

2026–2027 Girl Scout Cookie Program

Troop Cookie Manager Manual



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Contact

SU Cookie Manager

Contact Number

Email Address

eBudde

cookieportal.littlebrownie.com

Login _____ **Password** _____

Digital Cookie

digitalcookie.girlscouts.org

Login _____ **Password** _____

Product Programs on *Rallyhood.com*

Stay up to date on the latest Product Program news, access resources and files, ask questions, share ideas, and connect with volunteers across GSNCA—including other Troop Cookie Managers for cookie swaps. Scan to join the group now!



Scan to access
cookie resources
from GSNCA.
girlscoutsnca.org



Scan to access
cookie resources
from our baker.
*littlebrownie
bakers.com*

GSNCA Membership Support | 1-800-734-4541, *customercare@girlscoutsnca.org*
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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, which uses donated funds to purchase cookies for a local organization after the program ends
- **Digital Cookie** – Online program for customers to purchase cookies by card
- **eBudde** – Online program for TCMs to manage cookie inventory and finances
- **PGA** – Per Girl Average
- **Count & Go** – Distribution of initial troop and girl cookie orders to TCMs in Anniston, Birmingham, Florence, Madison/Huntsville, and Tuscaloosa
- **Cookie Cupboards** – Locations where TCMs can pick up additional cookies
- **Cookies on the Go** – Girls selling cookies in-hand throughout their communities
- **Me & My Guy** – Any time a male participates in the Cookie Program with a Girl Scout

Opt Out of Rewards

- Junior, Cadette, Senior, and Ambassador troops can opt out of rewards by March 14, 2027, to receive an additional \$0.05 per package sold.
- Multi-level troops may also opt out through a separate process that must be completed by December 3, 2026.
- To opt out, contact Angie Hines, Director of Product Programs, at ahines@girlscoutsnca.org.

Spotlight Your Troop

Email cookie season photos and videos to communications@girlscoutsnca.org to be featured on the GSNCA social media. Include your troop number and city. Make sure photo permissions are on file.

The Five Skills

The Girl Scout Cookie Program is the world’s largest girl-led entrepreneurship program, building five essential skills that provide girls with a strong foundation for life.

1

Goal Setting – Learning how to set goals and create a plan to reach them

2

Decision Making – Learning to make decisions on their own and as a team

3

Money Management – Learning to create a budget and handle money

4

People Skills – Finding their voices and build confidence with customers

5

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



Explore Cookie Badges

girlscouts.org



Adventurefuls
Brownie-inspired cookies with caramel crème and sea salt



Do-si-dos
Oatmeal sandwich cookies with peanut butter filling



Exploremores
Rocky road cookies with chocolate, marshmallow and almond crème



Lemon-Ups
Crispy lemon cookies with inspiring messages on top



Samoas
Crisp cookies with caramel, coconut and dark chocolate stripes



Tagalongs
Crispy cookies layered with peanut butter and chocolate coating



Thin Mints
Crisp, chocolaty cookies with natural oil of peppermint



Trefoils
Iconic shortbread cookies inspired by the original Girl Scout recipe



Toffee-Tastics
Gluten-free buttery cookies with sweet, crunchy toffee bits

Online Only | Limited Supply



NEW! Patch Pals
Soft-baked blueberry muffin-flavored dog treats



NEW! Sparkables
Crunchy oatmeal cookies with chocolate chips and sprinkles

TCM Responsibilities

With your support, every Girl Scout can rise to the challenge and do amazing things!

The role of the TCM is to:

- Track girls' sales in eBudde
- Monitor inventory and reorder or transfer cookies as 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
- ACH Authorization Form on file
- Eligible background check on file
- Confirmed registration of all participating girls and volunteers
- Signed parent permission forms for every participating girl

TCM Responsibilities During Program:

- Enter girl order card orders and keep eBudde up to date
- Monitor Digital Cookie online payments in eBudde
- Coordinate booth locations with your Service Unit
- Arrange Cookie Cupboard pickups and briefly store cookies until 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 Program:

- Submit final rewards order in eBudde
- **Distribute girl rewards promptly**
- Keep all troop Cookie Program records for at least two years
- Celebrate with the girls and families

Care to Share/Gift of Caring

Care to Share provides cookies to Hometown Heroes, including first responders, military, veterans, healthcare and essential workers.

GSNCA Gift of Caring

- In Person: Collect \$6 per donated package. Enter as “Gift of Caring” in Site Sale and Girl Orders; credit the girl’s balance.
- Digital Cookie: Customer selects “Donate Cookies.” Cookies and funds are automatically credited to the girl in eBudde.
- Provide a Gift of Caring receipt upon request.
- Enter non-Digital Cookie purchases in the “GOC” column of the active Initial Order or Girl Orders tab in eBudde.
- Troop proceeds and girl rewards are calculated automatically.
- GSNCA coordinates distribution through service units and troops.

Troop Gift of Caring

Troops may host their own Care to Share program alongside Hometown Heroes, tracking donations, purchasing cookies and delivering them.

- In Person: Collect donations and purchase cookies. Add cookies and payment as new line items in Girl Orders.
- Digital Cookie: Customer selects a variety and identifies it as a donation. Payment is automatic; TCM assigns the variety to the girl in eBudde.
- Do NOT use the “GOC” column; these packages do not count toward Gift of Caring rewards.
- Enter the correct variety in Girl Orders and assign payment to the girl.
- Donate packages to the organization.

Selling Options

Girls can sell through Digital Cookie, at booths, door-to-door and throughout their communities.

In Person

- Paper order card preorders begin December 7, 2026.
- Safety is our top priority. An adult must supervise all activities.
- Encourage girls to call, email, message, text, or visit friends and family to ask for orders or donations.
- Girls can display homemade posters at guardians’ workplaces with employer permission.
- Deliver cookies to neighbors and friends. Earn a special patch during Cookies on the Go, February 1 through March 1, 2027.
- Booths can increase troop sales and begin February 5, 2027.

Online

- Digital Cookie opens December 7, 2026.
- Customers can choose direct shipping or prepaid girl delivery through Digital Cookie.
- Set up Digital Cookie when the registration link arrives to send marketing emails on day one.
- Digital Cookie accepts debit and credit cards for online purchases.
- Girls can also livestream on social media to promote cookie sales to friends and family.

Getting Started with Digital Cookie

Digital Cookie allows girls to accept electronic cookie payments. Customers can choose direct shipping (shipping charges apply), Girl Scout delivery, or donation with no additional shipping fees.

- TCMs should create a Troop Site Link for Digital Cookie purchases.
- Troop Site Links appear in Cookie Finder for booth preorders and virtual booths.
- Parents may enter paper orders in Digital Cookie during Initial Order.
- After Initial Order, guardians may turn off girl delivery, allowing only shipped or donated orders.
- Parents must approve orders within five days or the customer's secondary choice—donate or cancel—will apply.
- Optional Character Recognition (OCR) scans debit/credit cards and automatically enters card information during payment.
- Payments automatically transfer to eBudde.
- Parents can view their girl's assigned cookies in Digital Cookie.

Getting Started with eBudde

eBudde offers reminders, reports, training and more on desktop or mobile. Sales are recorded in eBudde so girls receive credit toward rewards.

- You'll receive an email the week of November 30, 2026, or when confirmed as TCM.
- Log in and reset your password if needed.
- Complete your profile, including name, address and contact number.
- Select eBudde. The Dashboard is the default screen.

Settings — A general overview of the cookie manager's troop

Contacts — Shows who has access to eBudde for the troop and their assigned role

Girls — Shows the list of participating girls in the troop. This is where the TCM can verify their information (grade, caregiver email address, and input their T-Shirt Size and individual cookie goal)

Girl Orders — Able to see girls DC cookie orders and assigned additional cookie orders, payments, and check balance

Booth Sites — Sign up for council-wide booths or request a troop booth within your service unit. Record and distribute sales to participating girls

Payment — View all payment transactions applied to your troop.

Sales Report — A summary of each eBudde tab. Troops can view cookies received, payments made, PGA, and Balance Due.

Reports — Find reports for Digital Cookie sales, Count & Go, cupboard information, and reward orders.

Manage your troop on the go with the eBudde app.
Download wherever you get apps.



eBudde Instructions

- **Troop Cookie Manager** — Full access to view and change troop records
- **Troop View Only** — View troop records; cannot make changes
- **Troop Cookie Pickup** — Cupboard pickup only; no eBudde access

TCM access has additional requirements. View Only and Troop Cookie Pickup require only active membership. Contact Customer Care to request access.



Watch video for step-by-step instructions.

youtube.com

Remove Cookies or Payments

- Click Girl Orders
- Select girl
- Click Add Trans or Add Payment
- Enter cookies/amount as a negative (-)
- Click OK
- Click Save

Select a Booth

- Click Booth Sites
- Select city
- Select business
- Select date
- Select time slot(s)
- Click Submit

Add a Troop/SU Booth

- Click Booth Sites
- Select My Sales
- Click Add a Location
- Enter information
- Click Add
- SUCM approves or denies booth

Distribute Booth Sales

- Click Booth Sites
- Select Record Sales
- Select booth
- Enter quantities sold
- Select girls

Initial Order

- Click Initial Order
- Select order card line
- Enter paper orders
- Do not enter Digital Cookie orders
- Repeat for each girl
- Enter booth cookies on Booth line
- Enter other cookies on Other line
- Click Submit Order

Delivery Station

- Click Delivery
- Answer prompts
- Select Count & Go location
- Select pickup date/time
- Click Submit My Info
- Print confirmation for Count & Go

Rewards Orders

- Click Rewards
- Click Fill-Out beside the correct order type
- Select girls highlighted in red
- Make required selections
- Click Submit Girl Order
- Enter troop reward quantities if applicable
- Click Submit Reward Order

- Click Distribute
- Click Submit Sale

Cupboard Transaction

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

Assign Cookies

- Click Girl Orders
- Select girl
- Click Add Trans
- Enter memo
- Enter cookies distributed
- Check INV to send packages to Digital Cookie
- Click OK
- Click Save

Record Payments

- Click Girl Orders
- Select girl
- Click Add Payment
- Enter amount received
- Check INV to send packages to Digital Cookie
- Click OK
- Click Save

Tracking Orders and Managing Inventory

Shipped and donated orders are automated, with nothing to collect or deliver. Cookies are automatically assigned to the girl in the Girl Orders tab in eBudde. During Initial Order, these packages will not appear on the Initial Order tab because they are not for girl delivery. Packages count toward the appropriate initial or final rewards order, regardless of which tab they appear on.

Girl-delivery Digital Cookie purchases during Initial Order do not automatically transfer to the Initial Order tab in eBudde. After Initial Order is submitted, cookies are automatically assigned to each girl in Girl Orders.

Girl-delivery Digital Cookie purchases after Initial Order are not automatically assigned in eBudde. TCMs must manually assign them to the girl. Families should alert TCMs when cookies are needed to fill orders. When assigning cookies in eBudde, check the INV box to send packages/payment to Digital Cookie and keep inventory accurate.

Banking/Deposits

- TCMs must issue a receipt for every payment, give the guardian/girl a copy, and keep the original. Both the TCM and parent must sign the receipt.
- Keep eBudde current all season.
- Digital Cookie payments automatically post in eBudde and offset the amount due to GSNCA.
- Parents are financially responsible for all cookies received. TCMs decide whether to exchange or accept cookies back from families.
- TCMs determine how many cookies parents receive at a time.
- Set parent/girl payment deadlines before ACH sweeps.
- If funds are unavailable for an ACH payment, submit an ACH Debit Extension Request Form.
- TCM/troop decides whether to accept checks. If accepted, record the customer's driver's license and phone number and the girl's name on the check. GSNCA cannot recover funds from returned checks.
- Overpayments are processed at program end.
- Deposit frequently; do not hold large amounts of cash. Deposit non-Cookie Program funds separately.
- If the troop account has a large balance, submit a Product Program ACH Withdrawal Request Form.
- Two troop leadership team members should verify all finances together, including booth inventory and sales, deposits, and payments received.
- Note deposit details on receipts, including booth dates/totals and parent/girl payments listed separately.
- GSNCA does not recommend third-party payment apps such as Cash App and Venmo, which are designed for friends and family.
- Tax law changes effective January 1, 2024, require Third-Party Service Organization (TSO) vendors to provide 1099-Ks. Individuals using personal TSO accounts may receive a 1099-K for product sales or other troop payments.
- GSNCA recommends consulting a tax advisor before using personal TSO accounts for troop activities.

Money Management

The troop is financially responsible for all cookies received during the program. Cookies cannot be exchanged or returned to GSNCA.

Payments are made by ACH withdrawal from the troop bank account. A Troop/Group ACH Debit Authorization Form must be on file with GSNCA to participate.

ACH Sweep Dates & Details

February 18, 2027 — One-half of the initial order, minus Digital Cookie credits through February 12

March 11, 2027 — Half of the initial order, plus first-week cupboard orders, minus Digital Cookie credits through March 7. Cupboard orders are included by order date.

April 1, 2027 — Remaining balance due

Buy 5 packages, and you could
win FREE cookies for a year!

(That's one delicious box every week!)



Enter the “Buy
5” drawing.
girlscoutsnca.org

Quick Access Forms

The next three pages consist of forms.

- ACH Draw Extension Request Form
- ACH Draw Request Form
- Delinquent Account Procedure Form

Pull out and copy these pages as needed. PDFs are also available at girlscoutsnca.org under Cookie Resources & Support.



Access PDFs of
each cookie
form.
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 | ☐ First Draw |
| ☐ Cookie Program | ☐ 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 2, 2026
- ☐ Cookie Program: February 18, 2027
- ☐ Cookie Program: March 11, 2027
- ☐ Cookie Program: April 1, 2027

****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: _____

Family Training

Plan a fun, informative family meeting with grade-level resources. Find guides at girlscoutcookies.org/troopleaders.

- Hold a family meeting 2–3 weeks before cookie season. Choose a format that works for everyone.
- Complete a Parent Permission Form for each participating girl.
- Review payment deadlines, cookie prices, rewards and promotions.
- Have girls practice sales pitches and graciously accepting “no.”
- Set troop and girl goals, plan troop proceeds, and set a Gift of Caring goal. Review last year’s results and challenge girls to aim higher.
- Review online participation and safety.
- Discuss in-person sales and safety once cookies arrive.
- Set a booth schedule and designate a background-checked adult “booth leader” for each booth.
- Encourage parents to set up their girl’s Digital Cookie profile when the program begins.



Open the
Parent/Guardian
Permission
Form.

girlscoutsnca.org

Family Pins

The Cookie Entrepreneur Family Pin helps girls build skills, reach goals and think like entrepreneurs with family support. Find the Cookie Family Connection Guide at girlscoutcookies.org/entrepreneurfamily.

Steps for Safety

Make sure girls understand and follow these safety rules:

- **Show you’re a Girl Scout** — Wear Girl Scout insignia or apparel.
- **Buddy up** — Use the buddy system.
- **Be streetwise** — Know the areas and neighborhoods where you sell.
- **Partner with adults** — Daisies, Brownies and Juniors need an adult when taking orders, selling or delivering. Cadettes, Seniors and Ambassadors must buddy up for door-to-door sales. Adults are required at booths.
- **Plan ahead** — Don’t carry or store large amounts of money. Give proceeds to supervising adults for deposit.
- **Do not enter** — Never enter homes, vehicles or alleys, or sell to people in vehicles.
- **Sell in the daytime** — Sell only during daylight hours unless accompanied by an adult.
- **Protect privacy** — Never share girls’ names, addresses or emails. Use an adult-supervised group contact. Use customer information only for the Product Program. Girls must never take credit card numbers.
- **Be safe on the road** — Follow safe pedestrian practices, especially at intersections and along roadways. Watch for traffic when unloading products or passengers.

Initial Order (IO)

The Initial Order, or “pre-order” phase, runs December 7, 2026, through January 18, 2027, at 11:59 p.m. Girls take orders using paper order cards and Digital Cookie for delivery when cookies arrive.

Troops earn an additional \$0.02 per package with a Troop PGA of 175+ or \$0.03 per package with a Troop PGA of 200+ on Initial Order sales.

A troop's Initial Order includes:

- Paper order card packages
- Girl-delivered Digital Cookie packages (automatically ordered in eBudde)
- Unassigned packages for booths or other activities

Enter unassigned cookies on the Booth and/or Other line of the Initial Order tab.

How many unassigned cookies should you order? Girls provide TCMs their paper order totals by variety. Use these totals to estimate unassigned cookies needed for Cookies on the Go and booths.

Use the Initial Order Unassigned Estimate sheet at girlscoutsnca.org under For Volunteers > Manuals/Guides to help estimate your troop's unassigned cookies.

Average sales by variety:

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

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.

Service Units/troops ordering more than 600 cases may request a direct drop the week after Count & Go. Email ahines@girlscoutsnca.org by January 11, 2027, at 11:59 p.m. to schedule. Do not select a Count & Go location if using direct drop.



IO detailed instructions

girlscoutsnca.org



IO Unassigned Estimate sheet

girlscoutsnca.org



See eBudde Training Video.

girlscoutsnca.org

Before online marketing or sales, girls and supervising parents/guardians must read, agree to and follow the Girl Scout Internet Safety Pledge, Digital Cookie Pledge, and Supplemental Safety Tips for Online Marketing. girlscoutcookies.org/troopleaders



Take the Internet Safety Pledge.

girlscouts.org

Count & Go

Count & Go is a drive-through Initial Cookie Order pickup in Anniston, Birmingham, and Madison. Tuscaloosa and Florence will be direct drops. For a Smooth Count & Go:

- Bring a printed Delivery Confirmation or screenshot.
- Arrive at your scheduled time with all vehicles together and ready for loading.
- Empty vehicles and fold down seats; remove passengers, car seats and personal items.
- Bring enough vehicles for your order.
- Check in and receive your bubble sheet.
- Orders cannot be adjusted at pickup.
- Count every case. Sign the bubble sheet only after confirming the count.
- Sign for your order and keep your receipt.
- Once you sign, you are responsible.

Distributing Initial Order Cookies

After Count & Go, follow these steps when distributing cookies to girls and families:

- Cookies not assigned to girls belong to the troop.
- Troop inventory appears on the Difference line at the bottom of Girl Orders and should match the troop's Initial Order from the Others line and troop inventory.
- Schedule a location and time for family order pickup.
- Always issue receipts for cookies distributed and money collected.
- Use separate receipt books for cookies and payments; never combine them on one receipt.
- Prepare receipts in advance. Initial Order cookies must be on a separate receipt matching the girl's Initial Order total in eBudde.
- Count and verify Initial Orders with families.
- Receipt must match cookies distributed.
- Parent and TCM sign the legible receipt. TCM keeps the white copy; parent keeps the yellow copy. Store receipts safely.
- Parents are financially responsible for all cookies received. TCMs decide whether to exchange varieties or accept returns from families.
- Do not re-enter Initial Order totals in Girl Orders; they transfer automatically from the Initial Order tab.
- Tell families how much and when Initial Order payments are due.
- Deliver Initial Orders to customers after Count & Go.

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 Tips

- Set a schedule to reduce trips to the Cookie Cupboard.
- Frequently compare cookies on hand with troop inventory on the Difference line in Girl Orders to catch errors.
- Do not match eBudde distributions to individual Digital Cookie orders. Digital Cookie is a payment method; parents should tell you which varieties they need regardless of payment method.
- Give families small amounts at a time and consider requiring payment before giving more. Amounts may vary based on your comfort and familiarity with each family.
- Order additional cookies from your local Cookie Cupboard as needed.
- If a parent misses a payment, do not give them more cookies.
- Keep eBudde updated with all cookie assignments and payments

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 1–March 1



Sell door-to-door with an adult by wagon or car. Leave information when no one is home. With owner permission, girls can also sell to business employees.

Share the girl's Digital Cookie link on neighborhood Facebook groups or Nextdoor. Customers can order through Digital Cookie and pick up cookies on a specified day at a public location, such as a community center or park.

Girls who participate earn a Cookies on the Go patch. TCMs order patches with Final Rewards, so keep a list of earners for ordering and distribution.

Cookie Cupboards

Where do you get additional cookies after Initial Order? Order additional cookies from a Cookie Cupboard during the program. Cupboards are located at GSNCA Service Centers, Lambert's Relocation warehouses in Madison and Birmingham, and volunteer homes. See the Cupboard tab in eBudde for locations.

How many cookies should you order? Cupboard orders include cookies for booths and additional girl sales. Use GSNCA's estimation tool to determine how many cookies you may need for a booth and average sales by variety.

Cookie Cupboards Tips

- Submit GSNCA Cupboard orders 24 hours in advance. Example: Order by 7:00 a.m. Wednesday for 11:00 a.m. Thursday pickup.
- Cupboards distribute full cases only. Use the Cookie Exchange in eBudde for smaller quantities.
- Adding cookies? Place another order or adjust at pickup.
- Reducing an order? Contact the Cupboard Keeper or adjust at pickup.
- Someone else picking up? Contact Customer Care at customercare@girlscoutsnca.org to add them as a Troop Cookie Pick-Up Only User in eBudde.
- Need Cupboard Keeper contact information or schedules? In eBudde, select Reports, then XLSX or PDF beside Cupboards.

Cookie Booths

Cookie Booths are where girls sell cookies in hand to the public February 5–March 14, 2027. There are two types: GSNCA booths and Service Unit/Troop booths. All booth locations must be entered in eBudde to appear in Cookie Finder.

- **GSNCA Booths** – GSNCA staff arrange booths at locations throughout the council, including Food City, Walmart, Sam’s Club, Kroger, Lowe’s, and popular malls. Service Unit and troop members should not contact these locations.
- **Service Unit/Troop Booths** – Service Unit or troop members arrange these booths. Submit all locations in eBudde for Service Unit Cookie Manager review. Coordinate within your Service Unit to avoid multiple requests to the same business. Enter booth information accurately; it is customer-facing.

- **Family Cookie Experiences** – Booths held by a registered Girl Scout and family member(s). Parents/guardians must get establishment permission and complete a Booth Permission Form.

GSNCA Booth Selection Dates

January 23, 2027, up to 4 slots, 6:00 p.m.
January 25, 2026, up to 4 slots, 6:00 p.m.
January 28, 2027, up to 4 slots, 6:00 p.m.
February 1, 2027, up to 10 slots, 6:00 p.m.
February 2, 2027, up to 10 slots, 6:00 p.m.
February 3, 2027, up to 10 slots, 6:00 p.m.
February 4, 2027, up to 10 slots, 6:00 p.m.
February 5, 2027, up to 10 slots, 6:00 p.m.
February 6, 2027, up to 10 slots, 6:00 p.m.
February 7, 2027, up to 50 slots, 6:00 p.m.

Cookie Booth Tips

- Document booth information on the deposit receipt.
- Complete a Booth Inventory Sheet before each booth.
- Have two people verify inventory, petty cash, cash received and total sales at every booth.
- Parents/guardians may check out booth inventory with a Booth Inventory Sheet verified by two unrelated troop members.
- Only registered, background-checked members may handle troop funds.
- Smile, be friendly and encourage Girl Scouts to do the same!



Booth Patch

Girls who participate in at least four cookie booths between February 5 and March 14, 2027, earn a Booth Sales patch. TCMs order patches with Final Rewards, so keep a list of earners for ordering and distribution.

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 drawstring backpack.

Me & My Guy Troop Promotion

Grab your favorite guy and finish the cookie program the last weekend of booth sales—March 12-14. Upload a photo of your girls and guys at your booth for the Me & My Guy patch.



Cookie Marketing Kit

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

Substitutions could be made.

Proceeds & Rewards

Troop Proceeds for 2027

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 2026 Fall Product Program with \$1,900 in combined troop sales and submit a 2027 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 (2026 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 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 2026 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.

Girl Scouts of North Central Alabama 2026-27 Cookie Program Rewards

My Personal Goal: _____ NUMBER OF PACKAGES

Initial Order Reward



Drawstring Bag
150+ pkgs Initial Order

- Troops with a PGA of 175+ will receive an additional .02 per package on their Initial Order
- Troops with a PGA of 200+ will receive an additional .03 per package on their Initial Order

Final Troop PGA Reward



Troops with a final PGA of 355+, girls will receive Super Patch and troop will receive \$50 Council Cash

Booth Sales



Booth Sales Patch
4+ Booths

Digital Cookie Rewards



Cookie Techie Patch
100+ DC

Gift of Caring



Gift of Caring Patch
40+ GOC

Cookies on the Go



Ready to Explore Theme Patch
Participate in Cookies on the Go from February 1, 2027 - March 1, 2027

Crossover Reward



Girls who sell \$700+ in the Fall Product Program and 700+ packages of cookies will receive a Lululemon Sling Bag

Crossover Patch



Create Avatar, send 20+ emails, Use the Share My Site in M2, sell \$375+ in Fall Product Program & sell 375+ packages of cookies

Ambassador Reward



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



Firefly Action Patch
60+ pkgs



Bracelet Hair Tie Set
150+ pkgs



Clip-on Micro-Duffel AND Wristlet Strap
192+ pkgs



Mini Jigsaw Puzzle OR \$10 Council Cash
252+ pkgs



Sling Bag AND Bag Charm
345+ pkgs



Bunny Plush
415+ pkgs



Mini Duffel AND Girl Scout Scented Markers
520+ pkgs



Bunny Socks OR \$20 Council Cash
700+ pkgs



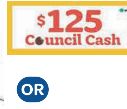
Bunny Crochet Kit OR Solar Flower Kit
875+ pkgs



National Parks Mystery Series - 5 book bundle OR Mom and Me Camp Weekend
1100+ pkgs



Phone Camera & Light Bundle Kit OR \$125 Council Cash
1300+ pkgs



6 in 1 Wireless Charger, Speaker & Clock OR Smore's Making Kit OR Quilted Duffel Bag
1500+ pkgs



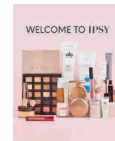
\$200 Council Cash OR Week at Camp OR Deluxe Art Set
2000+ pkgs



Pickle Ball Set w/Net OR Camping Kit OR 2 Day Pass Tickets to Highpoint and \$20 for Lunch
3000+ pkgs



Sewing Machine OR Lenovo Android Tablet OR Slushie/Ice Cream Machine
4000+ pkgs



12 Month Subscription to IPSY OR Echo Show
OR \$250 Council Cash
5000+ pkgs

Council reserves the right to make substitutions to the item's color, material or size, or to substitute an item of equal or greater value due to changes or challenges in product availability. All rewards are cumulative.

Cookie Program FAQ

Who can sell Girl Scout Cookies? All registered girls! Adults may assist, but girls make the pitch, secure sales, set goals and build entrepreneurial skills.

What if a parent does not pick up their cookies? Notify your Service Unit Cookie Manager immediately if cookies are not picked up promptly.

What if I have cookies I cannot sell? Contact your SUCM for help connecting with local troops.

Can my troop use a credit card device at a booth? Yes. Credit card devices may be used at booths, but cookie prices cannot be increased to cover surcharges.

What is ACH? Automated Clearing House is an electronic banking network used for direct deposits and electronic payments.

Does my troop need to complete the debit authorization form each year?

No, unless the bank account or signers change. If either changes, submit a new ACH form to ksselzer@girlscoutsnca.org.

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

Is ACH required to participate in the program? Yes, unless extenuating circumstances occur.

Will the troop be notified before an ACH withdrawal? Yes. Troop leaders and the TCM will receive an email with the amount to be withdrawn.

What if the money will not be available for an ACH debit? Submit an ACH Debit Extension Request Form to guard@girlscoutsnca.org at least three business days before the ACH debit.

What if the troop has insufficient funds for an ACH debit? The troop may incur an NSF charge and cannot pick up more cookies until payment is made.

What if the money will not be available for an ACH debit? Submit an ACH Debit Extension Request Form to guard@girlscoutsnca.org at least three business days before the ACH debit.

What happens if the troop has insufficient funds for an ACH debit? The troop may incur an NSF charge and cannot pick up additional cookies until payment is made.

What if GSNCA withdraws an incorrect amount? Keep eBudde accurate; girl sales, transfers and reorders affect the amount due. Check the Sales Report tab for your outstanding balance. If GSNCA finds an adjustment during closing review, the troop will be credited or debited accordingly.

Are Digital Cookie purchases credited toward the troop's balance due to GSNCA? Yes. Payments appear in the Sales Report tab in eBudde.

Do Digital Cookie purchases count toward girl rewards? Yes. Orders placed before the TCM submits Initial Order count toward initial rewards; later orders count toward final rewards.

When should my troop pick up more cookies from a Cookie Cupboard? When troop inventory is insufficient for girl needs or upcoming booths.

Can I pick up individual packages from a Cookie Cupboard? No. Cookie Cupboards distribute full cases only.

TCM Responsibilities

Nov.–Dec. 2026: Train Girls & Guardians

- Work with girls and guardians to set individual and troop goals.
- Plan to use the “First \$65” in troop proceeds to register each returning Girl Scout during Early Renewal.

- Review Cookie Program safety with girls and guardians.
- Review deadlines with girls and guardians.
- Have guardians sign up for booths and review booth guidelines.
- Collect a signed Parent/Guardian Permission Form for each girl.
- Review cookie pickup and money procedures.
- Collect money from girls and guardians frequently.
- Schedule collection at troop meetings or another agreed-upon time.
- Provide money envelopes to help families collect funds.
- Issue a receipt for every payment. Give the guardian/girl a copy and keep the original for troop records.
- TCM and parent must sign each receipt.
- Refer families to the 2027 Family Cookie Guide for more information.

Dec. 7, 2026: Girls Begin Selling

Girls can sell in person using order cards or use Digital Cookie to email customers, share their storefront on social media or share it in person.

Jan. 20, 2027: Submit Initial Cookie Orders and Delivery Station Pickup via eBudde by 11:59 p.m.

- Enter all in-person orders in eBudde.
- Order troop inventory as Booth or Other in the Initial Order tab. GSNCA recommends enough for two booths.
- Submit the Initial Order in eBudde by January 20 at 11:59 p.m. Deadlines are date- and time-sensitive.
- Select a delivery location, date and time in the Delivery tab.
- Girls may continue taking Digital Cookie orders until cookies arrive.
- Issue a receipt for every payment. Give the family a copy, keep the original and have both parties sign.

- Count & Go signup closes Jan. 20 at 11:59 p.m. No changes afterward.

Jan. 23, 2027: Booth Scheduler Opens

GSNCA booths are reserved through eBudde. During each round, troops may reserve the available number of slots, with no more than two at one location.

- 4 slots each: Jan. 23, 25, 28
- 10 slots each: Feb. 1, 2, 3, 4, 5, 6

Jan. 29–31, 2027: Count & Go

- Check your confirmation for vehicle requirements.
- Arrive at your scheduled time with enough vehicles together.
- Bring your Delivery Confirmation; required for pickup.
- Count all cookies before leaving.

Feb. 1–Mar. 1, 2027: Cookies on the Go

Encourage girls to sell door-to-door in their neighborhoods and communities. Participating girls can earn a patch.

Feb. 3, 2027: GSNCA Cupboards Open

Feb. 4, 2027: Volunteer/Warehouse Cupboards Open

Feb. 5, 2027: Booths Begin

Feb. 18, 2027: First ACH Debit

- Half of Initial Order minus Digital Cookie credits through Feb. 12.
- Collect parent payments and deposit frequently so funds are available for the Feb. 18 ACH debit.
- If funds are unavailable, submit the ACH Debit Extension Request Form to guard@girlscoutsnca.org at least 3 business days before the debit.
- Troops requesting an extension or with an ACH returned for insufficient funds will be contacted and cannot pick up additional cookies until payment is made.
- Meet with parents to plan how to sell, donate or transfer leftover cookies.

Responsibilities Cont.

Mar. 11, 2027: Second ACH Debit

- Half of Initial Order plus first-week cupboard orders, minus Digital Cookie credits through Mar. 7.
- If funds are unavailable, submit the ACH Debit Extension Request Form to gward@girlscoutsnca.org at least 3 business days before the debit.
- Troops requesting an extension or with an ACH returned for insufficient funds will be contacted and cannot pick up additional cookies until payment is made.
- If needed, meet with parents to plan how to sell, donate or transfer leftover cookies.

Mar. 14, 2027: Cookie Program Ends at 11:59 p.m.

How the Cookie Crumbles



40% – Council-sponsored programs, events, training, scholarships, camp and property maintenance, and girl and volunteer support

36% – Cost of Cookies and collateral materials

20% – Troop/SU Proceeds

3% – Girl Rewards

2% – Digital Cookie processing and handling fees

1% – Debt collection and unpaid balances

Mar. 14, 2027: Girl Digital Cookie Profiles Deactivated

Girl profiles deactivate at 11:59 p.m. Troop Site Links are active through Mar. 29.

Mar. 14–18, 2027: Assign Cookies to Girls in eBudde

- Enter additional packages distributed in Girl Orders.
- Add memos to identify transactions.
- Move all Troop Site Link cookies to individual girls by the Final Rewards deadline.
- Assign all cookies to girls.
- Rewards automatically calculate from packages entered in Girl Orders.

Mar. 18, 2027: Final Rewards Order Due by 11:59 p.m.

- Review the order in the Rewards tab.
- Complete all required size/category selections.
- Late rewards may be delayed.

Mar. 29, 2027: Troop Site Links Deactivated at 11:59 p.m.

Apr. 1, 2027: Final ACH Debit, Remaining Balance Due to GSNCA

- TCMs and Troop Leaders will receive an email with the amount due before GSNCA debits the troop bank account.
- If funds are unavailable, submit the ACH Debit Extension Request Form to gward@girlscoutsnca.org at least 3 business days before the debit.
- Troops requesting an extension or with an ACH returned for insufficient funds will be contacted.
- If needed, meet with parents to plan next steps.

Mid–Late May 2027: Rewards Distributed

- Little Brownie Bakers and GSNCA rewards are distributed to SUCMs.
- Get pickup details from your SUCM.
- Distribute rewards promptly.



Gear Up for Cookie Season!

GSNCA Shops are stocked with cookie gear to help make your season a hit! Shop signage, tablecloths, totes, aprons, money pouches, fun accessories, and more in Birmingham or Huntsville, or order by email at retail1@girlscoutsnca.org.

Here are a few favorites!

Long Tablecloth \$22.00



Yard Sign \$13.00



Tote Bag \$5.00



Square Tablecloth \$19.00



Car Magnet \$14.00



Apron \$10.00



Money Pouch \$6.00



2027 Cookie Season Calendar

Cookie Sales

Monday, December 7
Order taking begins –
Digital Cookie & Girl Order
Card

February 1–March 1
Cookies on the Go

Friday, February 5
Council-wide booths begin

Cookie Booth Scheduling

Saturday, January 23
Round 1: 6:00 p.m.

Monday, January 25
Round 2: 6:00 p.m.

Thursday, January 28
Round 3: 6:00 p.m.

Monday, February 1

Tuesday, February 2

Wednesday, February 3

Thursday, February 4

Friday, February 5

Saturday, February 6

Sunday, February 7

Open Selection: 6:00 p.m.
10 Slots Per Day

Initial Order & Count & Go

Monday, January 18
TCM submits Initial Order
by 11:59 p.m.

Wednesday, January 20
SUCM submits Initial
Order. No edits after 11:59
p.m.

Wednesday, January 20
TCM deadline to select
Count & Go location in
eBudde

Friday, January 29
Count & Go/Direct Drop
Anniston & Birmingham

Saturday, January 30
Count & Go
Birmingham & Madison

Sunday, January 31
Count & Go/Direct Drop
Florence & Tuscaloosa

Cupboards

Wednesday, February 3
Council cupboards open

Thursday, February 4
Warehouse and volunteer
cupboards open

ACH Debits

Thursday, February 18
1st ACH Withdrawal ½ IO -
DC Payments through
February 12

Thursday, March 11
2nd ACH Withdrawal
½ IO + 1st Week Cupboard -
DC payments through
March 7

Thursday, April 1
3rd ACH Withdrawal
Remaining Balance Due

Wrap-Up & Rewards

Sunday, March 14
Cookie Program Ends

Thursday, March 18
TCM Submits Final
Rewards by 11:59 p.m.

Monday, March 22
SUCM Submits Final
Rewards by 11:59 p.m.

Monday, March 29
Digital Cookie Sites Closed

Late April/Early May
Rewards to SUCM

Thank You, Volunteers!

The Girl Scout Cookie Program wouldn't be possible without you. Thank you
for the time, energy and care you give throughout cookie season.

Every cookie counted, booth coordinated and question answered helps girls
build confidence, learn new skills and reach their goals.

Thank you for showing up for girls and making the Cookie Program possible!