

# The Cookie Recipe

Issue 10



A Resource Guide for Volunteers  
during the 2024 Cookie Season



## Cookie Delivery Day

Thank you to everyone who came out and picked up their troop's cookie order on Saturday!

If you have not already done so, be sure to make arrangements for families to pick up their cookie order from you - our cookie customers can't wait to receive their favorite cookies!

Cookie Program fun and learning keeps going after delivery! Here are some ways to maximize sales to help reach Cookie Program goals:

- **Set up a Digital Cookie online storefront!** Girl Scouts can set up their Digital Cookie site any time during the cookie program season. Troops can also set up their in-person delivery and/or direct ship link at any point during the cookie program. Setting up your Virtual Booth Link allows customers to order cookies from your troop to be shipped or donated. This link will be posted to the National Cookie Finder. Cookie customers can use this tool to search for a troop or cookie booth in their area. Check out this [Tip Sheet](#) for how to set up the link.
  - **Hold a virtual booth on social media or meeting platforms.**
  - **Hold a Cookies for Heroes/local Gift of Caring Initiative Campaign!** Consider partnering with local business owners to promote Gift of Caring purchases to their customers.
  - **Girl Scouts can use the [Goal Getter Period Order Card](#) to record in-person customer orders.** These orders can be fulfilled from troop extras or from a cookie cupboard. Remind troop families to communicate with you if their Girl Scout has taken any in-person Goal Getter orders. Please see the **Action Steps** below for how to submit an order to a cookie cupboard.
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# Action Steps

## 1. Is your troop signed up to do a booth sale?

Cookie booths are a fantastic way for Girl Scouts to reach new customers and increase sales. Booth sales are generally held in front of local businesses or at community events with high foot traffic. Girl Scouts can hold a virtual booth on social media with the supervision of troop adults. Be sure to enter your troop's booth sale dates in the Booth tab on eBudde.

**Please note:** Booth sale sites are handled at the service unit level. Troop cookie volunteers should check with their service unit cookie manager to determine the service unit's procedure for securing a booth site.

**New!** You can receive a booth charm for the Girl Scouts in your troop by promoting your booth sale on social media.

Share where and when your booth will be held and tag Girl Scouts of Connecticut in the post.

Want your post to stand out? Check out some of the digital marketing resources at [\*\*Little Brownie Bakers\*\*](#).

After you post, make sure you fill out [\*\*this form\*\*](#) so we know how many charms you need.

## 2. Does your troop need cookies for a booth sale of to fulfill Goal Getter orders?

Login to eBudde to place a pending cookie cupboard order. Troops can submit additional cookie order requests in the Transactions tab on eBudde. See our [\*\*cookie cupboard list\*\*](#) for a location near you and watch this [\*\*short video\*\*](#) on how to place a pending cupboard order in eBudde.

When placing a pending order, please keep the following in mind:

- Check the cupboard's schedule for days and times that it will be open.
- **Desired pickup dates must be made at least six days in advance.**
- Once an order is placed, it will show as "pending" until it is picked up by a troop representative.
- Cupboard orders should be submitted as soon as troops are made aware of additional orders to ensure availability.
- Contact the cupboard manager if cookies are needed on short notice; they'll confirm if they have the available inventory. The cupboard manager's name and contact information will be listed in eBudde.

## Action Steps Continued...

- Troops can return up to 60% of the number of cases picked up from the cupboard. **Returns must be made within 5 business days of the booth date.**
- Only full cases in sellable condition may be returned. Individual packages cannot be returned. Cookies that were part of the troop's Initial Order cannot be returned or exchanged at a cupboard.

If you have any questions, please check our [Cookie Cupboard FAQ document](#) or reach out to your service unit cookie manager.

## Upcoming Important Dates

**April 5** – First ACH payment initiated.

**April 7** – Digital Cookie closes for Girl Delivery orders.

**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.

## Cookie Program Resources

The calendar for the 2024 Cookie Program can be found on our website on the [Cookie Program Resources page](#).

[2023-2024 Cookie Program Volunteer Guide](#)

[Printable Goal Getter Order Card](#)

[ACH Authorization Form](#)

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