



Troop Cookie Manager Guide

Digital Cookie® launches on December 1, 2026 / Booth Sales January 11- February 21, 2027

girl scouts
of southeast florida

Welcome to the 2027 Girl Scout Cookie Program!

The Cookie Program is an amazing opportunity for your Girl Scouts to develop life skills and help raise funds for troop activities. When you guide girls through the Cookie Program, you will get a firsthand look at the skills and confidence girls develop along the way. Your support during the program means all the difference and we truly appreciate your time and dedication to the girls in your troop.

Launch your Online Sales in December and Surpass your Goals with Booth Sales in 2027!

While girls won't have cookies in-hand until January, they can set up their Digital Cookie site, use their paper order card and participate in the Corporate Cookie Connections program beginning December 1st, 2026.

It Takes a Team!

Troops will benefit from having a team of volunteers who oversee and coordinate various aspects of the Cookie Program. Your cookie team will benefit from parents helping with picking up Girl Scout Cookies, supporting booth sales, and more. Build your team and you will create a great experience for the girls.

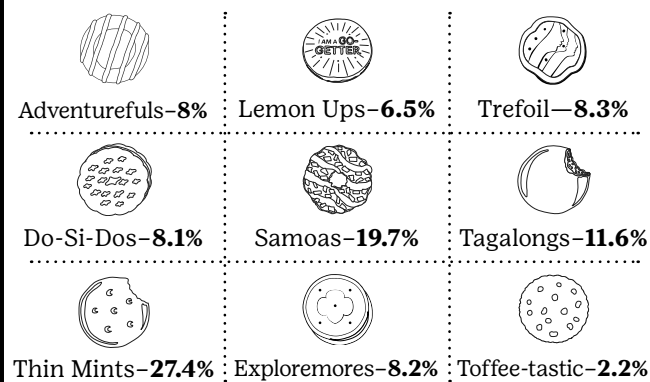
To participate, a troop will need:

- At least one registered adult volunteer to serve as the Troop Cookie Manager for your troop. It is recommended to also have a backup volunteer who can assist during the season.
- The Troop Cookie Manager is strongly encouraged to attend GSSEF Cookie Program training and review all program resources before the season begins. Additional troop volunteers are encouraged to attend as well.
- While a registered adult volunteer may serve as the Troop Cookie Manager, Troop Leaders retain overall responsibility for troop operations, including troop finances and participation in the Cookie Program.
- Participating girls must be registered Girl Scouts for the 2026-2027 membership year.

How Much Do I Order?

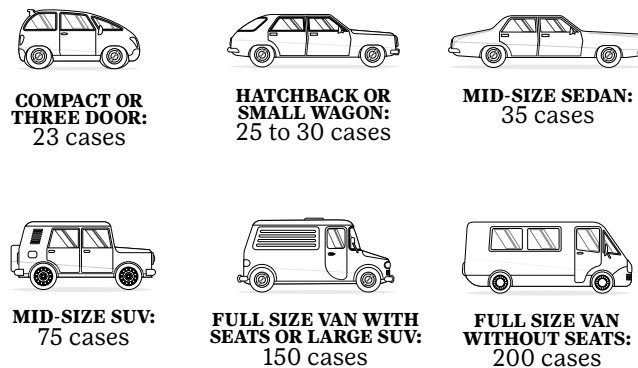
Troops often plan their sale with a specific goal of selling enough cookies to generate the proceeds they need for planned activities or by using an average number of boxes girls can be asked to sell. The per girl average in 2026 was 285 boxes of cookies.

Percentages by variety recommended for the 2027 Cookie Sale:



**Troops are responsible for cookie orders.
No returns.*

How many cases fit into a vehicle?



These figures are approximate and assume that all passenger and cargo space is available.

**Home delivery available and required for orders of 650+ cases (7800 boxes).*

IMPORTANT CONTACT INFORMATION

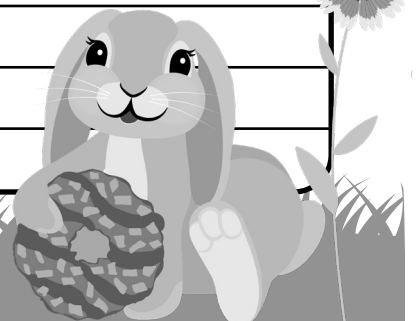
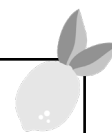
My Service Unit Product Sale Coordinator: _____
Phone: _____ Email: _____
eBudde Website: <https://ebudde.littlebrownie.com/> eBudde Login: _____ my email address
My Password: _____ prior year password- if new or if password forgotten, please select "forgot your password" to reset and gain access.
Initial Order Pick-Up Time/Location: _____

For additional information and copies of any important materials you might need, visit www.gssef.org.

Important Dates

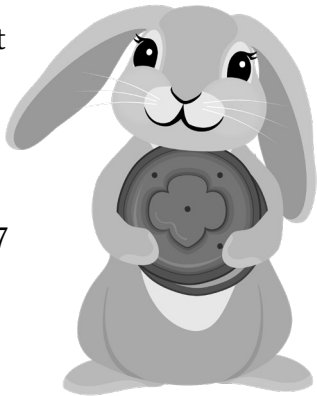
November	• Schedule a parent meeting to explain the GSSEF Cookie Program and encourage participation. • Make sure you have banking information on file in eBudde – this can be updated on the settings tab. • Login to eBudde and check your troop contacts, settings tab (including banking information) and roster for accuracy. Reach out to customercare@gssef.org if you see any errors. • 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 yard signs at no cost. The order form is for additional yard signs at \$8 each.
November 27-December 12	Service Unit Cookie Rally Dates.
December 1	• Digital Cookie Begins and girls may begin marketing the Cookie Program and may launch their digital site. • eBudde Booth Lottery begins at 7pm and Troop Leaders can begin making daily booth selections for their troop in eBudde. • Test ACH withdrawal of \$0.02 for all troops and Yard Sign ACH for troops that placed a yard sign order.
December 4	Celebrate National Cookie Day with \$5 shipping. Quantity restrictions apply, please see Digital Cookie storefront on 12/4 for details.
December 13	Troop Initial Order DUE in eBudde.
January 5-8	Estimated home delivery dates for troops meeting the 650-case minimum.
January 9	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.
January 11	Booth sales begin.
January 12	Cupboard deliveries begin; Re-orders available. Check cupboard hours of operation and submit reorders in eBudde.
January 28	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 4	ACH 2 – GSSEF will withdraw 50% of total balance due from the troop bank account.
February 21	Booth sales end. Digital Cookie closes.
February 22	Corporate Cookie Connections surveys DUE.
February 25	Final ACH.
February 28	Troop Rewards submissions DUE.
March 1	Extreme Team address confirmations DUE.

Scan & Complete by 11/30/2026



Checklist

- Confirm that your troop has a registered adult volunteer serving as Troop Cookie Manager and that all volunteers handling cookies or funds meet council volunteer requirements.
- Check your troop roster and ensure that all girls are registered/renewed for the 2026-2027 membership year.
- Encourage your Girl Scouts to attend S.M.A.R.T. Cookie in November. Registration details will be available at www.gssef.org.
- Login to eBudde. Check troop contact information, settings (including banking information), and girl roster for accuracy.
- Check your eBudde settings tab to make sure you have current troop banking information 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. Be sure to talk about what activities the girls want to use their cookie funds for.
- 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.
- Participate in the eBudde Lottery beginning December 1, 2026.
- Submit your troop's Initial Order in eBudde by December 13, 2026. 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 on January 9, 2027 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 by February 28, 2027.



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.
- Troops should use caution when accepting personal checks and are encouraged to only accept checks from individuals they know and trust. 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. Alternatively, some families run cash transactions through Digital Cookie as one in-hand transaction at the end of each booth. **Weekly deposits/payments are recommended.**

ACH Withdrawal Schedule

- January 28: 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 4: ACH 2 – GSSEF will withdraw 50% of total balance due from the troop bank account.
- February 25: Final ACH – GSSEF will withdraw 25% of total balance due from the troop bank account.
- To ensure transactions are reflected in eBudde before ACH processing, avoid entering booth-sale payments through Digital Cookie within four days of a scheduled ACH withdrawal.
- 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 signed receipts for cookies or money that changes hands throughout the season.**
- Allocate cookies and payments to each girl order record in eBudde throughout the sale. Do not wait until the end of the season.
- 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 due to council.

Stock up for Success

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. Don't waste valuable time searching for cookies. Order to her goal and focus on selling instead.

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**. For first-year troops, we recommend planning for an average of 350 packages per participating Girl Scout when placing your Initial Order.



Troop Proceeds Help Girls Hop into Action and Explore More.

- Troops earn a base proceeds rate of \$0.70 per package sold.
- Troops that earned the 2026 Sweets & Treats incentive will receive an increased proceeds rate of \$0.75 per package 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.
- Eligible troops must submit their opt-out election no later than February 21, 2027.



Cookies for the Military

Since 2009, Girl Scouts of Southeast Florida has sent more than 907,000 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 2027 goal of sending 45,000 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 for more resources that can help support your troop's sale.

