

# Volunteer Guide

## 2025 Girl Scout Cookie Program

### Important Reminders

- Girl Scout Cookies are \$5 per package. Cookies may not be sold for any other price.
- Cookie booths, stands, and walkabouts may only take place in the 30 counties included in the Girl Scouts of Southern Alabama council area.
- Troops earn 75¢ per package. Troops that opt out of earning girl incentives and program credits will receive patches and earn 78¢ per package. If your troop is opting out, please make your selection in eBudde before Feb. 11.
- If a customer makes a donation during the Girl Scout Cookie Program, the funds must be entered as a donation to Hometown Heroes.
- Cookie links can be shared with family and friends using personal social media pages, text, and email.
- Cookie Links cannot be shared on community social media pages or public sales sites, such as Facebook Marketplace, eBay, local buy/sell/trade pages, etc. Cookie links cannot be shared with television, print, or digital news media.
- Troop Cookie Coordinators should collect a signed Permission and Financial Responsibility agreement from each grown-up that is supporting a Girl Scout's cookie sale. Do not distribute cookies to a caregiver without a signed agreement.
- You are encouraged to hold your cookie program family meeting prior to Dec. 9, when Girl Scouts will begin registering in Digital Cookie.
- If you must cancel a cookie booth site reservation, always cancel in eBudde. Please cancel 24-48 hours in advance, if possible.

### Program Dates

#### **NOV 17, 2024 (Sun) Volunteers Access eBudde**

Volunteer training, knowledge check, and signed position description are required to gain access.

#### **DEC 1 (Sun) Initial Orders (IO) Due in eBudde**

Please select delivery station while placing IO.

#### **DEC 5 (Wed) Volunteers Access Digital Cookie**

#### **DEC. 9 (Mon) Cookie Program Sales Begin**

Girl Scouts register for Digital Cookie.  
Direct-ship sales begin.

#### **DEC 10-15 (Tues-Sun) FREE Shipping Promotion**

Orders of 4-12 packages only

#### **JAN 2, 2025 (Thu) Girl-Delivery Pre-Sale Begins**

Girl Scouts can begin receiving order card and Digital Cookie orders for girl-delivery.

#### **JAN 5 | 12 P.M. (Sun) Booth Site Selection Begins**

Up to 3 booths each day at 3 different locations

#### **JAN 6-10 (Mon-Fri) Troops Pickup Cookies**

#### **JAN 10-12 (Fri-Sun) Walkabout Weekend**

Girl Scouts have cookies in-hand and can go door-to-door with the help of their grown-ups or troop.

#### **JAN 12 | 12 p.m. (Sun) Booth Site Selection**

Up to 5 booths each day at 5 different locations

#### **JAN 18 (Sat) Cookie Booth Sales Begin**

Ensure all volunteers and Girl Scouts review and adhere to cookie booth etiquette provided by GSSA.

#### **JAN 19 | 12 p.m. (Sun) Booth Selection Unrestricted**

*Please do not sign up for booths you do not intend to use.*

#### **FEB 11 (Tues) First ACH begins**

Includes 1/2 the amount due to GSSA for IO and all cupboard pickups through Feb. 8. *ACH may occur after this date.*

#### **FEB 14-16 (Fri-Sun) Hometown Heroes Weekend**

The troop with the most Hometown Heroes donations will receive free Hometown Heroes patches!

#### **FEB 21-23 (Fri-Sun) National GS Cookie Weekend**

#### **MARCH 9 (Sun) Girl Scout Cookie Program Ends**

Troop Cookie Coordinators assist families with settling finances and finalizing Girl Scouts' cookie sales.

#### **MARCH 16 (Sun) Final Girl Incentive Selections Due in eBudde**

#### **MARCH 18 (Tues) Final ACH Begins**

Includes all outstanding balances owed. *ACH may occur after this date.*

#### **APRIL 15 (Tues) Girl Incentives Expected to Arrive from Little Brownie Bakers**

## Managing Troop Funds

- Share your deadlines and expectations for the collection of money with girls and families. Remind caregivers that they are financially responsible for all cookies signed for and received by their Girl Scout.
- **ALWAYS** issue receipts for cookies you distribute and payments you received.
- Payments for cookies ordered and shipped through Digital Cookie are automatically posted to your troop's record in eBudde and will offset money due via ACH.
- Troops should deposit all money collected into their troop account quickly and frequently.
- Remember, proceeds become part of the troop's treasury and are not given to, nor belong to, any individual girl(s).
- Collect money for cookies in-hand before allowing caregivers to receive more. Even then, only issue cookies in small amounts requiring payment before they can receive more.
- If you have a caregiver who has not complied with the troop's payment deadline(s), do **NOT** distribute more cookies to them.

## Accepting Customer Payments

- **Cash** - Cash should be secured in a cash box or adult's waist pouch immediately. Girls should never carry cash.
- **Digital Cookie** - Girls and troops can process credit card payments for customers using Digital Cookie for in-person, girl delivery, or direct-ship sales. Customers can pay via Venmo and PayPal in Digital Cookie for in-person sales *only*.
- **Checks** - Girls and troops *can* accept checks from customers they know, but should **not** accept checks from strangers or checks over \$25 in value. Checks should be written out to the troop bank account.
- **Clover Go** - Enrollment in Clover Go has closed. Only troops that currently have Clover Go accounts will have processing fees paid for by GSSA.
- **Other digital payment options** (CashApp, Square, etc.) may be connected to troop bank accounts, but the troop will be responsible for paying any associated fees.



GSSA Cookie  
Program Resources



eBudde



Digital Cookie

## Product Program Bonuses

**Fall Product Bonus:** \$.25 per case sold

- Troop Fall Product Coordinator registered and approved
- 5 or more Girl Scouts participated
- \$250 or more in Fall Product Program sales
- Successful Fall Product Program ACH

**Cookie Program Bonus:** \$.35 per case sold

- Troop Cookie Coordinator registered and approved
- 80% of Girl Scouts participating
- Initial Order of 40 cases or more
- Minimum of 3 booth sales in eBudde with corresponding transactions
- 2 or more planned orders picked up from cupboard
- Troop per girl average (PG) of 150 packages or more
- Successful final ACH on or after March 18

**PRODUCT PROGRAM BONUS:** \$.75 per case sold

- Troops who meet **all** requirements for Fall Product and Cookie Bonuses will receive **\$.75 per case**, instead of receiving the Fall Product Bonus and Cookie Bonus separately.

## Cupboard Orders

**DUE SUNDAYS BEFORE 11:59 p.m.**

- Cupboard orders placed in eBudde by Sunday night are prioritized over walk-in requests.
- Cupboard orders will appear as "pending" in eBudde until the pick up has been made and confirmed by the cupboard manager. *If necessary, quantities may be adjusted when you arrive at the cupboard for pick-up.*
- **NEW! THE COOKIE CUPBOARD GOLDEN TICKET!**  
Each week one lucky volunteer will receive a surprise treat. All you have to do is place a cupboard order Sunday by 11:59 p.m. and pick up your order before the cupboard closes on Friday!

## 5 for 5 & Bling Your Booth

- **5 for 5** | Customers that purchase 5 packages could win 5 cases! Troops that sell to the 5 winners will receive 5 cases to give to the non-profit of their choice. Volunteers can record and enter customer information or ask the customer to fill the online form themselves. Troop number is required. [forms.girlscoutssa.org/5for5](https://forms.girlscoutssa.org/5for5)
- **Bling Your Booth** | Share photos of your "blinged out" booths and tag @girlscoutsofsouthernalabama on social media. Your troop could win a pizza party!

## Troop Booth Kits

Troops with an initial order of 75 cases (or more!) will receive a FREE troop booth kit. Booth kit includes a tablecloth, money bag, cookie menu, cookie allergen guide, and more! Booth kits and printed items made possible by:

