | <u>Digital Cookie Volunteer Training: Troop Dashboard</u> | |

“How do I sign up for Cookie Booths?” The Initial Round of the Cookie Booth Selector of the 2026 Girl Scout Cookie Program will be on January 10, 2026. The round will begin at 10:00 a.m. and end at 11:59 p.m. Troops can choose up to 15 booth locations with a limit of 5 chains. Visit page 17 of the [Volunteer Cookie Guide](#) for more information. You are not required to participate in the cookie booth selector rounds. The Final Round of the Cookie Booth Selector will open January 22 at 6:00 p.m. for troops to select booth site locations outside of their Service Unit. The Cookie Booth Selector will remain open for the remainder of the cookie program. Watch: [eBudde Volunteer Training: Council Booth Sales](#)

“What is a Troop MySale?” A Troop MySale is established when only the troop that solicits the booth site location can host a Girl Scout Cookie Booth at that business. These locations cannot be chains such as Tractor Supply or Walmart, cannot be in sight of another Council Booth Location and cannot be outside Girl Scout Cookie Booth Program Dates (February 6 – March 8). Your Regional Product Program Manager and Service Unit Product Program Manager must approve these locations. Watch: [eBudde Volunteer Training: Troop Booth Sales \(New\)](#) and [eBudde Volunteer Training: Troop Booth Sales \(New\)](#)

“How do I know what to order for Initial Order?” Your troop’s Initial Order should include totals from paper order cards, Digital Cookie order card, troop site sales and enough for your first two weekends of cookie booths. January 12, 2026 your Regional Product Program Manager will be hosting office hours by appointment only. Contact your local RPPM for assistance with the Initial Order. Watch: [eBudde Volunteer Training: Initial Order](#), [eBudde Volunteer Training: Initial Order without Parent IO \(New\)](#) and [eBudde Volunteer Training: Initial Order with Parent IO \(New\)](#)

“When should I decide if I am opting out of rewards for additional proceeds?” This decision needs to be made by your troop before the start of the Cookie Program. You will not be able to opt out after January 14. Only troops with a majority of older girls (Cadettes and up) can choose to opt out of rewards in exchange for an additional \$0.10 in troop proceeds per package sold.

“How do I help my TCPM with Initial Order Cookie Drop?” Your SUCPM is responsible for deciding the date, time and location for your Service Unit’s cookie delivery. Be on the lookout for an email/notification from your SUCPM – many hands make light work! Once your delivery has been confirmed with our delivery agent, head to eBudde to schedule your troop pick-up. Watch: [eBudde Volunteer Training: Delivery Station Scheduling and Pickup](#)

“Can parents/caregivers run cookie booths?” Yes! These booths are called “Mommy & Me Cookie Booths” or “Lemonade Stands”. Parents/Caregivers must complete the [2026 Parent Debt Procedure](#) and be a registered and approved background checked member of GSHG. Visit page 18 of the [Volunteer Cookie Guide](#) for more information on Mommy & Me and Lemonade Stands.

“How do I collect money at a cookie booth?” Troops can use the Digital Cookie platform, including the mobile app, to accept credit card payments at cookie booths, process pre-orders for booth pickup, and manage troop-related orders and payments. Digital Cookie allows credit card payments, Venmo and PayPal to be processed for your cookie customers. Troops that choose to work with cash cannot retain these funds for more than 48 hours and must deposit their cash proceeds within two days of working at your cookie booth.

“How do I assign cookies or payments to girls?” Make sure to update eBudde every time you give additional packages to a girl after you have distributed Initial Order packages. Digital Cookie payments will transfer into eBudde, but the TCPM must communicate to eBudde when cookies have been given to a girl. **You should give participants a receipt every time cookies or money are transferred between participants and troop.* Watch: [eBudde Volunteer Training: Payments](#) and [eBudde Volunteer Training: Girl Orders \(New\)](#)

“What should I do if I need more cookies?” Starting February 8, you can place a re-order to your local Cookie Cupboard. Cookie Cupboards are locations that replenish inventory for cookie booths, newly approved Girl-Delivery Digital Cookie orders and any orders left to fill from order cards not submitted with the Initial Order. Orders are due in eBudde by Sunday at midnight for that week’s pick up on Wednesdays, Thursdays, and Fridays. Cookie Cupboard orders are made in cases only. Once the cookies leave the warehouse, they are yours and cannot be returned to the cupboard.

The following videos will help you with placing your reorder:

[eBudde Volunteer Training: Transactions](#)

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

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

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

“What if I don’t need an entire case; just a few packages?” Head to the Cookie Exchange tab in eBudde to see what troops have listed their packages for a Troop to Troop Transfer. The Cookie Exchange will show you all troops in the entire Council so double-check their Service Unit to see if it is nearby. Watch: [eBudde Volunteer Training: Cookie Exchange](#)

“What should I do with my damaged cookies?” Damages need to be returned to the Cookie Cupboards for a replacement. You must have the physical damaged case(s)/package(s) with you to receive your replacement.

“What if I don’t have the required amount of proceeds in my troop bank account for the Initial ACH Draft or the Final ACH Draft?” Contact the Troop Account Manager at troopaccount@gshg.org immediately! Complete the [ACH Reduction Request Form](#) and submit it to council by February 16, 2026 for the Initial ACH draft and March 9, 2026 for the Final ACH. The [Delinquent Account Form](#) must be completed by March 9, 2026 if a reduction request was made for either the Initial ACH or Final ACH.

“What should I do with donations?” **Operation Cookies from Home (OCFH)** are digital-only donations. These are donations made through Digital Cookie and are automatically calculated in eBudde. The packages are sent to *Soldiers Angels*, an organization that has sent over 1 million packages of Girl Scout Cookies to soldiers overseas. **Gift of Caring (GOC)** are physical donations. These donations most often made at cookie booths. Have your customers ever said - “Keep the change!” or “I don’t eat cookies, but I’ll donate a box!”? Those are Gift of Caring packages that your troop can donate to an organization in your community. Once your troop decides where they are going to donate their physical packages to, enter that information in the “GOC Org” tab in eBudde.

“What should I do if I still have cookies left over once the program ends?” Contact your Regional Product Program Manager (RPPM) and request a “post cookie season cookie booth”. These cookie booths can be Lemonade Stands, Mommy & Me, Troop MySale or booths approved at Council Booth Locations.

Cookie Program – Deadlines and Dates

December 19 –Service Unit Cookie Booth Spreadsheet must be submitted to council before close of business. The Cookie Booth Spreadsheet is organized by your SUCPM. Before Cookie Program starts, visit businesses in your service unit that you think would be interested in hosting a Girl Scout Cookie Booth February 6 – March 8. Look at page 17 of the [Volunteer Cookie Guide](#) for a helpful flow chart. Use the [Request for Cookie Booth Program Dates](#) to collect information and submit to your SUPPM before December 19 in order to have your booth location available on the January 10 Cookie Booth Selector.

January 2- GSHG Girl Scout Cookie Program starts! Initial order taking starts and girls can begin taking orders on their paper order cards or customers can place orders online via Digital Cookie. Log into eBudde to ensure that all your Girl Scouts are listed. Girls that appear in eBudde will receive their Digital Cookie access link. You must contact your RPPM before January 12, 2026 if your troop roster is incorrect or missing girls. Share [Social Media Guidelines](#) with your parents/caregivers to ensure they are adhering to the proper social media guidelines. Refer to page 22 of the [Volunteer Cookie Guide](#) for GSHG Code of Conduct.

January 2ⁿ - January 13- This is the Initial Order taking period of the cookie program. After January 14, all orders will count towards final rewards.

January 10– Cookie Booth Selector will begin at 10:00 a.m. and end at 11:59 p.m. Troops can select up to 15 booth sites in their Service Unit but are limited to 5 chains.

January 12 - Your Regional Product Program Manager is available for office hours by appointment only. Visit our [website](#) to contact your Regional Product Program Manager.

January 13 – Deadline for parents/caregivers to enter their paper order cards into Digital Cookie. Orders made digitally by the customer over Digital Cookie are automatically updated in eBudde under the “Girl Delivered” row under the “Init. Order” tab.

January 14 – TCPM submits the initial cookie order and initial rewards in eBudde. Your troop’s Initial Order should include totals from paper order cards, Digital Cookie order card, troop site orders and enough inventory for your first two weekends of cookie booths.

January 30 – February 4 - Initial Cupboard Delivery is delivered to your Service Units. Use eBudde to schedule your pick-up slot. Reach out to your SUPPM to assist with the delivery; a lot of cookies requires a lot of hands to make the day run smoothly!

February 6 - Cookie Booths Begin! Keep track of your inventory for cookie booths using **2026 Cookie Inventory Management sheet** that can be found in the Resources tab in the gsLearn Cookie Training. Be sure to credit all orders from the day to the girls who worked at the cookie booth. Watch [eBudde Volunteer Training: Booth Sale Recorder](#)

February 8- Cookie Cupboards are now open for reorders!

February 18 - The Initial ACH Draft is half of your Initial Order. In eBudde, click the “Sales Report” tab to view the amount you should have in your troop bank. Digital Cookie payments made up until February 14, 2026, will be included in your Initial ACH Draft. If your troop is unable to fulfill that payment, the Delinquency Request Form must be completed before February 16, 2026. Drafts will begin appearing in troop bank accounts starting February 20, 2026. Watch: [eBudde Volunteer Training: Sales Report](#)

February 20 - February 22 – National Girl Scout Cookie Weekend! Visit your [local shop](#) to purchase your patch.

March 6 - Cookie Cupboards will close and you will no longer be able to reorder cookies for your troop. If you need specific flavors or have extras, you can always use the Cookie Exchange feature in eBudde!

March 8 - Cookie Program Ends!

March 9 - You should have all girl sales and payments recorded in eBudde, cookie booths recorded and distributed, all deposits made into your troop bank account and have a final count of your troop inventory. Head to the “Sales Report” tab in order confirm your Final ACH Draft. A negative number means that we have collected all necessary funds through Digital Cookie and Council will be depositing your Troop Proceeds into your troop bank account. Watch: [eBudde Volunteer Training: Sales Report](#)

March 10 – Now that you have reviewed your troop sales, eBudde is accurately calculating your Girl Scouts' rewards. In Digital Cookie, your parents have submitted their Girl Scout's reward selection in Digital Cookie. Final Rewards do not automatically upload from Digital Cookie to eBudde. Before submitting your troop rewards in eBudde, head to Digital Cookie and download the Final Rewards Selection. You can now see what rewards your Girl Scouts picked and make their selection in eBudde. Watch [eBudde Volunteer Training: Girl Rewards](#). Don't forget about Extreme Team Rewards! Girl Scouts that sold over 1,200+ packages of cookies qualify for the Extreme Team Reward level. The rewards are non-cumulative, and Girl Scouts will select their reward item via the [Cookie Program Extreme Team Rewards](#). This form must be submitted by the parent/caregiver by March 10, 2026.

April - Your rewards begin arriving to your Service Unit Product Program Manager.

Congratulations! You just successfully completed the 2026 GSHG Girl Scout Cookie Program.

Now that the Product Program Season is over, share your feedback via the [Product Program End Survey](#).

Interested in truly making a difference? Complete the [Product Program Planning Committee Application](#) and have one-on-one discussions with the Regional Product Program Management Team.

Do your Girl Scouts have ideas for next year's reward lineup? Join our Girl Advisory Team using the [Girl Advisory Sign Up Form](#).