

# The Cookie Recipe

Issue 15



A Resource Guide for Volunteers  
during the 2024 Cookie Season

## Special Update

In order to accommodate later orders for shipped and donated cookies through Digital Cookie, **we are leaving the Digital Cookie platform open through April 28.** This will allow troops to receive proceeds on any late orders, as well as allow these orders to be counted toward girl rewards.

These sales will be automatically added to the troop's total in eBudde. Final girl rewards and troop proceeds will be automatically updated to include these orders. See our [FAQ document](#) on our website under the Important Updates drop down for more information.

Here are some final tasks for troop volunteers to complete to close the troop's cookie program:

### **1. Allocate cookies to Girl Scouts in the Girl Orders tab in eBudde.**

Be sure to check that all cookies sold at booth sales and packages for Goal Getter period Girl Delivery orders have been added to Girl Scout records in eBudde. Allocating cookies to Girl Scouts is critical as rewards are based on the number of cookies assigned to them in eBudde. [This tutorial](#) walks you through the process. If you need assistance, please reach out to your Service Unit Cookie Manager or to our Customer Care Team. The deadline to allocate cookies to Girl Scouts is April 26.

### **2. Finalize troop reward selections.**

Check-in with the Girl Scouts in your troop that have reached rewards levels. They will need to choose some rewards items. You will need to know which option they choose to submit your troop's Final Rewards in eBudde in the Rewards tab. The deadline to finalize your troop's Final Rewards selections is April 26. See written instructions for submitting Final Rewards on the [Cookie Resources page](#) under the eBudde dropdown.

### **3. Prepare for the final ACH withdrawal/deposit on May 3.**

Ensure that all funds from Paper Order Card cookie sales have been collected from troop families and funds earned at booth sales have been deposited into the troop bank account. **Reminder:** Don't forget to enter payments from Paper Order Card orders into the Girl Scout's record in the Girl Order tab!

### **4. Make sure all cookies purchased are delivered to customers by the Girl Scouts in your troop!**

One of the most common complaints from customers after the Cookie Program is that they did not receive the Girl Delivery cookies they purchased through Digital Cookie. Whether orders were placed during the Initial Order period, or after, it is crucial that Girl Scouts receive the cookies they need from the troop to give to their cookie customers.

For orders that were placed in Digital Cookie after the Initial Order Period, watch [this tutorial](#) to see how they show a Girl Scout's record in eBudde and how to allocate packages for them.

## Action Steps Continued...

If you discover that your troop inventory is not sufficient to cover orders and you need additional packages of cookies, reach out to our Customer Care Team by email [customercare@gsofct.org](mailto:customercare@gsofct.org) or phone (800) 922-2770 as soon as possible.

### **5. Is your troop interested in holding an additional booth sale after April 21?**

If your troop still has packages of cookies to sell, or you are close to achieving your troop's goal, holding an additional booth sale can help. Contact our Customer Care Team to learn more about this opportunity!

### **6. The TOP Troop form is available!**

Details for eligibility for the TOP Troop award are on page 37 in the Cookie Program Volunteer Guide. If your troop is eligible, you must complete [this form](#) before May 3.

For an overview of how to close out your troop's cookie program, you can watch our [recorded Cookie Chat](#).

## Upcoming Important Dates & Resources

**April 21** – Final day of the Cookie Program: End of Booth Sales & Digital Cookie closes for shipped and donation orders.

**April 26** – Troop final eBudde deadline.

**May 3** – Final ACH payment initiated. Deadline to submit the TOP Troop Form.

**Late June** – Rewards, including patches will be shipped to service unit cookie managers. Please look for communication from them about where and when to pick up rewards.

Be sure to check out our [Cookie Program Resources](#) page for additional resources for Girl Scouts, families, and volunteers.