

2021–22 Girl Scout Cookie Program®

Troop Product Manager Manual



girl scouts 
of utah



Cookie Program Dates

January 15- March 27, 2022

NEW Digital Cookie Launch

January 11, 2022

Cookie Program Officially Begins

January 15, 2022

Customer Care

801-265-8472

Info@gsutah.org

Allison Wickel

Product Program Manager

awickel@gsutah.org

801-716-5125

Finance Department

finance@gsutah.org

801-716-5129

**Every Girl Scout has it in them to do amazing things.
With your support, they'll rise to the challenge!**

You've volunteered to serve as a Troop Product Manager, and this makes you an invaluable part of the Girl Scout Cookie Program®. Now that you've stepped up in support of girls, it's time to help them rise to the challenge of becoming Girl Scout Cookie™ entrepreneurs.

This guide offers you resources, tools and tips to help girls reach their goals. From social graphics for promoting a virtual cookie booth to in-person booth signs, we have everything you need to inspire girls to climb with courage this season.



TROOP LEADER RESOURCES FROM GIRL SCOUTS

Start your climb as a Troop Product Manager on Girl Scouts' website. Check out some great resources for activities and badges that can help bring more meaning to girls' cookie businesses. Plus, get informational handouts, safety tips, a step-by-step virtual booth guide and lots more!

Where you'll learn more:

girlscoutcookies.org/troopleaders



CLIMB WITH COURAGE TOOLKIT

We've refreshed our online toolkit of resources for cookie volunteers, so you can help your girls take their Girl Scout Cookie Program® to the next level! Find a Rally Guide with activities to inspire girls to reach their goals, plus download graphics for social media posts, virtual meeting backgrounds and more! Check back often, since we'll be adding resources throughout the season!

Where you'll learn more:

LittleBrownie.com/volunteers

Through volunteering with Girl Scouts, troop leaders experience the following benefits:

90%

feel they make a difference in the lives of girls.

83%

say they **gain a sense of purpose** volunteering with Girl Scouts.

76%

make friends through their service as a troop leader.

74%

become more involved in their communities.

62%

feel **energized** all or most of the time they volunteer as a troop leader.

20%

gain career or job opportunities through their Girl Scout volunteering.

"The Benefits of Being a Girl Scout Volunteer" Girl Scout Research Institute 2020



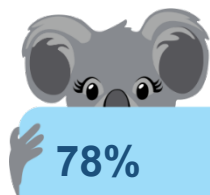
2022 Important Dates

September 1	Service Unit Product Program Rep Agreements due to GSU
October 1	Troop Product Manager (TPM) and ACH Debit Agreement form due to GSU (all troops are required to authorize ACH debits to participate in the Cookie Program)
November 1	Cookie materials begin to ship to SUPPR
November 1-5	SUPPR Virtual Trainings
December 15	Troop registration deadline (Troops registering after this date sell at SU discretion)
Dec. to Jan. 8	TPM/Troop Leader trainings
Dec. to Jan. 8	Cookie Rallies
January 14	Council Virtual Cookie Rally
Dec. to Jan. 14	Parent and Guardian/Girl training
January 11	National Cookie Season Launch/ Digital Cookie Open
January 15-30	Cookie Program begins, order taking for initial order phase
January 21	SU delivery station information deadline
January 22	eBudde Booth Scheduler Early Bird Fast Pass <i>opens</i> at 8:00 a.m.
January 23	eBudde Booth Scheduler Early Bird Fast Pass <i>closes</i> at 8:00 a.m.
January 25	eBudde Booth Scheduler Round 1 <i>opens</i> at 6:00 p.m.
January 26	eBudde Booth Scheduler Round 1 <i>closes</i> at 6:00 p.m.
January 27	eBudde Booth Scheduler Round 2 <i>opens</i> at 6:00 p.m.
January 28	eBudde Booth Scheduler Round 2 <i>closes</i> at 6:00 p.m.
January 30	eBudde Booth Scheduler open for remainder of program at 8:00 a.m.
January 30	Order taking for initial order phase ends



Jan 31 – Feb 25	Order taking for goal getter phase begins
February 1	TPMs enter girls' initial orders into eBudde by 8:00 p.m. deadline
February 3	SUs verify troop orders in eBudde by 8:00 p.m. deadline
February 18-20	National Girl Scout Cookie Weekend!
February 26	Warehouse pickup day
February 28- Mar 4	Service Unit cookie delivery week
February 26-Mar 12	Girl cookie delivery (as soon as received)
March 1	Cookie cupboards open
March 4	<i>Troop "My Sales" Cookie Booth Agreement</i> forms due to GSU on or before
March 11-27	Cookie booths begin
March 17	First ACH debit at council discretion (\$1.00/package of initial order less digital cookie payments)
March 27	Cookie Program ends
March 27	Girl money due to TPM
April 5	TPMs submit all booth allocations and rewards in eBudde by 8:00 p.m.
April 7	SU final rewards submitted in eBudde by 8:00 p.m.
April 7	Final ACH debit by council (remaining balance owed)
April 15	<i>Troop Cookie Envelopes</i> due to GSU
Week of May 2	Activity Credits mailed
Week of May 2	Girl/Troop rewards shipped from Little Brownie Bakers to SUs

*Dates are subject to change. Please visit www.gsutah.org for up-to-date information.



78%

of girls are interested in
becoming an entrepreneur in
the future.

"Today's Girls, Tomorrow's Entrepreneurs"
Girl Scout Research Institute, 2019



2021–2022 Girl Scout Cookies®

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.

U D

NEW!



lemon-ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

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

U D



samoas® • Real Cocoa • Real Coconut

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

U D



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.

U D



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.

U D



trefoils®

Traditional shortbread cookies.
Approximately 38 cookies per 9 oz. pkg.

U D



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



girl scout s'mores® • Made with Natural Flavors • Real Cocoa

Graham sandwich cookies with chocolate and marshmallowy filling.

Approximately 16 cookies per 8.5 oz. pkg.

U D



toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits.

Approximately 14 cookies per 6.7 oz. pkg.

U D



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

Inspire her to think like an entrepreneur

GOAL SETTING

Goal setting is one of the five essential skills girls develop through the Girl Scout Cookie Program®.

With your support, they'll learn how to set realistic goals and achieve them.

FIVE ESSENTIAL SKILLS

1. GOAL SETTING

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

Action steps: Encourage girls to set incremental, achievable goals. Help girls break down those goals through setting weekly challenges.

2. DECISION MAKING

Girls learn how to make decisions on their own and as a team.

Action steps: Talk with girls about how they plan to spend the

3. MONEY MANAGEMENT

Girls learn to create a budget and handle money.

Action steps: Build on girls' interest in learning to manage all facets of the cookie business, such as creating a budget to fund a troop experience or figuring out the percentage of customers who selected the donation option.

4. PEOPLE SKILLS

Girls find their voice and build confidence through customer interactions.

Action steps: Ask girls about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.

5. BUSINESS ETHICS

Girls learn to act ethically, both in business and life.

Action steps: Talk to girls about the importance of delivering on their promise to customers. They can also consider offering a Girl Scouts® Gift of Caring option.

Encourage girls to keep climbing. Once they set a package goal, they might challenge themselves further, like building more marketing or entrepreneurship skills.



On average, Girl Scouts were
two times as likely
to have done entrepreneurial
activities as other girls!

"Today's Girls, Tomorrow's Entrepreneurs"
Girl Scout Research Institute, 2019



6 in 10
girls have an entrepreneurial mindset

"Today's Girls, Tomorrow's Entrepreneurs"
Girl Scout Research Institute, 2019

BADGES, PATCHES AND CERTIFICATES

How can you inspire girls to think courageously? Let girls know how they can earn a **badge or patch** — and wear it on their vest or sash — as a symbol of their important Girl Scout Cookie Program achievements.

Girls can earn one of the new Cookie Business badges this year when they complete requirements that help them develop new skills as they learn and grow their business. Badges are official Girl Scouts of the USA recognitions that can be placed on the front of their Girl Scout uniform.

Girls collect patches as they achieve specific cookie program milestones, including things like sending emails, selling at booths and using Digital Cookie. These are fun patches that can be worn on the back of the uniform to show her cookie business success.

Where you'll learn more:

- GSUtah.org
- [girlscouts.org/cookiebadges](https://www.girlscouts.org/cookiebadges)
- [girlscoutcookies.org/troopleaders](https://www.girlscoutcookies.org/troopleaders) for poster download

Certificates and patches can be used for recognition at any point in the Girl Scout Cookie Season, from the earliest planning meetings through the booth phase.

Where you'll learn more:

- GSUtah.org

Check out the **NEW Cookie Business** badges and **Financial Literacy** badges at [girlscouts.org/en/our-program/badges/badge_explorer](https://www.girlscouts.org/en/our-program/badges/badge_explorer).



Inspire her to think like an entrepreneur

GETTING FAMILIES INVOLVED

*The Girl Scout Cookie Program® is a team effort, and families and caregivers play a major role.
With the support, assistance and encouragement of her family, there's no stopping a Girl Scout!*



COOKIE ENTREPRENEUR FAMILY PIN

The year-by-year Cookie Entrepreneur Family pin enables families to support their girls in learning the five skills and encourages girls to think like entrepreneurs.

Action steps to engage families:

- Host a family meeting using the Cookie Family Meeting Guide. This can be in person or virtual!
- Explain how the cookie program gives girls an entrepreneurial edge.
- Encourage families to think about how they can support their girls as they climb toward their goals and earn the pin.

Where you'll learn more:

- Girl Scouts' Cookie Family Connection Guide available at girlscoutcookies.org/entrepreneurfamily and girlscoutcookies.org/troopleaders



COOKIE 
ENTREPRENEUR
 **Family**

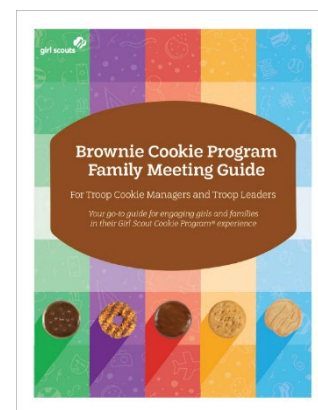
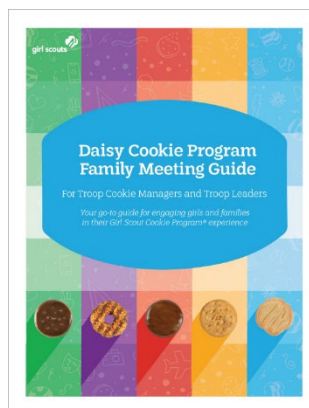
COOKIE PROGRAM FAMILY MEETING GUIDES

- Hold a family meeting 2–3 weeks before the start of the cookie season and be sure to highlight the Cookie Entrepreneur Family pin.
- Choose a meeting format that works best for everyone — Girl Scouts offers an agenda and tips for hosting virtual meetings.

You'll find everything you need to plan a fun and informative family meeting in these guides, which include

Where you'll learn more:

- girlscoutcookies.org/troopleaders



GETTING GIRLS EXCITED

GIRL SCOUTS® COOKIE CAPTAINS

This resource helps them level up their skills while learning to give back as mentors to girls who are just starting out in the program.

Enlist the help of Cookie Captains at your Cookie Rally and Family Meetings.

Cookie Captain training manual available on GSU website

Action steps to engage teens:

- Let them know they may be able to earn service hours.
- Emphasize that Girl Scouts® Cookie Captains are role models for leadership.

Where you'll learn more:

- LittleBrownie.com/teens



Patches available at the retail shop while supplies last

GIRL SCOUTS OF UTAH ACTIVITY CREDITS

Activity Credits give parents/guardians the freedom to choose how to reward girls for their hard work.

Activity Credits can be redeemed for camp, council sponsored events, *Destinations*, girl membership registration fees and shop merchandise.

Where you'll learn more:

gsutah.org

ACTIVITY CREDITS

Girls earn \$12.50 for every 50 packages sold between 50-349 packages

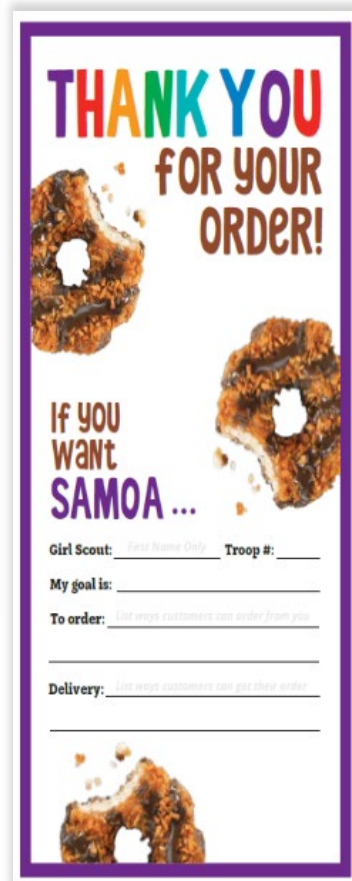
Girls earn \$15.00 for every 50 packages sold from 350 packages and above

DOOR HANGERS, BUSINESS CARDS AND THANK YOU

Help girls get excited with downloadable projects that they can customize with her Digital Cookie URL and QR code

Leave door hangers with instructions on how a customer can place an order

Make thank you notes when delivering orders to let customers know how they can place a reorder



Help her to market like an entrepreneur

GIRL DIGITAL RESOURCES

Social media offers a great opportunity for teen girls to keep climbing toward their goals, while building digital skills. They can begin by using Digital Cookie®. Once they have their footing, girls can go to LittleBrownie.com to find cookie graphics and announcements for promoting their Girl Scout Cookie™ businesses.

ONLINE SAFETY FIRST!

Girls of all ages should partner with their parents or guardians to develop a plan to safely market their business online. Also, make sure posts do not reveal personal contact information such as address, school, or last name.

DIGITAL COOKIE®

Girls can customize how they learn and earn, using technology in new and engaging ways — all while honing digital marketing skills as they earn one of the new Cookie Business badges.

Once their website is set up, they can tell their network of family and friends on social media that they are taking cookie orders online.

Action steps you can take to support girls on the platform:

- Encourage teens to get creative with tools like video and livestreaming.
- Teach girls about e-commerce and online marketing techniques as they work toward earning Cookie Business badges.
- Remember to always follow Girl Scouts' Safety Rules for selling Girl Scout Cookies®.

Share the Digital Marketing Tips brochure with cookie entrepreneurs and their families. Find it at girlscoutcookies.org/digitalmarketingtips.



READY-TO-SHARE SOCIAL RESOURCES

Little Brownie offers Volunteer Social Resources to help you find the right words (and pictures) to raise awareness about the Girl Scout Cookie Program®. It's social planning made simple!

Action steps to help you get started — and get sharing:

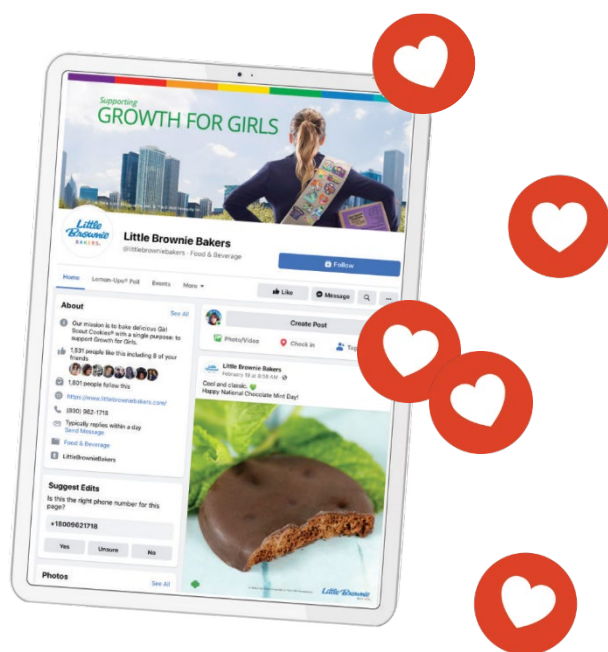
- Create a social calendar that covers different phases of the cookie season, from rallies to booth events to last chance posts.
- Invite girls to join you in brainstorming ideas for social posts that get the attention of cookie fans.
- Take the opportunity to celebrate your troop's achievements on social media.

Where you'll learn more and find resources:

- Girl Scouts' Digital Marketing Tips for Cookie Entrepreneurs and Families available at girlscoutcookies.org/digitalmarketing
- Girl Scouts' Supplemental Safety Tips for Online Marketing available at girlscoutcookies.org/digitalmarketingtips
- Safety resources are available on GSU website and at girlscoutcookies.org/troopleaders.
- girlscouts.org/cookiebadges
- girlscouts.org/digitalcookie
- LittleBrownie.com/social-resources

Each step girls take in their cookie program experience sets them up for a lifetime of success!





JOIN US ON SOCIAL MEDIA

Follow Little Brownie Bakers®

- facebook.com/littlebrowniebakers

Follow Samoas®

- facebook.com/samoascookies
- instagram.com/samoas_cookies
- twitter.com/samoascookies

Follow Girl Scouts

- facebook.com/girlscoutsusa
- instagram.com/girlscouts
- twitter.com/girlscouts



GUIDELINES FOR SOCIAL MEDIA

Girls and their supervising parent/guardian must read, agree to, and abide by the Girl Scout Internet Safety Pledge, the Digital Cookie Pledge and the Supplemental Safety Tips for Online Marketing before engaging in online marketing and sales efforts through the cookie program. Find these resources at girlscoutcookies.org/troopleaders.

Girls and adults cannot post messages, requests or advertisements on Facebook yard-sale groups, Facebook Marketplace, eBay, Craigslist, KSL, or any type of classified or auction-type site. You cannot pay for ads on social media to promote a troop link, girl's link or about cookie sales in general.

Review the Complete Social Media Guidelines at www.gsutah.org

Should any online marketing activities be identified as "in violation of guidance", GSUSA or the council reserves the right to intervene and request removal or remove the post.

Encourage girls in your troop to share their inspiring Girl Scout Cookie stories with the world for a chance to be featured on Girl Scouts' "Think Outside the Cookie Box" gallery, the Girl Scout blog, Facebook, Twitter, Instagram and more. Learn more at girlscouts.org/poweredbycookies.

GIRL REWARDS

Celebrate Achievements*

They've earned it! Plan a celebration that gives you the opportunity to pass out rewards to girls, while highlighting individual and troop achievements. Discuss how the funds can be used for future activities.

Make the celebration virtual!

Visit LittleBrownie.com for ideas like reward unboxing, virtual ceremonies, and more!

CONGRATULATIONS!

Girl Rewards

All rewards are cumulative. Council reserves the right to replace an item of equal or higher value. Make/Model/Color may vary depending on availability of item at the end of the cookie program.



Cookie Patches

Girls collect patches as they achieve specific cookie program milestones, including things like attending a cookie rally, sending emails, and selling at booths. These are fun patches that can be worn on the back of the uniform to show her cookie business success.



Booth Sales patch available in the retail shop while supplies

Opting Out of Rewards

Troops with girls that are Cadettes (grades 6-8), Seniors (grades 9-10) and/or Ambassadors (grades 11-12) may want to Opt-Out of rewards to earn extra Activity Credits.

All girls in the troop must participate in the Opt-Out program.

Girls will receive troop reward, ALL patches, cookie celebrations and council high level rewards (if earned)

- Each 500+ seller will receive an additional \$10
- Each 800+ seller will receive an additional \$15
- Each 1000+ seller will receive an additional \$20

**These totals are not cumulative. Girls selling less than 500 packages are not affected.*

In eBudde, go to the settings tab, click Edit Settings, and then click on the "opt out of rewards for additional proceeds" box

(SUBJECT TO CHANGE. Check website for current proceeds)

REWARDS CONT.

2022 GOAL GETTER REWARD

Packages sold from January 31 to February 25th

After the initial order and before Cookie Delivery, girls are encouraged to continue taking orders by using their Goal Getter Order Cards.

- Use the Goal Getter Card like the traditional Order Card.
- Collect the Order Cards and enter the total amount for each girl in the Goal Getter Column on the Girl Orders Tab in eBudde.
- TPM's will need to place a cupboard order in eBudde to fill these Goal Getter Orders or use extra troop inventory.



Girls will receive the Goal Getter patch for 50+ packages sold



Girls will receive a Koala Water bottle for 100+ packages sold

2021-2022 CROSSOVER PATCH

**Earned for the 2021 Fall Product Program
and 2022 Cookie Program**

Fall Product Program Requirements:

- Create their avatar in M2OS
- Sent 18+ emails
- Sell \$325 in product

Cookie Program Requirements:

- Sell 400+ packages of cookies during the 2022 Cookie program

The patch will be mailed directly to the Girl Scout at the end of the cookie program in May.



2022 TROOP REWARD INITIAL ORDER

Troops that have a PGA (per girl average) of 350+ on their initial order will receive a Climb with Courage T-Shirt and the 2022 patch for each girl that submitted an initial order and for the TPM.

[illegible]

HELP HER CLIMB HIGHER

Troop leaders can help girls soar by using resources to encourage girls to learn new skills and strategies to grow their business.

DIGITAL COOKIE®

Includes features that allow girls to set their cookie goals, track their progress, manage orders and inventory, learn Internet safety skills and more.

Teens can customize their online site using Digital Cookie.

Girls younger than 12 can ask parents or guardians for help. Encourage girls to personalize their website with their goals and cookie pitch; then parents or guardians can post or email links to friends and family.

New for 2022:

eBudde integration with girls Digital Cookie website so caregivers can easily see the packages that have been allocated to the Girl Scout.

Delivery options for Customers:
in-person or direct shipping

Donating cookies:
Customers can purchase “virtual” cookies that will be donated to the council Gift of Caring program (CGOC)

Digital Cookie Mobile App:
Easy for customers to order, pay by credit card and have their order shipped, girl delivered, or given to them if girls have the “cookies in hand”



GIRL SCOUTS® COOKIE ROOKIES

Use this resource to help young Girl Scouts learn to set goals, get to know different cookies, gain confidence, learn how to speak to customers and more.

Action steps to get girls on board:

- Encourage them to discover booth essentials and safety rules.
- Share a fun training video from Little Brownie that covers the basics.

Where you'll learn more:

- [LittleBrownie.com/girls](https://www.littlebrownie.com/girls)



GIRL SCOUTS® COOKIE HOUSE PARTY

Help girls organize and host a Cookie House Party, either in-person or virtually. On the Little Brownie Bakers® website, you'll find a video overview, invitations, recipe cards and décor and giveaway ideas.

Action steps to drive success:

- Girl Scouts can deliver their business pitch to their guests, demonstrate a cookie recipe and much more!
- Teen cookie entrepreneurs can create event invites on Facebook, with guidance from a parent or guardian.
- Review all safety recommendations. Follow the most up-to-date guidelines for group gatherings from credible public health sources, such as the CDC and your local public health department.

Where you'll learn more:



COOKIES PROGRAM AT A GLANCE

Remember, safety is first and foremost. It is vitally important for girls to remain safe as they market and sell Girl Scout Cookies. Please follow all guidelines as outlined in Safety Activity Checkpoints, on the GSU website and this troop guide.

There are many ways to sell and each one helps the girls gain different skills along the way. Let girls take the lead in picking how they want to run their business while helping them come up with new ideas.

Initial Order Phase: January 15 to January 30

During the Initial Order phase girls can utilize their paper order card to take and record customers' orders during this time. Money is collected at time of delivery unless using the Digital Cookie Mobile App. Girls also use the Digital Cookie Platform to take orders online. Digital Cookie Girl Delivered Initial orders are automatically sent to eBudde and are included in the troop initial order.

Goal Getter Phase: January 31 to February 25:

After initial orders are submitted the Goal Getter phase begins. Encourage girls to keep going to help them reach their goals. They can continue to sell using the Goal Getter Order Card to keep track of their sales. Girls that sell an additional 50+ packages during this time period will earn the Goal Getter patch. Girls that sell 100+ earn the Climb with Courage Water Bottle in addition to the patch.

Delivery and Booth Phase: February 26 to March 27

Once the bakery has delivered the initial order cookies the last phase of the program begins. This time period includes girl delivery, Cookie Cupboards and Cookie Booths.

WAYS TO SELL GIRL SCOUT COOKIES

Digital Cookie: January 11 to March 27 NEW EARLY ACCESS

Digital Cookie Online Storefront will launch on January 11, 2022, giving girls the opportunity to set up their storefront and send emails to family and friends prior to the 2022 cookie program start date. Girls are encouraged to set up their storefront and send emails beginning January 11th on the Digital Cookie Platform only. The Digital Cookie platform is the only approved online sales tool available for girls to use. Outside Digital Cookie, girls cannot setup online sites where products are sold and money is exchanged via the internet. Girls must sign the Girl Scout Internet Safety Pledge before doing any online activities and all online activities must be under the supervision of an adult.

Door-to-Door: January 15th- March 27

Girls can use their Girl Order Card, the Digital Cookie Mobile App and sell "cookies in hand" to customers in their neighborhoods going door-to-door. When taking preorders, money is collected at time of delivery except for Troop Gift of Caring or when using the Digital Cookie Mobile App to order packages.

- When selling and delivering cookies door-to-door: Daisy, Brownie and Junior Girl Scouts must be **accompanied** by an adult. Cadette, Senior and Ambassador Girl Scouts must be **supervised** by an adult.
- Girls should be easily identifiable as Girl Scouts by wearing a membership pin and/or official uniform, tunic, sash, vest, or other Girl Scout clothing.
- Girls should never enter a customer's home or approach customers in cars.
- Girls may leave a door hanger, business card, QR code or contact information so a customer can contact them to place an order. Contact information must be the parent/guardian information, not the girl's own personal information.
- Girls may ask for customers contact information to contact later or to add them to their Digital Cookie email

WAYS TO SELL GIRL SCOUT COOKIES CONT.

Workplace Sales

Girls can contact business owners or managers to request permission to take orders for cookies at a workplace (including a parent's workplace). Girls may only sell to the employees, not to the business' customers (that would be considered a "My Sales" booth).

- Approach places such as: parent or family workplace, a beauty salon owner, car dealership, doctor's office.
- Do NOT approach Council Managed locations.
- With the business' approval, girls can:
 - Make a quick "sales pitch" at a staff meeting, hold a Zoom call or leave an order card in a location visible to employees. Leave a note from the girl outlining the troop/girl goals and plans for the cookie proceeds. DO NOT list the girl's last name or phone number on the order card or note.
 - Sell cookies to the employees of these locations (office-to-office or cubicle-to-cubicle).
 - Set a date to pick up the order card and notify the employees when to expect delivery of the cookies.
 - Remember, girls are to sell the cookies, not adults.
- A parent may have cookies to sell at their place of work, but any displays must include a message from the girl and must **not** be visible to the business' customers.
- Cookies can **never** be displayed on the counter for patrons/customers even if the family owns the business.



Walkabouts

Sell door-to-door with cookies in hand. Load up a wagon with cookies, make signs, and you are ready for a neighborhood walkabout! Girls must be familiar with the neighborhoods where they sell.

- A walkabout takes place in a residential neighborhood during daylight hours. Residential areas do not include commercial areas, common areas such as parks or festivals, senior centers or any other group living situation.
- Permission must be granted by the property manager to sell door-to-door at any senior center or group living situation.
- If a customer stops a girl while walking around a neighborhood, the girl may sell them cookies; however, the girl is not permitted to stay in that spot and continue to sell.
- Walkabouts are inherently mobile. Stopping a wagon or other mobile sales device for a prolonged period turns your mobile sale into a booth and it becomes subject to the council's booth rules.
- Lemonade style stands are not permitted.

Phone and Text Sales

One of the fastest ways to sell cookies is using a phone. Girls can use last year's order card and contact information to call or text these reliable customers. Let them know its Girls Scout Cookie time, thank them for their past orders and ask if they would like to place an order for 2022.

Text-a-Thon: Older girls can use their cell phones to text family and friends. As a troop, come up with a marketing pitch and have fun sending the text to people they know.



TOOLS FOR VOLUNTEERS

Your busy life picks up speed during Girl Scout Cookie Season. With eBudde™ by your side, though, you'll stay one step ahead all season long. A must-have for Girl Scout Cookie™ volunteers, eBudde offers calendar reminders, reports, training and much more — on your desktop or mobile device.

eBudde™ Mobile

Stay in the know, on the go! This must-have app puts power at your fingertips, wherever you are in the cookie season.

What it includes:

- Streamlined dashboard
- Easy management of orders and rewards
- Important messages and upcoming events
- Options for finding booth locations and exchanging cookies
- Help Center

Where you'll find it:

- App Store and Google Play



Watch helpful videos about all aspects of the Girl Scout Cookie Program® whenever and wherever you are.

Where you'll find it:

- Accessible via the eBudde App
- Little Brownie Bakers on YouTube at youtube.com/user/LittleBrownieBakers

Note: Resources were created before the outbreak of COVID-19 in the U.S. and have not been updated for the 2021–2022 Girl Scout Cookie Season.



GIRL SCOUTS® BUILT BY ME COOKIE PLANNER

Create a custom plan for the cookie season — online, in just minutes! Choose from a menu of options that fit your group's interests and schedules. It's as simple as taking a short survey.

Where you'll find it:

- LittleBrownie.com/volunteers



- View your registered girls
 - Edit/add their initial order
 - See girls' Digital Cookie orders and payments
- See/edit troop initial order
 - Choose delivery station
 - See all Digital Cookie orders
 - Submit a pending order
- View all of the troop's booths
 - Sign up for a council-sponsored booth or create an independent booth
- View and submit initial rewards and final rewards
- View your troop sales report
 - View your troop payments (ACH sweeps/deposits)

HELPFUL INFO FOR VOLUNTEERS



WHERE COOKIE 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 members and preparing them for a lifetime of success. Use the breakdown below for a guide.

How the Cookie CRUMBLES!





*Cost is \$1.07 for \$5.00 cookies, \$2.07 for \$6.00 cookies.

Core Varieties:

-  Thin Mints®
-  Samoas®
-  Tagalongs®
-  Trefoils®
-  Do-si-dos®
-  Lemon-Ups®
-  Adventurefuls™

Specialty Varieties:

-  Girl Scout S'mores®
-  Toffee-tastic® (Gluten-Free)

Troop Proceeds \$.70/package		
# Packages	Proceeds	
36	\$25.20	
50	\$35.00	
75	\$52.50	
150	\$105.00	
200	\$140.00	
250	\$175.00	
350	\$245.00	
500	\$350.00	
800	\$560.00	
900	\$630.00	
1000	\$700.00	
1500	\$1,050.00	
2000	\$1,400.00	
2500	\$1,750.00	
4000	\$2,800.00	

Girl Scout Cookies® are \$5 per package for core varieties and \$6 per package for

COOKIE TERMINOLOGY

Little Brownie Bakers (LBB)- GSUs bakery partner.

DOC- Digital Order Card. This is another name for the Digital Cookie online platform.

Troop Proceeds- Monies earned by a troop on their total cookie sales

Council Gift of Caring (CGOC)- all donated packages of cookies received from Digital Cookie. All CGOC packages will be donated directly by council to the Utah Food Bank

Troop Gift of Caring (TGOC)- all donated packages received from an order card or at a booth. They are any donation that is not from Digital Cookie. Troop chooses organization to donate packages to.

SET UP FOR VOLUNTEERS



How to get started with Digital Cookie:

Look for a welcome email that will have "Girl Scout Cookie Program" as the sender and the "from" email address will be email@email.girlscouts.org.

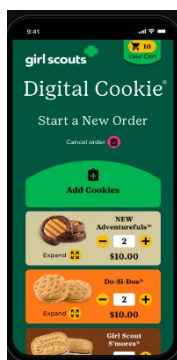
1. Click on the green button in the email.
2. Create a password and use your email address and password to login.
3. View the safety video and sign the Terms & Conditions.
4. There is a set of Terms & Conditions for each role. If you have multiple roles, you will sign Terms & Conditions for each role.

TPM and Parent Log in:

If you are a parent, you can expect a parent email to arrive about a week after your volunteer email. You do not need to register again if you are using the same email for all roles. If you use different email addresses for different roles, i.e., one for your Girl Scout volunteer communication that is different than your email used as a parent you will have separate accounts for each role and need to register each of them. When logging in, you will be prompted to select a role; parent, troop leader, or community. If you have one email address on file for all roles, you can switch between them using the "Select a Role" button at the top.

Digital Cookie Mobile App:

Before using the mobile app you need to complete your initial setup and log on of Digital Cookie on your PC. Then you can download and log into the mobile app



Here are some quick action steps to get you started in eBudde:

- Look for a welcome email with a link and login information. Follow the instructions in the email to set up username and password.
- Verify your roster. Contact GSU if you need to add or remove a Girl Scout from your troop. Enter your troop's package goal and edit your troop's rewards settings (T-shirt/sock size)
- Explore the dashboard on both the desktop and app versions, where you'll find messages and links to tools and resources you'll need throughout the season.

New for the 2022 season:

- **Updated for enhanced integration with Digital Cookie®, eBudde now offers volunteers and families even better visibility into important information about cookie orders.**

Initial Order

- Enter your troop Initial order by girl and order additional cookies for Goal Getter orders, walkabouts and booth sales.
NOTE: Once orders are submitted here, they cannot be changed. Carefully review the totals before hitting SUBMIT ORDER

Cupboard Orders and Troop-To-Troop Transfers

You can order and pick up additional cookies at a Cookie Cupboard. You can also transfer cookies between troops in eBudde. Look for quick video trainings in the eBudde Help Center or on the Little Brownie Bakers® YouTube channel.

Reports

Review all sales totals for the troop, including:

- Final package number
- Reward information
- receipts
- Girl Scouts® Gift of Caring donations

Help Center

Find additional information, including:

- Council information
- eBudde help
- Links to eBudde Microburst Training Videos with step-by-step instructions
- Quick tip sheets
- Social Media graphics

DIGITAL COOKIE TROOP LINKS

Your Troop Can work together to reach troop goals in new ways using your Digital Cookie Troop Links.

When you set up your troop link site, there will be two links you can use. These links will let your troop reach new customers in your local community and beyond. Use the information below to decide how troop links can work for your troop.

Girls should still use their individual links to promote to their customers. Troop links are just another way the troop can work together towards their goal, reach new customers, and track their progress.

You can set up your troop links and begin using them as soon as the Cookie Program begins. The Ship only link will be connected to the Girl Scouts of the USA National Cookie Finder beginning February 18th, 2022

LINK ONE: THE TROOP COOKIE LINK

Customers can order cookies for local delivery by girls in your troop or have cookies shipped. For local sales within your troop's delivery area, customers place their order, and the troop delivers the cookies to the customer's address with support from an adult.

The troop can also use this link to take preorders that allow customers to pre-pay and pick up at a troop designated location. This designated location could be an existing cookie booth, drive through or another public location designated by the troop.

A Quick Tip Sheet with step-by-step instructions on how to set up your links will be emailed to the TPM in eBuddy as well as in the eBuddy Help Center

LINK TWO: THE TROOP SHIPPED ONLY LINK

Use this link when selling outside of your troop's delivery area in the community.

Customers can purchase cookies that are shipped directly to a recipient or donated to the Council Gift of Caring (CGOC) donation program and credited to your troop.

Once your troop sets up this link, it will be connected to the Cookie Finder and customers from anywhere could end up using your direct ship link to buy cookies that support your troop. The great news-there is nothing additional to do. Cookies are shipped directly to the customer and the troop shares the sales with all the girls in the troop at the end of the program.

The screenshot displays the 'Troop 12359 Digital Cookie Platform' interface. At the top, there's a navigation bar with 'Dashboard' and 'My Troop'. Below this, a 'Select a Role' button is visible. The main content area is divided into several sections:

- Troop 12359 Digital Cookie Platform**: A header section with a date 'Stats last updated 11/02/21 11:12 PM CDT'.
- New! Troop Cookie Site**: A section with a 'Start' button and a link to 'Learn more'.
- My Troop Delivery Orders**: A section showing 'Delivery orders waiting to be approved: 0 orders, 0 girls' and 'Girls with a cookie delivery change: 2 girls'.
- Troop Online Sales and Marketing**: A section with a 'Total Digital Sales' bar chart showing 'Orders placed: 7' and an 'Online Sales by Cookie' bar chart.

On the right side, there's a sidebar with the following information:

- Troop Cookie Site: Open for Business**: Status: Published, Learn more.
- Troop Cookie Link Enabled:** <https://DigitalCookie.GirlScouts.org/scout/troop12359-512?pkp=1>, View QR Code.
- Troop Shipped Only Link Enabled:** <https://DigitalCookie.GirlScouts.org/scout/troop12359-512>, View QR Code.
- A 'Hide' button.

At the bottom, there's a detailed view of the 'Troop 12359 Digital Cookie Platform' with a date 'Stats last updated 10/02/21 11:15 PM CDT'. This section includes:

- Troop Cookie Site: Open for Business**: Status: Published, Learn more.
- Troop Cookie Link Enabled:** <https://DigitalCookie.GirlScouts.org/scout/troop12359-512?pkp=1>, View QR Code.
- Click here to view Troop Shipped Only Link**.
- Details:** Zip: 99504, Lead: Jennifer Campbell, Edit.



PLACE your Initial Order (IO)

Initial Order Tab

1. Click on each girl's name.
2. At the bottom of the screen, squares will appear where you enter the order.
3. Tab through the columns entering package order by variety.
DOC orders are automatically sent to eBudde for the initial order and do not need to be added.
4. TGOC = Troop Gift of Caring program. These cookies are packages that you order with your initial order and deliver to the organization of your choice at the conclusion of the program.
5. Click the OK button on the far bottom right.
6. Repeat the process for each girl.
7. Click Save at top of the screen. You can save and edit as many times as you need to.

SUBMIT your Initial Order

1. Review the totals at the bottom of the screen. Verify accuracy. Remember, once you submit your order the cookies belong to your troop!
2. Click Submit Order
 - You can only submit once.
 - Initial orders are in full cases so there will be numbers in the line that reads "Extras." These cookies are extras and can be used at your booths or for any donations.

IMPORTANT

- ❖ **Give yourself plenty of time to complete this task.**
- ❖ TPM's should have their IO submitted by 8:00 PM. There will be council help until 8:00 PM on deadline dates. eBudde will automatically close the initial order section for Troops at **10:00 PM on February 1, 2022.**
- ❖ Troops **cannot** change the order after it has been submitted.

If a troop needs to make changes/corrections after their order was submitted, immediately contact the SUPPR. Once the SUPPR submits the Service Unit cookie order, they **cannot** make any changes to troop orders.

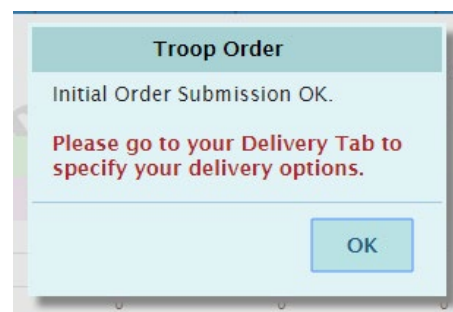
Choose your Delivery Site

All troops will choose their delivery site in eBudde. If you skip this step, you will not receive cookies on the scheduled delivery day for your area.

Delivery Tab

1. Click drop down arrow and select applicable delivery station
2. Click the SUBMIT MY INFO button
3. Click OK
4. Click VIEW CONFIRMATION button
5. Click PRINT button

The system will confirm that your delivery information was updated. You can print the delivery confirmation for your records. It details where to be for delivery, and the exact number of cases for each variety that you will receive.



Baileys Initial Order Warehouse Delivery February 26th

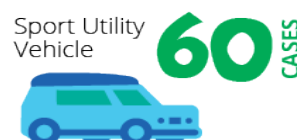
Guidelines for a Successful Troop Pick-up at a Warehouse

- Scheduled pickup time will be in eBudde. Be flexible with your scheduled pickup time and allow extra time for unforeseen backups or delays.
- Be on time and do not come earlier than 5-10 minutes before your scheduled pick up. Coming early causes congestion and will delay pick up times.
- No children or tagalongs. Only adults are permitted at delivery sites due to the danger of forklifts and large vehicles.
- **Please be patient, polite, flexible, and ready to help when needed.**
- Check in with your SUPPR and wait until you have been informed that it is your troops turn before pulling up to your assigned dock
- Be sure all vehicles for your troop pick up arrive at the same time and pull up to the pickup location together.
- If you are not comfortable with your final count you may pull into the parking area and recount before signing the receipt

Baileys Initial Order Delivery Week February 28th-March 5th

Guidelines for a Successful Troop Pick-up NOT at a warehouse (SUPPR has made prior arrangements for delivery location)

- The SUPPR will schedule a time for each troop to pick up their cookies from the delivery location.
- Print out your delivery confirmation and bring it with you to be sure you receive the correct number of cases.
- **Please be patient, polite, flexible, and ready to help when needed.**
- Be on time, please do not come earlier than 5-10 minutes before.
- Check in and receive your bubble sheet.
- No children or tagalongs. Leave children at home, only adults are permitted.
- Bring enough vehicles to pick up your entire order at the same time. Multiple vehicles for a troop must arrive at the delivery location together.
- Give bubble sheet to loader and count the cases as they're pulled.
- **COUNT, COUNT, AND RECOUNT** before you sign for anything!
- Troops accept financial responsibility by signing the receipt. Once receipts are signed, case counts are final and all cookies are the property of that troop.
- **NOTE: Transportation of the cookies is the responsibility of the troop. Please be prepared to secure your load and cover in inclement weather. Wet and/or melted cookies are **not** considered damaged. You are responsible for any wet/melted cookies, and they will not be exchanged.**





DAMAGES AND DISCREPANCIES

Damaged packages/cases can be exchanged at a cookie cupboard for same variety. Damaged includes: crushed at warehouse, sealed but empty, unsealed packages, missing cookies or returned by customer.

To prevent damages please take the troop's order directly home. Do not separate girl orders at the delivery station. Do not leave them in your car. Keep away from direct sun or excessive heat, water leaks, pets, and ensure product is not placed directly on floor of garage.

Any troop discrepancies should be

GIRL SCOUT COOKIE PICK-UP

Divide entire troop inventory by girl BEFORE distributing and verify counts BEFORE families pick up cookies.

Distribute the cookies to your girls as soon as possible.

Make sure each family counts all cookies and an adult signs the receipt at pickup.

Families should receive a receipt of cookies and payment schedule.

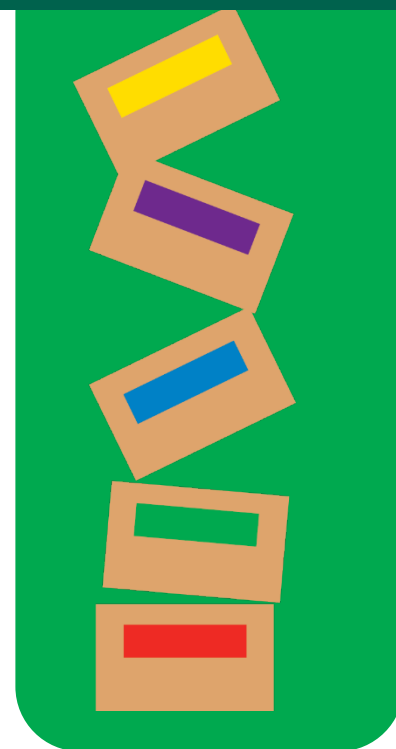
It is very important that families sign receipts any time cookies/money is exchanged between the troop and family.

Girls should deliver initial orders as soon as they receive their cookies from the troop. All orders need to be delivered prior to the beginning of Booths

M3 RECEIPT

- Fill out a money/cookie receipt each time:
 - An adult picks up cookies from the TPM
 - An adult delivers money to the TPM
 - Include date and names on all receipts
- Make sure adults count cookies before signing receipt.
- Count money in front of parent before signing receipts.
- Adult receives one copy and troop keeps one copy.
- Log receipts on the GIRL ORDERS tab in eBudde daily.
- Get a signed receipt from the troop treasurer/leader if you give them the money to deposit into the bank account. If you deposit the money, be sure to keep copies of the bank receipts to turn in to the leader at the end of the program.
- When distributing cookies for a booth, receipt the cookies going to the booth, and cookies and money returned at the end of the booth sale.

Protect yourself! Always use a receipt for every cookie and/or money transaction.



RESTOCK FOR BOOTHS!

You might need to reorder after initial order delivery once you have fulfilled the girl Goal Getter Orders. Our Cookie Cupboards are here to help! (Cookie Cupboard hours vary and are located on gsutah.org. Cupboard ordering instructions on page 30)

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

Thin Mints®	27%
Samoas®	21%
Tagalongs®	15%
Trefoils®	9%
Do-si-dos®	9%
Lemon-Ups®	9%
Girl Scout S'mores®	6%
Toffee-tastic®	3%

New cookies, such as this season's Adventurefuls™, typically represent 8%–10% of sales.

TROOP BOOTH RESOURCES

If your troop is planning in-person cookie sales events, there are lots of ways girls can creatively rise to the occasion! Whether they run a traditional or drive-thru, girls will have fun making signs — and gain valuable experience managing money and talking to customers.



Help girls plan their in-person events with these action steps:

- Early on, determine what type of booth girls would like to have and following local safety guidelines.
- Use eBudde™ and the eBudde App if scheduling an in-person booth — the system will also help you allocate booth sales to individual girls after the event.
- Hold a booth planning meeting, in person or virtually, so girls can divide roles, design their booths and create signage to attract customers.
- Spread the word about your upcoming event on social media.

Booth Sales patch available at the retail shop while supplies last



GET THE ESSENTIALS!

Refer to Girl Scouts of Utah's Volunteer Essentials and Safety Activity Checkpoints. You'll get just about everything you need, including basic facts, forms and tips for planning outdoor activities, managing troop finances, promoting safety, arranging trips and selling cookies.

GIRL SCOUTS® GIFT OF CARING

Girl Scouts® Gift of Caring is a community service initiative that provides a world of warm feelings.

- There are two ways to participate.
 1. Troop Gift of Caring (TGOC): Girl Scout troops select a charity or service group to support, like first responders, food banks and teachers.
 2. Council Gift of Caring (CGOC): Donations from Digital Cookie will be donated to the Utah Food Bank and will be handled by GSU.
- Customers can purchase and donate packages of Girl Scout Cookies®.
- Beyond the cost of cookies, proceeds stay in the community to support local Girl Scouts.
- Everybody wins!



IN-PERSON COOKIE GUIDE

Use the tools and tips in this action planner to help girls organize an in-person booth. You'll find options and resources to support a wide range of selling environments, including a DIY order station for workplace and in-network promotions.

Where you'll find this resource:

- LittleBrownie.com/volunteers



BOOTH ESSENTIALS

Cookie Booth Procedures:

Cookie booths allow girls an opportunity to reach their goals and make a difference in their community! Here is some general information regarding booths, you will find more information and current Covid-19 guidelines under the Cookie+ tab on the GSU website.

- The girls safety is first and foremost!
- Shifts are generally 2-3 hours
- 2 adults and 2 Girl Scouts per door for social distancing (this is a Covid-19 guideline and may change in the future)
- Parent/guardian supervising at the booth must sign a Conduct Agreement form located on the GSU website
- Adults must always supervise girls closely, including restroom breaks.
- Girls should stay behind the table and in between the adults supervising the booth. Girls should not approach customers.
- Do not allow girls to go into the parking lot. Girls must stay with an adult at the booth

Appearance and Conduct:

Girls must be easily identifiable as Girl Scouts by wearing a membership pin and/or official uniform, tunic, sash, vest, or other Girl Scout clothing.

- Always dress neatly and appropriately for an entrepreneurial business. Be prepared for the weather.
- Always arrive on time to your assigned location and stay until your shift is complete.
- Upon arrival, check in with the store/location manager **or** previous troop to advise them of your presence and thank them for supporting Girl Scouts. Ask them where they would like you to set up your booth. Before leaving, notify the next troop of any store management requirements.
- Follow all rules and requirements of the location. Some requirements may have been entered into eBudde and they are non-negotiable on behalf of the management. Be aware of this as you choose your sites. Remember, we are guests! If management imposes a requirement on you once you arrive at the location, please adhere to it and notify GSU after the shift.
- Behave in a manner that is befitting a Girl Scout and appropriate to a public place. No roughhousing, running, climbing, or inappropriate language, etc.
- Greet people warmly, smile, and remain pleasant under all circumstances.
- Thank everyone, even those who don't make a purchase.
- Only Girl Scouts and supervising adults are to be present at cookie booths. **No tagalongs, like friends or siblings.**
- Do not block doorways or active walkways.
- Never leave your booth, money or cookies unattended.
- Cell phones, iPods, or other electronic devices should only be used for online orders and accepting credit card payments.
- Do not eat, drink or smoke near the booth.
- Adults may assist, but cannot sell Girl Scout Cookies. This is the girls' business; allow them to manage and run it!
- Respect the next scheduled troop by being prepared to turn over the booth site on time. Begin packing up 10 minutes before the end of your shift. Do not stay longer than your scheduled shift.
- **Clean up ALL trash.** Do not leave empty boxes or trash at the booth site and do not use trash cans at the booth location to dispose of your trash. Clean up should be completed before the end of the shift so the next troop can start on time. *Girl Scouts always leave a place cleaner than they found it.*
- Thank the management for the opportunity to booth at their site. A package of cookies, certificate of appreciation, card, or poster from the troop is also a nice addition to saying thank you!

Council Managed Booths

Girl Scouts of Utah (GSU) obtains/secures permission from businesses/corporate offices for Girl Scout troops to conduct cookie booths at their locations. These council booths are listed in eBudde and are open to all troops to reserve online

Council-Secured Businesses determine the locations, dates, and times cookie booths can be conducted. To ensure the council is able to continue conducting cookie booths at these businesses, adults/troops should **not contact any Council Secured Booth locations or employees** to request additional booth times, and/or to make changes in booth times or dates.

Dan's Market	Harmons	Macey's
Dick's / Kent's Market	JOANN Fabric & Craft	Sam's Club
Dunkin Donuts	Lee's Marketplace	Smith's
Fresh Market	Lin's Fresh Market	Walmart

To ensure equal opportunity for all troops, sign-ups are in multiple cumulative rounds. This means if you miss Round 1, you will be able to select up to five shifts in Round 2 and catch up with other troops. Each round is open for a set amount of time, except for Round 3, which does not close.

The Early Bird round is for troops that completed the early bird registration and qualify for 1 booth per troop.

- During Round 1, you may sign up for a total of three shifts; only two shifts can be at the same chain (i.e., Smiths, Macey's, Walmart, etc.).
- During Round 2, you may sign up for two additional shifts. If you missed round 1, you could sign up for a total of 5 shifts.
- Round 3 does not have a closing date or time.

Round	Date opens	Time opens	Date closes	Time closes	Number of choices
Early Bird	1/22	8:00 a.m.	1/23	8:00 p.m.	1
1	1/25	6:00 p.m.	1/26	6:00 p.m.	3
2	1/27	6:00 p.m.	1/29	6:00 p.m.	+2
3	1/30	8:00 a.m.	n/a	n/a	n/a

Select a Council Managed Booth in eBudde

1. Click on BOOTH SITES tab
2. Click to select Council Booth Sales from drop down
3. Click on plus sign next to the city where you would like to hold a booth
4. Choose the location
5. Choose the date and time. This will bring up a new screen with all available times
6. Click on your preferred time and submit
7. You will receive a message that your time is reserved

Browse and sign up for Council Booth Sales
Use drop down for My Sales or the Booth Sale Recorder.

Free Slots Current Signups Council Sales

Utah Green Branches have openings

[+] Council Booth Sales

[+] American Fork, UT

[+] Fresh Market 135 E Main St

Fri Mar 8, 2019 4:00pm -- 8:00pm
Sat Mar 9, 2019 9:00am -- 6:00pm
Mon Mar 11, 2019 4:00pm -- 8:00pm
Tue Mar 12, 2019 4:00pm -- 8:00pm
Wed Mar 13, 2019 4:00pm -- 8:00pm
Thr Mar 14, 2019 4:00pm -- 8:00pm
Fri Mar 15, 2019 4:00pm -- 8:00pm
Sat Mar 16, 2019 9:00am -- 6:00pm
Mon Mar 18, 2019 4:00pm -- 8:00pm
Tue Mar 19, 2019 4:00pm -- 8:00pm
Wed Mar 20, 2019 4:00pm -- 8:00pm
Thr Mar 21, 2019 4:00pm -- 8:00pm
Fri Mar 22, 2019 4:00pm -- 8:00pm
Sat Mar 23, 2019 9:00am -- 6:00pm

[+] JOANN Fabric & Craft 640 E State Rd
[+] Walmart 949 W Grassland Dr
[+] Bountiful, UT

Fresh Market 135 E Main St
American Fork, UT 84003

Choose a time slot and then Submit

To opt out click on that slot again and re-submit.

Notify Me if Slots Open (0 waiting)

Time	Troop
9:00am	
12:00pm	
3:00pm	

Booth located inside store - Arrive & leave on time per your troop's shift...

“My Sales” Troop Cookie Booths

Troops who wish to secure their own booths must ensure they are NOT:

In eBudde or on the Find Cookies list, on the Council-Secured Businesses list, listed below as an unapproved location, and a completed *2022 Troop “MY SALES” Cookie Booth Agreement Form* from the business manager and emailed to cookies@gsutah.org. Your booth will not be approved until the signed agreement form has been submitted to GSU.

Once a signed agreement has been obtained you will also need to submit the booth into eBudde.

NOTE: Troop and business managers establish dates and times that work best for both parties and comply with Girl Scouts of Utah’s policies and guidelines. Please ask the manager to inform other managers/departments that schedule activities of the secured cookie booth dates/times. This will avoid possible double bookings.

Possible Booth Locations

- Grocery stores
- Concerts and plays
- Sporting events
- Car washes
- Banks and credit unions
- Places of worship
- Schools, universities, and colleges

Unapproved Locations

- Any residential property
- Breweries and liquor stores
- Tobacco and vape shops
- Adult-oriented businesses
- Public street corner in a business/residential area

Add a Troop “My Sales” Booth

1. Go to the Booth Sites tab
2. Click on drop down menu to select My Sales
3. Enter all information
4. Click Add
5. Booth will show pending until it is approved or denied by council Product Program Department
6. Green is approved, orange is denied

Booth Waitlist

You can be put on a waitlist for a booth location for a specific date. Click the Notify Me if Slots Open button. eBudde will then send you an email if any one or more of the slots become available. It is a first come, first serve for signing up for the slot. There may be several troops that get the email. You will need to go into eBudde or the Troop App to claim that slot. There is a possibility that someone else got there first to claim it.

Cancel a Reserved Booth

All Booth information in eBudde feeds directly to the Cookie Finder on the Girl Scouts of Utah and GSUSA’s websites. Keeping it up to date is critical. If you cannot fulfill a booth, you MUST release the booth in eBudde so that another troop can take the spot, and so that customers do not go to a booth and not have a troop there.

- Go to calendar on dashboard
- Click on booth date to be released
- Hit release button

Hours/Days

- Troops may booth between the hours of 8am and 8pm. Only Junior level Girl Scouts and older may booth after 6pm.
- Girls may only booth outside of regular school hours, Monday through Friday after 2pm. Homeschooled girls or girls on a school track schedule break may booth before 2pm provided they advise inquisitive customers that the girls are out of school legitimately.
- Daisy Girl Scout should not be scheduled longer than one hour during the assigned booth shift; additional adult supervision is recommended. Rotate girls after their one-hour shift to cover a booth that is longer than one hour.

Set up your booth

- Troops should bring their own supplies for setup, including a table, a Girl Scout or other colorful tablecloth, tape for affixing signs to the table, sharpie and pens for taking notes.
- Place extra cookies and supplies under the table out of sight.
- Make a poster to display the troop's goal and plans for cookie earnings. Customers are more inclined to make a purchase if they know how the girls plan to use their proceeds.
- Do not hang anything on the walls of the location. If you have posters to display, neatly attach them to your table.
- Provide information about the Gift of Caring (GOC) program and have girls suggest the option to potential customers who may not want to purchase cookies for themselves.
- Cookie costumes are available from every GSU office free of charge (refundable deposit required). Call Customer Care at 801-265-8472 to reserve.
- Bring your own shopping bags. Do not ask host business for bags.
- Determine how much inventory you will need to cover your entire shift. Place an order with a Cookie Cupboard if you will need more. Only bring complete cases to make tracking easier.
- Utilize an inventory tracking form to record cookies taken to the booth, cookies returned, and money collected
- Use an M3 receipt for cookies going to a booth and amount you receive back and money collected.

What if another troop is in our spot when we arrive?

Print a copy of your booth site confirmation from eBudde and take it with you. The troop with the printed confirmation matching eBudde has the permission to be at the site. **Be kind, respectful and considerate at all times and do not involve the host business.**

Money and Donations at booths:

- Troops should have a plan for safeguarding money. Adults take direct responsibility for cash at all times with the intent to deter a theft. Adults should exercise caution in holding large quantities of money at the point of sale. If need be, make arrangements for an additional adult to pick up and deposit money, particularly from high traffic booth sales. Bring a deposit slip and ATM envelope with you to facilitate a bank run by another parent. Be extra cautious with a cash box since those can be easily stolen. Fanny packs and money belts are good options for holding large amounts of cash.
- Adults must handle ALL money for Daisy Girl Scouts.
- Troops may accept credit cards using Square or money apps such as Zelle that are managed by their bank. The troop will be responsible for all transaction and processing fees they incur.
 - Any card reader must be attached to a Girl Scout troop bank account. All cookie funds must go directly into a troop account: no small business accounts or personal accounts are allowed.
 - Troops must adhere to their agreements with processors; Girl Scouts of Utah will not be a party to agreements between troops and processors.
 - The cost of cookies **cannot** be increased to cover the fees (prohibited by law).
 - Troops are liable for any fraudulent charges incurred.
- Troops are encouraged to use the Digital Cookie app to accept credit card payments. Council will take care of all credit card fees.
- Venmo is not an acceptable form of payment as is not allowed by Girl Scouts of Utah.
- Any donations that are not from Digital Cookie or the Digital Cookie app and is directly received by the troop during the cookie program are considered Troop Gift of Caring (TGOC) packages. Every "keep the change" or direct contribution should be converted into cookie packages and donated to the organization of their choice. Troops should not keep direct cash contributions during the cookie program

Cookie Cupboard Basics

After initial order delivery day, additional cookies can be picked up from cupboards. **Cupboards begin to open March 1st (see online schedule for locations, dates and times, www.gsutah.org)**

- Orders for cookies from the cupboard must be placed by troop product managers (TPM) using eBudde.
- A cookie cupboard order is not a guarantee of inventory availability.
- All cupboards will operate in **WHOLE CASES ONLY** through March 20. Beginning March 21, troops can order in cases and packages for the remainder of the program.
- TPMs should enter the name of the authorized adult who is picking up the cookies in the Contact Info box of the Cookie Transaction Form.
- Authorized adults should be prepared to show photo ID to cupboard staff when asked.
- Enter your pending order quantities in eBudde and choose your pickup appointment. Troops should place their cupboard pending orders 24-48 hours in advance. This allows time for the cupboard to prepare your order in advance and helps with cupboard inventory.
- All nine cookie varieties will be stocked in the cupboards.
- Sometimes cupboards temporarily run out of a certain type of cookie. eBudde will show “out of stock” so troops know up front of its availability, however, this is a manual process and there are times when the orders exceed available inventory. We will adjust cupboard orders and transactions to reflect available inventory
- Keep an eye out for cupboard inventory emails from eBudde, which will inform troops when a cupboard is out of a variety and when it is expected to be restocked.

Place a Pending Order for Cupboard Pickup

- Click on the **TRANSACTIONS** Tab.
- Click **ADD A TRANSACTION**. A new Cookie Transaction Window appears.
- Click **PICKUP** to choose an appointment to pick up from Cupboard. The system will only allow pickups to be scheduled on days and times during which the cupboard is open.
- Choose your desired Cupboard from the **SECOND PARTY** drop down.
- Enter your cookie order in cases and packages, as applicable. Note, you may only order in whole cases thru March 20.
- For **PRODUCT MOVEMENT**: Choose **ADD PRODUCT**.
- Click **SAVE/PRINT** to save the transaction and print your receipt.

When you view the Transactions tab, you will see a “yes” under the Pending column. This is your indicator that this order is still awaiting pickup at the cupboard and may be edited or deleted if necessary. Troops are not financially responsible for cookies until they have been picked up.

Cookie Cupboard Pick-ups

- Print out your troop's pending order and bring it to the cupboard at your appointment time. If other volunteers are assisting you with the pick-up, make sure they have a copy of the pending order from eBudde and know the troop number. Cookies must be picked up by adults who are 18 and older.
- Give your complete troop number to the cupboard staff. Your pending order will be reviewed with you, and you may have an opportunity to adjust quantities.
- Once you have confirmed your pending order is accurate, the cupboard staff will process your order.
- **Count, count, count!** Verify and sign for your order before you load your vehicle and leave the cupboard! You are financially responsible for what you sign for, not for what you take. Orders will not be adjusted once you leave the cupboard!
- Troops are only financially responsible for cookies once the pending order has been picked up and is marked completed in eBudde.
- Pending orders not picked up within 48 hours of the scheduled pick-up appointment may be deleted at the discretion of the Cupboard Manager.



Troop-to-Troop Transfers

Troops can transfer cookies to other troops using eBudde.

The troop giving the cookies is responsible for entering the transaction in eBudde.

1. Open the Transactions tab
2. Click the Add a Transaction button
3. Cookie Transaction window appears
Choose the following information from the drop down boxes:
 - TYPE = Normal
 - 2nd PARTY = Troop
 - TROOP # - Troop number of troop "receiving" cookies
 - MOVEMENT = Remove Product (you are removing your inventory and giving it to another troop)
 - Fill in the correct number of cases and/or packages giving to other troop
 - Click Okay
 - Click Save/Print button to save transaction and print a receipt
4. Verify the transaction was saved on the Transaction Tab
NOTE: Troop will show a decrease in cookies and money due
5. Both troops sign receipts when cookies/money exchange hands



Submit Final Rewards

eBudde automatically calculates rewards for girls based on the number of packages allocated to each girl at the end of the program.

- Open the REWARDS Tab.
- Click Fill Out next to Final Reward Order.
- Click on each girl's name to enter T-shirt and/or sock size if earned.
- Click Submit Girl Order.
- Repeat for each girl as needed.
- Submit troop order.
- Click OK in the pop-up box to confirm your submission.
- Once the girl rewards are submitted, no change can be made.

Final rewards are shipped from vendors to the SUPPR the first week in May. Troops will be notified by their SUPPR to pick up the rewards. Once received, rewards should be distributed promptly to the girls.

Activity Credits are mailed directly to each girl who earned them. Council supplied rewards will be shipped directly to the girl.

eBudde Wrap-up

Wrapping up the cookie program is easy if you have kept up with girl allocations and payments along the way. Use this checklist to make sure you have completed all of the required steps.

- **Troop-to-troop Transfers** are entered on the *TRANSACTIONS* tab by the troop who is "giving away" the cookies. The receiving troop only needs to verify that the entry is correct.
- Cupboard orders are correct on the *TRANSACTIONS* tab. Compare all receipts to the transactions
- Final Troop Gift of Caring-TGOC from girls' individual orders as well as from booths need to be recorded on the *GIRL ORDERS* tab. Troop Gift of Caring are any packages NOT donated through Digital Cookie. These sales count towards the girls' overall sales level. All GOC sales must be recorded and allocated to the girl level.
- Allocations must be done on the *GIRL ORDERS* tab so that EVERY PACKAGE is allocated to a girl. **Even if a troop is opting out of rewards, allocations are important** to make sure each girl earns the correct bar patch and activity credits
- Troop Cookie Link packages must be allocated to the girls fairly per the TPM's discretion.
- Record all girl payments on the *GIRL ORDERS* tab to calculate the amount due from each girl. eBudde tracks each girl's financial responsibility and sends the information to Digital Cookie for the parent to see how much they owe. This can make troop collections very easy and clear.
- Submit Final Rewards
- Verify that all information on sales report tab is accurate.
- Print and keep a copy of the Sales Report on the *SALES REPORT* tab.
- Turn in a copy of the Sales Report, M-3 receipts, and deposit receipts to your troop leader for year-end financial reports.
- Turn in Troop Cookie Envelope to council by April 15th (May 1st for troops located outside of the SLC area)
 - Fill out Dept owed for any girl with money due to the troop and include all M3 receipts for girl.
 - Fill out dishonored checks if you are a non-Wells Fargo account.
 - Print and include all Parent/Guardian Permission forms for girls that participated in the cookie program.

TROOP FINANCE

GSU must have on file a signed ACH Authorization Form for all troops participating in the 2022 Cookie Program.

ACH Schedule

- March 17, 2022, the troop accounts may be debited for \$1/package of the initial order less digital cookie payments
- April 7, 2022, the troop accounts will be debited for the remaining balance owed.
- Council might delay ACH sweep due to changes in the program

Non-Sufficient Funds (NSF)

Troops must deposit sufficient funds in their troop bank accounts in time for funds to be available for each debit. However, we recognize there might be extenuating circumstances which prevent a troop from having \$1/package or remaining balances due by the ACH dates. TPM needs to contact Linda Neeley, CFO, at 801-716-5112 to make an alternative payment plan. Additional ACH debits will occur to accommodate missed troops, troops with collection issues, and ACH returns, etc. Council reserves the right to process additional ACH debits without the troop's express knowledge. ACH debits will continue until all council proceeds have been collected.

Troops will not be allowed to participate in the 2022 Fall Product Program or the 2023 Cookie Program if there is a balance owed to council.

Parent/Guardian Collection Issues

Should payment concerns arise with a parent/guardian in the troop, Troop Leaders/ Troop Product Managers are asked to document the situation and first try to resolve the issues within their own troop

If the matter has not been rectified by the end of the program, the TPM must send all receipts, along with the original signed *Parent/Guardian Permission & Responsibility Agreement Form* in the troop envelope and send no later than April 1, 2021. Please include girl and parent name as well as the balance owed. Council will begin the collections process.

Council will ACH funds to the troop's account to cover the outstanding debt and will work directly with those parents to ensure outstanding debt is paid, so the troop can enjoy the full proceeds and incentives due from the program

Dishonored Checks

GSU will make whole a troop who receives a dishonored check for the purchase of cookies and, for Wells Fargo accounts, reimburse any fees the troops may incur when depositing such checks. Reimbursement for dishonored checks will be by ACH.

Troops with Bank Accounts at Wells Fargo

Wells Fargo will automatically send all dishonored checks to the collection agency the first time they are put through. Troops will not see any fees associated with the dishonored checks as these are billed directly to GSU.

Troops with Non-Wells Fargo Bank Accounts

GSU encourages all troops to open accounts with Wells Fargo, which provides a number of privileges to Girl Scout troops, including free checking and protection against dishonored check fees during the cookie program. Please contact finance@gsutah.org with any questions about establishing a new bank account.

All troops should complete the *Dishonored Checks* section of the *Troop Cookie Envelope* at the conclusion of the cookie program. Please include a copy of the dishonored check as well as the notification from the bank.



TROOP PROCEEDS STANDARDS

- Troops/groups should be financed by troop/group money-earning activities and by a share of money earned through council sponsored product programs.
- Girl Scouts engage in troop budgeting activities that help them to learn money management. The girls are part of the decision-making process in determining troop dues, troop money-earning projects, and uses of collective funds. The funds are for Girl Scout activities and are not to be retained by individuals as their property.
- Girl Scouts may not earn money for other organizations. However, girls may contribute a portion of their troop treasury to organizations or projects they consider worthwhile (for example, local or international service organizations or environmental projects).
- Girls should be encouraged to designate a portion of their troop treasury for the annual membership dues of all troop members. This is a sound and efficient practice that enables girls to meet membership dues and lessens the burden to individual members.
- All proceeds earned by the girls through product programs must support Girl Scout program experiences for girls (such as camp, troop/group travel, and program events; but not scholarships or financial credits toward outside organizations). Individual gift cards or individual tickets to external establishments would not be within guidance.
Example:
 - Accepted: Tickets for a troop/group trip to the zoo
 - Not Accepted: Tickets given to an individual girl or their family to the zoo
- Do not reimburse girls for experiences – travel and event rewards should be Girl Scout hosted and funded. If a girl is unable to attend an event sponsored by the troop/group, they are not to be reimbursed for the funding that would have been spent for her experience.
- Proceeds received by a troop/group are non-transferrable. Girls who leave the troop or leave Girl Scouting are not entitled to proceeds earned while in the troop/group they leave. Proceeds do not follow the girls.
- Proceeds may only be allocated to Girl Scout troops/groups for Girl Scout program activities. Cash-based accounts may not be kept for or distributed to individual girls. Do not track proceeds for individual girls in any pathway – either by council or troop/group.
- All reward events offered by the council are non-transferrable. If a girl is unable to attend an event sponsored by the council, they are not to be reimbursed for the funding that would have been spent for her experience.

Monetary Policies

This is a financial literacy program. The goal of GSU is to instill good business ethics in girls and volunteers by determining best practices. Please be sure everyone, especially parents, understands the business aspects of the Cookie Program.

- GSU advises that the largest check amount troops should accept is \$150.00, keeping in mind that any check could bounce. GSU also advises that nothing larger than a \$20 bill be accepted to limit the passing of counterfeit bills.
- Girls may accept cash and/or checks made payable to “GSU” or “Girl Scouts of Utah” as payment for product. Girls should accept only preprinted checks with issuer’s address. It is required that girls record the telephone number of the issuer on the face of the check. The driver’s license number is recommended, if possible. GSU cautions against accepting out-of-state checks or checks for more than the advised \$150.00 limit. Girls are encouraged to write their first name on checks to identify payments for troop’s bookkeeping.
- Credit/debit cards may only be used when the troop has a smart phone card swiper that is directly connected to the troop bank account. Troops are responsible for paying any fees associated with credit cards. The only exception to this rule is Digital Cookie orders which are paid with credit card through the Digital Cookie App or online program.
- Cookie Program funds should be collected from girls and safeguarded by parents immediately.
- Cookie Program funds should be submitted for deposit to the troop treasurer, in their original form (i.e., cash and checks from customers), promptly and frequently. Parents must never deposit program funds into their personal bank accounts.
- Troops should receipt every transaction (e.g., product given/money received). Both parents and the troop should have copies of signed receipts for clarity and reconciliation.

Product Program Policies & Standards

(Policies uniformly enforced and applicable to all troops/girls – MUST be followed)

1. All volunteers and girls must be a registered member of Girl Scouts to participate in any council sponsored product programs.
 2. Daisy, Brownie, Junior, Cadette, Senior, and Ambassador Girl Scouts are encouraged to participate in council sponsored product programs.
 3. Training is mandatory for all Service Unit Product Program Representatives, Troop Product Managers, and/or troop leaders. Training is mandatory for at least one parent/guardian for each girl participating and the Girl Scout.
 4. Troop Product Managers are responsible for payment of products ordered and/or received by members of their troop (unsold product included). NO PRODUCT MAY BE RETURNED TO COUNCIL.
 5. A signed *Troop Product Manager Agreement Form* and *ACH Authorization Form* must be on file with the council for any troop participating in product programs. These forms outline the Troop Product Manager's financial responsibility to the council.
 6. A troop financial report must be submitted to the council for any troop participating in product programs.
 7. A signed *Parent/Guardian Permission & Responsibility Form* must be on file with the troop for any girl participating in product programs. This form outlines the parent/guardian's financial responsibility to the council. Troops must collect this form before giving order cards and program materials to girls.
 8. Misappropriation of funds by any person in a volunteer role could result in reassignment or dismissal. Examples of misappropriation of funds is defined as, but not limited to: product program debt, mishandling of troop/Service Unit funds and/or products, etc.
 9. The *Troop Cookie Envelope* must be completed for each parent who still owes money, along with proper documentation (signed permission forms, receipts, etc.) and must be submitted to council by deadlines set for each program. If proper documentation is not received, then the Troop Product Manager will be held liable for those funds.
 10. Any girl, parent, or volunteer who has an outstanding balance from a prior program will not be allowed to participate in any future product programs until the balance including any processing/collection fees are paid.
 11. Any troop who has an outstanding balance from a prior program will not be allowed to participate in any future product programs until the balance including any processing/collection fees are paid. These troops must designate a different registered volunteer as the Troop Product Manager.
 12. Any person withholding money for any reason from Girl Scouts of Utah, in connection with the sale of any product, is subject to litigation for recovery of all money due and payable, as well as all costs incurred in the collection process.
- Product Program Policies & Standards Cont.
13. Girl Scouts of Utah does not accept personal checks for any products sold by girls, parents, and/or volunteers. Troop payments are deducted from troop bank accounts via ACH debit.
 14. Extenuating circumstances, which will impact a troop or parent's ability to successfully fulfill their responsibilities, should be communicated to Customer Care promptly. Circumstances that may require special arrangements for payment will be handled on a case-by-case basis. These may include serious illness or death in the family, fire, theft, and auto accidents. They will be required to provide proof and/or documentation in these instances. In the case of theft documented by a police report, the council would expect the loss to be covered by personal insurance and additional time will be allowed to collect from insurance. If not covered by insurance and not properly documented, payment in full is expected by the due date.
 15. Any report of a girl, parent, and/or volunteer selling product for more than the official selling price could result in the girl losing all rewards, their ability to participate in future programs, and/or dismissal of volunteer roles. Each report will be dealt with individually. The person observing an incident should complete and submit a *Product Program Complaint Report* (who, when, where, selling price, etc.) to the council in writing with information and means to verify details.
 16. Troops and girls may only sell products provided by licensed vendors currently under contract with GSU during the Fall Product and Cookie Programs.

Product Program Policies & Standards Cont.

17. A booth sale is a troop activity and requires a parent/guardian permission slip, attendance by a minimum of two girls and two adults (one of whom is a registered member of GSUSA) as designated by the troop leader and cannot take place prior to council booth start dates. Girls make all the sales, except in cases where volunteers are helping younger girls with money.

18. Any troop not participating in the Fall Product Program and the Cookie Program will not receive permission for other money-earning projects.

Social Media and Email Policies & Standards

Please refer to the Girl Scouts of Utah website for all updated Social Media guidelines

Consistent with national guidelines, girls may use Facebook, Twitter, Instagram, text messages, IMs, and emails as online marketing tools to market the Girl Scout product programs to friends and family (for clarity, "friends and family" are people whom the girl or their family personally know).

Girls and troops may use private social networking sites (e.g., Facebook, Twitter, Instagram, Pinterest, etc.) to message family and friends about the Fall Product Program and/or Cookie Program. Troops and girls who are at least 13 years old and have parental permission may set up a troop or group social networking site in accordance with the United States Child Online Privacy and Protection Act [COPPA] and the Child Online Protection Act [COPA]. We ask that girls, families, and troops not advertise or post messages or requests on web-based public groups and pages, such as Facebook Yard Sale sites, Marketplace pages, eBay, Angie's List, Craigslist, KSL or any type of classified or auction-type site. This also includes social media groups that are labeled as "closed" but include members of the general public. This ensures the safety of our girls and adherence to the product program guidelines, as well as the numerous posting guidelines on websites and social media.

The purposes behind the annual product programs are to help girls develop important life skills and to provide them with the means to participate in great learning experiences. Although we sincerely appreciate the support of our Girl Scout families, we want to ensure that the girl is the one making contact with customers and filling their product orders. If a girl is 13 years old or older, they may use their private social networking accounts to reach out to family and friends about the product programs. Girls under age 13 may reach out to family and friends using their guardians' social networking sites. However, the girl must be the one to send the messages and make contact with potential customers

CUSTOMERS

Girls can market to, collect indications of interest, and take orders from customers within their councils' zip codes. EXCEPTION to this zip code rule are family members, friends, former customers, and Digital Cookie sales.

ONLINE SALES

Digital Cookie is the only approved online sales tools available for girls to use when selling (exchanging money online) cookies. Outside Digital Cookie, girls cannot setup online sites where products are sold and money is exchanged via the internet.

Girls must sign the Girl Scout Internet Safety Pledge before doing any online activities, and all online activities must be under the supervision of adults.

EMAIL

Girls cannot expose their own or any other girl's email address, physical address, or phone number to the public. When writing email messages or online announcements girls should sign with their first name only along with their troop number, or first name and council name. Girls may also use a group account, monitored by an adult; or an adult's email account, which is supervised by that adult.

Should any online marketing activities be identified as "in violation of guidance," GSUSA or the council reserves the right to intervene and request removal or remove the post.

COVID-19 & SAFETY

An essential part of your action plan for a successful Girl Scout Cookie Season is reviewing safety guidelines with troop members and their parents or guardians. Girl Scouts of the USA offers resources on girlscoutcookies.org/troopleaders.

Face coverings are required for all in-person participation in the Girl Scout Cookie Program, including, but not limited to, order taking, delivery, and direct sales.

Wash hands frequently with soap and water

Use hand sanitizer

Stay 6 feet away from customers

At booths, always keep girls behind the table – maintain social distancing between each girl and between girls and customers

Place all orders into bags to transfer to the customer or to leave as a contactless porch drop if payment has already been collected

Utilize contactless payment whenever possible

Please continually check the Girls Scouts of Utah website at gsutah.org for updates on Covid-19 and safety guidelines.

GSUSA DIGITAL MARKETING RESOURCES

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Supplemental Safety Tips for Online Marketing
- Practical Tips for Parents
- Safety Tips for Girl Scout Cookie™ Entrepreneurs
- Safety Tips for Product Sales
- GSU's Volunteer Essentials and Safety Activity Checkpoints

Find safety resources and more at:

- girlscoutcookies.org/digitalmarketing
- girlscoutcookies.org/troopleaders
- girlscouts.org

RESOURCES AT A GLANCE

Troop leader and TPM resources

girlscoutcookies.org/troopleaders

Cookie badges

girlscouts.org/cookiebadges

www.gsutah.org

Cookie Entrepreneur Family pin

girlscoutcookies.org/entrepreneurfamily

Cookie history, FAQs and nutrition information

LittleBrownie.com

Cookie Program Family Meeting Guides

girlscoutcookies.org/troopleaders

Digital Cookie®

girlscouts.org/digitalcookie

Digital Marketing Tips for Cookie Entrepreneurs

girlscoutcookies.org/digitalmarketingtips

eBudde™ App

LittleBrownie.com/volunteers

wherever you download apps

Girl Scouts® Built by Me Planner

LittleBrownie.com/volunteers

Goal-setting activities & tips

girlscouts.org

LittleBrownie.com

In-Person Cookie Sales Guide & other resources

LittleBrownie.com/volunteers

Safety resources

girlscoutcookies.org/troopleaders

Social media tools and graphics

girlscoutcookies.org/troopleaders

LittleBrownie.com/social-resources

Girl Scouts® Cookie VIP eTraining

Vipetraining.littlebrownie.com

Virtual Cookie Booth Guide

girlscoutcookies.org/troopleaders

Virtual cookie sales tools

LittleBrownie.com/volunteers

Volunteer Essentials

gsutah.org

Cookie Family Connection Guide

girlscoutcookies.org/troopleaders

Little Brownie Bakers® Family Guide

LittleBrownie.com/families

VOLUNTEER ACTION PLAN & NOTES

*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 girls as they climb with courage, while
having lots of fun!*

CLIMB  **WITH**  **COURAGE**

Key Dates:

Contacts:

Key Actions:

Notes

