

# 2022 Cookie Program Week by Week

For TPM’s and SUPPR’s, this document breaks down the different 2022 Cookie Program milestones and dates by phase and week. All linked forms and documents are also located on the Cookie Resources page of Girl Scouts of Utah’s website at [www.gsutah.org/cookiesources](http://www.gsutah.org/cookiesources)

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## Pre-Season Phase

### **Pre-Season (October 2021-January 15, 2022)**

- Complete your Troop Product Manager Agreement form  
[TPM Agreement Form](#)
- Contact your Service Unit Product Program Representative
  - Get trained
  - Get Cookie Program Material (M3 receipt books, girl order cards, etc.)
  - Get Troop Training Cookies for girls to sample
- Review the [Cookie Badges, Patches, Certificates and Entrepreneur Family Pin](#) information
- Hold a parent/guardian and Girl Scout meeting
  - Each participating Girl Scout must have a signed [Parent/Guardian Permission Form](#)
  - Hand out Girl Scout order cards and program material
  - Review the [Cookie Family Meeting Guides](#) on the GSU website
  - Set a troop goal and encourage individual girl goals
  - Review Social Media Safety Guidelines and have them sign the [Girl Scout Internet Safety Pledge](#) as well as the [Digital Cookie Pledge](#)
- Log into eBudde and Digital Cookie as soon as you receive your welcome email. Approved TPM will receive an email with a unique link to log into the system that will expire in seven days upon receiving it.
- Review the [TPM eBudde manual](#) and familiarize yourself with the system. Verify that your roster is correct. Contact council if you are missing or need to remove a Girl Scout from your roster
- Cookie Rally! Register your troop for the Virtual Council Cookie Rally and/or your Service Unit Cookie Rally. Find all cookie rallies on the [Activities Calendar](#).
- View Little Brownie Bakers YouTube channel and watch training videos and get ideas on how to inspire your cookie entrepreneurs  
<https://www.youtube.com/user/LittleBrownieBakers>

## Phase 1 – Initial Order

### **Week One (January 11-17)**

The day we have all been waiting for is finally here! Make sure all the Girl Scouts in your troop are ready and excited to start on the first day.

- **January 11** is the National Cookie Season Launch date
  - Girls will have access to Digital Cookie beginning on January 11. They can set up their storefront, send emails, and take orders using Digital Cookie only at this point.
- **January 15** at 12:00 a.m. is the official start date of the 2022 Cookie Program. Girls can begin selling door-to-door and using their order cards to take customer orders. When customers place their order using the paper order card, payment is collected at time of delivery.

### **Week Two (January 18-24)**

Help keep the excitement high for your Girl Scouts for the second week of the Cookie Program! How can you help each Girl Scout reach their goal? Be sure to share your troop's successes with the girls and caregivers.

- **January 21:** SUPPR Delivery Station information in eBudde Deadline.
- **January 22:** Booth Scheduler in eBudde begins
  - Early Bird Fast Pass Booth Schedule opens January 22 at 8:00 a.m. and ends at 8:00 p.m. the same day. This is for troops that qualified for a fast pass booth schedule opportunity during Early Bird Renewal.

### **Week Three (January 25-30)**

- **January 25:** Troops can begin securing council-sponsored booth locations in eBudde.
- **January 30:** Initial Order phase ends at 11:59 PM. All girl order cards orders need to be entered into Digital Cookie by the parent or turned into the TPM. Digital Cookie does NOT automatically send order card packages to eBudde but the TPM can see the orders in Digital Cookie and enter them into eBudde under the Initial Order tab.
- View the eBudde Microburst training: Troop Initial Order on the Little Brownie Bakers YouTube channel.
- **January 25-28:** eBudde Booth Scheduler opens for TPM's to schedule Council Sponsored Booths. Check the Cookie Program Dates on gsutah.org website and in your TPM Manual for specifics.

## Phase 2 – Goal Getter

### **Week Four (January 31-Feb 6)**

Goal Getter Phase begins! The second phase of the cookie program. Girls utilize their Goal Getter order card to continue to take orders and reach their next reward! They can utilize the Super Bowl weekend and Valentine's Day to keep climbing to the next level.

- **February 1:** TPM deadline at 8:00pm to enter Troop Initial Order into eBudde. Don't forget to order booth and extra cookies.
- **February 3:** SUPPR deadline at 8:00 pm to enter all Troops I.O. and Initial Rewards into eBudde.

### **Weeks Five, Six, and Seven (February 7-25)**

Goal Getter Phase continues and ends on February 25. These packages will not be part of your initial order and will need to be ordered through a Cookie Cupboard.

- **February 18:** Troop Link will go live on National Cookie Finder
- **February 25:** Goal Getter Phase ends

## Phase 3 – Cookie Delivery

### **Week Eight (February 26-March 6)**

- **February 26: Baileys Warehouse delivery.** All service units that opt to utilize the Baileys Warehouse delivery stations will be scheduled for a time slot on Saturday, February 26 from 8:00 a.m. to 3:00 p.m. (You will not be at the warehouse the entire time, but please block out this Saturday to be available for your scheduled pickup time)
  - All outlying service units that are not utilizing a Baileys Warehouse delivery will receive their order delivery the week of February 28. GSU will send out a survey to each SUPPR to choose dates, times, and location of delivery. *Baileys will try to accommodate first choice of date and time for delivery but cannot guarantee availability of delivery trucks or drivers.*
- Troops deliver cookies to girls as soon as possible. Be sure parents/guardians count and sign M3 receipt before accepting order.
- Girls begin delivering packages to customers immediately. All orders should be delivered prior to the beginning of Booths.
- **March 1:** Troop "My Sales" Cookie Booth Agreement forms due to GSU. TPM enters booth info into eBudde for approval.
- **March 1:** Cookie Cupboards open. Enter your transaction order in eBudde to pick up extra booth cookies, Goal Getter orders, and walkabout cookies. See GSU website for Cupboard locations and hours of operation.

## Phase 4 – Cookie Booths

### **Weeks 9, 10, and 11 (March 11-27)**

Cookie Booths begin this week. Be sure to complete the “My Sales” Booth agreement forms for troop-secured cookie booths, send a copy of the agreement to [cookies@gsutah.org](mailto:cookies@gsutah.org), and enter the time and location in eBudde. This will add your booth to the national Cookie Finder for customers to locate your booth online.

- **March 11–27:** Cookie Booths
- **March 17:** First ACH debit by council, at council discretion. \$1.00 per package of initial order less digital cookie payments.

## Phase 5 – Cookie Season Wrap Up & Rewards

### **Wrap Up & Rewards (March 28–August 2022)**

Although the cookie program has ended, there are a few things that need to be completed to finish out the season. These final steps will ensure that the girls and troops receive all the cookie rewards, Activity Credits, and proceeds that they have worked so hard to earn.

- **April 5:** TPM submit all booth allocations, troop link allocation and rewards in eBudde by 8:00 p.m. Watch the eBudde video on YouTube on allocating packages to girls
- **April 7:**
  - SUPPR verify that troops have allocated ALL packages and final rewards are submitted in eBudde by 8:00 p.m.
  - Final ACH Transfer of remaining balance due to council.
  - Troop Cookie Envelope due to GSU. Include parent permission form and receipts for any girl with outstanding debt and amount due.
- **Week of May 2:** Activity Credits mailed directly to Girl Scout. TPM please verify that GSU has the correct mailing address for all girls that participated in the program for your troop.
- **Week of May 2:** Girl rewards shipped from Little Brownie Baker (LBB) to SUPPR.
  - SUPPR fills out online form for any missing rewards from the shipment within 1 week of delivery
  - Please distribute to Girl Scouts ASAP. They have worked very hard for their rewards and deserve to celebrate their achievements.
- **Month of May:** Non-LBB rewards shipped directly to girls. Van’s eGift card emailed to parents. Girl Scouts that earned the New York trip will be contacted by GSU with details.
- **August:** GSU finance dept. will direct deposit service unit proceeds.