



2025 Cookie Program

Virtual MicroTraining February 4, 2025





Welcome and Thank you!





AGENDA



- 1. Cookie Booths & Cupboard orders
 - a) Council Booth vs. Troop Booth
 - b) Sign-up or enter into eBudde
 - c) Placing a cupboard order
- 2. Cookie Cravers & Walk-abouts/Wagon Sales
 - a) Cookie Cravers
 - b) What are Walk-abouts?
- 3. Allocation of packages to Girl Scouts
 - a) For Digital Cookie girl delivery orders after IO
 - b) For cookie booths
 - c) For any additional packages sold
- 4. Troop Links
 - a) What are they?
 - b) How to set up?
 - c) Allocating packages to Girl Scouts
- 5. Questions



Trainings and Resources

Virtual MicroTrainings

All trainings will be held at 12-1 p.m. and 7-8 p.m.

Tuesday, February 4

- Troop Links
- Cookie Booths
- Cookie Cravers
- Allocating Cookies

Tuesday, February 25

- Girl Delivery orders after Initial Order
- Allocating Cookies
- End of season tasks

Resources

GSNI website

• <u>www.girlscoutsni.org/cookieresources</u>

Rallyhood – Cookie Program, GSNI

• https://rallyhood.com/157732

Little Brownie Bakers

• www.littlebrowniebakers.com

Manuals

- Troop Cookie Manual
- eBudde Troop Manual
- Digital Cookie Manual

Emails sent to volunteers and parents.

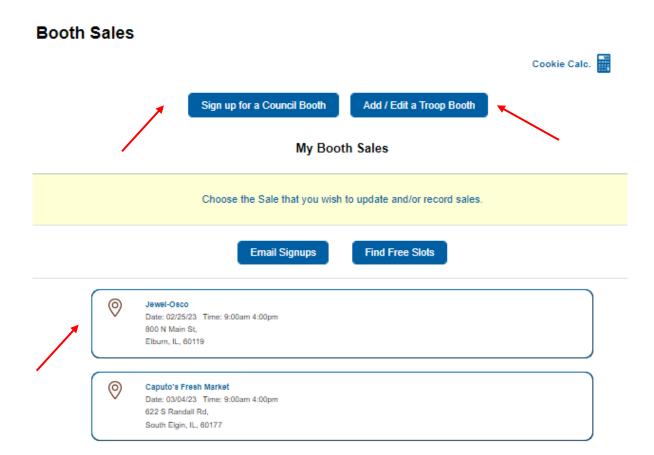


Cookie Booths

Use Booth Sales tab in eBudde for reserving Cookie Booths.

Two types of booth sites

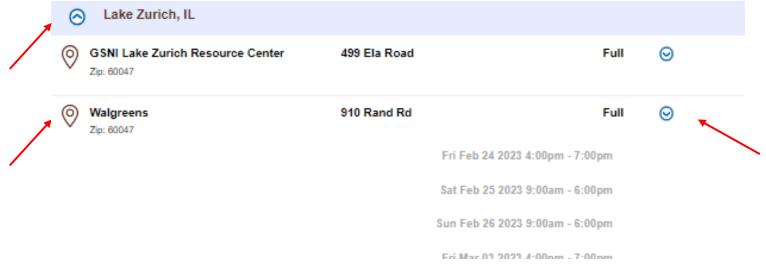
- Troop Booths
 - Reserved by Troop
 - Can request approval in eBudde now.
- Council Booths
 - Unlimited total sites, max. 15 sites at same retailer





Council Cookie Booths

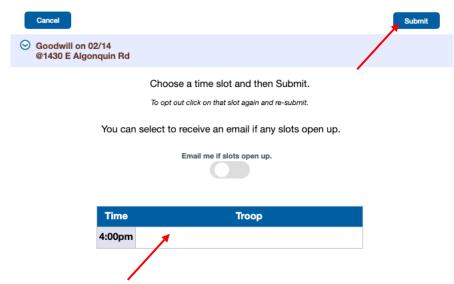
- Click on Sign up for a Council Booth.
- Select a city then select the retailer to expand the booth dates/times. Click on the point icon to link to Google Maps to see location and/or directions for the sites at same retailer.
- Select the date and time desired. Anything in green has openings.
- Any special instructions or messages will be displayed in the yellow box below the name and address of the retail location.
- Click on the box next to the desired time and click Submit.
- If your troop is no longer going to use a site that is reserved, please remove the troop by following the same steps above, click on the troop number and click submit. The box next to the time should now be blank and another troop can sign up for the time.





Council Cookie Booths

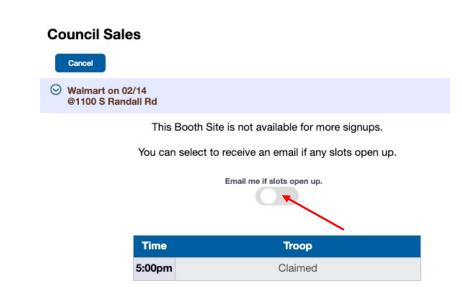
Council Sales



If you are interested in being on the waiting list for a reserved/claimed location/time slot. Click on the Email me if slots open up.

If a troop cancels their booth, it will alert all troops that had this clicked.

Once you have selected an open (green) location and time slot you will click on the blank space and your troop number will show. Then click Submit to save.





Troop Cookie Booths

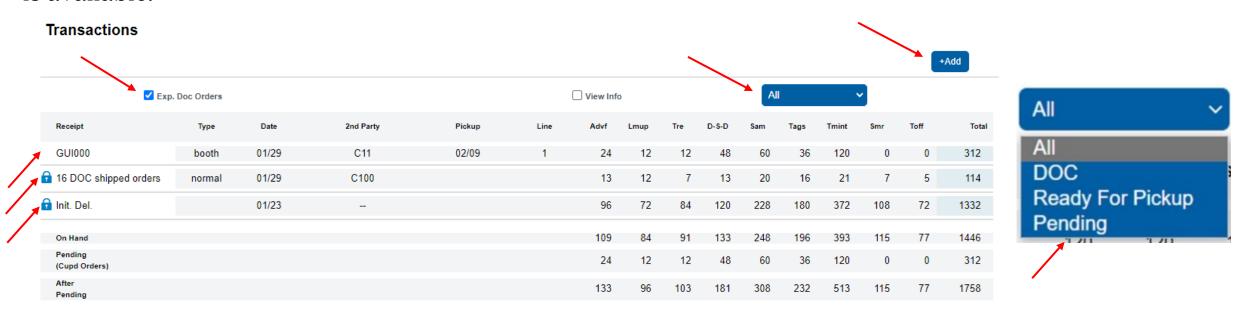
- Click on Add/Edit a Troop Booth, click on +Add
- All requests still pending will be listed on this page.
- Click +Add.
- Enter all the information. Required to have exact address of location and click Save.
- Your request will be listed as Pending until council approves or denies. You will receive an email when approved/denied.
- Council will generally approve within 2-3 business days.
- A booth will be denied if there is a conflict, its not an appropriate location or there is a safety concern. The reason for denial will be listed in the box.

Address Address City State Zip Approval Pending Reason for Approval/Denial



Cookie Cupboard Orders & Transaction tab

The transaction tab is a listing of all cookies ordered through a cupboard and DOC shipped orders. It is also where additional cookies can be ordered from a cupboard and where troop-to-troop transactions are entered. The tab will default to pending cupboard orders, but when All is selected more information is available.



Click the +Add button to place a cupboard order.



Cookie Cupboard Orders & Transaction tab

After clicking the +Add button you will see this screen.

- Council Cupboards and some volunteer cupboards will require a specific date and time selection.
- A minimum of 12 packages must be ordered, but it can be mixed varieties.
- Encourage troops to place orders on Sunday or Monday to ensure inventory available.
- Cookies are paid for through the final bank sweep.

For a list of all cupboards, go to Rallyhood or Cookie Chats.







Cookie Cravers

Cookie Cravers are a way for parents to pick up cookies from a council cupboard without the troop placing an order.

- Intended for orders already taken from customers.
- Only available at Council Cupboards and Lake Zurich Resource Center.
- Cookies are paid for at the time of pick up.
- Digital Cookie orders CANNOT be fulfilled through Cookie Cravers.
- Girl Scouts can earn the Goal Getter patch with 18 packages sold through Cookie Cravers.
- Council enters into eBudde so the Girl Scout and the troop receives credit.



Cookie Craver Submission Form



- This order must be paid in full (once cupboard inventory is confirmed) before cookies will be issued.
 See below for pricing. When the council store is closed, exact amount of payment is required. Online orders cannot be submitted as part of this contest.
- Minimum 18 packages required to earn the Goal Getter patch. Only ONE patch per Girl Scout.
 Goal Getter patch issued
- Submission Forms may be brought to any Resource Center Council Cupboard to receive cookies and enter the contest Thursday, February 8-Saturday, March 2, 2024, during regular cupboard hours ONLY.

South Elgin, Rockford, and Oswego Resource Center Council Cupboards

Thursdays 11 a.m.-7 p.m., Fridays 9 a.m.-5 p.m. and Saturdays 9 a.m.-12 noon Freeport Resource Center Council Cupboard

Monday, Tuesday, Friday 9 a.m.-12:30 p.m. & 1-5 p.m., Wednesday 1-5 p.m. Thursdays 11 a.m.-3 p.m. & 3:30-7 p.m., Saturday 9 a.m.-12 noon

Lake Zurich Resource Center (ONLY available for Cookie Craver)

Monday, Tuesday, Friday 9 a.m.-12:30 p.m. & 1-5 p.m., Wednesday 1-5 p.m. Thursdays 11 a.m.-3 p.m. & 3:30-7 p.m., Saturday 9 a.m.-12 noon

| Girl Scout Name | Troop Number | Date | |
|-----------------|--------------|------|--|
| Parent Name | Parent email | | |

| Cookie Received Parent Signature | Cupboard Mgr. Initials | |
|-------------------------------------|------------------------|--|
| For Office Use Only: | | |



Walk-abouts or Wagon Sales

No snow and sidewalks are clear...how about a Wagon Sale!

Wagon Sales are going door-to-door with cookies in-hand.

- Saves going back to houses to deliver cookies.
- Digital Cookie Mobile App can be used selecting the in-hand delivery option.

What is the number one reason a customer doesn't buy cookies? They were never asked!





Using the Girl Orders tab

Following the submission of the initial order, all assignments to Girl Scouts for additional cookies sold will be entered on the Girl Orders tab. Payments received from Girl Scouts should also be entered here for efficient record keeping.

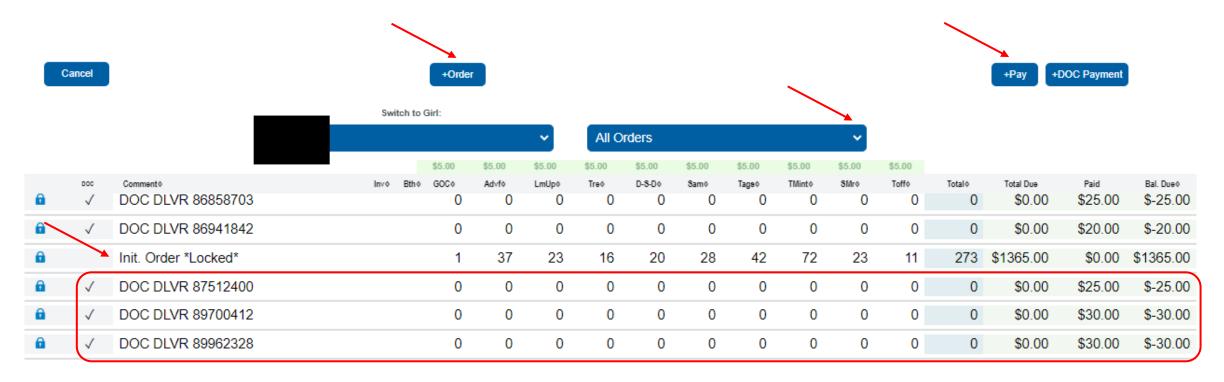
| | | Show Inactive | | | | | | | | | | Rec | cord a Booth Sal | e | |
|-------|---------------------------------|--------------------|----------------|----------------|---------------|----------------------|---------------|----------------|-----------------|---------------|----------------|--------|------------------|--------------------|------------|
| | | Belo To view/eo | | | | ken dow ect the a | | | | | | | | | |
| Uses | Girl o | \$5.00 GOC | \$5.00 Advf | \$5.00 LmUp | \$5.00 Tre | \$5.00 D-8-D | \$5.00 Sam | \$5.00 Tage | \$5.00 TMint | \$5.00 SMr | \$5.00 Toff | Totalo | Total Due | Paid | Bal. Due◊ |
| DOC ✓ | | 0 | 0 | 0 | 0 | 1 | 2 | 4 | 4 | 1 | 0 | 12 | \$60.00 | \$90.00 | \$-30.00 |
| √ | | 8 | 21 | 17 | 19 | 18 | 57 | 45 | 70 | 16 | 14 | 285 | \$1425.00 | | \$-50.00 |
| ✓ | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0.00 | \$20.00 | \$-20.00 |
| ✓ | | 21 | 42 | 28 | 22 | 64 | 96 | 79 | 171 | 39 | 20 | 582 | \$2910.00 | \$2930.00 | \$-20.00 |
| ✓ | Troop Site | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| | Girl Totals | 29 | 63 | 45 | 41 | 83 | 155 | 128 | 245 | 56 | 34 | 879 | \$ 4395.00 | \$ 4 515.00 | \$ -120.00 |
| | Troop Order (Actual pkgs + GOC) | 29 | 606 | 375 | 358 | 537 | 1133 | 924 | 1850 | 450 | 258 | 8520 | | | |
| | Difference | 0 | -543 | -330 | -317 | -454 | -978 | -796 | -1605 | -394 | -224 | -5841 | | | |

Click on a Girl Scout's name/line for more details.



Using the Girl Orders tab

Here are the details after clicking on a Girl Scout's name/line.



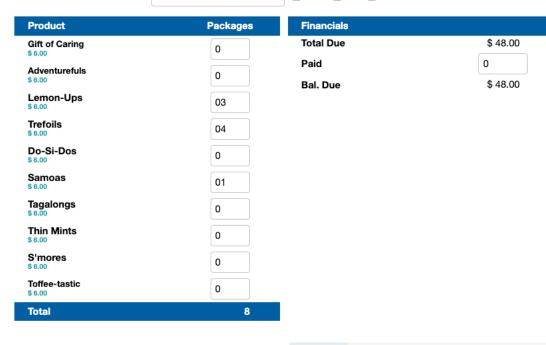
See eBudde Troop Manual for more detailed instructions.



Using the Girl Orders tab

Save

- Enter comment and cookie packages for the girl delivery order and click Save.
- DO NOT click any of the little boxes or enter the money.
- You will see the line added to the Girl Scout you just entered.
- If entering additional packages, use same process and click the INV little box. Only enter dollar amount in the paid box if you have received the money for these packages.



DOC Inv Booth

DOC #999999999

| DOC #99999999 | | 0 | 0 | 3 | 4 | 0 | 1 | 0 | 0 | 0 | 0 | 8 | \$48.00 | \$0.00 | \$48.00 |
|------------------|---|---|---|---|---|---|----|---|----|---|---|----|----------|----------|---------|
| Additional Sales | ✓ | 0 | 0 | 0 | 0 | 5 | 8 | 0 | 10 | 0 | 0 | 23 | \$138.00 | \$138.00 | \$0.00 |
| Totals | | 0 | 1 | 3 | 6 | 7 | 12 | 3 | 11 | 1 | 1 | 45 | \$270.00 | \$222.00 | \$48.00 |

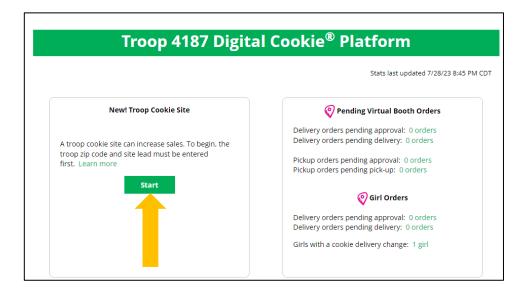


Troop Links

Troop Link, Troop Site, Virtual Booth Link all the same thing! Most often the Troop Link is used at a Cookie Booth to take credit card payments from customers. It will also be available on Cookie Finder starting February 21 for customers searching by zip code to place a Digital Cookie shipped order.

Troop Site Set-up

- Login to Digital Cookie as Troop Lead, click on the Start button.
- On the next screen, enter a zip code representing the troop location. Select the name of one of the troop volunteers to be the Troop Site Lead or essentially the "parent" for the Troop Site. Save.
- The assigned Troop Site Lead can now set up the site same as setting up a Girl Scout under 13 years old.
- Once the Troop Link is set up, two links will be available.
- Digital Cookie Tip Sheet and Video available on website with more instructions.



Select the role you would like to view

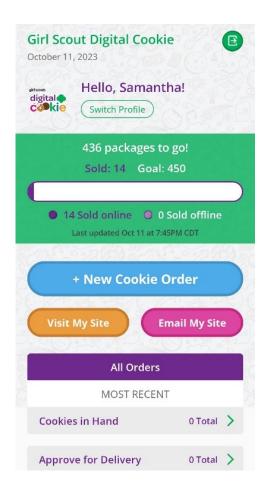




Using Troop Link at a Cookie Booth

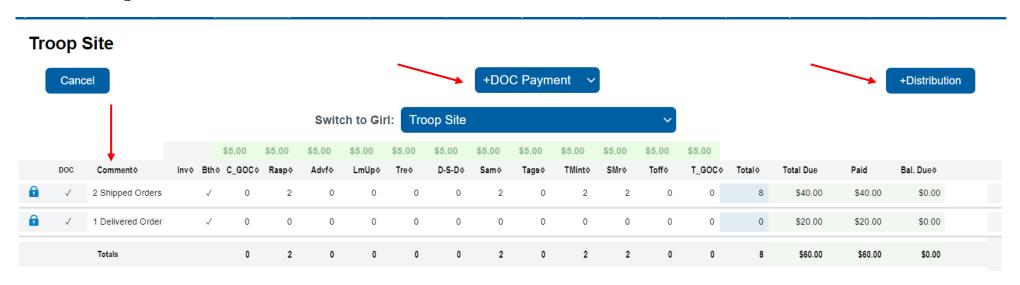
Use the Digital Cookie Mobile App

- All parents of Girl Scouts in the troop will have access to the Troop Link on the app so it can be used at multiple booths at the same time.
- ❖ Advantage of using Troop Link, sales are not assigned to one Girl Scout.
- ❖ These packages sold can be allocated to Girl Scouts attending the cookie booth later for credit towards rewards.





After each cookie booth and/or before submitting final rewards, go to the Girl Orders tab in eBudde and click on the Troop Site "Girl Scout". If there are orders, it will look similar to below.



In this example, there are 2 shipped orders and 1 girl delivered order. The +DOC Payment and +Distribution features will be used to distribute these packages to Girl Scouts.

- The +Distribution button will only be visible if there are orders that needs to be distributed.
- Orders can be distributed or edited multiple times throughout the season or all at once at the end.



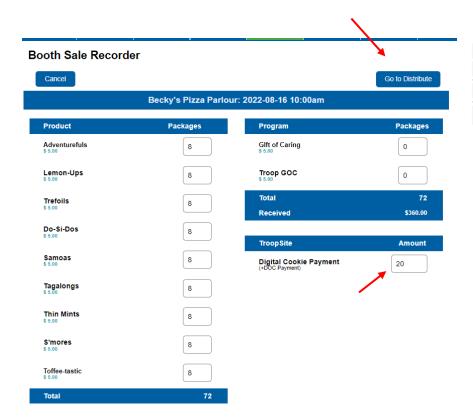
To distribute the shipped orders, click on the +Distribute button.

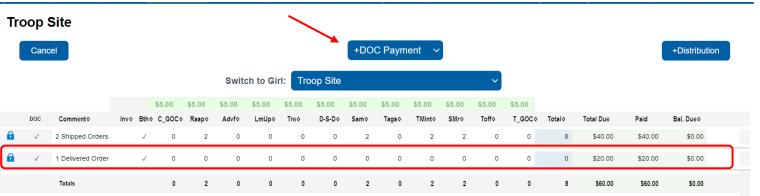
- The total packages is listed as 8.
- The next steps are similar to Record a Booth Sale steps.
 - Click a check mark on the box to the right of a Girl Scout's name if including that Girl Scout in the package distribution.
 - Use (De)select All Girls if, want to select or deselect all Girl Scouts at one time.
 - Use the Distribute button to have eBudde™
 distribute or click on the down arrow to the left of
 each Girl Scouts name to manually distribute the
 packages.
 - When completed click on Save.





Next, the payment for the girl delivered order must be balanced.



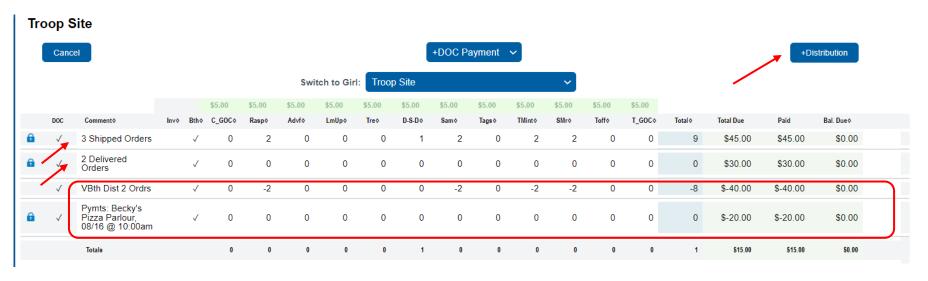


Click on the +DOC Payment drop down menu and select Booth Site to post to a specific Booth Sale. This will bring you to the Booth Sale screen. Click on Record Sale on the Cookie Booth the orders were sold.

- Enter \$20 in the box labeled Digital Cookie Payment.
- Click on Go to Distribute blue button
- Distribute all packages sold at the cookie booth as appropriate and click Save.
- eBudde will create a payment record on the Troop Site on the Girl Orders tab.
- When all orders are distributed from the Troop Site, all \$amounts on the totals line will be zero.



- ❖ The red box shows how the recorded orders look.
- ❖ As additional orders are received through the Troop Site, they will add to the total number of Shipped or Delivered orders. In the screen shot below, one additional shipped order and one additional delivered order has been received and the +Distribute button is available.



Use the eBudde Troop Manual to review these procedures again.



Other Important Dates and Deadlines

| Thursday | 6 | Cookie Cupboards open. See cupboard list for specific times and locations. Cookie Craver forms accepted at Council Cookie Cupboards ONLY during cupboard hours. Walk-about with cookies in-hand begins. |
|-------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Friday | 7 | Troop Booths begin. Booths reserved by troop and entered in eBudde™ for approval. |
| Friday | 14 | All Cookie Booths including Council Booths and Troop Booths. |
| Saturday | 15 | Recommended deadline for depositing 50% of paper order card money into troop account. |
| Wednesday | 19 | First Bank Sweep of troop accounts, 50% of initial order. See page 9. |
| Friday | 21 | Digital Cookie Troop Links available on Cookie Finder. |
| Friday- Sunday | 21-23 | National Girl Scout Cookie Weekend |
| Tuesday | 25 | Virtual MicroTraining @ 12-1 p.m. OR 7-8 p.m. TOPICS: Entering Girl Delivery orders, allocating cookies to Girl Scouts, and other end of season tasks. Training link at www.girlscoutsni.org/cookieresources or Rallyhood. |



Questions?





GSNI Product Program Team & Vendor Contacts

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GSNI Product Program Team

cookies4you@girlscoutsni.org
Cookie Hotline 847-214-9295
(during regular business hours)

GSNI Customer Care

(for membership, finance-related or general questions)

<u>customercare@girlscoutsni.org</u>

844-476-4463

(during regular business hours)

Little Brownie Baker Customer Service

(for cookie quality concerns) 800-962-1718

Digital Cookie

Technical Support & Customer Order Support https://digitalcookie.girlscouts.org/help/customer





LEMBRACE POSSIBILITY

and have an amazing 2025 Cookie Program!