2025 Service Unit Cookie Manager Manual

EMBRACE POSSIBILITY
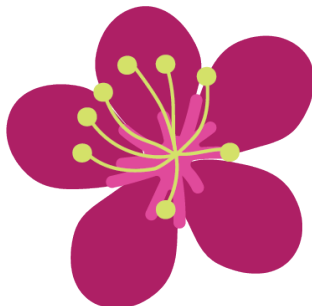
- The Cookie Program begins on **December 9, 2024.**
- Digital Cookie will open on that day for direct-ship and girl-delivered.
- All cookies are $5 per package.
- There will only be one week between Initial Order and Count & Go.

Individually Registered Girls

Individually Registered Girls (IRGs) participate by using the Service Unit troop number, SU#00 (29500 for SU295). The SUCM will be the TCM for any IRG participating in the Cookie Program. Parent permission forms are required and the girls will receive cookies and rewards from the SUCM.

IRGs may accept payment through Digital Cookie and any money collected must be deposited into the SU account.

Girls will earn rewards and can apply for funds from the IRG Fund. The IRG Fund will include IRG proceeds and girls may apply for funds that will enhance the Girl Scout experience.

Questions?

Membership Support

Email: customercare@girlscoutsnca.org
Phone: 800-734-4541

Online Resources

Girl Scout Cookie Info:
girlscoutscookies.org
Little Brownie Bakers:
littlebrowniebakers.com

GSNCA Website   **"Post Exchange"**
girlscoutsnca.org   **Facebook Group**

TCM Training

Thursday, Nov. 19 | Vestavia
Girl Scout DreamLab, 6:00 p.m.

Tuesday, Nov. 14 | Huntsville Asbury
Methodist Church, 6:00 p.m.

Tuesday, Dec. 3 | Zoom, 6:00 p.m.

Office Hours

GSNCA Product Programs staff will be available during these hours to answer any questions via Zoom. Scan the QR code to access.

eBudde & Digital Cookie
Monday, Dec. 9, 3:30-6:30 p.m.

Initial Order & Count & Go
Monday, Jan. 13, 11:00 a.m.-2:00 p.m.

Cupboards & Booths
Monday, Jan. 20, 3:30-6:30 p.m.

Wrapping Up & Rewards
Monday, Mar. 17, 11:00 a.m.-2:00 p.m.

Service Unit Growth Bonus

Service Units that grow their sales over the 2024 final case total and have at least 80% troop participation will be rewarded as follows:

Increases over previous year total sale	Bonus per case
10-14.99% increase	$0.05 per case sold
15-19.99% increase	$0.10 per case sold
20+% increase	$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.

Additional Cookie Promotions

All troops will receive at Count & Go:
- Two laminated Cookie Menus
- "Buy 5" Promotion Sheets
- Gift of Caring Poster
- QR labels (MUST create troop site by 1/16)

Initial Troop Order Reward

This year our Initial Order proceeds will include every package ordered by troops! If the total Initial Order for troops exceeds 707,707 EVERY troop with an initial order will receive an additional $0.02 per package.

Final Troop and Girl Reward

The Final Reward for a total order of 1,261,500 packages of cookies across the council will be an extra $0.02 in proceeds for every package sold after the Initial Order.

Troop Proceeds

PGA	$ Per Package	$ Per Case
1-199	$0.65	$7.80
200-299	$0.75	$9.00
300-399	$0.80	$9.60
400-499	$0.90	$10.80
500+	$1.05	$12.60

EMBRACE POSSIBILITY

Fall Product Program Bonus

Troops that participate in the 2024 Fall Product Program with $1,900 in combined troop sales and submit a 2025 Cookie Initial Order PGA of 250+ will receive an additional $0.03 per package.

End of Program Bonus

Troops that increase total sales by 5% or more over the previous year (2024 Cookie Program) will receive the following:
- 5% - $0.02 per package in total sales
- 10% - $0.03 per package in total sales
- 15% - $0.04 per packages 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 the Cookie Program, non-payment of approved extensions, and/or not having the previous year's Troop Financial Report on file with GSNCA. Bonuses are added after the program ends.

eBudde Access Level Types & Quick Instructions

Troop Cookie Manager: full access to make changes to troop records
Troop View Only: cannot make any changes to the troop records
Troop Cookie Pickup: only for Cookie Cupboard pickups, no eBudde access

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

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

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

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

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

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

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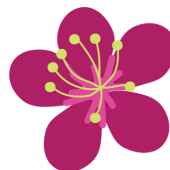- Select the timeslot(s)
- Click "Submit"

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

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

2025 Cookie Info

Reviewing Troop Orders

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

Initial Cookie Order
- Is the order extremely large? Is this a new troop or TCM?
- Is there a significant difference between the # of varieties entered?
- Are there Digital Cookie purchases automatically entered but no paper order cards, Other, or Booth cookies ordered?
- Is the order submitted?

Final Rewards Order
- Is every girl labeled size/selection complete?
- Is each girl's order submitted?
- Is the troop's order submitted?

EMBRACE POSSIBILITY

Delivery Station

TCMs will select the Count & Go location, date, and time in the Delivery tab after Initial Order is submitted. The deadline is January 20, 2025, at 11:59 p.m. Changes to pickup times may not be made except in extreme, approved cases.

SUs/troops with orders of 600+ cases may request a direct drop the week after Count & Go. Email ahines@girlscoutsnca.org before January 13, 2025, at 11:59 p.m. to schedule. Do not select a Count & Go location if you are requesting a direct drop.

SU and Troop Booths

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

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

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

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

Cookie Calendar

Monday, Dec. 9	Order Taking Begins – Digital Cookie & Girl Order Card
Monday, Jan. 20	TCM Submits Initial Cookie Order by 11:59 p.m.
Wednesday, Jan. 22	SUCM Submits Initial Cookie Order. No Edits after 11:59 p.m.
Thursday, Jan. 23	Deadline: TCM to Select Count & Go Location in eBudde
Saturday, Jan. 25	Cookie Booth Scheduler Round 1: 6:00 p.m.
Monday, Jan. 27	Cookie Booth Scheduler Round 2: 6:00 p.m.
Thursday, Jan. 30	Cookie Booth Scheduler Round 3: 6:00 p.m.
Friday, Jan. 31	Count & Go, Anniston & Birmingham
Saturday, Feb. 1	Count & Go, Birmingham & Madison
Sunday, Feb. 2	Count & Go, Florence & Tuscaloosa
Monday, Feb. 3	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Tuesday, Feb. 4	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Wednesday, Feb. 5	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Thursday, Feb. 6	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Friday, Feb. 7	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Saturday, Feb. 8	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Sunday, Feb. 9	Cookie Booth Scheduler, Open Selection – 10 Slots, 6:00 p.m.
Wednesday, Feb. 5	Council Office Cupboards Open
Feb. 3–Mar. 3	Cookies on the Go
Thursday, Feb. 6	Warehouse & Volunteer Cupboards Open
Friday, Feb. 7	Council-wide Booths Begin
Thursday, Feb. 20	1st ACH Withdrawal – 1/2 IO – DC Payments Through 2/14
Thursday, Mar. 13	2nd ACH Withdrawal – 1/2 IO + 1st Week Cupboard Transactions – DC Payments Through 3/9
Sunday, Mar. 16	Cookie Program Ends
Thursday, Mar. 20	TCM Submits Final Rewards by 11:59 p.m.
Monday, Mar. 24	SUCM Submits Final Rewards by 11:59 p.m.
Monday, Mar. 31	Digital Cookie Troop Sites Closed
Thursday, Apr. 3	3rd ACH Withdrawal – Remaining Balance Due to GSNCA
Late Apr./Early May	Rewards to SUCM