## 2023-2024 Girl Scout Cookie Program ${ }^{\circ}$

## Troop Cookie Manager Manual



Girl Scouts Cookie Rookies Video
Show first-time entrepreneurs how it's done

Girl Scouts ${ }^{\circ}$ Cookie Captains Video
Inspire seasoned Girl Scouts
to share their ideas

[^0]

## New resources for entrepreneurs

## Girl Scouts ${ }^{\circ}$ Cookie Rookies video

This educational video introduces first-time entrepreneurs to the magic of running their very own cookie business - including how they can make their mark online!


| Litfle Brewnite | OUR COOKIES | OUR STORY | GIRL SCOUT COOKIE BUSINESS | COOKIE SEASON RESOURCES |
| :---: | :---: | :---: | :---: | :---: |

COOKIE ROOKIES \& CAPTAINS


## Little Brownie

## More magic!

## One-stop shop for volunteers

 and entrepreneursLittleBrownie.com is filled with tons of materials to help entrepreneurs grow their cookie businesses. Build digital and in-person marketing campaigns with resources like clip art, cookie photography, virtual backgrounds, booth signage and recipes.

## Share the link to the new LittleBrownie.com

Did you know Little Brownie Bakers ${ }^{\circ}$ started making Girl Scout Cookies ${ }^{\circ}$ in 1973? They've been baking with heart for 50 years now! Join us in celebrating their milestone by checking out their new website.


2024 Cookie Program Timeline
2023-2024 Girl Scout Cookies 5
Inspire Cookie Entrepreneurs 6-7
Marketing Their Business 8-9
eBudde Basics 10
Helpful Information 11-12
Volunteer Action Plan 13
Gift of Caring 14
Completing ACH Transfers 15
Overseeing Delinquent Accounts 16-17
Cookie Merchandise 187910134

Table of Contents5


Reminder: Rewards shortages must be resolved within 10 days of shipment receipt date by Service Unit Chairs. Rewards cannot be guaranteed after this point.

## 2023-2024 Girl Scout Cookies ${ }^{\circ}$

## All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

The World's Most Flavorful Lineup



## DO-si-dos ${ }^{\text {e }} \quad \begin{aligned} & \text { - Made with Natural Flavors } \\ & \text { - Real Peanut Butter }\end{aligned}$ - Whole Grain Oats

## Oatmeal sandwich cookies

$\$ \underline{5.00}$
with peanut butter filling
Approximately 20 cookies


## Thin Mints ${ }^{\circ}$

- Made with Vegan
Ingredients
- Real Cocoa


## Crisp, chocolaty cookies made <br> $\$ 5.00$ <br> with natural oil of peppermint

Approximately 30 cookies per 9 oz. pkg.
(1)


## Lemon-Ups ${ }^{\text {® }}$

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS


## Samoas ${ }^{\circledR}$ - Real Cocoa <br> - Real Coconut

Crisp cookies with caramel, coconut $\$ \underline{5.00}$ and dark chocolaty stripes
Approximately 15 cookies per 7.5 oz . pkg.
(1) D


## Girl Scout - Made with Natural Flavors S'mores ${ }^{\circ}$



## Trefoils ${ }^{\circ}$

$$
\begin{aligned}
& \text { Iconic shortbread cookies inspired } \\
& \text { by the original Girl Scout recipe } \\
& \text { Approximately } 38 \text { cookies per } 9 \text { oz. pkg. }
\end{aligned}
$$

(1) D

Tagalongs ${ }^{\oplus} \quad$ - Real Cocoa

Crispy cookies layered with
peanut butter and covered with a
chocolaty coating
Approximately 15 cookies per 6.5 oz. pkg. (1) $\mathbf{D}$


Toffec-tastic - No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet
$\$ \underline{5.00}$ crunchy toffee bits
Approximately 14 cookies per 6.7 oz. pkg.
(1)D


Little Brownie BAKERS。

ACCEPTED

## Inspire cookie entrepreneurs

## Skills they build

The Girl Scout Cookie Program ${ }^{\circ}$ helps Girl Scouts develop real-world skills in five essential areas:

## Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them. How you can help: Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins, like weekly challenges.

Decision Making
Girl Scouts learn to make decisions on their own and as a team.
How you can help: Talk about how they plan to spend the troop's cookie earnings.


## Good for Girl Scouts, good for the planet!

Packages of Samoas ${ }^{\circ}$ now have reduced plastic packaging, and cases of Thin Mints ${ }^{*}$ use $26 \%$ recycled content (and 18\% less packaging material).


## Little Brownie

BAKERS.


[^1]
## Inspire cookie entrepreneurs

Continued

## Cookie business badges

Entrepreneurs can earn these official Girl Scouts* recognitions by completing requirements that help them develop new business skills.

Learn more at girlscouts.org!


Little Brownie

## Getting families involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

Inspire families to get involved by reviewing these resources:

- Cookie Program Family Meeting Guides
- Cookie Entrepreneur Family Pins



## Market their business online

## Your \#1 strategy

Girl Scouts can expand their customer base by promoting their cookie business online. Here are a few ways they can take their digital marketing to the next level.

- Digital Cookie: Personalize their site by uploading weekly videos. Offer cookies through direct shipping or in-person delivery.
- Social Media: Create a digital marketing campaign to stand out and spread the word to far-away family and friends. For tips and best practices, visit Digital Marketing Basics on LittleBrownie.com.
- Text or Call: Reach out to customers who may not be online and follow up for reorders.



## Find ready-made graphics, announcements and other digital resources:

Find inspiration on social! Follow and share posts to kick-start a digital campaign.


## Safety resources

Girl Scouts and their caregivers must read, agree to and abide by the guidelines linked below before engaging in online marketing and sales efforts through the cookie program. You can also ask your council about the Volunteer Essentials and Safety Activity Checkpoints. These include basic facts, forms, tips and more!

- Girl Scout Internet Safety Pledge
- Digital Cookie- - Pledge


## Market their business in person




## Share the magic, face-to-face

If your troop is planning in-person cookie events, there are lots of ways they can creatively rise to the occasion!

- In the Neighborhood: Girl Scouts can stay local and ask their neighbors to buy cookies using their cookie order card.
- Cookie Stands: Entrepreneurs can set up shop in front of a residence or private property and market their cookies to customers who live nearby.
- Cookie Booths: Preapproved locations like grocery stores, banks, malls or even parking lots are great places to set up a booth and connect with cookie lovers:
*Cookie booths must be coordinated by Troop Cookie Managers, may only happen at councilapproved locations and must be legally open to, accessible, and safe for all girls and potential
customers. For more details, talk to your council and visit girlscoutcookies.org/troopleaders.


## Cookie menu lanyard

On-the-go Girl Scouts will love these handy Girl Scout Cookie" menus!

They fit easily into plastic holders on lanyards so they're protected from all types of weather. Entrepreneurs can wear them at booths and encourage customers to scan their QR code to go to Digital Cookie: It's especially handy if booth inventory in a certain variety is running low!

Girl Scouts can also pop them into their backpacks for customers to scan anytime.

Lanyard inserts can be personalized with marketing messages and cookie prices.


[^2]
## eBudde" basics



## A must-have for Girl Scout Cookie ${ }^{\mathrm{m}}$ volunteers

The eBudde cookie management system offers calendar reminders, reports, training and much more - on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.

## Quick tips to get you started:

- Download the eBudde app
- Once you've been added to the system, you will receive an email with a link and login information from do_not_reply@littlebrowniebakers.com
- Set up your troop - review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings
- Explore the dashboard on both the desktop and app versions, where you'll find messages, links to tools and resources you'll need throughout the season
- Visit the eBudde Help Center for any questions related to tech and training



## Visual learner?

There's a video for that on the Little Brownie Bakers ${ }^{\circ}$ YouTube channel! Check out this playlist for step-by-step eBudde training videos.

## Helpful information

## Where the money goes

Girl Scout Cookie" fans are especially eager to support Girl Scouts when they have a clear picture of where the money goes. Help them see how proceeds stay local, powering amazing year-round experiences for local Girl Scouts and preparing them for a lifetime of success.

## The breakdown

Earnings are based on PGA, or Per Girl Sales Average. The higher the PGA, the more troops earn!
46\% Council-sponsored programs, events, priorities, training and other support

25\% Girl Scout Cookies
11\% Rewards

## 18\% Troop Earnings

Cookie proceeds fund programmatic council experiences, and troops can earn between $\$ 0.75$ and $\$ 0.85$ based on the Per Girl Sales Average (PGA). Troops also have the opportunity to gain an additional $\$ 0.05$ by obtaining Super Troop Status; Cadette, Senior and Ambassador troops can opt out of Cookie Program Rewards to earn an additional $\$ 0.10$ per box sold. To learn more about becoming a Super Troop visit girlscouts.info/volresources. To opt out of rewards for CSA troops, contact Denise.Davis@bdgsc.org.

| PGA | \$ per pkg (Core) | \$ per pkg (Specialty) |
| :---: | :---: | :---: |
| $1-199$ | $\$ 0.60$ | $\$ 0.75$ |
| $200-299$ | $\$ 0.70$ | $\$ 0.80$ |
| $300+$ | $\$ 0.75$ | $\$ 0.85$ |

## Cookie varieties by \% for GSBDC

Core:


## Helpful information

## Girl Scout Cookie pick-ups

Picking up your cookie order is exciting, and there are steps you can take to ensure everything goes smoothly. First, know that troops are responsible for counting and verifying the total number of cases received. Second, please have a signed receipt for both the troop and caregiver following a troop payment.

## Tips for a smooth pick up:

- Know exactly how many cases you ordered of each variety
- Arrive at your scheduled pickup time
- Make sure you have enough vehicles to load your order (see below)
- Line up your vehicles at the same time
- Check in and receive your pickup ticket
- Give your pickup ticket to the loader and count cases as they're loaded in
- Sign for your order and take your receipt

How many cases can my car carry?

| Compact car | 23 cases |
| :--- | :--- |
| Hatchback car | 30 cases |
| Standard car | 35 cases |
| SUV | 60 cases |
| Station wagon | 75 cases |
| Minivan | 75 cases |
| Pickup truck | 100 cases |
| Cargo van | 200 cases |



## Average sales per cookie variety

Deciding how many packages to order for booths isn't an exact science, but here are average sales per cookie variety to give you an idea of how many to order:

$$
\text { Thin Mints }{ }^{\circ} \quad 22.5 \%
$$

Samoas ${ }^{\circ} \quad 21.5 \%$
Tagalongs ${ }^{\circ} \quad 18 \%$
Trefoils ${ }^{\circ}$ 6\%
Do-si-dos $\quad 9 \%$
Lemon-Ups ${ }^{\circ}$ 5\%
Adventurefuls ${ }^{\circ} \quad 10 \%$
Girl Scout S'mores ${ }^{\circ}$ 6\%
Toffee-tastic ${ }^{\circ}$ 3\%
*Data from 2022-2023 Girl Scout Cookie Season

[^3]
## Volunteer action plan

The first step to a successful Girl Scout Cookie Season is to plan for it. Use the space below to map out the information you need to support entrepreneurs as they own their magic!



Girl Scouts show their appreciation for military members through the Gift of Caring program. Customers are given the opportunity to donate Girl Scout Cookies to the West Virginia Gold Star Mothers Association, a service organization of women who have lost sons and daughters in the military, and the West Virginia National Guard Foundation. These organizations distribute to VA hospitals, nursing homes, disabled and paralyzed veterans and more.

How can I support the Gift of Caring Program? During the Girl Scout Cookie Program, purchase boxes of cookies and ask to have them donated to the Gift of Caring Program. Consider allowing Girl Scouts to set up booths or sell cookies at your place of business.

How much is a Gift of Caring donation?
The cost of a donation starts at $\$ 5$ a box or $\$ 60$ a case.

When is the Girl Scout Cookie Program?
Girls will start selling door to door in January. Booth sales will begin in March and run through April. Can't find a girl to purchase from? Email Cookies@bdgsc.org!

## girlscouts

of black diamond

What if I don't want cookies for myself?
Customers who do not want to purchase cookies for themselves may choose to support Gift of Caring in Girl Scouts of Black Diamond Council, or they may choose to buy 1, give 1 to help a soldier!

## Gift of Caring Patch

Girl Scouts who sell a certain amount of Gift of Caring Cookies each season will receive the year's Gift of Caring Patch. It changes each year depending on the theme, so be sure to check it out!

Can I purchase cookies for myself?
Sure can! Simply add your personal selections on to your Gift of Caring donation order, and we'll handle the rest.

## Completing ACH Transfers

Girl Scouts of Black Diamond Council will be using an Automated Clearing House (ACH) process to transfer funds to our council for the 2024 Cookie Season. Learn more about ACH transfers below.

## ACH Transfers Fast Facts

- ACH transfers are electronic, secure bank-tobank transfers processed through the Automated Clearing House Network.
- Troops will deposit cookie sale money into the troop bank account.
- Troops should make deposits often. Do not keep large sums of money or checks on hand.
- Personal checks should be made out to GSBDC

Troop \#XXXXX. Do not accept checks from unknown customers.

- All troop funds are due to the council by the dates outlined in the ACH draft dates listed below.
- Once in eBudde, click or tap Settings. From there, scroll to the bottom of the page to add relevant banking information. This should include the banks name, routing number and account number. If you haven't entered your troop's ACH information by $\mathbf{2 / 5} / \mathbf{2 0 2 4}$, the council will not be able to submit your troop's cookie sale order.


## ACH Withdraw Dates

- 2/5/2024: Banking information must be in eBudde to receive Initial Order.
- 4/17/2024: First payment of $\$ 2$ per box of initial order due to council.
- 4/26/2024: Delinquent Forms due.
- 5/1/2024: Final Payment for remaining
- balance due to council.


## Completeing Transfers

All ACH withdraws will be made on Wednesday. If you have a reason a transfer cannot happen, please email the council at productpayments@bdgsc.org at least three business days before your payment is due, or by the Friday before payment is due. For example, if your payment is due on $4 / 17 / 2024$, but you are unable to complete the transfer, please notify us by $4 / 12 / 2024$; if the payment is due on $5 / 1 / 2024$, then you must notify us by $4 / 26 / 2024$.

If your acount reflects an overpayment, a refund will be issued by the end of May.

## Please Note

- Girls must be registered Girl Scouts to participate.
- Always have an adult sign for any cookies given to them.
- Always give caregivers a receipt for payments made outside of Digital Cookie orders.
- Do not hold money - make bank deposits often.
- The Troop Cookie Chair is responsible for all financial matters relating to the Cookie Program.
- Troop Cookie Chairs must turn in copies of the troop cookie proceeds deposits in the troop account to the Service Unit Cookie Chair at the end of the program. If they don't, they will be turned in delinquent for that amount.
- For assistance with any questions, email productpayments@ bdgsc.org.



## What To Do About Delinquent Accounts

The steps outlined below will provide insight on overseeing delinquent accounts.

## Product Sales Delinquencies and Debt Collection

To protect the integrity of the council-approved Girl Scout troop money earning activities, all efforts will be made to ensure that outstanding balances are paid in full.

## Volunteer/Troop

The Girl Scout troop will not assume debt responsibility for any individual. Unpaid Cookie Product Sale and Cookie Sale Program accounts are considered mishandled funds if not received by the communicated due dates. When a debt is incurred, individuals may be released from volunteer positions and/or subject to legal action, including but not limited to potential criminal prosecution. Please notify council of any delinquent payments by 4/26/24 by visiting https://girlscouts.info/ParentDelinquency.

Volunteers with an outstanding amount due to Girl Scouts of Black Diamond Council beyond 60 days will not be allowed to serve in any capacity for the council until the account is paid in full. A volunteer who has repaid a severely delinquent debt of 180 days or more may be eligible for reappointment as a volunteer, but may not be permitted to hold a position with money handling responsibilities.

## Parent

Troop Leaders and Cookie Chairs are required to report unpaid parents to the council after each sale. Parents who do not pay for the products that their Girl Scout sold during either the Fall Product Sale or the Cookie Sale will be held accountable for payment, even if a girl member's participation becomes inactive.

All delinquent accounts are sent to a collection agency for further processing. Legal action will be taken if no other measures of collection resolve the issue.

Girls whose parents are delinquent on payment of products may not receive their rewards and may not be permitted to participate in council sponsored money-earning activities until the debt is cleared.

## Product Chain of Custody

Once volunteers and parents have product in hand for distribution, it's important to maintain accurate chain of custody records until the entire product inventory is sold.

Example:

- Service Unit Cookie Chair signs at pick-up from the delivery agent.
- Troop Cookie Chair/Troop Leader signs when products are picked up from the Service Unit Chair.
- Parent/guardian signs when he/she picks up their daughter's products from the Troop Cookie Chair/ Troop Leader. This includes pick up of Initial Order and any additional cookies needed, such as Goal Getter and additional online girl delivery sales. Note: If a girl receives Girl Delivery orders and payments after the Initial Order is submitted in February, she must get the cookies from the troop extras or from the cookies her Troop Leader picks up at a cookie cupboard. All payments should be added to eBudde on the account. Shipped Cookies do not need to be added. Receipts should be given to caregivers for all payments received.


## Additional Delinquent Account Notes

Please contact any individual owing a balance in an effort to collect the amount due. The council and Service Unit Cookie Chair should be notified of any uncollected money by turning in a Delinquent Accounting form by 4/26/2024 or the payment will be taken out of the troop account by ACH withdraw. Please make sure all information provided is up-to-date and accurate. Use a separate form for each individual.

## On the Delinquent Account Webform:

1. Fill in the troop number.
2. Fill in the responsible individual's name, address and phone number. This must be the person who has signed for the cookies.
3. Fill in your name and phone numbers.
4. Attach a signed Caregiver (parent/guardian) Permission Form.
5. Attach copies of signed paperwork from product pickup.
6. Fill in the total debt owed.

Once the council receives the Delinquent Caregiver Form, a representative will take the necessary steps to collect payment. Do not use troop profits to pay for any delinquent accounts. Simply fill out the Delinquent Account Form, send it in by the deadline and then the troop will not be responsible for the amount owed to the council. If the responsible individual pays the troop, please notify the council.

## Delinquent Notice

Girl Scouts of Black Diamond Council employs services of a collection agency to collect delinquent accounts and checks returned due to insufficient funds. This agency reports credit information to a national database. After looking at payment records and Delinquent Account Forms, if your troop still has a balance due, the collection process will begin. When a troop is delinquent according to the records on file, contact will be made with the Troop Leader, reminding them that a payment is due.

Unpaid product sales debts are considered mishandled funds. After 60 days, if the debt has not been paid in full, individuals may not be able to serve in any volunteer capacity for the council until the debt has been paid in full. Debtors are subject to legal action including, but not limited to, potential criminal prosecution.

## If you are contacted..

It is important to call the Girl Scout \& Volunteer Resource Center at 304-345-7722 to speak with accounting about your troop account, even if you know your troop has paid your balance in full. Please be sure to return our calls.

## Links to Delinquent Forms:

- Parent/Guardian (Caregiver) Delinquency Form: https://girlscouts.info/ParentDelinquency



## Cookie Merchandise

Shop these items and more at the Girl Scouts of Black Diamond Boutique!

## Cookie Tablecloths



Cookie Tote Bag
\$3.85
Cookie Banner
\$20.00 (36" x 20.5")


Cookie Cart
$\$ 45.00$

$\$ 20.00$
(72" x 108")


2024 Cookie T-Shirt

NEW Cookie Patches
\$1.50 each

Cookie Yard Sign
\$12.00

\$15.00

## Exclusive Merchandise Kits

Take advantage of our exclusive 2024 Cookie Merchandise Kits!

Starter Kit - \$35
1 Small Table Cloth
1 Cookie Half Apron 1 Yard Sign

Small Kit - \$37
1 Large Table Cloth
1 Cookie Half Apron
1 Yard Sign

Large Kit - \$50
1 Large Table Cloth
1 Cookie Cart
1 Cookie Half Apron

## Resources at a glance

## Scan here to learn more



All resources can be found at girlscouts.org/cookieresources

- About Girl Scout Cookies
- Troop Leader Resources
- Cookie Business Badges
- Cookie Entrepreneur Family Pin
- Digital Cookie

Found at LittleBrownie.com

- Digitial Marketing Basics
- FAQs and Nutrition Information
- Girl Scouts Cookie Captains and Cookie Rookies
- Social Media Tools and Graphics
- Own Your Magic Resources
- Resources for Girl Scouts to Grow their Business
- Cookie History


## Girl Scouts' safety guidelines

One of the most essential steps you can take to have a magical season is to review all safety guidelines with troop members and their caregivers.

- Practical Tips for Parents
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints

For more information visit: girlscouts.org/cookieresources

## Need Inspiration?

Find us on Pinterest for quick, easy and exciting ways to make the Girl Scout Cookie Program a success.

Follow us on social for shareable cookie content!

## Black Diamond Cookie Team



Denise Davis
Director of Product Programs and Retail Service

Denise.Davis@bdgsc.org

> Need assistance? Contact our Customer Care/ Business Operations Team at 304-345-7722 or CustomerCare@bdgsc.org!

Please note: If you have questions, it is always best to begin with asking your Service Unit Cookie Chair.

Additionally, eBudde has helpful reference reports avaliable that can assist you in finding answers to frequently asked questions regarding rewards and sales. To access the rewards report, click the "Rewards" tab. From there, you can view selections that need to be completed for each girl and the quantities of rewards your troop will be receiving. The "Sales Report" tab is your guide to all things related to troop finance, including your troop's proceeds and the payments you've made.


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