



# Dig

**girl scouts**   
of southeast florida

For additional information and copies of any important materials you might need, visit [www.gssef.org](http://www.gssef.org).

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|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>November</b>                | <ul style="list-style-type: none"> <li>Schedule a parent meeting to explain the GSSEF Cookie Program and encourage participation.</li> <li>Make sure you have banking information on file in eBudde – this can be updated on the settings tab.</li> <li>Login to eBudde and check your troop contacts, settings tab (including banking information) and roster for accuracy.</li> <li>On November 30th, Clover Setup Request Forms AND Yard Sign Order Forms are DUE from troops. The QR code listed here will take you to both forms. All troops placing an initial order receive 2 at no cost. The order form is for additional yard signs at \$7 each. The troop's order total will be pulled from the troop bank account via ACH on December 1st.</li> </ul> | <p><b>Scan here by<br/>11/30/2025</b></p>  |
| <b>November 28-December 13</b> | SU Cookie Rally Dates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                               |
| <b>December 1</b>              | <ul style="list-style-type: none"> <li>Digital Cookie Begins and Girls may begin marketing the Cookie Program and may launch their digital site.</li> <li>eBudde Booth Lottery begins at 7pm and Troop Leaders can begin making daily booth selections for their troop in eBudde.</li> <li>Test ACH withdrawal of \$0.02 for all troops and Yard Sign ACH for troops that placed a yard sign order.</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| <b>December 4</b>              | Celebrate National Cookie Day with \$5 shipping. 4-box minimum, 12-box maximum per order.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                               |
| <b>December 13</b>             | Troop Initial Order DUE in eBudde.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |
| <b>January 6-9</b>             | Home delivery for troops meeting the 650-case minimum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                               |
| <b>January 10-11</b>           | Initial Order Pickup (AKA Initial Delivery). See the graphic on this envelope for guidelines on how many cases will fit in a vehicle. Your Service Unit Product Sale Coordinator (SUPSC) will share instructions on the pickup process at training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |
| <b>January 12</b>              | Booth sales begin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |
| <b>January 13-16</b>           | Cupboard deliveries; Re-orders available. Check cupboard hours of operation and submit reorders in eBudde.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |
| <b>January 29</b>              | ACH 1 – GSSEF will withdraw 25% of total balance due from the troop bank account - troops earning the Initial Order Reward will have NO ACH.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                               |
| <b>February 5</b>              | ACH 2 – GSSEF will withdraw 50% of total balance due from the troop bank account.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                               |
| <b>February 15</b>             | <ul style="list-style-type: none"> <li>Booth sales end.</li> <li>Digital Cookie closes.</li> <li>Last day for Junior, Cadette, Senior, and Ambassador troops to opt out of rewards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                               |
| <b>February 16</b>             | Corporate Cookie Connections Surveys DUE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                               |
| <b>February 19</b>             | Final ACH.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |
| <b>February 22</b>             | Troop Rewards Submission DUE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                               |
| <b>March 15</b>                | Extreme Team Address Confirmations DUE.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |

**Scan here by  
11/30/2025**



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- Digital Cookie closes.
- Last day for Junior, Cadette, Senior, and Ambassador troops to opt out of rewards.

Checklist

- ❑ Check your troop roster and ensure that all girls are registered/renewed for the 2025-2026 membership year.
- ❑ Register your Girl Scouts to attend S.M.A.R.T. Cookie in November. Register at [www.gssef.org](http://www.gssef.org).
- ❑ Login to eBudde. Check troop contact information, settings (including banking information), and girl roster for accuracy.
- ❑ Make sure you have a current ACH Authorization Form on file with GSSEF. If not, fill out the online form located at [www.gssef.org](http://www.gssef.org). Your troop will not receive cookies to sell without a bank account on file.
- ❑ Hold a parent meeting to explain the details and benefits of participating in the Cookie Program. Family cookie training videos will be available on the GSSEF YouTube channel by 12/1. Feel free to use these videos if needed. A family training PowerPoint is also available for your use through your SU Team.
- ❑ Discuss goal setting with the girls and families.
- ❑ Launch Digital Cookie and encourage your families to login and help their girl setup her site.
- ❑ Encourage girls to complete the Corporate Cookie Connections Patch Program to learn the 5 P's and earn a patch while increasing sales opportunities.
- ❑ Ensure your troop's current banking information is entered into eBudde to ensure initial order eligibility.
- ❑ Participate in the eBudde Lottery.
- ❑ Initial Troop Orders are due in eBudde by December 13, 2025.
- ❑ Cookie pick-up location selection will be available in eBudde, on the "delivery" tab, right after entering your troop's initial order. If no selection is made, a pickup location/time will be assigned to you.
- ❑ Plan for initial order pickup and set up a schedule to distribute cookies to your families. Ask for help. Only open cases as they are needed to fill girl orders.
- ❑ After the first week of the sale, ask your families for an update of unsold cookies. If needed, move cookies between girls or between troops in your service unit. Use the eBudde Cookie Exchange tab to help trading among troops.
- ❑ Allocate all cookies to girls in eBudde to ensure girls receive the rewards they earned. Rewards calculate automatically based on the allocation of the cookies sold by each girl.
- ❑ Submit girl rewards in eBudde.



Money Handling and Banking Procedures

Payment for Cookies

- » Customer payment for cookies may be made in cash or CC through Digital Cookie or Clover. GSSEF covers transaction fees for both platforms.
- » We do not recommend that troops accept checks from anyone that they do not have a personal relationship with. If a check is accepted, it must be payable to the troop and deposited into the troop bank account. GSSEF will not reimburse troops for bad/ bounced checks accepted as a form of payment for cookies.
- » All monies collected by parents should be turned in to the Troop Leader or deposited into the troop bank account regularly throughout the sale. Weekly deposits are recommended.

ACH Withdrawal Schedule

- » January 29: ACH 1 – GSSEF will withdraw 25% of total balance due from the troop bank account - troops earning the Initial Order Reward will have NO ACH.
- » February 5: ACH 2 – GSSEF will withdraw 50% of total balance due from the troop bank account.
- » February 19: Final ACH – GSSEF will withdraw 100% of total balance due from the troop bank account.
- » Troops should be careful not to process booth money through Digital Cookie less than 4 days prior to the scheduled ACH. Payments through Digital Cookie can be delayed in syncing with eBudde.
- » GSSEF will pull ACH reporting 2 days prior to the scheduled ACH date. Balances reflected in eBudde at this time will be used for ACH purposes.

Record Keeping

- » GSSEF will record your ACH withdrawals and deposits into eBudde. The deposits and current balance owed will be reflected on your Troop Sales Report.
- » ALWAYS collect and provide a signed receipt for cookies or money that changes hands throughout the season.
- » Allocate cookies and payments to each girl order record in eBudde throughout the sale.
- » At the end of the sale, view or print the Troop Sales Report and verify that all of the information is accurate.
- » The Troop Sales Report should have a zero balance.



Worried about over ordering?

Initial order is a very important component of a successful sale. Varieties can be limited during active selling. To ensure that you have the varieties you need when you need them, initial order is critical.

We recommend an initial order of 90-100% of what you expect to sell throughout the sale. If you are a returning troop, base your initial order on what your **troop's final sales were the previous year**. If this is your first-time selling cookies, we recommend that you use our 2025 per girl average of 330 boxes as a guide for your troop order. Doing this will ensure that you have plenty of cookies to see you through the first and second weekends of the sale. Don't waste precious time at a cookie cupboard when you could be at a cookie booth!

Troop Proceeds let girls do paw-some things!

- All troops will receive a base proceeds price of 70 cents per box sold.
- Troops who met the requirements for the 2025 Sweets & Treats incentive will receive a base proceed of 75 cents per box sold.
- Troops who met Early Bird renewal requirements are eligible to receive additional proceeds for every box sold.
- Junior, Cadette, Senior, and Ambassador troops who opt out of rewards will receive an additional 2 cents per box sold. Girls will still be eligible to earn patches, Extreme Team and Top Seller rewards. Troops must opt out by the last day of the sale on February 15, 2026.



Cookies for the Military

Since 2009, Girl Scouts of Southeast Florida has sent more than 858,000 boxes of Girl Scout Cookies to the women and men serving in the U.S. Armed Forces. Your support of our Cookies for the Military program will help give them a taste of home to show we care. This cookie season, help us reach our 2026 goal of sending 50,000 boxes to our brave soldiers.

*All donations collected during the cookie season must be allocated to Cookies for the Military.*

More Resources

Check out our website at [www.gssef.org](http://www.gssef.org) for more resources that can help support your troop's sale.

