

2023 Cookie Program Week by Week

For TPM’s and SUPPR’s, this document breaks down the different 2023 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/cookieresources

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Pre-Season Phase

Pre-Season (Now-January 27, 2023)

- Complete your Troop Product Manager Agreement form
[2023 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](#)
 - 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 in to the system that will expire in seven days.
- 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 your Service Unit Cookie Rally and/or the council-sponsored Virtual 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 amazing Girl Scouts
<https://www.youtube.com/user/LittleBrownieBakers>



Phase 1- Initial Order

Week One (January 24-29)

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

- **January 24**
 - Girls will have access to Digital Cookie beginning on January 24. They can set up their storefront, send emails, and take orders using Digital Cookie only.
- **January 28** at 12:00 a.m. is the official start date of the 2023 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 30-February 5)

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 success with the girls and parents.

- **February 4:** Booth Scheduler in eBudde begins:
 - Early Bird Fast Pass Booth Schedule opens February 4 at 8:00 a.m. and ends on the 5th at 8:00 p.m. This is for troops that qualified for one (1) fast pass booth schedule opportunity for Early Bird Registration.

Week three (February 6-February 12)

- **February 6-11:** eBudde Booth Scheduler opens for TPM's to schedule council-sponsored booths. Check the Cookie Program Dates on GSU's website or in your TPM Manual for specifics.
- **February 12:** Initial Order phase ends at 11:59 p.m. 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.



Phase 2- Goal Getter

Week Four (February 13-Feb 19)

Goal Getter Phase begins! Girls utilize their Goal Getter order card to continue to take orders and reach their next reward! They can utilize Valentine's Day to keep climbing to the next level.

- **February 15:** TPM deadline at 8:00 p.m. to enter Troop Initial Order into eBudde. Don't forget to order booth and extra cookies.
- **February 16:** SUPPR deadline at 8:00 p.m. to verify and/or enter all Troops I.O. and Initial Rewards into eBudde.

Weeks Five, Six, and Seven (February 20-March 12)

Goal Getter Phase continues and ends on March 17. Girl Scouts will turn in their Goal Getter Order Cards and Digital Cookie Girl Delivered orders to receive the needed packages from the TPM to fulfill these orders. These packages will not be part of your initial order and will need to be ordered through a Cookie Cupboard.

- **February 17-19:** National Girl Scout Cookie Weekend
- **February 27:** Digital Cookie direct ship ordering opens for customers
- **February 27:** National Cookie Finder Link goes live

Phase 3- Cookie Delivery

Week Seven (March 18-March 23)

- **March 18: Baileys Warehouse delivery.** All service units that opt to utilize the Baileys Warehouse delivery stations will be scheduled on Saturday, March 18 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.)
- **March TBD:** All outlying Service Units that are not utilizing a Baileys Warehouse delivery will receive their order delivery this week. GSU will send out a survey to 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 Cookie Booths.
- **March TBD:** 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

Week Nine, Ten, and Eleven (March 24-April 16)

Cookie Booths begin this week. Be sure to complete the “My Sales” Booth agreement forms for troop-secured booths, send a copy of the agreement to 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 18:** Troop “My Sales” Cookie Booth Agreement forms due to GSU. TPM enters booth info into eBudde for approval.
- **March 24 – April 8:** Cookie Booths
- **April 9:** Easter
- **April 3:** First ACH debit by council, at council discretion. \$1.00 per package of initial order less digital cookie payments.
- **April 16:** Last day of 2023 Cookie Program

Phase 5 – Cookie Season Wrap Up & Rewards

Wrap Up & Rewards (April 17- August 2023)

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

- **April 19:** 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 20:** SUPPR verify that troops have allocated ALL packages and final rewards are submitted in eBudde by 8:00 p.m.
- **April 25:** Final ACH Transfer of remaining balance due to council.

- **April 26:** Troop Cookie Envelope due to GSU. Include all parent permission forms, copy of bank deposit slips, and M3 receipts for any girl with outstanding debt and amount due.
- **Week of May 15:** Activity Credits mailed directly to Girl Scout. TPM's, please verify that GSU has the correct mailing address for all girls that participated in the program for your troop.
- **June/July:** 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 Disneyland and National Convention will be contacted by GSU with details.
- **August:** GSU finance dept. will direct deposit service unit proceeds.

