

2025–2026 Girl Scout Cookie Program Service Unit Cookie Manager Manual



Volunteers support endless possibilities! It's a fact: Cookie Season couldn't happen without the hard work of our volunteers.

Thank you for serving as a Service Unit Volunteer!

What's New for the 2026 Cookie Program



Rallyhood—a private, digital space for service unit and troop cookie managers

See page 3 for details



Junior troops can now OPT OUT for additional proceeds

See page 4 for details



New Cookie—Exploremores

See page 5 for details



Cookies are \$6 per package



New Troop Proceeds

See page 4 for details



New Troop & Service Unit Bonus

See page 4 for details

Council Support

Reach Us by Email

customercare@girlscoutsnca.org

Reach Us by Phone

800-734-4541

Online Resources

Girl Scout Cookie Info

girlscoutcookies.org

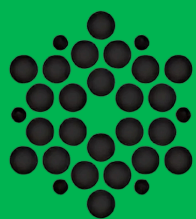
Little Brownie Baker Info

littlebrowniebakers.com

GSNCA Website

girlscoutsnca.org





rallyhood®

Product Programs on Rallyhood

1. Be the first to get all of the latest details about product programs with GSNCA
2. Ask questions, share ideas, and network with volunteers from across the council
3. Easily access program resources and files
4. Quickly connect with other Troop Cookie Managers to coordinate cookie swaps



Scan to join now!

SUCM Training

VESTAVIA

Saturday, November 8, 9:00 a.m.

Girl Scout DreamLab

TCM Trainings

VESTAVIA

Thursday, November 13, 6:30 p.m.

Girl Scout DreamLab

TUSCALOOSA

Sunday, November 16, 2:00 p.m.

Grace Presbyterian Church

HUNTSVILLE

Tuesday, November 18, 6:30 p.m.

Asbury Methodist Church

FLORENCE

Thursday, November 20, 6:30 p.m.

Florence Girl Scout Office

OXFORD

Saturday, November 22, 10:00 a.m.

Oxford Scout Hut

VIRTUAL VIA ZOOM

Tuesday, December 2, 6:30 p.m.

Individually Registered Girls

Individually Registered Girls (IRGs) participate by using Troop number 30600. A GSNCA staff member will be the TCM for any IRG participating in the Cookie Program. Parent permission forms are required, and the girls will receive cookies and rewards from the Council. IRGs may accept payments through Digital Cookie. Girls will earn rewards and can apply for funds from the IRG Fund. The IRG Fund will include IRG proceeds, and girls may apply for funds that will enhance the Girl Scout experience by emailing ahines@girlscoutsnca.org. Funds are not allocated directly to individual girls based on their sales.

A girl may apply for funds that will help her:

- Complete service projects.
- Partially fund her approved Girl Scout Bronze, Silver, or Gold awards.
- Attend GSNCA summer camp.
- Pay for her Girl Scout annual membership.
- Purchase items from the GSNCA shop.
- Other GSNCA events and activities.

Service Unit Growth Bonus

SUs that grow their sales over the 2025 final case total and have at least 80% troop participation will be rewarded as follows:

Increases over previous year total sale	Bonus per case
5-9.99% increase	\$0.05 / case sold
10-14.99% increase	\$0.10 / case sold
15+% increase	\$0.15 / case sold

Bonus adjustments will be made to Service Units with delinquent troops.

The number of outstanding cases from troop non-payment or insufficient funds will be subtracted from the total number of cases sold by the Service Unit.

No SU bonus will be paid without a prior year financial report for the SU and at least 90% of troops within the SU.

Fall Product Bonus

Troops that participate in the 2025 Fall Product Program with \$1,900 in combined troop sales and submit a 2026 Cookie Initial Order PGA of 250+ will receive an additional \$0.03 per package.

End of Program Bonus

Troops that increase total sales by 5% or more over the previous year (2025 Cookie Program) will receive the following:

- 4% - \$0.03 per package in total sales
- 8% - \$0.04 per package in total sales
- 12% - \$0.05 per package in total sales and a \$50 camp credit for camp rental fees

Troop Initial Order Incentive

Troops that have a PGA of 175+ will receive an additional \$0.02 per Initial Order packages sold. Troops that have a PGA of 200+ will get an additional \$0.03 per package.

Girl Initial Order Reward

Girls who sell 150+ Initial Order packages will receive a Palm Pal.

Cookie Marketing Kits

All troops will receive at Count & Go:

- Two laminated Cookie Menus
- Tabletop “Buy 5” Promo Flyer with QR code
- Gift of Caring Poster

New Troop Proceeds

PGA	\$ Per Package	\$ Per Case
1-199	\$0.70	\$8.40
200-299	\$0.85	\$10.20
300-399	\$0.90	\$10.80
400-499	\$1.00	\$12.00
500+	\$1.15	\$13.80

Troops will forfeit all troop bonuses due to returned ACH Debits for insufficient funds through the Fall Product and/or the Cookie Program, non-payment of approved extensions, and/or not having the previous year's Troop Financial Report on file with GSNCA. Bonuses are added after the program ends.

Opt Out of Rewards

Junior, Cadette, Senior, or Ambassador troops can opt out of rewards before March 15, 2026, for an additional \$0.05 per package sold. GSNCA also has a process for multi-level troops to opt out. This process must be completed before December 4, 2025. To opt out, contact Angie Hines, Director of Product Programs, at ahines@girlscoutsnca.org.

Get the scoop on Exploremores™, the latest in Girl Scout Cookies!

These rocky road ice cream-inspired sandwich cookies—filled with the delicious flavors of chocolate, marshmallow, and toasted almond flavored crème—reflect the spirit of exploration at the heart of every Girl Scout.



Sometimes the rockiest road is the sweetest treat.

Hey, volunteers—this one's for you! The way you cheer your troop on as they discover all they can do and be is worth a standing ovation. Thank you for helping your Girl Scouts explore more during cookie season and beyond. Don't forget to explore the new rocky road ice cream-inspired cookie, Exploremores!

eBudde Information

Troop Cookie Manager: full access to make changes to troop records

Troop View Only: cannot make any changes to the troop records

Troop Cookie Pickup: only for Cookie Cupboard pickups, no eBudde access

While there are requirements for TCM access levels in eBudde, View Only and Troop Cookie Pickup access levels have no requirements other than active membership. TCMs that need to request either of these access levels for members in their troop should contact customercare@girlscoutsnca.org or 800-734-4541.

Initial Order

- Click Initial Order tab
- Select the order card line for a girl
- Enter paper order card orders by variety
- DO NOT ENTER DIGITAL COOKIE ORDER
- Repeat for each girl
- Enter booth cookies on "Booth" line
- Enter other cookies on "Other" line
- Click red "Submit Order" button

Delivery Station

- Click Delivery tab
- Answer the prompts
- Select the Count and Go location
- Choose a date and time to pick-up
- Click "Submit My Info"
- Print confirmation page (you must have this at Count & Go)

Assigning Cookies

- Click Transactions tab
- Click the girl
- Click "Add Trans"
- Enter a memo
- Enter the cookies distributed
- Click "OK"
- Click "Save"

Cupboard Transaction

- Click Transactions tab
- Click "Add a Transaction"
- Select cupboard
- Select pickup date & time slot
- Enter cases needed
- Click "Save/Print"

Recording Payments

- Click Girl Orders tab
- Click the girl
- Click "Add Payment"
- Enter amount received
- Click "OK"
- Click "Save"

Removing Cookies or Payments

- Click Girl Orders tab
- Click the girl
- Click "Add Trans" or "Add Payment"
- Enter cookies/amount with a negative (-) before the total
- Click "OK"
- Click "Save"

Rewards Orders

- Click Rewards tab
- Beside appropriate order type, click "Fill-Out"
- Click any girl highlighted red
- Make choices as needed
- Click "Submit Girl Order"
- Enter numbers in troop rewards order if applicable
- Click "Submit Reward Order"

Select a Booth

- Click Booth Sales tab
- Click Sign Up for Council Booth
- Select the city
- Select the business
- Select the date
- Select the timeslot(s)
- Click "Submit"

Add a Troop/SU Booth

- Click Booth Sales tab
- Click "Add/Edit a Troop Booth"
- Click "Add"
- Enter information
- Click "Save"
- SUCM must approve or deny booth

Distribute Booth Sales

- Click Booth Sales tab
- Click "Record Sale"
- Select booth
- Enter quantities sold and save
- Select girls
- Click "Distribute"
- Click "Save"

Download the app to manage your troop right from your phone, wherever you are!

Delivery Station

TCMs will select the Count & Go location, date, and time in the Delivery tab after Initial Order is submitted. The deadline is January 22, 2026, at 11:59 p.m. Changes to pickup times may not be made except in extreme, approved cases.

SUs/troops with orders of 600+ cases may request a direct drop the week after Count & Go. Email ahines@girlscoutsnca.org before January 12, 2026, at 11:59 p.m. to schedule. Do not select a Count & Go location if you are requesting a direct drop.

Reviewing Troop Orders

SUCMs confirm their troops' orders to ensure they are submitted and accurate. Review each troop for the issues below to help avoid errors and mistakes. Discuss with the TCM any issues that you see before submitting the SU order.

Initial Cookie Order

Is the order extremely large?

- Remind them that there are multiple cupboards around the Council to pick up more cookies if needed.

Is this a new troop or TCM?

- Reach out and offer to help them plan their Initial Order.

Is there a significant difference between the number of varieties entered?

- Ensure troops are not ordering a large number of cookies that are not very popular, such as Toffee-tastics.

Are there Digital Cookie purchases automatically entered, but no paper order cards, Other, or Booth cookies ordered?

- Reach out to the troop and verify that they do not have any orders they may have forgotten to enter.

Is the order submitted?

- Verify their order is ready and submit the order for them.

A troop asks you to enter and submit their Initial Order for them.

- Please do not! Have them email customercare@girlscoutsnca.org. If a troop does not have a TCM listed under the contact tab in eBudde, that means that the TCM has not met all the requirements needed to access eBudde, and an order should not be entered by a SUCM.

Final Rewards Order

Is each girl's order submitted?

- Verify orders and ensure correct reward choices are selected.

Is the troop's order submitted?

- If troops confirm they have completed all reward choices for each girl, submit rewards for them.

SU and Troop Booths

SU and Troop members will approach local businesses to arrange booth locations. Work together as an SU to plan who will contact each potential location, so businesses are not inundated with multiple requests. Members will be respectful and represent GSNCA well while arranging booth locations.

Once the member has permission for their booth dates, the TCMs will enter the Troop booth dates in eBudde. Once they submit the information, the SUCM will review the booth and must approve or deny the request. All SU and Troop booth locations MUST be submitted in eBudde for the SUCM to review. Be sure the name of the business and address

for Troop Booths are entered correctly, as this is customer-facing information.

SUCMs should check:

- the business owner/manager gave permission for the booth
- the location of the girls, parents, leaders, and customers while at the booth does not present a safety hazard
- adult-only businesses are not in the immediate area of the booth
- booths should not be located too closely to each other - consider the operating hours for each booth

If the booth is located outside of the SU, the SUCM will contact the SUCM where the booth would be located. Work together to come to a reasonable agreement.



2026 Cookie Calendar

Thursday, December 4	Split Troop Requests Deadline
Monday, December 8	Order Taking Begins – Digital Cookie & Girl Order Card
Monday, January 19	TCM Submits IO by 11:59 p.m.
Wednesday, January 21	SUCM Submits IO, No Edits after 11:59 p.m.
Thursday, January 22	Deadline: TCM to Select Count & Go Location in eBudde
Saturday, January 24	Cookie Booth Scheduler Round 1: 6:00 p.m.
Monday, January 26	Cookie Booth Scheduler Round 2: 6:00 p.m.
Thursday, January 29	Cookie Booth Scheduler Round 3: 6:00 p.m.
Friday, January 30	Count & Go, Anniston & Birmingham
Saturday, January 31	Count & Go, Birmingham & Madison
Sunday, February 1	Count & Go/Direct Drop, Florence & Tuscaloosa
Monday, February 2	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Tuesday, February 3	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Wednesday, February 4	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Thursday, February 5	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Friday, February 6	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Saturday, February 7	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Sunday, February 8	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Wednesday, February 4	Council Office Cupboards Open
February 2–March 2	Cookies on the Go
Thursday, February 5	Warehouse & Volunteer Cupboards Open
Friday, February 6	Council-wide Booths Begin
Thursday, February 19	1st ACH Withdrawal – 1/2 IO – DC Payments Through 2/13
Thursday, March 12	2nd ACH Withdrawal – 1/2 IO + 1st Week Cupboard Transactions – DC Payments Through 3/8
Sunday, March 15	Cookie Program Ends
Thursday, March 19	TCM Submits Final Rewards by 11:59 p.m.
Monday, March 23	SUCM Submits Final Rewards by 11:59 p.m.
Monday, March 30	Digital Cookie Troop Sites Closed
Thursday, April 2	3rd ACH Withdrawal – Remaining Balance Due to GSNCA
Late April/Early May	Rewards to SUCM