

**BRAVE.
FIERCE.
FUN!**



2026 Girl Scout Cookie Program®

Troop Cookie Chair Guide



Welcome!

With each new cookie season, Girl Scout entrepreneurs know it's about more than just the cookies—it's about being BRAVE enough to make their pitch, FIERCE enough to smash their biggest goals and having loads of cookie FUN while doing it!

Getting Started as a Troop Cookie Chair

1. Verify your role in myGS as a Troop Cookie Chair.
2. Complete the Troop Cookie Chair Volunteer Agreement at <https://girlscouts.info/agreement>.
3. Register for the council virtual cookie trainings at <https://girlscouts.info/cookieresources>.
4. Review the 2026 Troop Cookie Chair Guide and connect with your Service Unit Cookie Chair with any questions.



[girlscouts.info/
agreement](https://girlscouts.info/agreement)



[girlscouts.info/
cookieresources](https://girlscouts.info/cookieresources)

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** Information throughout the 2026 Troop Cookie Chair Guide is subject to change.*



Cookie Calendar

Initial Order Phase

December 11: Cookies 101 for new Cookie Chairs webinar at 12 p.m. and 7 p.m.

December 18: Cookie Chairs webinar at 7 p.m.

January 8: Order taking begins, Digital Cookie opens, troops can begin soliciting troop-secured booths

February 6: Caregiver deadline to submit initial card orders to Troop Cookie Chairs

February 7: Goal Getter phase begins—watch Rallyhood to learn how they can earn a Goal Getter patch and enter for a chance to win a Build-A-Bear experience at the Girl Scout and Volunteer Resource Center in Charleston, WV

February 9: Initial orders and initial rewards selections are due for **troops** by 11:59 p.m.

February 10: Initial orders and rewards selections are due for **Service Units** by 11:59 p.m.

February 27 - March 13: Deliveries to Service Units and Cookie Cupboards

Keeping the Cookie Momentum Phase

February 9: Walmart and additional council booth sites open for selection

February 27: Goal Getter period ends

Cookies in Hand or Booth Phase

January 8: Troop-Secured booths open—see page 13

February 5: Cookies in Hand Phase webinar at 7 p.m.

February 13-15: National Cookie Weekend

February 27: Cookie Cupboards begin opening

March 8-14: National Girl Scout Week—watch Rallyhood for daily cookie opportunities

March 19-21: Plan troop walkabouts to offer cookies safely within your neighborhood; *can happen anytime*

April 1: First ACH withdrawal of \$2.00 per package on initial order cookies

End of Cookie Program

April 9: Finishing Out the Cookie Program webinar at 7 p.m.

April 10-12: Last Chance weekend

April 12: Girl delivery option in Digital Cookie shuts off at 11:59 p.m.

April 13: Final rewards selected and entered into eBudde by troops before 11:59 p.m.—be sure to include t-shirt sizes

April 22: Final ACH withdrawal of balance due to council

Late May: Rewards begin shipping to Service Unit Cookie Chairs; Cookie Crossover patches will ship in August

June 6 OR 13: 2026 Top Entrepreneurial Event at the Girl Scout and Volunteer Resource Center in Charleston, WV—*qualifying girls choose one date*

Stay Connected with Us on Rallyhood!

Don't miss important updates, training info, offers and opportunities!

Rally your Girl Scout squad and join us on Rallyhood to make the most of your Girl Scout Cookie sale!



Skills Development

Through the Girl Scout Cookie Program, Girl Scouts gain these 5 skills and learn to think like entrepreneurs!



Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.



Decision Making

Girl Scouts learn to make decisions on their own and as a team.



Money Management

Girl Scouts learn to create a budget and handle money.



People Skills

Girl Scouts find their voice and build confidence through customer interactions.



Business Ethics

Girl Scouts learn to act ethically—both in business and life.

Troop Cookie Chair Responsibilities

Before the Program Begins

- Read and complete the Troop Cookie Chair Volunteer Agreement form online at <https://girlscouts.info/agreement>.
- Verify your troop roster in myGS to ensure all girls are properly listed in your troop. **Once the cookie program begins and eBudde opens, members can no longer be moved between troops.**

- Attend Service Unit meetings and sign up for all cookie program webinars at <https://girlscouts.info/cookieresources>.

New for 2026, permission forms will serve as the caregiver permission and ownership of financial responsibility for cookies—this applies to digital and physical forms. Access the form by visiting us online at <https://girlscouts.info/permission26>.

During the Program

- Collect signed receipts for all cookies or money exchanged with families.
- Collect funds from caregivers often — even on a weekly basis, if possible.
- Use eBudde and Digital Cookie to reconcile all cookie orders.
- Deposit all cookie funds into troop bank account as you receive them. Do NOT hold cash.
- Follow all important dates and deadlines.
- Communicate with families regularly for any additional cookie orders or needs.
- For Customer Care, contact 304-345-7722 or customercare@bdgsc.org.

After the Program Ends

- Ensure all funds are in a troop bank account prior to ACH withdrawal from council. The first will happen on April 1 and will be \$2 per box of cookies ordered during initial order; remaining balance will be drafted on April 22, 2026.
- Distribute rewards within two weeks of receiving them from your Service Unit Cookie Chair.
- Document cookie rewards shortages within two weeks of receiving deliveries by contacting Customer Care.

Any Girl Scout with an unpaid balance as of April 17 must have a Parent Concern Form completed in order for GSBDC to adjust the amount owed to council. If the form is not submitted, the troop will be responsible for the full balance due. Submit a form online at <https://girlscouts.info/concerns>.

Talking to Your Troop About Cookies!

The Girl Scout Cookie Program is a team effort, and families play a major role! With the support, assistance, presence at cookie booths and encouragement of their family, there's no stopping a Girl Scout!

Caregiver Meeting/Training

Schedule a meeting with your troop and caregivers prior to the start of the cookie program to review the Cookie Family Guide and share important deadlines.

Discuss Varieties and Costs

- There are two Girl Scout Cookie Bakers that serve the entire country. We have partnered with Little Brownie Bakers again this year!
- Review the cookie lineup with the girls and discuss the flavors, names and more!
- Prices are \$6.00 for each individual package of cookies, regardless of flavor.
- Starting in 2026, we will offer the NEW Exploremore cookie—be sure to mention this delicious treat to customers!

Share What the Cookie Program Means for Girls

- The Girl Scout Cookie Program teaches girls life skills and provides them a fun opportunity to earn official financial literacy Girl Scout Cookie badges.
- All proceeds earned from the 2026 cookie program stay local with troops and council!
- Girls decide how to spend their troop funds through adventurous trips, exciting programs and important community service.

Fun Facts

- The Girl Scout Cookie Program is the largest girl-led business in the world!
- Thin Mints have been around since 1939 and continue to be the #1 fan-favorite cookie (regardless of the baker) in the USA!
- Famous Girl Scouts include Taylor Swift, Queen Elizabeth II, Carrie Underwood, Venus Williams, Abigail Breslin, Queen Latifah, Sally Ride, Michelle Obama and Laura Bush, just to name a few!
- Girl Scouts was founded by Juliette Gordon Low in 1912; the first cookie program was held in 1917!

Resources for Families

- 2026 Cookie Family Guide
- Paper order cards
- Additional downloads and graphics at <https://girlscouts.info/cookieresources>.

Note: In divorced/separated families, cookie materials should be provided to each caregiver participating with their Girl Scout, and each should sign a permission form. Unfortunately, only one caregiver can access a digital order card. Each caregiver should sign receipts every time they pick up cookies from you or turn in funds. Contact your Service Unit Cookie Chair if more cookie materials are needed.

Visit our site to learn more:



[girlscouts.org/
cookiebadges](https://girlscouts.org/cookiebadges)



[girlscouts.info/
cookieresources](https://girlscouts.info/cookieresources)



[girlscouts.info/
littlebrowniebakers](https://girlscouts.info/littlebrowniebakers)

Troop Proceeds

Troop Proceeds are based on the per girl average (PGA) of your participating Girl Scouts. At the end of the program, all cookies should be properly transferred to girls so that rewards can calculate accordingly.



$$\frac{\text{Total packages sold}}{\text{Number of girls selling}} = \text{Troop PGA}$$

PGA	Rate per Package
37 - 199	\$0.95
200 - 299	\$1.00
300+	\$1.05

See page 19!

Fall Participation Bonus

Troops who participated in the 2025 Fall Product Program with a per girl average (PGA) of \$150 and at least 50% participation, and that also participate in the initial order phase of the 2026 Girl Scout Cookie Season, will see the troop bonus listed as Fall Participation under proceeds after February 20.

Fall Participation Bonus

Rate per Package: **\$0.10**

J/C/S/A Opt-Out Bonus Proceeds

Girl Scout Junior, Cadette, Senior and Ambassador troops can make a decision to opt out of rewards and earn an additional \$0.10 per package sold. When choosing to opt out, girls will earn all patches and Troop PGA rewards. Girls who sell 36 boxes will earn their free membership. If a troop decides to opt out, inform a Cookie Chair before the start of the season. Troops must request an opt-out form from the Director of Product Programs and Retail Experience and return it before submitting initial orders in eBuddy.

J/C/S/A Opt Out

Rate per Package: **\$0.10**

How the Cookie Crumbles

Every box of Girl Scout Cookies does more than satisfy a sweet tooth — it helps fuel the Girl Scout Leadership Experience! From council programs and events to troop adventures and rewards, cookie sales provide the resources that make leadership, learning and fun possible for every Girl Scout.

Earnings are based on PGA (Per Girl Selling Average) — the higher the PGA, the more your troop can earn!

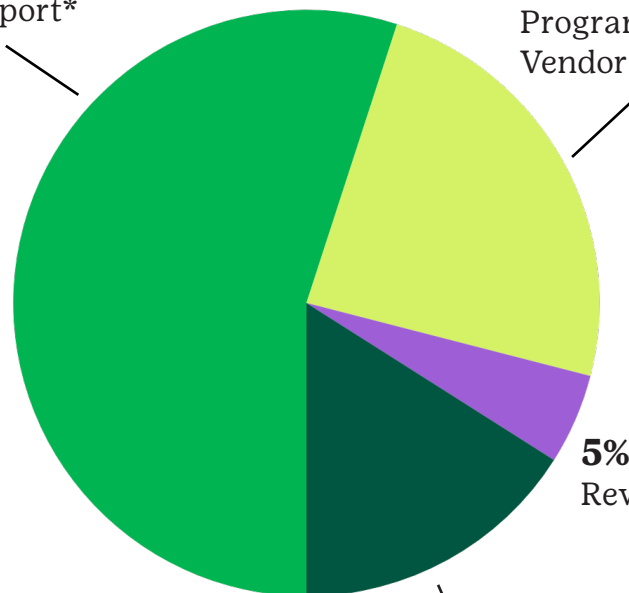
Troops can earn between \$0.95 and \$1.25 per package sold, giving them funds to support their own activities and experiences. Cookie proceeds help fuel both council programs and troop adventures, so every box sold makes a difference!

55% Council-Sponsored Support*

24% Cookie Program & Vendor Costs

5% Cookie Rewards

16% Troop Earnings



*Council-sponsored support includes assistance for programs, events, memberships and training.



2026 Girl Scout Cookies®

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



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt
Approximately 15 cookies per 6.3 oz. pkg.
UD



Lemon-Ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits
Approximately 12 cookies per 6.2 oz. pkg.
UD



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe
Approximately 38 cookies per 9 oz. pkg.
UD



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling
Approximately 20 cookies per 8 oz. pkg.
UD



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes
Approximately 15 cookies per 7.5 oz. pkg.
UD



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating
Approximately 15 cookies per 6.5 oz. pkg.
UD



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint
Approximately 30 cookies per 9 oz. pkg.
U



Exploremores™ • Real Cocoa NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème
Approximately 18 cookies per 7.9 oz. pkg.
UD



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits
Approximately 14 cookies per 6.7 oz. pkg.
UD



Digital Cookie

Digital Cookie allows girls to set up individual online storefronts to expand their cookie business. The features in Digital Cookie make selling cookies a fun, universal experience for all cookie entrepreneurs!

Online Sales Guidelines

Product Program participation should always be led by a Girl Scout under caregiver supervision. While posting in private groups or pages on social media is permitted, girls should never share their last name or personal information. GSBDC reserves the right to request the removal of posts not in the best interest of our Girl Scouts. Families should always use caution when sharing links on private pages. Through Digital Cookie, caregivers can deny any girl delivery orders they do not feel comfortable personally delivering.

For Troop Cookie Chairs

- Orders made through girls' Digital Cookie storefronts during the initial order phase do not need to be manually entered into eBudde.
- Once you submit your troop's initial orders, caregivers must report any additional orders that come in after that to you. View the Reports tab of Digital Cookie to see any additional orders.

Note: After the caregiver's deadline of February 6, any orders placed through Digital Cookie will not be included on their initial order totals.

- All orders for girl delivery placed after February 6 must be manually added or transferred to girls in eBudde.

For Girl Scouts

- Customizable storefronts to share their sales pitch, photo or even a cookie commercial video.
- Cookie Business badges and Family Entrepreneur Pin requirements are integrated into the system to reinforce the importance of badge work and the Girl Scout Leadership Experience.
- Girl Scouts can send "cheers" to one another with an encouraging message.
- Girl Scouts can make sales and collect payments while on the go during the cookies-in-hand phase of the program.

For Caregivers

- Caregivers have the option to turn girl delivery off for customers based on family preferences and cookie availability. This feature is only available to caregivers; Troop Cookie Chairs cannot do this from their volunteer login.
- Caregivers have the ability to turn cookie varieties on or off to match available inventory. This can only be done from the caregiver's login.
- Caregivers must approve or deny ALL girl delivery orders. If not approved within 10 days, the order will default to the customer's second choice.

For Cookie Consumers

- Customers can order cookies for direct shipping, donations or pay for cookies online to be delivered by the girl or picked up from a booth.



Digital Cookie

Setting Up Your Volunteer Account

1. Watch for the registration email starting January 5.
2. Click "Register Now." For best results, use the most up-to-date version of your web browser.
3. Create your password and login using the same email address.
4. Read and accept the Terms and Conditions, then watch a safety video.

Note: Parent access opens at the start of the program. If you are also a caregiver of a girl, you will not see your Girl Scout's information or be able to access their site until January 8. Once parent access opens, you will see an option for the "role selector" screen.

Assisting Caregivers with Setting Up Their Accounts

1. Caregivers should watch for an email (email@emailgirlscouts.org) with the subject "It's time to register your Girl Scout for Digital Cookie!" at the start of the program on January 8. Check spam/junk, too!
2. Create a login using the same email address.
3. Follow prompts.

4. Click the green "Activate" button.

Note: Families have the option to activate all girls in their household as long as they are registered with Girl Scouts under the same caregiver. Each Girl Scout can have only one Digital Cookie account.

5. Once the caregiver has registered, they should watch their inbox for a registration confirmation email and save this email where it can be found during cookie season!

Using Digital Cookie to Process Credit Card Payments

In-hand payment processing can be utilized when a Girl Scout has cookies physically on-hand and available to hand to the customer upon processing their credit card payment.

1. Once the Girl Scout's Digital Cookie site has been set up, caregivers should download the **Digital Cookie Mobile App** for free from the App Store or Google Play store.
2. Once installed, use the name and password used to access the desktop site. **Note:** the app will only work once the program has launched and the Girl Scouts' site has been set up.
3. Select either the girl's account or the troop to use for the transaction. The troop account should be used when taking payments at booths. Sales credited to the troop will need to be later moved accordingly amongst those girls who worked the booth.
4. Select **New Cookie Order** and select the varieties the customer would like.
5. Select **Give Cookies to Customer Now** to process the in-hand, payment and click **Continue**.
6. Review the order and enter payment by manually entering the credit card information or using the scan feature.
7. Click **Place Order**, wait for the confirmation and hand cookies to the customer!



**BRAVE.
FIERCE. FUN!**

Goal Getter Phase and Cookie Pickups

The next phase of the program occurs between the time when girls turn in their initial orders and when they physically receive cookies. Girls can continue to connect with customers to boost their cookie business with traditional or online orders.

How to Keep the Momentum

- Encourage the girls in your troop to connect with customers they haven't yet been able to reach.
- Download door hangers from the Cookie Resources site for girls to easily use when going door-to-door in neighborhoods.
- Review each girl's goals, how close they are to them and what other activities they can do to reach those goals during the remainder of the program.

Fulfilling Additional Orders After Initial Order Submission

Traditional order card orders or online girl delivery orders placed through Digital Cookie that come in after February 6 can be fulfilled from extras your troop may have from the initial order; or by placing an order from a Cookie Cupboard. If you have an early cookie booth, you may want to hold off on additional orders until after your booth, or after cupboards open to ensure you have enough for the booth. See the following pages for more information about placing cupboard orders in eBudde.

All About Cookie Pickup

Important Dates:

February 27 - March 13 - Cookie pickups begins, various dates in all regions

Cookie Pickups

Some troops will participate in large-scale pickups known as "drive-thrus," where a drive-up lane is available for Cookie Chairs to pick up and load their initial cookie order. Connect with your Service Unit Cookie Chair for best practices to help you prepare for your pickup.

After Cookie Pickup

1. Sort cookies by each girl's initial order total before distributing them to anyone.
2. Prepare receipts for both you and the caregivers with their cookie totals and the amount due. Remember, payment for Digital Cookie orders is already credited to the troop; mark that amount as paid, and then the remaining balance for initial order cookies should only include paper card orders.
3. Notify caregivers and schedule cookie pickups with them.
4. Upon arrival, recount the order with the caregiver. Once verified, both sign the receipts; one remains with the troop and one with the family. **Receipts should be signed every time cookies or money are exchanged with families, with no exceptions!**
5. Provide each girl with a money envelope and write the amount due for paper card orders.
6. Discuss using Digital Cookie to accept credit card payments for in-hand deliveries.

Preparing for Cookie Pickup

Each delivery site is different, but here are the basics.

- Print or screenshot your delivery assignment from eBudde.
- Arrive early at your selected location.
- Follow the instructions given at your location's check-in.
- Be prepared with proper transportation. Ensure all vehicles are cleared out and ready for cookie cases!
- Dress for the weather as you will be required to step out of your vehicle or go into a site to verify counts.
- COUNT all cookies before leaving the premises. If you have concerns about your counts, pull to a parking spot and recount before leaving. Shortage errors may not be fixed once you leave the site.
- Contact Customer Care right away if you miss your scheduled pickup.

Cookie Cupboard Basics

Important Dates:

February 27 - Cupboards open

March 1, 8, 15, 22, 29 and April 5 - Orders for the next week are due by noon.

If orders are not placed, cookies may not be available in time for upcoming booths.

Cookie Cupboard Basics

- Planned orders from a cupboard must be placed on Sundays by noon to ensure adequate inventory at the desired cupboard location.
- Cookies can be picked up from any area GSBDC cupboard location.
- Cupboard locations include warehouses, council office and volunteer's homes or businesses. Each location has its own schedule and rules for the space. Please see the detailed notes in the map shown in eBudde.
- Troop Cookie Chairs or another designated adult can pick up cookies from cupboards. Caregivers should not be sent to cupboards for their own orders. Unless they are doing individual cookie booths and have permission from the Troop Cookie Chair to do so.
- Cookies picked up from a cupboard are the responsibility of the troop and Troop Cookie Chair until transferred to the girl and a receipt is signed by the caregiver.
- All cookies received from a cupboard become the property of the troop and cannot be returned or exchanged. Exceptions included damaged packages as they can be exchanged for a good package.



Placing a Planned Cupboard Order

1. Navigate to **Transaction** tab and select +Add in the upper righthand side of the page.
2. Select the desired date you wish to pick up the cookies from the cupboard.
3. Check the cupboard is marked then, from the drop-down menu, choose your cupboard.
4. Under Cookie Order, under Add Product, choose the number of cases of each flavor you would like. Greyed out types represent those currently unavailable at the cupboard location.
5. Enter any notes for your own purposes, and click **Save**.



Cookie Booths

Cookie Booth Guidelines

- Minimum of 2 registered and background checked adults and 2 girls.
- Print booth details.
- Dress appropriately for the weather and in Girl Scout gear, when possible.
- Bring a table and chairs for your booth location.
- Do not block doorways or harass people by yelling or running. Always be respectful and attentive to the customers and employees.
- No smoking, vaping or alcohol at the booth—no exceptions!
- Girls should not be eating, drinking, looking at their phones or engaging in activities distracting them from customers.
- Leave the space nicer than you found it by cleaning up empty boxes and trash.
- If another troop happens to be set up at a booth within eyesight, be respectful of one another.

Cookie Booth Do's and Don'ts

Do's	Don'ts
<ul style="list-style-type: none"> • Count your cookie inventory and cash before and after every booth. • Carry a cash box to make change. Keep roughly \$30-\$60 in mixed bills on hand for cash-carrying customers. • Set up your booth so that it's visible with great signage—signs made by the girls are always the best! Keep the booth organized and give each girl a specific role to manage. • Work the entire booth time-slot scheduled unless unforeseen circumstances arise such as inclement weather, illness or cookies sellout! • Transfer booth cookies sold equally to the girls who participated in that particular booth. • Keep a record of cookie inventory if volunteers need to switch out during the booth. Write a receipt to account for everything during the switch. • Cancel in eBudde if you're unable to attend. 	<ul style="list-style-type: none"> • Leave early just because. • Forget to communicate so that each volunteer knows what is happening with the inventory during that booth. • Forget to keep track of the number of cookies sold at each booth and which girls participated. • Ask the booth location business to make change for you. • Hide your booth or inventory where customers can't see you or know what you're selling. • Directly solicit funds with a donation jar or verbal ask. • Pick and choose what to credit girls for. If they worked the booth the entire time, they should get equal credit for cookies sold.

Cookie Booth Inventory

Booths can be stocked with inventory from your troop's extras after the initial order or by placing a planned cookie cupboard order from a nearby cupboard location. See page 11 for more details on placing cupboard orders.

The first two weekends of cookie booth season usually have double the averages shown. For assistance with any questions about inventory, contact Customer Care at 304-345-7722 or customercare@bdgsc.org.

Average 2-Hour Booth	
	Packages
Adventurefuls	10
Toffee Tastics	2
Lemon-Ups	2
Trefoils	6
Thin Mints	23
Tagalongs	19
Samoas	23
Do-Si-Dos	10

**based on councilwide sales averages from 2025*

Cookie Booths in eBudde

Important Dates:

January 8, 2026 - Soliciting Troop-Secured booths begins

Cookie Booth Basics

Cookie Booths allow girls to connect with customers outside of their own personal circle so they can reach their goals and make a difference in their community. Troops can order additional booth cookies on their initial order or from a cookie cupboard for their cookie booth inventory. See Customer Care or a Cookie Chair for assistance. Booths are a troop opportunity to pop up your cookie business in front of high-traffic locations around town.

Troop-Secured Cookie Booths

Troops can solicit locations at businesses not already listed in eBudde as those locations have already been confirmed by council staff and should not be further contacted. Navigate to BOOTHs on the menu in eBudde to view which locations have already been secured by the council and should not be contacted.

How to Find and Solicit Troop-Secured Locations

- Contact community business owners to seek approval to set up at their location.
- Look for safe, well-lit parking lots and contact the property owner or leasing manager for approval to host a drive-thru booth.
- Booths set up outdoors have more visibility to those passing by, but indoor booths in busy locations are also a great option.
- Let businesses know that once their booth location has been approved and entered into the system, it will show in the national online Cookie Finder to help drive consumers to their location.
- Review locations where council booths aren't already scheduled so that troops don't oversaturate one area.

Entering a Booth Sale in eBudde

Council Booth:

1. Go to the Booth Sale tab.
2. Click Sign Up for Council Booth and select your preferred city.
3. Click the blue arrows to choose a date and time.
4. Click inside the box below the word Troop—eBudde will add your troop number.
5. Click Submit to confirm your booth.

Non-Council Booth:

1. Select Add/Edit a Troop Booth and select Add.
2. Fill out the required information.
3. Click Save (please include a contact name and phone number in case of emergency).

Why This Matters:

- Booths not logged in eBudde will not be tracked.
- Sales from Cookie Finder are only possible if booths are in the system.

- Square fee reimbursements are only available for properly recorded booths.





girlscouts.info/
productprograms

Cookie Inventory and Rewards

Troops can use cookie cupboards to add to their inventory, or troops may connect with other troops through groups or Rallyhood to search for inventory in their area. Troops will need to transfer their inventory from one troop to the other in eBudde by way of a troop-to-troop transfer. Only the receiving troop can initiate this transfer. For assistance, please contact us at customercare@bdgsc.org.

Scan the qr-code to visit Rallyhood Cookie Exchange

Excess Cookie Inventory

Check your troop inventory regularly—cookies cannot be returned. If you have extras, reach out to other Service Unit troops, post in the Rallyhood Cookies and Fall Product group or sign up for more booths to help sell them. Troops remain responsible for all cookies after the program ends and must pay the full balance by the deadline. ACH withdrawals will process the total due, even if cookies remain, troops may continue selling until August 1, 2026.

If your troop has excess cookies, contact productsales@bdgsc.org by April 1, 2026. Do not wait until the last minute. Unsold cookies can be donated to an organization but the troop is responsible for the total cost.

If your troop cannot cover an ACH withdrawal, email productpayments@bdgsc.org no later than the Friday before it is scheduled. In 2026, the first ACH is due April 1, so the deadline to notify is **March 27**. The final ACH withdrawal will occur on **April 22**, with notification required by **April 17**.

If a caregiver has not paid by the due date, submit a Caregiver Concern form at <https://girlscouts.info/concerns>.

eBudde: Ordering Main (Final) Rewards

Important Date:

April 13 - All sales finalized and rewards ordered in eBudde

Once all cookies have been transferred accordingly in eBudde, you will need to place recognition/reward orders for the troop. J/C/S/A troops who choose to opt out of rewards will still earn Troop PGA rewards and will still need to submit their initial order and reward final orders by April 13, 2026. If your troop is opting out of rewards, you will need to contact Denise Davis at denise.davis@bdgsc.org to receive the opt-out form. It must be received **before submitting rewards for initial order**.

Reward Reminders

- J/C/S/A troops can opt out of rewards but will still be eligible to earn Troop PGA rewards. Final rewards will need to be submitted in eBudde for these troops.
- Rewards will ship to Service Unit Cookie Chairs in late May. They will communicate the distribution details for your area when rewards are available.
- Those who receive access to the top seller experiences, or sell more than 1,000 boxes of cookies, will not be contacted by their Service Unit. Instead, expect an email from council.
- Count your rewards order before leaving the Cookie Chair. Both the Troop and Service Unit Cookie Chair should sign that rewards were received and correct; shortages must be reported within two weeks of receiving items.
- If you are missing a reward or receive a damaged item, contact your Cookie Chair for assistance.
- Rewards should be distributed to your troop within two weeks of receiving them. Please have caregivers or Girl Scouts sign that they have received their awards.

Troop to Girl Transfers

Transferring cookies from the troop inventory to the girls' individual inventory is a crucial step to ensure they earn their rewards properly. By transferring cookies to girls, you will be able to keep better track of your troop finances and girls will receive proper credit for their hard work.

When girls sell additional packages beyond what was submitted with their initial order (including eBudde girl delivery orders), the extra cookies will need to be added to the girl inventory. This ensures the Girl Scout has the correct total number of packages for rewards.

Digital girl delivery orders will show as payment only. Troops need to add the cookies sold by pulling the Girl Delivery - Varieties Only - by Girl report and looking for any orders that are not from the initial order.

Don't forget! Adding caregiver payments each time troop funds are received is just as important as adding cookies in eBudde.

eBudde Volunteer Training

The Girl Orders screen is your one-stop hub for managing Cookie Season. With just a few clicks, you can track each Girl Scout's order totals and balances, review traditional, digital and donated cookie orders, add or edit orders, record payments, monitor outstanding balances and check your troop's available cookie inventory—all in one convenient place.

Scan the QR code to learn how to access this valuable tool.



[girlscouts.info/
girlorders](https://girlscouts.info/girlorders)

Make your Digital Cookie® QR code your BFF

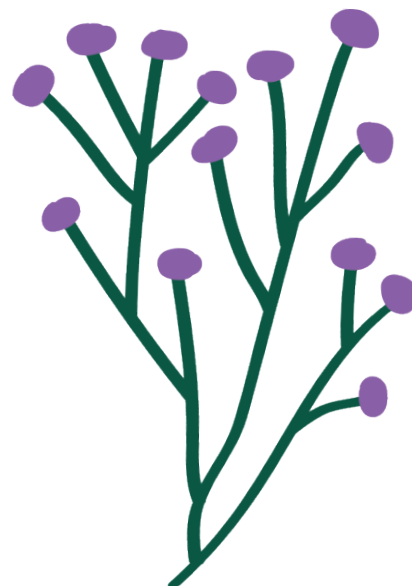
Over 95 million Americans regularly scan QR codes.



The printable lanyard makes reorders easy for Girl Scouts on the go!



Before booth sales, Girl Scouts can make a bracelet, add their QR code and tell customers to bookmark it for reorders.





girlscouts.info/
concerns

Payments and Finances

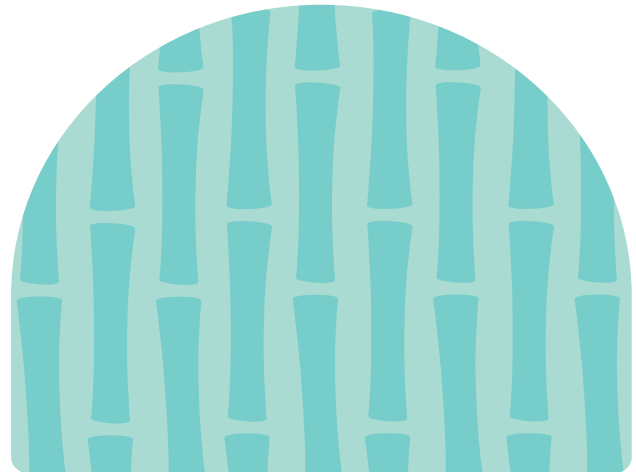
Important Dates:

April 17 – File any caregiver concerns at <https://girlscouts.info/concerns>

Collecting Cookie Funds

When collecting payments for cookies from customers or caregivers, remember that safety and protection are the most important! Keep all money stored in a safe, locked place and make deposits to the troop bank account often. There are several ways troops and girls can accept payments for cookies.

- **Credit Cards:** Through Digital Cookie, customers can purchase cookies and pay for them conveniently online with their credit card. Funds from credit card purchases made through Digital Cookie will deposit to council and be applied as credit towards your troop's amount due, therefore reducing it by that payment.
- **Checks:** Troops and girls can accept personal checks for payment, if you are comfortable doing so. Checks should be written to "GSBDC Troop XXXX" (insert troop number). Deposit checks into your troop bank account right away!
- **Cash:** Troops and girls are always welcome to accept cash as payment for delivered cookies or at booths. Deposit to your troop bank account often and keep receipts for your records. Consider purchasing a counterfeit pen to verify bills at cookie booths. If you unfortunately receive a counterfeit bill at a booth and are informed of this upon making your troop deposit, contact productpayments@bdgsc.org with information regarding the counterfeit bill.



Important Receipt Reminders

Whenever cookies, payments or rewards are given or accepted from/to caregivers, both parties must complete and sign a receipt. These receipts will be needed should any concerns arise later. All bank account deposit receipts should also be saved and stored for proper record keeping.



Recording Girl Payments in eBudde

1. Navigate to **Finances** and select **Financial Transactions** from the drop-down.
2. There are two header tabs, click on **Girl Transactions** to select.
3. Click on **Add Girl Transaction** to add payments made by girls/caregivers.
4. Enter the required information: Girl, Type, Payment Method, Transaction Date and Amount. Add any notes for your records, and click **Save**.
5. You should see a line item listed for each deposit you record. You can edit or delete any transaction in the right-hand column if needed.

Payments and Finances

Important Dates:

April 1 – First ACH withdrawal from troop accounts of \$2.00 per package on initial order cookies

April 22 – Final ACH withdrawal from troop accounts for remaining balance due

Council ACH Withdrawal

Deposit all funds collected into the troop bank account throughout the program. Your Sales Report tab in eBudde will continue to update throughout the cookie program as cookies are added or transferred into or out of your troop. The first ACH will be withdrawn on April 1, 2026 for \$2.00 per package on each package picked up with your initial order. At the end of the season, you will be able to see the amount the troop owes to council and how much will be withdrawn on April 22, 2026 by viewing the Sales Report tab in eBudde. The Digital Cookie sales amount already remitted to council will be shown on the Sales Report tab.

Unpaid Cookie Funds

If an unfortunate circumstance arises where a caregiver does not pay the funds owed for the cookies they signed for, you will need to complete a Caregiver Concerns form and include all communications, signed receipts and agreements. This form should be completed for any caregiver who has an outstanding payment of any amount by April 17, 2026. Complete this form at <https://girlscouts.info/concerns>.

- The troop's proceeds should not be penalized because of a caregiver who did not pay. If the Caregiver Concerns form is completed by the deadline and includes all necessary documentation, the troop will not be responsible. Any unpaid funds submitted via the form will be deducted from the troop balance owed to council for the ACH withdrawal and council will take over collection attempts with the caregiver.



- If this form is not submitted to council by April 17, 2026 the troop will be held responsible for these funds.



Restrictions:

If cookie funds remain unpaid from caregivers or volunteers, restrictions will apply. Council will communicate consequences with individuals and appropriate troop and Service Unit leadership.



Cookie Program Glossary

Automated Clearing House (ACH):

The banking system used for electronic fund transfers. There will be two (2) ACH withdrawals for the 2026 cookie program.

Black Diamond Dollars:

A virtual “gift card” that can be used for purchases in our GSBDC Boutique, or for GSBDC programs and memberships. An email is sent to the Girl Scout caregiver or Troop Leaders email with instructions.

Caregiver Concern Form:

This online form should be submitted if any caregiver does not turn in their cookie funds owed to the troop by the deadline. All supporting documents including signed receipts must be included.

Case of Cookies:

12 individual packages of a cookie variety in a cardboard box.

Cookie Finder:

This national database of cookie booths where potential customers can type in their zip code and the finder displays all current and future active booths, visit <https://girlscouts.info/cookiefinder>.

Cupboard Order:

Troops can place orders from a cupboard for additional cookies for booths or deliveries. Cupboard orders should be placed in eBudde on Sundays by noon.

eBudde:

This online management system is your go-to for managing the cookie program for your troop. You'll submit orders, place planned orders from cupboards, sign-up for cookie booths, select rewards and more!

Final Rewards:

Rewards earned by a girl for meeting a specific package goal by the end of the cookie program. The rewards lineup can be found on the back of the paper order cards.

Gift of Caring:

Donation program where customers purchase packages of cookies to be donated to the West Virginia Gold Star Mothers Association, as well as the West Virginia National Guard Foundation.

Initial Order:

These are the very first cookie orders submitted by girls during the month of February. The initial order deadline for troops to submit orders is February 9, 2026.

Per Girl Average (PGA):

This is the total number of packages sold by the troop and divided by the number of Girl Scouts who are participating (have sold at least 1 package). This average does not include girls who are registered members but are not participating in the program.

NEW Social Media Guide



The Little Brownie Social Media Guide is all new with tips and tricks for volunteers, caregivers and entrepreneurs to reach more cookie customers this season.

Today's consumers average over three hours on social media per day, and more than half of cookie customers say their phone is their most important shopping tool. Whether or not you are social media savvy, the new Social Media Guide will help you achieve success.

New for 2026

Claiming a FREE Membership

Girl Scouts of Black Diamond Council is committed to ensuring that every girl has the opportunity to participate in Girl Scouts, regardless of financial barriers. We recognize that the recent increase in membership dues may create challenges for some families. At the same time, we know the lasting value of the Girl Scout Leadership Experience and the confidence, skills and friendships it provides.

To help support our members, we are excited to announce an exclusive promotion for the 2026 Girl Scout Cookie Season. Any registered Girl Scout who sells **36 or more boxes of cookies** at any point in the sale will earn a complimentary membership for the following Girl Scout year.

To make this possible, participating troops will not receive proceeds on the first 36 boxes of cookies each of their Girl Scouts sells during the 2026 Girl Scout Cookie Season. Our free membership access will be replacing youth rewards up to 36 boxes of cookies sold.

This initiative is designed to:

- Reward the hard work and dedication of our Girl Scouts participating in the cookie program.
- Encourage early engagement in the program and promote skill-building in goal setting, decision making, money management, people skills and business ethics.
- Reduce financial barriers to participation, ensuring that more girls can continue their Girl Scout journey.

We are proud to invest in our Girl Scouts and their futures through this initiative, and we look forward to celebrating their achievements throughout the 2026 cookie program.

Meet Exploremore!

Say hello to your new cookie flavor obsession: Exploremores™! Inspired by rocky road ice cream, this sandwich cookie has flavors of chocolate, marshmallow and toasted almond crème.

Inspired by the spirit of exploration, our newest Girl Scout Cookie helps Girl Scouts unbox new possibilities and chase big dreams. Scoop up the details at <https://girlscoutcookies.org>

Be sure to download our available resources to notify your customers about this delicious new treat!



[girlscouts.info/
cookieresources](https://girlscouts.info/cookieresources)

We're Here to Help

As always, the Girl Scouts of Black Diamond Council Product Programs team is here to assist with any of your cookie-related questions. Supported by our Customer Care team, our staff is dedicated to collaborating with our Cookie Chairs and caregivers to make the Girl Scout Cookie Season a pleasant, fun experience for all!

For assistance with any questions, contact us at productsales@bdgsc.org, or by contacting Customer Care at customer care@bdgsc.org or 304-345-7722.

Don't forget to also stay connected with us on Rallyhood for the latest information about the cookie program.



Denise Davis

Director of Product Programs
and Retail Service

Denise.Davis@bdgsc.org

BRAVE.
FIERCE.
FUN!

