

COOKIE ROADS



The Girl Scout cookie program is much more than “just another sale”. Troops can use this guide to travel through the cookie season with success and fun! Troop leaders and cookie chairs should make sure to take cookie training so that the girls will have the opportunity to fully participate in the cookie program and learn and practice many life skills.

2013



A GUIDE FOR TROOP LEADERS AND COOKIE CHAIRS

TABLE OF CONTENTS

<u>Dates & websites</u>	<u>Page 3</u>
<u>Online Training</u>	<u>Page 3</u>
<u>Where to Get Help</u>	<u>Page 4</u>
<u>What's New for 2013!</u>	<u>Page 5-6</u>
<u>Preparing for the Cookie Program</u>	<u>Pages 7-8</u>
<u>Safety Tips</u>	<u>Page 8</u>
<u>5 Skills for Girls</u>	<u>Page 9</u>
<u>Key Reminders</u>	<u>Page 9</u>
<u>eBudde</u>	<u>Pages 10-19</u>
<u>Vehicle Loading Suggestions</u>	<u>Page 14</u>
<u>Additional Cookies</u>	<u>Page 17</u>
<u>Things to Remember</u>	<u>Page 20</u>
<u>Cookie Club</u>	<u>Pages 20-24</u>
<u>Booth Sale Guidelines & Etiquette</u>	<u>Page 25</u>
<u>Older Girl Troop Options</u>	<u>Page 26</u>
<u>Gift of Caring</u>	<u>Page 26</u>
<u>Receipting & Banking</u>	<u>Pages 27-28</u>
<u>Reminders/Tidbits</u>	<u>Page 28</u>
<u>Rewards, Super Troop, Stellar Seller</u>	<u>Page 29</u>
<u>Blitz Day & Cookie Crumbs</u>	<u>Page 30</u>
<u>Programs</u>	<u>Page 31</u>
<u>Patches & Volunteer Shirts Order Form</u>	<u>Page 32</u>

IMPORTANT DATES AND WEBSITES

January 1, 2013	Girls may start taking orders
January 19, 2013	Girls initial orders due to troop
January 21, 2013	Troops locked out of ebudde for initial cookies & initial incentives
February 11-20, 2013	Initial cookie deliveries
Feb. 22-Mar.17, 2013	Booth sales
March 19, 2013	All final payments from girls due to troop
March 21, 2013	Troop payment due to SU cookie chair
	Troops locked out of ebudde for final reward orders 10:00 pm EST
April, 2013	Earned cookie dough mailed directly to leader
May, 2013	All incentives received by troop from SU cookie chair

Ebudde: <https://ebudde.littlebrownie.com> Ebudde demo site: <https://ebdemo.littlebrownie.com>
 Online training: <http://vipetraining.littlebrownie.com> Little Brownie Bakers: www.littlebrownie.com
 Girl Scouts of Kentuckiana: www.gskentuckiana.org



ONLINE TRAINING

General cookie information and training help can be found online at
<http://vipetraining.littlebrownie.com>

Troop cookie chairs with 3 or more years of cookie chair experience may opt to take the online training instead of the regular SU cookie training.

1. Online training must be done BEFORE your regularly scheduled service unit training.
2. Cookie chairs must take all of the Kentuckiana portion of the online training and the quizzes. It is suggested that all of Little Brownie segments are viewed too.
3. Troop chairs will turn in proof of their online training participation to their service unit cookie chair before receiving their troop materials.
4. Check with your SU cookie chair for the SU training date.

WHO TO CALL FOR HELP: If you have questions, first call your service unit cookie chair

My Area _____ My Service Unit/Report Code/Cluster _____
 My Service Unit Cookie Chair _____
 Her Address _____
 Her Phone Number _____ Her cell phone _____
 Her Email _____

For additional help, call your local PLC

GS OF KENTUCKIANA PLC LOCATIONS

Louisville - 2115 Lexington Road Louisville, KY 40206
 502- 636-0900 or 1-888-771-5170
 Elizabethtown - 200 Sycamore Street Elizabethtown, KY 42701
 270-769-5563 or 1-888-771-5173
 Bowling Green - 901 Lehman Bowling Green, KY 42101
 270-842-8138 or 1-888-771-5172
 Owensboro - 140 Salem Drive Owensboro, KY 42303
 270-684-1594 or 1-888-771-5174
 Paducah - 711 Jefferson Street Paducah, KY 42001
 270-443-8704 or 1-888-771-5171

During regular council office hours, you can contact staff at your PLC OR for eBudde help or general questions contact an eBudde support team member by email or phone. Please do NOT call these volunteers before 9:00 am or after 9:00 pm. Eastern time zone.

Tracey Brown	TraceyBrownGS@yahoo.com	270-252-4828
Heather Deaton	heather@rcccomponents.com	270-782-1359
Missy Hammontree	hammontree@scrtc.com	270-579-6836
Sue Johnsson	johnsson41@aol.com	502-253-5534
Janis Kidd	jankidd0215@gmail.com	812-404-6017
Tamara Pearce	pearcefam5@insightbb.com	812-949-2783 OR 502-548-0177
Nancy Priest	nancypriest@insightbb.com	270-842-4685
Theresa Pulliam	theresapulliam@bellsouth.net	502-354-1853
Chris Spaeth	padsw_girlscout@att.net	270-443-4284
Elaine Stevens	padsw_girlscout@att.net	270-210-4013

WHAT'S NEW FOR 2013!

SUPER 6 DURING THE ADDITIONAL COOKIES -

Troops/girls will be able to order all 8 flavors during the initial order taking. However during the additional warehouse pick ups only 6 flavors will be available for additional orders. Dulce de Leche and Thank U Berry Munch will NOT be available after the initial order. Troops wanting a supply of those 2 flavors will need to order them with their initial cookie order.



5 for Five is a contest designed to increase your cookie sales. Customers who buy five (or more) packages of cookies receive one 5 for Five entry. The customer fills out the entry and gives it back to the Girl Scout. All entries must be turned in with your final payments by March 22, 2013. Five names will be chosen and the winners will each receive 5 cases of GS cookies.

NEW REWARDS LEVEL AND 2 NEW COUNCIL LEVEL REWARDS!

1. New level: at 1500 packages a girl will receive a choice of
 1. Flat screen TV OR
 2. \$150 Program Pass towards resident camp/council trip OR GSUSA Destination
2. Councilwide drawing for an IPAD - Girls selling 500+ packages of cookies will be entered in a drawing for one IPAD to be given away at the end of the cookie program. One entry per girl.
3. 1200+ Event - All girls reaching the 1200+ level will be invited to a spectacular event at Camp Pennyroyal on Saturday, June 8, 2013.

WHAT'S NEW FOR 2013!

ACH WITHDRAWALS

1. ALL troops in Cluster 3 will be required to have their cookie bill paid through ACH withdrawals.
2. Any troops outside of Cluster 3 may opt to use ACH instead of certified/cashiers check or money orders.
3. Troops outside of Cluster 3 must notify council that they wish to use ACH by February 22, 2013.

For ACH withdrawals:

1. Troop will fill out ACH Debit authorization form BEFORE receiving any cookie materials
2. Troop will completely list all bank account information in ebudde.
3. Amount due to council must be available by 10:00 pm EST March 21, 2013
4. Troops with families owing must have Family Owing Form(s) turned in by March 21, 2013



PREPARING FOR THE COOKIE PROGRAM

Set your troop goal

- ◆ Work with girls, troop adults and parents to set a troop goal. What do the girls want to do? What activities/events are planned and what funds will be needed?
- ◆ Use the girl order cards to set personal goals with the rewards structure.
- ◆ Encourage girls to ask, ask, ask. The #1 reason customers do not buy Girl Scout cookies is because they were never asked!
- ◆ Have a parent meeting. Get your girls and parents involved!



Our troop goal is _____ boxes.

Put your troop profit to good use

- ◆ Finance program events and/or trips.
- ◆ Restock troop supplies.
- ◆ Retain money for annual troop registration in the fall.
- ◆ Contribute to a local or international community service organization.

Selling tips

- ◆ Selling to real-estate agents for refreshments at open houses.
- ◆ Selling to car dealerships to give away a case with every test drive.
- ◆ Selling to hotels as a way of welcoming guests.
- ◆ Selling to video stores to offer as a bonus for multiple movie rentals.
- ◆ Create door hangers with your troop Girl Scout cookie chair phone number for when customers are missed; encouraging reorders or thanking customers.
- ◆ New “booth sales” location ideas or innovative booth methods. Make sure to contact your SU cookie chair for permission/procedures for setting up a “troop cookie booth”.
- ◆ Ask, ask, ask!!!!

CREDIT CARD USE

Troops may opt to take credit card payments from their customers using a smart phone.

- 1. Credit card readers are available online and in many electronic departments.*
- 2. Troops provide their own equipment/phone applications.*
- 3. Troops incur any/all fees attached to accepting/using credit cards.*
- 4. There is a fee for taking credit card payments and the troop must make these arrangements/payments.*
- 5. Troops CANNOT increase the cost of the box of cookies to cover any credit card fees.*
- 6. Troops may want to opt for a minimum purchase for credit card use.*
- 7. Credit card use will in no way reduce the amount due by troop to council.*



SAFETY TIPS

- ◆ Sell door to door only during daylight hours.
- ◆ Daisies, Brownies and Juniors must be accompanied by an adult.
- ◆ Cadettes, Seniors and Ambassadors should not sell alone and should safeguard money.
- ◆ Never enter the house of a customer.
- ◆ Girls’ names and addresses should never be given out.
- ◆ Always use the buddy system. It’s not just safe, it’s more fun.
- ◆ Never carry money around with you. Bank often.
- ◆ Set up your troop on Cookie Club and give girls access.
- ◆ Send emails to friends and family. Cookie Club is a great tool for email use suggestions.
- ◆ Have a parent or guardian help girls at all times when using the Internet.
- ◆ Do not take money over the Internet.
- ◆ For Internet safety tips, go to www.lmk.girlscouts.org.
- ◆ Use other Internet methods (Facebook, My space, Twitter, troop websites) with adult supervision to reach out to more friends and family.
- ◆ Let customers know they can visit www.gskentuckiana.org to find cookies.

The Girl Scout Cookie Program provides an important ingredient for leadership by helping girls develop five key skills:

- ❖ Goal setting - Set goals and create a plan to reach them.
- ❖ Decision making - Decide when/where to sell, how to market the sale, and what to do with the earnings.
- ❖ Money management - Develop a budget, take orders and handle customers' money.
- ❖ People skills - Learn how to talk (and listen) to their customers as well as learning to work as a team with other girls.
- ❖ Business ethics - Act honestly and responsibly during every step of the cookie program.

KEY REMINDERS

1. Troops must have at least one adult take cookie training. Check with service unit for date.
2. Experienced troop cookie chairs (3 or more years) may opt to take online training.
3. Troops must have troop bank account with proper signers before receiving cookie materials.
4. Hold a parent/girl cookie training. All girls selling must have parent permission slip signed.
5. Set up troop in eбудde with girl information and correct troop information.
EBUDDE WEBSITE: <https://ebudde.littlebrownie.com>
USER NAME: Your email address PASSWORD: _____
6. Troops locked out for initial cookie and initial rewards order Jan. 21, 2013 at 10:00 pm EST.
7. Troops and families are responsible for all cookies signed for. **No cookies can be returned.**
8. Troops locked out for final rewards order 10:00 pm EST March 21, 2013.
9. Cookie dough mailed to priority contact (listed in eбудde) by April 15.
10. All other rewards distributed through SU cookie chair by May 15.
11. Rewards availability cannot be guaranteed after June 1, 2013



EBUDDE is the online program to help troops manage the entire Cookie Sale

- Place troop cookie orders (initial, additional, troop transfers)
- Place rewards orders (initial and final)
- Track girls progress and payments
- Sign up for cookie booths
- Reports for cookie numbers, rewards, payments

Your service unit cookie chair will enter your troop in eBudde with Cookie Chair name and email information and give you a password. Troops may add as many users/viewers to their eBudde account as they wish.

Website address: <https://ebudde.littlebrownie.com>

SETTING UP & USING EBUDDE

Logging into eBudde the first time

- ❖ eBudde website: [www:https://ebudde.littlebrownie.com](https://ebudde.littlebrownie.com)
- ❖ Log-in name - email address you gave to your service unit cookie chair
- ❖ Temporary password - **samoas** OR password from previous year, click “log on”
- ❖ Personalize your password here, enter your contact information, click “submit”
- ❖ Return to log in screen, enter email address and new password, click “log on”
- ❖ NOTE: Emails from eBudde may go to your spam or junk folders, be sure to approve eBudde as a sender in your mail box



My login information for eBudde is:

Login: _____
hint: your email address

Password: _____

Welcome to eBudde 4.2 with new features and functions to make the 2010-2011 Cookie Sale Season a success.

Input your email address

Password here:
 First time users - temporary password - samoas
 Returning users - password from previous year



- Your user name (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).

eBudde is provided as a service by Little Bowne Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde.

DASHBOARD

- Messages from your council, Area, or Service Unit chair may appear here
- Calendar of dates and deadlines
- Troop check list

CONTACTS TAB

- Click edit button to make any changes
- Enter/edit your personal information here
- “Gets email” and “Active” should be green

SETTINGS TAB

- Click edit button to enter info/make changes
- Number of girls registered and selling
- Troop’s goal packages
- Age level that fits majority of girls
- DO NOT LIST AS A GROUP, OTHER OR INDIVIDUAL**
- Cadette, Senior or Ambassador troops electing to take “cash option” instead of rewards, check “No rewards/additional proceeds” box. No other troop levels can check this box.
- Add any additional contact email addresses here.
- List adult receiving troop’s cookie dough as Priority Contact.

Troop 6073 Girls

First Name	Last Name	SSOSAM	Cookie Club Login	Reg'd	Signs sent	Deliver?
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

GIRLS TAB

- Enter names of participating girls here
- Cookie Club login is not needed, but if troop is set up in Cookie Club, you may store passwords here
- Check Reg'd box if girl is registered
- Enter girl's goals

INITIAL ORDER TAB

- Click girl's name; go to bottom of screen
- Use TAB key to enter cookie orders in packages by variety in empty squares
- Click blue OK button
- Repeat for each girl selling
- Do **NOT** use "Other" line
- ONLY use "Booth" line if you want to order booth cookies now. Booth cookies ordered on this page are ordered by packages. REMEMBER NO COOKIES CAN BE RETURNED.
- Additional cases will be available starting February 25
- After placing girls' orders click "Save"
- Be sure to go to incentives tab and fill out and submit any initial rewards earned (pg. 17)
- Review total cases; if correct click "Submit" (You may only submit once).
- If changes need to be made after submitting, contact your SU cookie chair or PLC.
- Print a copy for your records
- When girls/families pick up cookies, make sure both troop and family get signed receipts
- When money is turned in signed receipts must be given to troop and family

DELIVERY TAB

- Click who is picking up your troop order
- Yes or no for more than one troop. If yes, enter other number as it is listed in ebudde
- For multiple delivery days, select day and available time
- Submit information
- After January 28, delivery confirmations are available to print
- Print confirmation and bring to delivery site on approved day/time
- When picking up initial order, count and sign for cookies.
- NO COOKIES CAN BE RETURNED**



Troop 6073 Delivery Street

Case of Cookies CANNOT be Returned

LEC	Qty	D.S.D	Sam	AB	SGCC	Tags	TMBH	Tags	IBBH	Booth Total	Pickup Total
Case	1	1	1	1	1	1	1	1	1	1	1

Who is picking up your cookies? someone from my troop some other troop (write #)

Will you be picking up for more than one troop? yes no #

Please choose your Delivery Station:

Lemon Grove #1 (6728) | 11206011 | Station | JEB

Time	Line #1
8:00am	T&T
8:30am	
9:00am	
9:30am	T&T
10:00am	
10:30am	
11:00am	

VEHICLE LOADING SUGGESTIONS

The amounts are figured with an empty vehicle, using all space except the driver's seat. Please arrive with enough vehicles to pick up your whole troop's order.

- | | |
|--|-------------------------|
| Compact auto | Approximately 35 cases |
| Standard auto | Approximately 50 cases |
| Standard station wagon | Approximately 75 cases |
| Mid-size SUV | Approximately 90 cases |
| Standard pick up truck | Approximately 100 cases |
| (Suggested to NOT use standard pick up in inclement weather) | |
| Mini-van | Approximately 150 cases |
| Standard van | Approximately 200 cases |



When picking up cookies, be prepared to count and sign for your troop's entire order.

Troop 6073 Initial Order

You can edit an order by clicking a row. Save as often as you like but Submit to your SU only Once!

Girl	GOC	LCC	Tre	D.S.D	Sam	AB	SGCC	Tags	TMBH	Total
Amanda H	0	0	0	0	0	0	0	0	0	0
Deborah	0	0	0	0	0	0	0	0	0	0
Beth H	0	0	0	0	0	0	0	0	0	0
Cynthia W	0	0	0	0	0	0	0	0	0	0
Patty W	0	0	0	0	0	0	0	0	0	0
Sydney C	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	0
INITIAL	NA	0	0	0	0	0	0	0	0	0
Amanda H	0	0	0	0	0	0	0	0	0	0
Page in Order	0	0	0	0	0	0	0	0	0	0
Cases in Order	0	0	0	0	0	0	0	0	0	0
Surplus	0	0	0	0	0	0	0	0	0	0

You need 0 GOC packages, You have 0 Surplus packages and 0 Other Total packages. This means you have a surplus of 0 packages in meeting your GOC orders.

GIRLS ORDERS TAB

- Click on girl to add or subtract packages, enter payments
- Anytime girls turn in cookie payments signed receipts are needed for troop and family
- Girls receiving credit for cookies sold at a booth, amount "paid" will be automatically generated
- Number of packages on Troop Order line cannot be more than Girl Totals
- Difference line should be zero (0) at end of sale. Be sure to credit all cookies to girls

Girl ID	Initial	Amount	Total
00004 H	272	0	272
00004 H	230	0	230
00004 J	152	0	152
00004 W	150	0	150
Girl Totals	784	0	784



BOOTH SITE TAB

- Sign up for council booth sites and enter troop "My sales" booth sites
- Limits may be placed on number of council booths that may be signed up for at a time
- Any booth listed as COUNCIL is open to any troop in council
- **NOTES area designates SU/Area locations
- Troop "My Sales" booths are for troops with personal connection to a business (this does not include major chains - with an "I know the manager")
- "My Sales" booths must be approved in ebudde by booth schedulers
- Troops unable to cover selected booths must remove their troop number in a timely fashion

Troop 00007 Booth Sales

Browse and sign up for Council Booth Sales
View and edit your Troop sales by clicking My Sales

Council Booth Sales:

- [+] Alexandria, Va
- [+] Anderson, IN
- [+] K-Mart 2825 N. Broadway
 Fri Feb 27, 2009 9:00am - 9:00pm
 Sat Feb 28, 2009 9:00am - 9:00pm
 Sun Mar 1, 2009 10:00am - 7:00pm
 Fri Mar 6, 2009 9:00am - 9:00pm
 Sat Mar 7, 2009 9:00am - 9:00pm
 Sun Mar 8, 2009 10:00am - 7:00pm
 Fri Mar 13, 2009 9:00am - 9:00pm
 Sat Mar 14, 2009 9:00am - 9:00pm
 Sun Mar 15, 2009 10:00am - 7:00pm
- [+] Low's Home Improvement 3335 S. Scot.
- [+] Marsh 2810 Nichol Ave
- [+] Marsh 2840 N. Broadway
- [+] Marsh 831 E. 53rd St.
- [+] National City Bank 11 East 28th Street
- [+] National City Bank 1913 East 53rd Street
- [+] National City Bank 1834 Broadway
- [+] National City Bank 2909 Nichol Avenue
- [+] National City Bank 811 Marston Plaza
- [+] Avon, IN
- [+] Beech Grove, IN
- [+] Bradt, IN
- [+] Brownsburg, IN
- [+] Cambridge City, IN
- [+] Camby, IN
- [+] Carmel, IN
- [+] ChesterBest, IN
- [+] Cometsville, IN
- [+] Crawfordville, IN
- [+] Danville, IN
- [+] Elwood, IN
- [+] Fishers, IN
- [+] Frankfort, IN
- [+] Franklin, IN
- [+] Frankton, IN
- [+] Gas City, IN
- [+] Greencastle, IN

K-Mart 2825 N. Broadway
Anderson, IN 46012

Highview SU troops ONLY until 3/8 **

Choose a time slot and then **Sign Up**

To get out link on that list again and re-submit!

Time	Troop
9:00am	Claimed
12:00pm	Claimed
6:00pm	



TRANSACTIONS TAB

- Initial order will be on first line
- Additional orders picked up from PLCs/warehouse will be on consecutive lines
- Troop-to-troop transfers:
 1. Troop ADDING cases does transaction
 2. Click on Add a Transaction
 3. Date of transfer
 4. Type - Normal
 5. Receipt number - auto
 6. Second Party - Troop
 7. # - Troop SUBTRACTING cases
 8. Click ADD PRODUCT
 9. Save

Troop 02515 Case Transactions

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sales | **Transactions** | Incentives | Deposits | Sales Report

Add a Transaction | Column Filter | Low: | High: | No Filter

+ Transaction	+ Pending	+ Type	+ Date	+ 2nd Party	+ ICC	+ Trs	+ DSD	+ Sam	+ Dulca	+ SFCC	+ Taps	+ Tmint	+ Total
(Init. Del.)			2009-07-20	-	0	0	0	0	0	0	0	0	0
203802	yes	normal	2009-07-24	5638	4	3	2	1	2	2	5	7	26

ADDITIONAL COOKIES

- Additional cases are available starting Feb. 25 at PLC warehouses/cupboards.
- Additional orders will be entered in eбудde after additional cookies are picked up.
- PLC cookie warehouse/cupboard dates: Feb. 25 -March 16.
- Saturdays: Louisville Berger warehouse March 2, 9, 16 only
Elizabethtown, Bowling Green, Paducah and Owensboro cupboards
regular Saturday hours
- Check with your PLC for hours.
- **NO COOKIES CAN BE RETURNED.**



INCENTIVES TAB

- Click on Initial or Final Rewards
- Click Fill Out
- Click each girl and select any options needed, submit
- Scroll to bottom, enter any shirts, super troop or volunteer patches earned
- Click submit

Troop 6073 Troop Incentives

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Transactions | **Incentives** | Deposits | Sales Report

Troop Incentives Order Forms

Initial Incentives Order [View](#) [Fill Out](#) [Girl Rpt.](#)

Final Incentives Order [View](#) [Fill Out](#) [Girl Rpt.](#)

Troop 6073 Final Incentive Order

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sales | Transactions | **Incentives** | Deposits | Sales Report

Use the form below to fill out your final incentive order.
Click on a girl id at the top to edit a girl's incentive order.

GIRL ORDERS:

[Recky H](#) receives 7 incentives. (calculating selection done)

[Recky L](#) receives 0 incentives.

[Cynthia W](#) receives 0 incentives.

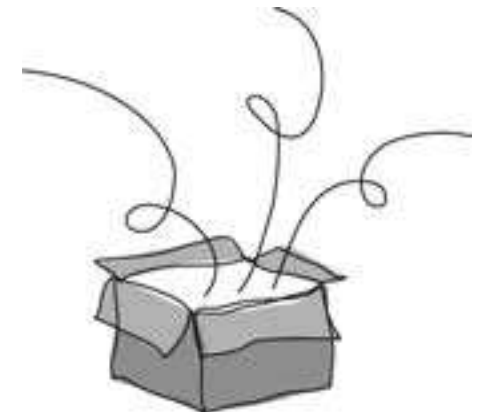
[Esther W](#) receives 2 incentives. (calculating selection needed)

TROOP ORDER:

Box Level	Quantity	Incentive
50	2	Leg Warmers
150	2	150+ Inspired by U patch
500	2	500+ choice (pick 1) 1 Super Set Global Splash Fashion Tee O YB O YM T AS O AM Hair/Bath Towel Set for Small Panda T-Shirt for Small Panda Miranda Panda Plush (Small) Mama Panda Plush (Large)

0 Ws

[Cancel](#) [Save & Submit Order](#)



DEPOSITS TAB

- Used by SU/council staff ONLY for entering troop deposit payment information
- Troops can keep track of cookie deposits under Girls Orders Tab.

SALES REPORT TAB

- Check this tab BEFORE getting your troop's payment to council
- Troops with any families owing must submit a Family Owing Form with payment AND pay adjusted amount on form in order to receive incentives

Pkgs Received			
Date	Initial Order	Reference	Amount
11/03	15073	0000A	2
11/04	CT	123456	24
11/04	CT	1234	12
11/04	-	shwage	12
01/25	CT	pending	120
Total Pkgs Received			160

Deposits Made		
Date	Reference	Amount
Total Deposits		\$ 6.00

Total Troop Sales	\$ 204.00	Council Proceeds	\$ 406.40
Troop Proceeds	- \$ 17.00	Deposits Made	- \$ 0.00
Council Proceeds	\$ 406.40	Amount You Owe Council	\$ 406.40

THINGS TO REMEMBER

- ◆ Girls may begin taking orders on January 1, 2013. Early sales may have penalties attached. Girl Scouts are on their honor to abide by the starting date.
- ◆ Girls should set their own personal goals.
- ◆ Girls should follow safety rules when taking orders from customers.
- ◆ Girls must have signed permission slips before any selling may start.
- ◆ Girls should turn in collected money often to troop.



It's BIG !

GSUSA now allows girls to ask for cookie orders online
With Cookie Club, girls can quickly tap a large number of customers while learning early technology skills

It's Safe!

Cookie Club "promises" are recorded automatically
Girls can print off their list of orders for parents to review
Site is password protected
No personal information is ever revealed

It's Fun

Colorful and entertaining
Lets girls jump into the exciting world of today's social media while protecting them from unwanted communications

To register your troop and girls go to: cookieclub.littlebrownie.com

Setting up Cookie Club for your troop

- ❖ Click on “leader registration”



- ❖ Complete registration information, click “Register” button



- ❖ Read the leader affirmation statement and click "I Agree"

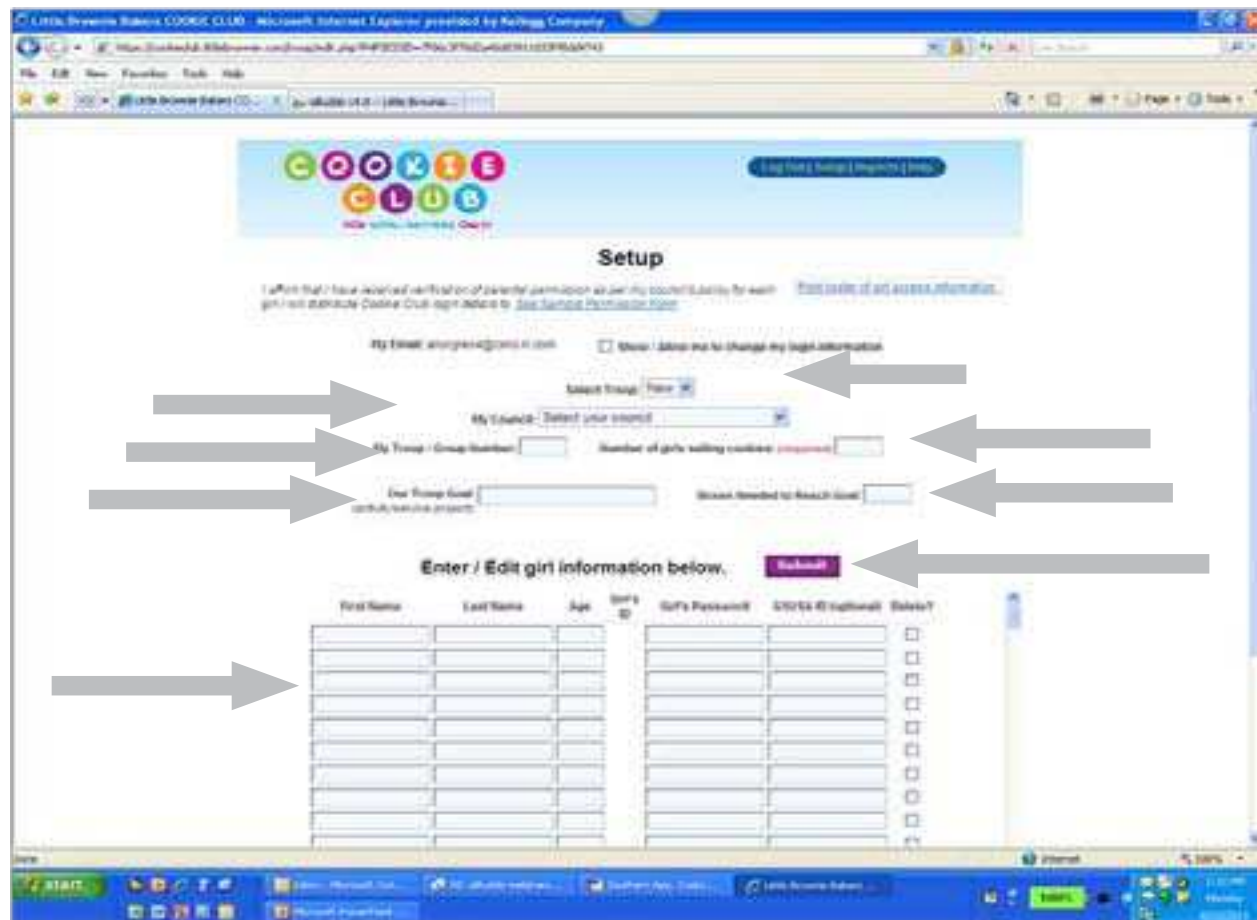


- ❖ Click the orange “Set Up Your Troop” bubble or the “Go to team setup button



- ❖ Select whether or not your troop is new to cookie club
- ❖ Select council name “Kentuckiana”
- ❖ Enter your troop number (enter exactly as it is listed in eBudde cookie system)
- ❖ Enter number of girls selling
- ❖ Enter troop plans for cookie proceeds
- ❖ Enter number of boxes goal
- ❖ Enter girls’ info and cookie club passwords and hit “Submit” OR if girls’ names are in eBudde system and you wish to export those names to Cookie Club, hit “Submit” button to register troop. You can export girls’ names from eBudde to cookie club by completing the next step.

- ❖ If you already have girls’ names entered in eBudde, you may export their names by the following steps:
 1. Log in to ebudde and go to “Girls” tab.
 2. Under “Cooke Club Login” column, enter girl’s first name followed by your troop number. This number must match how you have entered your troop in Cookie Club.
 3. Click “Export List to Cookie Club”.
 4. When you log back into Cookie Club, you will see the girls’ names entered with your troop, their login will be listed as the Girl ID and cookie club will have assigned them a password.
 5. Provide each girl (or parent) the Girl ID and password so they can begin using Cookie Club.



BOOTH SALE GUIDELINES AND ETIQUETTE

- ⦿ DO NOT contact any place of business on your own. Booth sales will initially be coordinated through your SU or Area and will be entered, accessed and signed up for through eBudde. Troops must have a confirmation card in their possession at all booths. EXCEPTION: Troops with a personal contact of small businesses may enter a “My Sales” booth in eBudde. Booth will be confirmed or denied by booth scheduler in eBudde. This DOES NOT mean if your “connection” is the manager of a large store that may be set up by service unit cookie chairs or council. See pg. 13
- ⦿ Cookie booths are a troop activity. “Personal” cookies (those checked out by the girl/parent) cannot be brought to the booth. Make sure girls know troop goals and plans for cookie proceeds.
- ⦿ Every booth is to have a minimum of 2 girls and 2 adults per GSUSA. Adults cannot conduct a booth sale by themselves. **No** tagalongs permitted at booths (tagalongs are any children who are not Girl Scouts).
- ⦿ Make sure you have all needed supplies from troop leader or cookie chair. Be sure to have a first aid kit and your permission slips. A safe container for money is highly advisable.
- ⦿ Girls do the selling not the adults. Know ahead of time how girls will be credited for sales.
- ⦿ There should not be any eating, drinking, chewing gum or smoking at booths.
- ⦿ Businesses may have their own requirements. Please respect their requests to ensure the site for future sales. Do not roam the store. Do not approach people in parking lots. Ask one time (in or out of store).
- ⦿ Sashes, vests, and/or pins should be worn. Girls should easily be recognized as Girl Scouts.
- ⦿ Leave your booth area cleaner than you found it. Take all empty boxes and garbage with you; don't put in the store's garbage cans or dumpster.



BLUE RIBBON BOOTHS

Is your troop's cookie booth deserving of a “blue ribbon”? Secret Shoppers will be out and about during the booth sale period, looking for the best of the best cookie booths.

Here's what they are looking for:

1. Safe and tidy booths
2. Girls in uniforms or Girl Scout/troop t-shirts
3. Girls doing the selling and acting appropriately
4. Booth signs - what's your troop goals, are you supporting Gift of Caring?
5. Politeness, enthusiasm and having fun!

Troops with “Blue Ribbon Booths” will be recognized for having outstanding booths.

We challenge your troop to set up a “Blue Ribbon Booth”!!!

CADETTE/SENIOR/AMBASSADOR TROOP OPTIONS

Older girl troops may select one of 2 cookie rewards options.
Troop must decide as a whole which option they are using.

Option #1

Regular cookie rewards program
Girls receive rewards and patches
Troop receives \$.55 profit per box
Extra \$.05 to qualifying super troops

Troops selecting regular rewards program complete eBudde entries as usual.

Option #2

Qualifying girls receive theme and bar patch
Troop keeps \$.55 profit per box
Troop keeps additional \$.10 profit per box
Troops qualifying as super troops receive additional \$.05 profit per box, PGA t-shirts, and Super Troop patches for girls selling.
Girls earn Cookie Dough at each 100 box level.

Troops selecting Option #2, check “No incentives/additional proceeds” box under settings tab in eBudde. This box must be checked in order for eBudde to correctly figure troop profit and amount due to council.

GIFT OF CARING THANKS!

Last year, through Operation: Cookie and troop Gift of Caring our council donated over 20,000 boxes of cookies to military troops, shelters and other organizations. Gift of Caring cookies are just one way customers can help support the cookie program. Make sure your troop considers doing Gift of Caring!



Troops can enter donated cookies under CoG column. These cookies will be “virtual” cookies and not physically be in the hands of the troop. Troops are financially responsible for them but do not have to deliver them.

Donated cookies on a C-130 cargo plane!

RECEIPTING AND BANKING

- Parents are responsible for all Girl Scout cookies and money received.
- Have parents (not girls) sign receipts
- Fill out a money/cookie receipt each time:
 - A parent picks up cookies from you
 - A parent delivers money to you
- Include, date and girl's name on all receipts
- Make sure parents count cookies before signing receipt
- Count money in front of parent before signing receipts
- Parent receives one copy and troop keeps one copy

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

MONEY AND/OR COOKIE RECEIPT		CHECKCARD RECEIVED/DUPLICATE	RECEIPT NO.
TRPOOP NO. 12345	REPORT CODE 000	DATE 2/27/12	FROM
NO. OF CASES	NO. OF PKGS	VARIETIES	AMOUNT DUE
1		LEMON CHALET CREMES	\$ 315
	6	TREFOILS	
	7	DO-SI-DOS	AMOUNT PAID
2		SAMOAS	\$ 200
	2	DULCE DE LECHE	
	3	THANK U BERRY MUNCH	AMOUNT STILL DUE
1		TAGALONGS	\$ 115
2		THIN MINTS	
6	18	TOTAL	
RECEIVED BY (SIGNATURE) Parent signature RECEIVED FROM (SIGNATURE) Troop signature		GIRL'S NAME Girl © 2008 3040 6009 6BU 47374 Little Biscuits® M-3	

Cookie receipt

Money receipt

MONEY AND/OR COOKIE RECEIPT		CHECKCARD RECEIVED/DUPLICATE	RECEIPT NO.
TRPOOP NO. 12345	REPORT CODE 000	DATE 3/7/12	FROM
NO. OF CASES	NO. OF PKGS	VARIETIES	AMOUNT DUE
1		LEMON CHALET CREMES	\$ 315
	6	TREFOILS	
	7	DO-SI-DOS	AMOUNT PAID
2		SAMOAS	\$ 200
	2	DULCE DE LECHE	
	3	THANK U BERRY MUNCH	AMOUNT STILL DUE
1		TAGALONGS	\$ 115
2		THIN MINTS	
6	18	TOTAL	
RECEIVED BY (SIGNATURE) Troop signature RECEIVED FROM (SIGNATURE) Parent signature		GIRL'S NAME Girl © 2008 3040 6009 6BU 47374 Little Biscuits® M-3	

RECEIPTING AND BANKING

- Troops must have a troop bank account with proper signers before any cookie materials are received.
- Troops should deposit money often during the selling dates.
- Troops accepting personal checks must make sure to deposit in enough time to clear the bank.
- Be sure to check Sales Report tab in eBudde BEFORE getting payment from bank.
- Troops with families owing need to pay adjusted amount due council from Family Owing Form.
- Troops must pay council with cashier's check, certified check OR money order. Exception: troops in cluster 3 must use ACH payment and troops in all other clusters may opt for ACH payments (see pg 6 for ACH instructions).
- Payment to council is due to service unit cookie chair by March 25, 2013.

DATE REMINDERS

JANUARY 1 - ORDER TAKING STARTS

JANUARY 19 - GIRL INITIAL ORDERS DUE TO TROOP

JANUARY 21 - TROOP INITIAL COOKIE/REWARDS ORDERS DUE

FEBRUARY 11-20 - DELIVERY DATES CHECK WITH YOUR SU COOKIE CHAIR FOR EXACT DATE/TIME

FEB. 22 - MARCH 17 - BOOTH SALES

MARCH 19 - ALL FINAL GIRL MONEY DUE TO TROOP

MARCH 21 - TROOP FINAL REWARD ORDER MUST BE IN EBUDDE

APRIL - COOKIE DOUGH MAILED TO PRIORITY CONTACT AS LISTED IN EBUDDE

MAY - INCENTIVES DISTRIBUTED TO TROOPS FROM SU COOKIE CHAIRS

COOKIE TIDBITS

- Savannah Smiles, Thank U Berry Munch, Trefoils, Do-si-dos and Dulce de Leche cookies have zero hydrogenated oils.
- All flavors have zero grams of fat per serving
- Samoas, Trefoils, Thank U Berry Munch and Thin Mints are all produced on a nut free line. They are all made without peanuts or tree nuts.

Girl Scout cookies are not returnable and may not be exchanged!

REWARDS

Girls earn rewards based on boxes sold individually and/or at a troop booth sales.

Boxes must be credited to girl in ebudde for correct rewards to be ordered.

Cookie bills must be paid in order for troop/girl to receive earned rewards.

Initial rewards are ordered after initial cookie orders are entered into ebudde.

Cookie dough is sent to priority contact (listed in ebudde) in April. Please distribute when received.

All other rewards are distributed through service unit cookie chairs to troops by May 15.

COOKIE DOUGH



Cookie Dough is earned at the rate of one \$10 sheet per 100 boxes of cookies. Cookie dough can be used for:

- ◆ National girl membership dues
- ◆ Resident & day camp fees
- ◆ Non-earned items in GS shop
- ◆ Amusement park tickets thru council offices
- ◆ GSUSA Destinations
- ◆ Service Unit & Service center sponsored activities

SUPER TROOP REQUIREMENTS

- Have a parent/girl cookie training for your troop.
- Set a cookie goal and enter goal in ebudde.
- Average 180 boxes or higher per girl selling.
- Pay entire cookie bill by March 21 (or adjusted amount if Family Owing Form is needed)

Troops meeting all requirements will receive an additional \$.05 per box troop profit, Super Troop patches and t-shirts for all girls selling.

STELLAR SELLERS

Girls can join the Stellar Seller Club by selling 2013 boxes in the 2013 cookie program. In addition to all the incentive options selected for 25-2011 packages, girls can select one of the following:

- IPOD Touch
- Laptop/tablet
- \$200 Program Pass for GSUSA Destination, resident camp

Girls will also receive the special 2013 bar patch.

AREA COOKIE CHAMPS

The top seller in each of our 26 areas will be designated as Area Champ and receive special recognition.



COOKIE BLITZ DAY

MARCH 9, 2013

Some great ways to be a part of Blitz Day

- Traditional troop cookie booth
- Non-traditional - drive through booth, parking lot booth, traveling booth
- Cookies on the Go - revisit your neighborhoods with cookies in a wagon
- Church or school event that will allow you to set a cookie booth
- Cookie competition between troops, service units, etc.
- Create your own troop's Blitz Day activity.

“COOKIE CRUMBS”

All cookies sell for \$3.50 per package.

Girls must be registered to sell cookies.

Cases/packages of cookies cannot be returned.

Complete ebudde info and turn money in on or before deadlines.

Cookies may be transferred from one troop to another by full cases only. A case is 12 packages - of the same variety or a variety of 12 packages.

When distributing cookies to girls make sure parents count and sign for every package.

Before handing out any cookies, separate your troop's entire order into each individual girl's order.

Damaged packages can be exchanged for same variety at your Service Center during the cookie sale.

**IT'S MORE THAN JUST A SALE!
CHECK OUT THE PROGRAMS AVAILABLE!**

LBB ACTIVITY GUIDES FOR ALL LEVELS

Check out activities for all levels in the Volunteer Guide. Goal charts, activity ideas and posters for all levels.



Decorate your cookie booth and send in a picture to Louisville office for a chance to win \$30 towards a pizza party for your troop.



Participate in the Cookie Club by either sending a specific number of eCards or collecting a specific number of orders through Cookie Club.

Cookies on the GO!

Use Blitz Day to revisit your neighborhoods and set goals to grow the sale through door-to-door selling.



These programs are **electives** that troops may choose to participate in and add to the overall cookie experience. Participation in these programs is completely voluntary and some have patches that may be purchased and/or ordered through the council shop. **DO NOT** include payment for these patches with your troop's final cookie payment!



Blue Ribbon booths - Make sure your booth is blue ribbon worthy in case a Secret Shopper visits your booth.

Gift of Caring- Troops can select a non-profit organization to send donated cookies or join in the council's Operation: Cookie and collect donated cookies for military troops.



5 for Five is a contest designed to increase your cookie sales. Customers who buy five (or more) packages of cookies receive one 5 for Five entry. See page 5 for more info

COOKIE PROGRAM PATCHES



BLING MY BOOTH



COOKIE CLUB

COOKIES ON THE GO!



GIFT OF CARING



MY FIRST COOKIE SALE



ORDER FORM

Troop number _____ Service Unit _____ Area _____ Cluster _____

Leader name _____ Address _____

City _____ State _____ Zip Code _____ Phone Number _____

BLING MY BOOTH PATCHES _____ X \$0.50 = _____

BOOTH SALE PATCHES _____ X \$0.75 = _____

COOKIE CLUB PATCHES _____ X \$0.75 = _____

COOKIES ON THE GO! PATCHES _____ X \$0.75 = _____

GIFT OF CARING PATCHES _____ X \$0.75 = _____

MY FIRST COOKIE SALE PATCHES _____ X \$0.75 = _____

COOKIE VOLUNTEER PATCHES _____ X \$0.75 = _____

COOKIE VOLUNTEER SHIRTS: SM AD _____ X \$8.00 = _____

MED AD _____ X \$8.00 = _____

LG AD _____ X \$8.00 = _____

XL AD _____ X \$8.00 = _____

2X AD _____ X \$9.50 = _____

3X AD _____ X \$9.50 = _____

POSTAGE & SHIPPING (not applicable if picked up at offices)
Patches only \$3.50 Orders with shirts add an additional \$5.00 = _____

TOTAL AMOUNT ENCLOSED _____

THESE ITEMS ARE ORDERED THROUGH THE COUNCIL SHOP. DO NOT ORDER WITH YOUR TROOP REWARDS OR INCLUDE PAYMENT FOR THESE ITEMS WITH YOUR FINAL COOKIE PAYMENT! SEPARATE PAYMENT IS REQUIRED! IF PICKING UP AT A SERVICE CENTER OFFICE, PLEASE INDICATE WHICH PLC:

- LOUISVILLE** _____
- ELIZABETHTOWN** _____
- BOWLING GREEN** _____
- PENNYROYAL** _____
- BEAR CREEK** _____

Volunteer shirt - different color with same design as girl shirt