

2025–2026 Girl Scout Cookie Program

Troop 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 Troop Volunteer!**



What's New



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

See page 4 for details



Junior troops can now OPT OUT for additional proceeds

See page 4 for details



New Cookie—Exploremores

See page 7 for details



Cookies are \$6 per package

See page 8 for details



New Troop Proceeds

See page 25 for details



New Troop & Service Unit Bonus Levels

See page 25 for details



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Contact

Service Unit Number

Service Unit Cookie Manager

Contact Number

Email Address

eBudde Login

cookieportal.littlebrownie.com

Login

Password

Digital Cookie Login

digitalcookie.girlscouts.org

Login

Password

GSNCA Membership Support | 1-800-734-4541, customercare@girlscoutsnca.org
Angie Hines, Director of Product Programs | ahines@girlscoutsnca.org
Gabbii Ward, Software & Data Programs Manager | gward@girlscoutsnca.org
Kim Wilson, Senior Director of Revenue | kwilson@girlscoutsnca.org
Gina Walley, Chief Financial Officer | gwalley@girlscoutsnca.org

Additional Resources



Scan to access cookie program resources on the GSNCA website.

girlscoutsnca.org



Scan to access cookie program resources on the baker's website.

littlebrowniebakers.com

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 the group now!

Rallyhood.com

Spotlight Your Troop



Follow us
[@girlscoutsnca](https://www.facebook.com/girlscoutsnca)

Show us your cookie magic: rallies, Count & Go, first-booth smiles, neighborhood wagons, victory dances! Email pics/vids to communications@girlscoutsnca.org and we'll highlight your hustle on our Facebook and Instagram to cheer on your girls (and spark cookie cravings!). Include your troop number, city, and a one-sentence caption. Please make sure photo permissions are on file.

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.

Troop Cookie Manager (TCM) Responsibilities

Every Girl Scout has it in her to do amazing things. With your support, she'll rise to the challenge!

The role of the TCM is to:

- Track girls' sales in eBudde
- Monitor inventory and reorder or transfer cookies when needed
- Receipt cookie distributions and payments received
- Monitor balances due and scheduled ACH withdrawals
- Deposit funds into the troop's bank account frequently

TCM Participation Requirements:

- Training
- Signed position description on file
- Troop ACH Authorization Form on file
- Current, eligible background check on file
- Confirmed registration of all participating girls and parent volunteers
- Signed parent permission forms for every participating girl

TCM Responsibilities During the Program:

- Enter orders from girl order cards and keep eBudde up to date
- Monitor online payments from the Digital Cookie platform, which will be visible in eBudde
- Coordinate booth locations with your Service Unit
- Arrange cookie pickups from the Cookie Cupboard and briefly store cookies until the girls pick them up
- Collect money, issue receipts, and make frequent bank deposits
- Contact the SUCM immediately if you have problems collecting funds

TCM Responsibilities After the Program:

- Complete the final rewards order in eBudde
- Distribute girl rewards in a timely manner
- Keep all troop cookie program records for at least two years
- Celebrate with the girls and their families



Key Terms

SUM, SUCM, and TCM – Service Unit Manager, Service Unit Cookie Manager, and Troop Cookie Manager

Gift of Caring – GSNCA's "Care to Share" program, a donation of funds used to purchase cookies for donation to a local organization after the program ends

Digital Cookie – the online program used for customers to purchase cookies with a debit/credit card

eBudde – the online program used by Troop Cookie Manager to manage the troop's cookie inventory and financial information

PGA – Per Girl Average

Count & Go – distribution of troop initial and girl cookie orders to TCMS in Anniston, Birmingham, Florence, Madison/Huntsville, and Tuscaloosa

Cookie Cupboards – TCMs will pick up more cookies when needed throughout the program at Cookie Cupboard located around the area

Cookies on the Go – girls sell cookies in-hand throughout their communities

Me & My Guy – any time a male participates in the cookie program with a Girl Scout

Five Essential Skills

The Girl Scout Cookie Program is the largest girl-led entrepreneurship program in the world. The Girl Scout Cookie Program provides important leadership skills. These five important skills continue with girls throughout their lives, providing them with a well-earned foundation.

1

Goal Setting – Girl Scouts learn how to set goals and create a plan to reach them.

2

Decision Making – Girl Scouts learn to make decisions on their own and as a team.

3

Money Management – Girl Scouts learn to create a budget and handle money.

4

People Skills – Girl Scouts find their voices and build confidence through customer interactions.

5

Business Ethics – Girl Scouts learn to act ethically, both in business and in life.



Check out the Cookie Badges from GSUSA!

girlscouts.org

Selling Options

There are different ways that girls sell cookies, including in-person, online through their personalized Digital Cookie website, at a booth, door-to-door, in their communities, and many more.

In- Person

- On December 8, 2025, girls begin taking preorders using paper order cards.
- Our number one priority is safety. An adult must supervise all activities.
- Encourage girls to call, email, FB message, text, or visit their friends and family to ask them to place an order for cookies or make a donation.
- Girls can place homemade posters in their guardians' workplace (with the employer's permission) to advertise their cookie goal.
- Girls deliver cookies to neighbors and friends. Girls earn a special patch if they participate during Cookies on the Go from February 2 through March 2, 2026.
- Participating in booths increases troop sales. Booth sales start February 6, 2026.

Online

- Digital Cookie opens December 8, 2025.
- Cookies can be direct shipped to customers or girl delivered in Digital Cookie.
- The girl-delivered option allows customers to pre-pay for their cookies and have them personally delivered by a Girl Scout.
- Girls should set up their Digital Cookie website as soon as the registration link is received to send out marketing emails on the first day of the program.
- Digital Cookie accepts payment via debit/credit cards.
- Livestreaming on social media to friends and family is a popular option.

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!

2025–2026 Girl Scout Cookies

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- PSPO Certified (Mass Balance) Palm Oil
- Halal Certification

**All Cookies
are \$6.00**

Adventurefuls

Indulgent, brownie-inspired cookies with caramel flavored creme and a hint of sea salt



Lemon-Ups

Crispy, lemon-flavored cookies with inspiring messages to lift your spirits



Trefoils

Iconic shortbread cookies inspired by the original Girl Scout recipe



Do-si-dos

Oatmeal sandwich cookies with peanut butter filling



Samoas

Crisp cookies with caramel, coconut, and dark chocolaty stripes



Tagalongs

Crispy cookies layered with peanut butter and covered with a chocolaty coating



Thin Mints

Crisp, chocolaty cookies made with natural oil of peppermint



Exploremores

Rocky road ice cream inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème.



Toffee-Tastics

Gluten-free rich, buttery cookies with sweet, crunchy toffee bits



GSNCA Gift of Caring

The Care to Share program provides cookies to Hometown Heroes, including local first responders, active duty military, veterans, front-line workers, healthcare personnel, and essential workers throughout our communities. Girls earn customized rewards with this GSNCA program.

Council via in-person	Council via Digital Cookie
Troops purchase cookies using money donated during cookies on the go and booths	Customer purchases as "Donate Cookies" in Digital Cookie
Number of packages donated is entered as "Gift of Caring" in both site tab and Girl order tab. Payment is credited to the girl's balance due by the TCM.	Cookies and funds are credited automatically to the girl in eBudde
Delivered to our local Hometown Heroes	Delivered to our local Hometown Heroes
Troop via in-person	Troop via Digital Cookie
Troop purchases cookies using money donated during cookies on the go and booths	Customer chooses type of cookie and tells TCM they are donations
TCMs add cookies and payment to "Girl Orders" as new line items (DO NOT ENTER ON GOC COLUMN)	Payment assigned automatically; TCM assigns cookie varieties to girl in eBudde (DO NOT ENTER ON GOC COLUMN)
Troop delivers to their selected organization	Troop delivers to their selected organization

GSNCA's Gift of Caring Program:

- Collect \$6.00 per package from customers who want to donate.
- Provide a Gift of Caring Donation Receipt if requested.
- Log all Gift of Caring purchases made, except those on Digital Cookie, in eBudde in the "GOC" column in the Initial Order tab or Girl Orders tab, whichever is active.
- Troop proceeds and girl rewards are automatically calculated.
- GSNCA will order packages and coordinate distribution to communities through our council by the service unit and troops.

Troops can host their own Care to Share program in addition to GSNCA's Hometown Heroes program. Troops will be responsible for keeping track of funds donated, cookies purchased, and the delivery of the cookie packages.

To participate in your own Gift of Caring program:

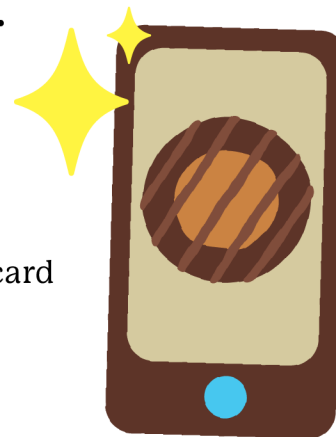
- Cookie packages are not entered in the "GOC" column and do NOT count towards Gift of Caring rewards.
- Do NOT enter these purchases in the "GOC" column in eBudde.
- Designate the accurate variety of cookies purchased for the Gift of Caring that will be donated (Lemon-Ups, Thin Mints, etc.)
- Assign the payment received for these cookies in the corresponding girl's Girl Orders tab.
- Donate the physical packages to the organization.

Digital Cookie

Digital Cookie is a program that allows girls to accept payment for cookies electronically. Customers pay for cookies online and have the option for the cookies to be shipped directly to them (shipping charges apply), delivered by the Girl Scout, or donated with no additional shipping fees.

Important Features

- Troop Cookie Managers can and should create a Troop Site Link for Digital Cookie purchases.
- Troop Site Links will appear in the Cookie Finder, offer pre-orders for their booths, and host virtual booths.
- Parents/Guardians may enter orders from the paper order card into Digital Cookie for the initial order.
- After initial orders are submitted, parents/guardians can turn off girl-delivery in Digital Cookie, if they choose. Turning this option off will only allow shipped or donated orders to be placed.
- Parents/Guardians must approve orders within five (5) days or the order will default to the customer's secondary choice—donate or cancel.
- Optional Character Recognition (OCR) will scan a debit/credit card and automatically enter the card information during the payment process.
- Payments are always automatically transferred into eBudde.
- In Digital Cookie, parents/guardians will see the total number of cookies assigned to their girl in eBudde.



Tracking Orders and Managing Inventory

Shipped and donated orders are automated. There is nothing to collect or deliver for these orders. The cookies are automatically assigned to the girl on the Girl Orders tab in eBudde. During the Initial Order, these packages will not show on the Initial Order tab, as these are not for girl delivery. However, credit for these packages is applied to the appropriate rewards order: initial or final rewards, no matter which tab they appear on.

Digital Cookie purchases for girl delivery made during the Initial Order ARE NOT automatically transferred to the Initial Order tab in eBudde. Once the Initial Order is submitted, the cookies ordered for each girl will be assigned to the girls in the Girl Orders tab automatically.

Digital Cookie purchases for girl delivery made after the Initial Order ARE NOT automatically assigned to the girl in eBudde. TCMs will manually assign these to the girl in eBudde. Families should alert TCMs if cookies are needed to fill orders. To keep girls' inventory accurate for Digital Cookie, when assigning cookies in eBudde, be sure to check the INV box to send the packages/payment to Digital Cookie.

eBudde

The eBudde cookie management system offers calendar reminders, reports, training, and much more—on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.

Get Started

1. You will receive a welcome email with a link to login to your account on December 1, 2025, or when you are confirmed as TCM.
2. Click this link to login. Reset your password if needed.
3. Review/enter all additional information needed to complete your profile including name, address, and contact number.
4. Select eBudde. The default screen you will see is the Dashboard.

Settings (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.

Contacts — Troop leaders can have view-only access and troop members can pick up orders from the cupboard when listed here. Contact Customer Care to grant access for your troop.

Girls — Registered girls are automatically uploaded twice a week during the program. When a girl is not in eBudde, verify she is registered, then contact Customer Care.

Initial Order Tab — Enter the paper order cards for each girl before 1/19/2026 at 11:59 p.m. The cookies ordered will be delivered at Count and Go. Digital Cookie girl delivery orders will automatically show in the Initial Order tab.



Delivery — Select the location, date, and time that you will pick up your initial cookie order by 1/22/2026 at 11:59 p.m. Changes cannot be made after this deadline. Plan for Count and Go early!

Girl Orders — Assign additional cookies to girls as requested and distributed. The balance due for each parent will be shown here.

Transactions — Request additional cookies from a cupboard here. Complete troop-to-troop transfers in this tab.

Cookie Exchange — List your excess cookies here to transfer cookies to other troops.

Booth Sites — Sign up for council-wide booths or enter your troop/SU booths. Record and distribute sales to the girls who worked each booth.

Payments — All payment transactions applied to your troop are here. This is for information only. Do not enter payments here.

Sales Report — Troop proceeds, payments made to GSNCA, PGA, sales details, and final balance due to GSNCA are here.

Reports — Find reports for:

- Digital Cookie information
- Count and Go
- Cupboard information
- Reward orders

Help Center — All help documents from Little Brownie Bakers and GSNCA are here. For GSNCA's documents, click the arrow "From the Council" then click "All Docs."

eBudde Access Level Types & Quick Instructions

Also available as an app! Manage your troop right from your phone, wherever you are! Download wherever you get apps.



Troop Cookie Manager:

full access to make changes to the troop records

Troop View Only: cannot make any changes to the troop records, can only view troop records

Troop Cookie Pickup: only for pickup at Cookie Cupboards, no access to eBudde

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. To request either of these, contact Customer Care.

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 orders**
- Repeat for each girl
- Enter booth cookies on "Booth" line
- Enter other cookies on the "Other" line
- Click the red "Submit Order" button

Delivery Station

- Click the 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 and Go**

Rewards Orders

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

Cupboard Transaction

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

Assigning Cookies

- Click Girl Orders tab
- Click the girl
- Click "Add Trans"
- Enter a memo
- Enter the cookies distributed
- Check the INV box to send the packages to the Digital Cookie System
- Click "ok"
- Click "Save"

Recording Payments

- Click Girl Orders tab
- Click the girl
- Click "Add Payment"
- Enter the amount received
- Check the INV box to send the packages to the Digital Cookie System
- 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"

Select a Booth

- Click the Booth Sites tab
- Select the City
- Select the business
- Select the date
- Select the timeslot(s)
- Click "Submit"

Add a Troop/SU Booth

- Click the Booth Sites tab
- Select "My Sales" from the drop-down menu
- Click "Add a Location"
- Enter information
- Click "Add"
- SUCM must approve or deny booth

Distribute Booth Sales

- Click the Booth Sites tab
- Select "Record Sales" from the drop-down menu
- Select booth
- Enter quantities sold
- Select girls
- Click "Distribute"
- Click "Submit Sale"



Watch video for step-by-step instructions.

youtube.com

Money Management

The troop is financially responsible for all cookies received during the cookie program.



Girl Scout Cookies may not be exchanged or returned to Girl Scouts of North-Central Alabama.

Payment is made via an ACH withdrawal from your troop's bank account. The troop must have a Troop/Group ACH Debit Authorization Form on file with GSNCA to participate in the Girl Scout Cookie Program.

ACH Sweep Dates and Details

February 19, 2026 - One-half of the initial order, minus Digital Cookie credits through February 13

March 12, 2026 - One-half of the initial order, plus the first week of cupboard orders, minus Digital Cookie credits through March 8. Cupboard orders are included based on the date the order is placed.

April 2, 2026 - Remaining balance due

Banking/Deposits

- For each payment received, the TCM must issue a receipt, give the guardian/girl a copy, and retain the original for the troop's records. Both TCM and parent must sign the cookie receipt.
- eBudde is only as smart as you make it. Keep eBudde up to date throughout the program.
- Payments for cookies ordered through Digital Cookies are automatically posted to your troop's record in eBudde and will offset money due to GSNCA.
- Parents are financially responsible for all cookies received during the program. It is the TCM's decision to exchange cookies or accept cookies back from families.
- The TCM decides what quantity of cookies are given to parents at any given time.
- Set deadlines for your parents/girls to pay a percentage of their balance due prior to ACH sweeps.
- If the troop does not have the funds available for any ACH payment, submit an ACH Debit Extension Request Form.
- The decision to accept checks is up to the TCM/Troop. (If the troop does accept checks, you must document a driver's license and phone number from the customer, as well as the girl's name, on the check.) GSNCA cannot assist troops in recovering funds due to returned checks.
- Overpayments are processed at the end of the program.
- Deposit frequently. Do not hold on to large amounts of cash.
- Deposit funds not related to the Cookie Program separately.
- If there is a large balance available in the troop bank account, submit a Product Program ACH Withdrawal Request Form.
- Two troop leadership team members should verify anything financial for the troop. Count and verify together: booth inventory and sales totals, deposits, payments received vs. deposits being made, etc.
- Note the deposit details on the receipt for future reference. Include both booth dates and totals, and payments received from parents/girls (listed separately).
- Special Note: GSNCA does not recommend using third-party payment organizations. Apps such as Cash App and Venmo were designed and built for friends and family use.
- New tax law changes became effective January 1, 2024, requiring TSO (Third-Party Service Organization) vendors (money payment apps) to provide 1099-Ks.
- Due to these tax law changes, individuals using a personal account through a TSO vendor may receive a 1099-K for payments received for product sales or other parental payments (dues, events, etc.).
- GSNCA recommends that volunteers consult their tax advisor before using personal TSO accounts in conjunction with troop activities.

Family Training

Cookie Program Family Meeting Guides —You'll find everything you need to plan a fun and informative family meeting in these guides, which include resources tailored to each Girl Scout grade level. Find the guides at www.girlscoutcookies.org/troopleaders.

Action Steps to Host a Successful Training Meeting

- Hold a family meeting 2-3 weeks before the start of the cookie season.
- Choose a meeting format that works best for everyone.
- Parent Permission Form for each participating girl is required. Now available online!
- Review payment deadlines with parents.
- Review the prices per variety, rewards for packages sold, and special promotions.
- Have the girls practice their sales pitches and how to accept rejection gracefully (saying “thank you” and wishing the customer a great day, even if they say no).
- Create goals for the troop and each girl, as well as a plan for the troop's proceeds. Don't forget to set a Gift of Caring goal. Show the girls the levels they reached the year before and challenge them to set a higher goal!
- Talk about participating online and cyber safety tips.
- Talk about participating in person once cookies arrive. Review safety tips!
- Set a booth schedule, including which background-checked adult will be the “booth leader” at each booth.
- Encourage parents to set up the girl's Digital Cookie profile when the program begins.



**Access the Parent
Permission Form.**

girlscoutsnca.org

Cookie Entrepreneur Family

The year-by-year Cookie Entrepreneur Family Pin enables families to support their girls in learning the five skills and encourages girls to think like entrepreneurs.

Encourage families to think about how they can support their girls as they climb toward their goals and earn the pin.

Girl Scouts' Cookie Family Connection Guide is available at girlscoutcookies.org/entrepreneurfamily.



**Access more info
about family pins.**

girlscouts.org

Quick Access Forms

The next three pages consist of forms.

1. Product Program ACH Draw Extension Request Form
2. Product Program ACH Draw Request Form
3. Delinquent Account Procedure Form

For your convenience, you may pull out these pages and make copies as needed. PDF versions of these forms can also be found at *girlscoutsnca.org*—under the Cookie and Fall Product tab, click on “Resources.”

Buy 5

Buy 5 packages of cookies and enter to win cookies for a year! (1 package of cookies per week for the next year)



**Access PDFs of each
cookie form.**

girlscoutsnca.org



**Enter the “Buy 5”
drawing.**

girlscoutsnca.org

Delinquent Account Procedure Form

- Complete this form for outstanding balances not received by Troop Product Manager's stated date to turn in money.
- Attach a copy of the signed Parent Permission Form and signed receipts for any product and payments received.
- Make two copies of this form and all material. One to submit to GSNCA, and one for your troop records.
- Send all these documents to the Product Programs Department – cookies@girlscoutsnca.org

Troop Information:

SU # (3 digits) _____

Troop # (5 digits) _____

Name: _____

Email Address: _____

Telephone Number: _____ Volunteer Position: _____

Parent Information:

Parent Name: _____

Girl's Name: _____

Address: _____

Email Address: _____

Telephone Number: _____

License Number: _____

Starting Balance: _____

Amount Paid: _____

Delinquent Amount: _____

Parent Permission Form
submitted online?

Yes / No

Statement of Attempt to Collect Debt (use separate sheet if necessary)

Please continue on reverse side if needed.

Product Program ACH Draw Request

Complete this form to request:

(1) an additional ACH draw, **or**

(2) an increase in a scheduled ACH draw during either the Fall Product or Cookie Program.

Submit to gward@girlscoutsnca.org.

Requests for an increase in a scheduled ACH draw need to be received at least three business days prior to the date of the scheduled draw. An email will be sent to the requestor confirming the amount and timing of an ACH draw addition or increase.

SU # (3 digits) _____

Troop # (5 digits) _____

Your Position (may select more than one):

☐
☐
☐

Troop Leader

Troop Cookie Manager/Troop Fall Product Manager

Other, please specify: _____

Name of Person Requesting Extension: _____

Email Address: _____

Telephone Number: _____

Is this request for:

☐
☐

An additional ACH draw

An increase in a scheduled ACH draw

For an additional ACH draw, please provide:

○ Amount of additional ACH draw: _____

○ Date requested for the additional ACH draw: _____

For an increase in a planned ACH draw:

For which ACH draw are you requesting an increase?

☐
☐

Fall Product Program

Cookie Program

☐
☐
☐

First Draw

Second Draw

Final Draw

Please provide:

○ Additional amount (increase): _____

○ Total amount of ACH draw (with addition): _____

Other, please specify: _____



Product Program ACH Debit Extension Request

Please use this form to request a delay in an ACH sweep during the Fall Product Sale or Cookie Program Sale. Submitting this form DOES NOT mean that your extension has been granted. You will receive an email from council staff explaining whether the request was approved or denied.

Requests must be submitted at least three business days, preferably sooner, prior to the scheduled transaction. Requests received after that date may not be processed in time to prevent the transaction. Each extension sweep is exactly one week after the originally scheduled sweep. The form can be submitted by a Troop Leader, TFPM/TCM, Troop Treasurer or SUM. Please submit this request and direct ACH related questions to gward@girlscoutsnca.org.

SU # (3 digits) _____

Troop # (5 digits) _____

Your Position (may select more than one):

- ☐ Troop Leader
- ☐ Troop Cookie Manager
- ☐ Other, please specify: _____

Name: _____

Email Address: _____

Telephone Number: _____

Which sweep are you requesting an extension for?

- ☐ Fall Product Program: December 3, 2025
- ☐ Cookie Program: February 19, 2026
- ☐ Cookie Program: March 12, 2026
- ☐ Cookie Program: April 2, 2026

Requesting an extension requires a payment to be made on the original sweep date. How much can you pay on the original sweep date: _____

Reason for Extension

- ☐ Problem with parent debt (List parent(s) with debt to troop):

- ☐ Other, please specify: _____

Please continue on reverse if needed.

Steps for Safety

Be sure girls understand and follow these safety rules:

- **Show you are a Girl Scout** – wear the Girl Scout insignia tab, uniform, or Girl Scout t-shirt to identify yourself as a Girl Scout.
- **Buddy up** – always use the buddy system. It's not just safe; it's more fun!
- **Be streetwise** – become familiar with the areas and neighborhoods where you will be selling Girl Scout Cookies.
- **Partner with adults** – if you are a Girl Scout Daisy, Brownie, or Junior, you must be accompanied by an adult when taking orders, selling, or delivering products. If you are a Girl Scout Cadette, Senior, or Ambassador, you must “buddy up” when selling door-to-door. Adults must be present at all times during cookie booths.
- **Plan ahead** – always have a plan for safeguarding money. Avoid walking around with large amounts of it or keeping it at home or school. Give the proceeds to the supervising adults, who should deposit them as soon as possible.
- **Do not enter** – never enter the home or vehicle of a person when you are selling or making deliveries. Avoid selling to people in vehicles or going into alleys.
- **Sell in the daytime** – sell only during the daylight hours, unless accompanied by an adult.
- **Protect privacy** – girls' names, addresses, and email addresses should never be given out to customers. Use a group contact number or address overseen by an adult for customers to request information, reorder, or give comments. Protect customer privacy by not sharing their information except for the product program. Girls should never take credit card numbers.
- **Be safe on the road** – always follow safe pedestrian practices, especially when crossing at intersections or walking along roadways. Be aware of traffic when unloading product and passengers from vehicles.
- **Be internet-wise** – Take the Girl Scout Internet Safety Pledge before going online and follow the specific guidelines related to marketing online.

Safety First!

Girls and their supervising parent/guardian must read, agree to, and abide by the Girl Scout Internet Safety Pledge, the Digital Cookie Pledge, and the Supplemental Safety Tips for Online

Marketing before engaging in online marketing and sales efforts through the cookie program. Find these resources at girlscoutcookies.org/troopleaders.



**Take the Internet
Safety Pledge.**

girlscouts.org

Initial Order (IO)

The Initial Order is often called the “pre-order” phase. During this time, girls use their paper order card and Digital Cookie account to obtain orders to be delivered when cookies arrive. The Initial Order begins December 8, 2025, and continues until the troop's Initial Order submission deadline of **January 19, 2026, at 11:59 p.m.**

Cookies sold during the Initial Order will allow the troop to earn an additional \$0.02 per package when the Troop PGA is 175 or more, or an additional \$0.03 per package when the Troop PGA is 200 or more.

A troop's Initial Cookie Order includes:

1. Packages ordered on the paper order card
2. Girl-delivered packages ordered through Digital Cookie (**automatically ordered in eBudde**)
3. Packages not assigned to girls that will be used for booths or other activities

The unassigned cookies are entered on either the Booth and/or Other line on the Initial Order tab.

How do you know what to order for the Booths and Other lines? Girls should give the TCM their total package count for each variety from the paper order card for fulfillment. With this information, you can estimate the total number of cookies the troop will need to order as unassigned cookies to use for Cookies on the Go and Booths.

Here are the average sales per cookie to help give you an idea of how many to order of each:

Thin Mints – 26%	Lemon-Ups – 7%
Samoas – 19%	Exploremores – 9%
Tagalongs – 14%	Adventurefuls – 5%
Trefoils – 8%	Toffee-tastics – 3%
Do-Si-Dos – 8%	

Service Units/Troops with orders in excess 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 will participate in a direct drop.



**IO detailed
instructions**

girlscoutsnca.org

Estimate the unassigned cookies for your troop using the Initial Order Unassigned Estimate sheet linked under the “Manuals/Guides” drop-down in the “For Volunteers” section at girlscoutsnca.org.



**IO Unassigned
Estimate sheet**

girlscoutsnca.org

Select the Count & Go location, date, and time in the Delivery tab after you submit your initial order. Changes to pickup times may not be made except in extreme, approved cases.



**See eBudde
Training Video.**

girlscoutsnca.org

Count & Go

Count & Go is a drive-through event where Troop Cookie Managers pick up the Initial Cookie Order.

Count & Go will be held January 30–February 1, 2026, in Anniston, Birmingham, Madison, and Tuscaloosa.

Steps for a Smooth Count & Go:

- You must have the Delivery Confirmation printed, or a screenshot, to pick up at Count & Go.
- Arrive at your scheduled pick-up time. Arrive with all the vehicles together and ready to be loaded.
- Fold down seats and empty all personal items from each vehicle, including passengers and car seats.
- Make sure you have enough vehicles to load your order.
- Check in and receive your bubble sheet.
- The varieties and quantities on your order cannot be adjusted at the time of pick up.
- Count every case. Only sign the bubble sheet if you are positive the count is correct.
- Sign for your order and take your receipt.

Inventory Management

Distributing Initial Order Cookies — Once you receive your cookies at Count & Go, follow these steps to ensure a successful delivery to your girls and their families!

- The cookies not assigned to individual girls belong to the troop.
- Troop inventory is shown on the Difference line at the bottom of the Girl Orders tab. This should match the troop's Initial Order from the others and the troop inventory.
- Schedule a location, date, and time for families to receive their cookie orders.
- Always write a receipt. Protect yourself and your parents/girls. You are required to have a record of all cookies distributed and money collected.
- Use separate receipt books for cookies and payments. Do not put both on one receipt.
- Prepare receipts in advance. The Initial Order cookies should appear on a receipt without any other cookies. The total should match exactly what appears for her Initial Order in the Girl Orders tab of eBudde.

Continued on the next page

Number of Cases My Car Can Carry

Compact Car = 25



Hatchback Car = 30



Standard Auto = 35



**Sport Utility
Vehicle = 60**



Station Wagon = 75



Minivan = 75



Pickup Truck = 100



Cargo Van = 200



Inventory Management (Continued)

Distributing Initial Order Cookies (Continued)

- When families arrive to receive their Initial Orders, be sure to count the order together and confirm it is accurate.
- Be sure the receipt matches what is distributed exactly.
- Be sure the parent signs the receipt, and the information is legible. TCM signs the receipt—keep the white copy, and the parent keeps the yellow carbon-copy of the receipts. Keep these receipts safe.
- Parents are financially responsible for all received cookies. It is the TCM's choice to exchange flavors or accept cookies back from families.
- You do not have to re-enter Initial Order totals in the Girl Orders tab in eBudde, as these are automatically moved from the Initial Order tab.
- Be sure families know how much and when they need to turn in payments for the Initial Order.
- Initial Cookie Orders are delivered to customers after Count & Go.



Inventory Management Tips

- Set a schedule to help minimize trips to the Cookie Cupboard multiple times a week.
- Frequently compare the cookies you have on hand against the troop inventory listed on the Difference line at the bottom of the Girl Orders tab in eBudde to check for errors or issues.
- Do not attempt to match the cookies distributed in eBudde to individual Digital Cookie orders. Digital Cookie is simply a way for customers to pay for cookies. Parents should tell you the varieties of cookies they need, whether the payment is received via Digital Cookie or not.
- Only give out small amounts of cookies at a time to each family. Consider payment before distributing more cookies. The amount to distribute may vary widely based on comfort levels and familiarity with each family.
- Order additional cookies from your local Cookie Cupboard to replenish your troop's inventory.
- If a parent misses a payment, do not give them more cookies.
- Always keep eBudde up to date with any assignments of cookies or payments received.

Distributing Additional Cookies

- Write a detailed and accurate receipt, including signatures from you and the parent as proof of cookie receipt.
- Enter a transaction into eBudde to update the balance due and rewards earned.



Cookies on the Go

February 2–March 2

Girls, with adults, travel door-to-door with wagons or have an adult drive them around the neighborhood. Don't forget to leave information for customers who aren't home! Girls can also visit businesses to ask their employees to purchase cookies - with the owner's permission. Share the girl's Digital Cookie Link to your neighborhood Facebook Group or Nextdoor app. Customers can place their order with Digital Cookie and pick up their cookies on a specified day in a public place, like your neighborhood community center or local park.



Cookies sold during this timeframe allow girls to earn a patch. Girls who participate between February 2 and March 2, 2026, will earn the patch. This patch is ordered by the Troop Cookie Manager during the Final Rewards Order. Be sure to keep up with a list of earners - you will need this list to place the order and distribute the patches to the correct girls.



Cookie Cupboards

Where do you get additional cookies after you receive the Initial Order?

Your troop may need to order additional cookies from a Cookie Cupboard during the Cookie Program. Cupboards are located throughout the council's footprint - GSNCA Service Centers, Lambert's Relocation warehouses in Madison and Birmingham, and are hosted by volunteers from their homes. See the cupboard tab in eBudde.

How do you know how many cookies you should order?

Booths and additional sales by girls are included in cupboard orders. GSNCA created a handy tool to help you estimate how many cookies you may need during a booth. It has a section to determine the average sales per variety of completed booths. See page 18 for more information.

Cookie Cupboards Tips

- Submit orders **28 hours** in advance when ordering from GSNCA Cupboards. Ex. Submit the order no later than 7:00 a.m. on Wednesday morning to pick up at 11:00 a.m. on Thursday.
- Need to add cookies to an order already placed? Simply place another order, or the order can be changed at the time of pick-up.
- Need to reduce an order already placed? Contact the Cupboard Keeper, or the order can be changed at the time of pick-up.
- Need a Troop Leader or parent to pick up the cookies for you? Add them as a Troop Cookie Pick-Up Only User in eBudde by contacting Customer Care at customercare@girlscoutsnca.org.

Finding contact information and schedules for Cupboard Keepers:

1. Log into eBudde
2. Click Reports tab
3. Click XLSX or PDF beside Cupboards

Cookie Cupboards only have cases for pick-up. Use the **Cookie Exchange** in eBudde when you need smaller quantities.

Cookie Booths

Cookie Booths are where girls will sell cookies in-hand to the general public. Booths will be from February 6–March 15, 2026. There are two types of booths: GSNCA booths and Service Unit/Troop booths. All booth locations **MUST** be submitted in eBudde in order to appear in the Cookie Finder for customers.

GSNCA Booths – these booths are set up by GSNCA and are located at places throughout our council, including Walmart, Sam’s Club, Kroger, Lowe’s, Winn-Dixie, and popular malls. All GSNCA-arranged booth locations are contacted by staff members. Service Unit and Troop members should not contact these locations.

Service Unit/Troop Booths – these booths are organized directly by a Service Unit or Troop Member. All booth locations **MUST** be submitted in eBudde for the Service Unit Cookie Manager to review. Work together as a Service Unit to plan who will contact each potential location so businesses are not inundated with multiple requests. Be sure to enter Troop Booths correctly, as this is customer-facing information.

Family Cookie Experiences – Family Cookie Experiences are booths held by at least one registered Girl Scout and family member(s). Parents/Guardians must have permission from the establishment and complete a Booth Permission Form.

GSNCA Arranged Cookie Booth Selection Dates

January 24, 2026, up to 4 slots, 6:00 p.m. February 4, 2026, up to 10 slots, 6:00 p.m.
January 26, 2026, up to 4 slots, 6:00 p.m. February 5, 2026, up to 10 slots, 6:00 p.m.
January 29, 2026, up to 4 slots, 6:00 p.m. February 6, 2026, up to 10 slots, 6:00 p.m.
February 2, 2026, up to 10 slots, 6:00 p.m. February 7, 2026, up to 10 slots, 6:00 p.m.
February 3, 2026, up to 10 slots, 6:00 p.m. February 8, 2026, up to 50 slots, 6:00 p.m.

Girls who participate in at least four cookie booths between February 7 and March 16, 2025, will earn a Booth Sales patch. This patch is ordered by the Troop Cookie Manager during the Final Rewards Order. Be sure to keep up with a list of earners—you will need this list to place the order and distribute the patches to the correct girls.

Cookie Booth Tips



- When depositing funds from a booth, document the booth information on the deposit receipt.
- Complete a Booth Inventory Sheet before each booth.
- Two people should verify the inventory, count the petty cash, cash received, and total sales information at every booth.
- Parents/Guardians can check out troop inventory to host a booth, as long as the Booth Inventory Sheet is completed and verified by two non-related troop members.
- Only registered members with an eligible background check at allowed to handle troop funds.
- Smile, be pleasant, and traing your Girl Scouts to do the same!

Proceeds & Rewards

Initial Order Troop Reward

Troops with a PGA of 175 or more will receive an extra \$0.02 per package on Initial Order cookies. Troops with a PGA of 200 or higher will receive an additional \$0.03 per package on Initial Order cookies.

Girl Initial Order Reward

Girls with 150+ packages of Initial Order cookies will receive a Palm Pal.



NEW Troop Proceeds for 2026

PGA	\$/package	\$/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

Fall Product Program 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 in proceeds.

End of Program Bonus — Troops that increase total sales by 4% 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

Troops will forfeit all troop bonuses due to returned ACH Debits for insufficient funds through the Fall Product and/or 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.

Service Unit Growth Bonus — Service Units that grow their sale over the 2025 final case total and have at least 80% troop participation will be awarded as follows:

- 5-9.99% – \$0.05 per case sold
- 10-14.99% – \$0.10 per case sold
- 15+% – \$0.15 per 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 Service Unit bonus will be paid without a prior year financial report for the SU and at least 90% of troops within the SU.

All troops will receive a Marketing Kit at Count & Go:

- Two laminated cookie menus
- Gift of Caring poster
- Tabletop Buy 5 promo flyer with QR code

Note: Due to availability, substitutions could be made.



Me & My Guy Troop Promotion

Grab your favorite guy and finish the cookie program the last weekend of booth sales — March 13-15. Upload a photo of your girls and guys at your booth for the Me & My Guy patch.





Initial Order Girl Reward – Girls who reach 150+ packages on their Initial Cookie Order will receive a Palm Pal.

Troops with a PGA of 175+ will receive an additional \$0.02 per package on their Initial Order. Troops with a PGA of 200+ will receive an additional \$0.03 per package.



Crossover Reward – Girls who sell \$700+ in the Fall Product Program & 700+ packages of cookies will receive an Eno Roan Tote!



Crossover Patch – Create avatar, send 20+ emails, use the Share My Site in M2, sell \$375+ in Fall Product and 375+ packages of cookies



Ambassador Reward – Lifetime Membership for the top 5 12th graders with 700+ packages sold



4+ Booths – Booth Sales Patch



100+ DC – Cookie Techie Patch



40+ GOC – Gift of Caring Patch



Cookies on the Go 2/2-3/2 – Theme Patch



Troop PGA 355+ – Super Patch for all girls + \$50 Council Cash for the troop

60 packages
Action Patch



150 packages
Secret Pocket Headband



192 packages
BFF Bracelet Hair Tie Set



252 packages
Mini Jigsaw Puzzle OR \$10 Council Cash



345 packages
BFF Wristlet Strap and Ferret Clip-on Pouch



415 packages
Ferret Plush with GS Trefoil Charm



520 packages
Convertible Crossbody Bag



700 packages
Cookie Lanyard & Cookie Charms & Cookie Clip-on Pouch OR \$20 Council Cash



875 packages
Cookie Duffle Bag & Large Clear Case



1100 packages
Glow in the Dark BFF Blanket OR Mom & Me Camp Weekend



1300 packages
Moon Lamp OR \$125 Council Cash



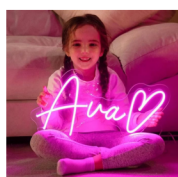
1500 packages
Stanley Ice Flow Flip Straw Water Bottle OR Owala Freesip Water Bottle



2000 packages
\$200 Council Cash OR Week at Camp OR pod swing



3000 packages — 1/2 Registration Fee for 2026 National Council Session and Unite Event OR Customized Name Sign OR Karaoke Machine



4000 packages — Full registration Fee for 2026 National Council Session and Unite Event OR Apple Watch OR 6 Month Subscription to Universal Yums Treat Box



5000 packages — Set of Luggage OR Meta Quest VR Headset OR \$250 Council Cash



Cookie Program FAQ

Who can sell Girl Scout cookies? All registered girls! Although guardians and Girl Scout adults may assist girls, it is the girls who make the pitch, secure the sale, set learning and sales goals, and learn the entrepreneurial skills in the program.

What if a parent does not pick up their cookies? If a parent/ guardian or girl fails to pick up their ordered product in a timely manner, notify your Service Unit Cookie Manager immediately.

What if I have cookies that I cannot sell? If you have cookies you cannot sell, contact your Service Unit Cookie Manager for assistance. Together, contact local troops to ask for help.

Can my troop use a credit card device at a booth? Credit card devices are approved to be used at a booth. Some can be a convenient way for customers to purchase Girl Scout cookies. When using credit card devices, remember that you cannot change the cost of the cookies the customer is purchasing to reflect any surcharges.

What is ACH? ACH stands for Automated Clearing House and refers to an electronic banking network used for direct deposit and electronic bill payment. If your paycheck is direct deposited into your bank account, then you are already using ACH.

Will the troop need to complete the debit authorization form each year? No, as long as the bank account and the signers stay the same. If the information changes or there is a change in signer, a new ACH form will need to be completed and sent to kselzer@girlscoutsnca.org.

Does my troop have to have a bank account to participate in the cookie program? Yes.

Is ACH mandatory for my troop to participate in the cookie program? Yes. Participation in ACH debits is required for all troops, unless extenuating circumstances occur.

Will the troop be notified before the money is taken out of the account? Yes, the troop leaders and TCM will be notified via email with the balance that will be withdrawn from the troop account for each ACH.

What should I do if I know the money will not be in the bank on the date of the ACH debit? If you find that this is the case, the troop can fill out a Product Program ACH Debit Extension Request Form and submit it to guard@girlscoutsnca.org. This form must be received no later than 3 business days before the date of the ACH debit.

If the money is not in the troop's bank account when the debit is planned, what happens? All ACH debits are communicated with a troop in advance. However, if the troop bank balance is insufficient to cover the payment amount, an NSF charge may be incurred by the troop. The troop will not be allowed to pick up any more cookies until payment is made.

What if GSNCA pulls an incorrect amount from my troop's account? Your attention to eBudde is important. Any incorrect entries in girls' selling, transfers, or reorders will affect your balance due to GSNCA. Since we pull funds from your account based on these variables, it is possible that an incorrect amount could be pulled. Your outstanding balance will be clearly listed on the Sales Report tab in eBudde. If GSNCA discovers something that changes your balance during the closing review process, your troop will be credited or debited accordingly.

Continued on the next page

Cookie FAQ (Continued)

Will purchases made on Digital Cookie be credited to the troop's balance due to GSNCA? Yes. You can see the payments credited in the Sales Report tab of eBudde.

Will purchases made on Digital Cookie be calculated towards each girl's rewards? Yes. If the Digital Cookie order is placed before the TCM submits the initial cookie order in eBudde, then it will count towards the girl's initial rewards. Any orders placed after the initial order will count towards the girl's final rewards.

When should my troop pick up more cookies from a Cookie Cupboard? Pick up more cookies from a Cookie Cupboard when you do not have enough inventory on hand to fulfill girls' needs and/or upcoming booths.

Can I pick up cookies by the package from the Cookie Cupboards? No. Cookies are distributed from the Cookie Cupboards only in cases.



The Business of Girl Scout Cookies

Use this section to see the dates and TCM responsibilities in detail.

November - December 2025: Training girls and guardians

- TCM will work with the girls and guardians to set personal and troop goals.
- Troop should plan for the "First \$25" earned in proceeds to be used to register each returning Girl Scout during Early Renewal registration.
- Talk to parents about safety and how to keep their daughters and the rest of the girls safe during the Girl Scout Cookie Program.
- Go over deadlines with girls and guardians.
- Have guardians sign up for cookie booths and inform them of booth guidelines.
- Secure a signed Cookie Program parent/guardian permission form for each girl.
- Review cookie pick-up and money procedures.

- Collect money from girls and guardians frequently throughout the program.
- Schedule times to collect money at troop meetings or at another agreed-upon time.
- Money envelopes are provided for girls and guardians to assist with the collection of money.
- For each payment received, the TCM must issue a receipt and give the guardian/girl a copy and retain the original for the troop's records.
- Refer to the 2026 Family Cookie Guide for information specific to families. Both TCM and the parent must sign the cookie receipts.

December 8, 2025: Girls begin selling to potential customers

- Girls can use their order cards to sell to potential customers in person.
- Girls can use Digital Cookie to send emails, share their storefront on social media, or share in person with potential customers.

Continued on next page

The Business of Girl Scout Cookies (Continued)

January 21, 2026: Submit Initial Cookie Orders and Delivery Station Pickup via eBudde by 11:59 p.m.

- The TCM must enter the in-person orders in eBudde.
- The TCM can order “troop inventory” as Booth or Other cookies in the Initial Order tab. GSNCA suggests ordering enough for two booths on your initial order.
- The TCM must submit the order by 11:59 pm via eBudde on January 19, 2026. Deadlines in eBudde are date and time-sensitive.
- The TCM will sign up for a delivery location, time, and date by clicking on the Delivery tab in eBudde.
- Girls can continue to take orders and share through Digital Cookie until cookies are received by the troop.
- For each payment received, the TCM must issue a receipt and give the guardian/girl a copy and retain the original for the troop’s records. Both TCM and the parent must sign the cookie receipt.
- Count and Go sign-up ends at 11:59 p.m. on January 22, 2026. No changes can be made after this deadline.

January 24, 2026: Cookie Booth Scheduler opens

- All booths that are organized by GSNCA will be coordinated through the online eBudde system. Each troop can reserve four time slots, two for one location and one for two others, during each round.
- January 24, 2026 - 4 slots
- January 26, 2026 - 4 slots
- January 29, 2026 - 4 slots
- February 2, 2026 - 10 slots
- February 3, 2026 - 10 slots
- February 4, 2026 - 10 slot
- February 5, 2026 - 10 slots

- February 6, 2026 - 10 slots
- February 7, 2026 - 10 slots

January 30 - February 1, 2026: Count and Go cookie pick-up begins

- Refer to your confirmation for vehicle case loading information.
- Arrive at your scheduled pick-up time with the appropriate number of cars, lined up together.
- Make sure you count your cookies before leaving the Count and Go location.
- Don’t forget your Delivery Confirmation. You **MUST** have this to pick up.

February 2–March 2, 2026: Cookies on the Go

- Grab your wagon and visit your neighbors.
- Encourage the girls in your troop to go door-to-door in their neighborhoods and communities.
- Girls in your troop who participate can earn a patch.

February 4, 2026: GSNCA Office Cupboards open

- Birmingham, Florence, Huntsville, and Tuscaloosa

February 5, 2026: Volunteer/Warehouse Cupboards open

February 6, 2026: Booths begin

February 19, 2026: First payment through ACH debit - 1/2 of the Initial Order minus Digital Cookie credits through February 13, 2026

- Collect money from parents and make frequent deposits to your troop bank account to ensure funds are available for ACH debit on February 19, 2026.

Continued on next page

The Business of Girl Scout Cookies (Continued)

- If your troop will not have the payment by the deadline, you must fill out the Product Program ACH Debit Extension Request Form and send it to guard@girlscoutsnca.org no later than 3 business days before the date of the ACH debit.
- Troops that turn in an extension request or have an ACH returned due to insufficient funds will be contacted to discuss the reason for non-payment. The troop will not be allowed to pick up any more cookies until payment is made.
- A parent meeting will be held, if needed, to plan how to sell, donate, or transfer to other troops needing cookies.

March 12, 2026: Second payment through ACH debit - 1/2 of the Initial Order plus the first week of cupboard orders minus Digital Cookie credits through March 8, 2026

- If your troop will not have the payment by the deadline, you must fill out the Product Program ACH Debit Extension Request Form and send it to guard@girlscoutsnca.org no later than 3 business days before the date of the ACH debit.
- Troops that turn in an extension request or have an ACH returned due to insufficient funds will be contacted to discuss the reason for non-payment. The troop will not be allowed to pick up any more cookies until payment is made.
- A parent meeting will be held, if needed, to plan how to sell, donate, or transfer to other troops needing cookies.

March 15, 2026: Cookie Program ends at 11:59 pm.

March 15, 2026: Girl profiles in Digital Cookie are deactivated at 11:59 pm. Troop site links will continue to accept payments until March 30, 2026.

March 15-19, 2026: TCM will assign cookies to girls on the Girl Order tab in eBudde

- The Girl Orders tab allows you to enter additional packages distributed.
- You can enter a memo on each row to identify the transaction.
- No packages can be left assigned to the Troop Site Link. Cookies credited to the Troop Site Link must be moved to real girls by the final rewards submission deadline.
- Distribute all cookies to the appropriate girls.
- Rewards will automatically calculate for girls on the Rewards tab from the numbers entered into eBudde on the Girl Orders tab.

March 19, 2026: TCM will submit the final Rewards Order by 11:59 p.m.

- Review rewards order in eBudde under the Rewards tab.
- Complete all the size/category selections needed.
- Any rewards not submitted by the due date will be submitted at a later time with no guarantee of timely delivery.

March 30, 2026: Troop links in Digital Cookie will be deactivated at 11:59 p.m.

April 2, 2026: Payment through ACH debit, remaining balance due to GSNCA

- GSNCA will send a reminder email of the amount due to TCMs and Troop Leaders.
- GSNCA will debit the troop's banking account on April 2, 2026.

Continued on next page

The Business of Girl Scout Cookies (Continued)

- If your troop will not have the payment by the deadline, you must fill out the Product Program ACH Debit Extension Request Form and send it to guard@girlscoutsnca.org no later than 3 business days before the date of the ACH debit.
- Troops that turn in an extension request or have an ACH returned due to insufficient funds will be contacted to discuss the reason for non-payment.
- A parent meeting will be held, if needed, to plan how the troop will proceed.

Mid-late May, 2026: Rewards will be distributed

- Little Brownie Baker rewards will be shipped to the SUCM in mid-May.
- GSNCA rewards will be distributed to SUCMs at the same time.
- Be on the lookout for a message from your SUCM with the date and time to pick up your rewards.
- Rewards should be distributed to troops and then to girls as soon as possible.



How the Cookie Crumbles



2026 Cookie Calendar

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