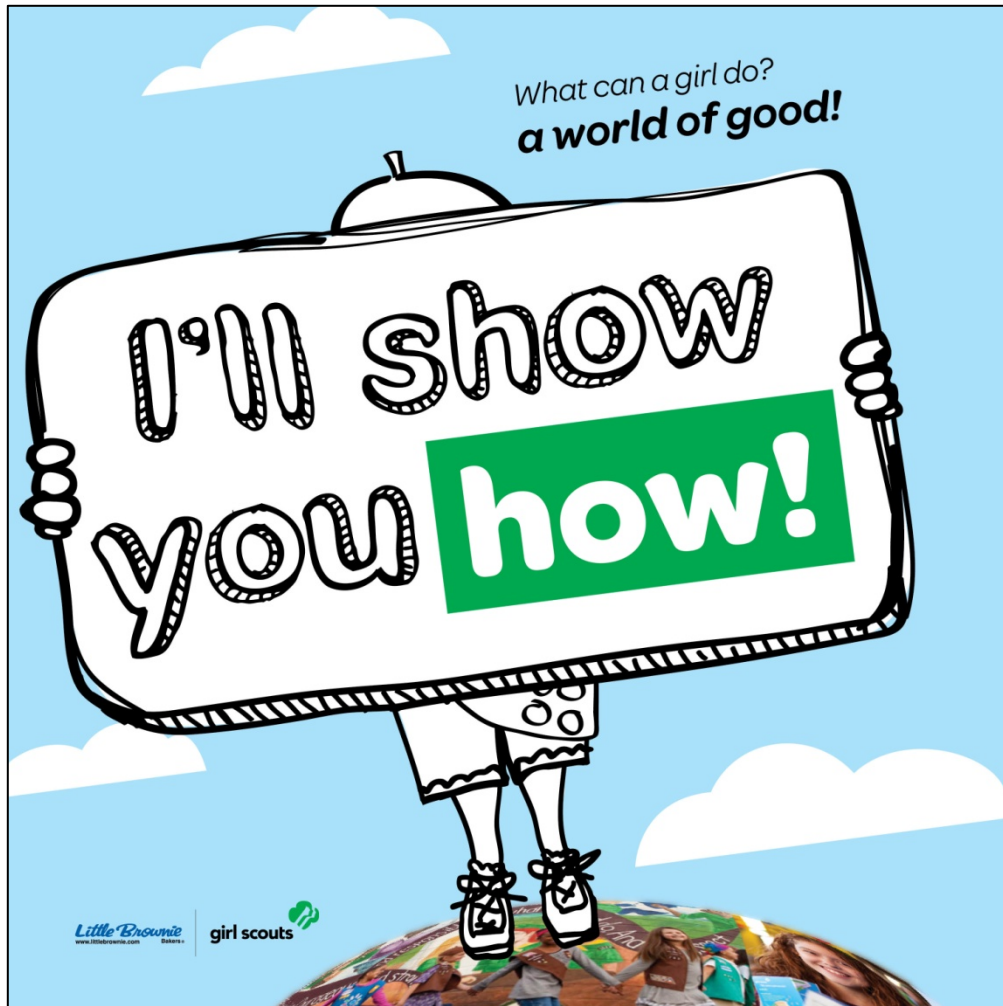


2014 Girl Scout Cookie Program

Girl Scouts of Louisiana - Pines to the Gulf



TROOP COOKIE MANAGER GUIDE

Contact Information

Please contact your Service Unit Cookie Team member with any additional questions or for help:

Service Unit Name _____

Service Unit Cookie
Manager _____

Phone _____

Email _____

Best Time to
Contact _____

Cookie Program Department contact information at the Council:

Membership
Specialist _____

Mary Gallet COO-Indirect Services
Lafayette Service Center
800-960-2093 (ext 123)

Michelle Begnaud Information Director
Lafayette Service Center
800-960-2093 (ext 106)

Office Hours 8:30 am-4:30 pm (Monday – Friday)

Fax 337-984-2799

Council Website www.gslpg.org

eBudde <https://ebudde.littlebrownie.com>

Cookie Club <https://cookieclub.littlebrownie.com/>

Little Brownie
Bakers www.littlebrownie.com

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Girl Scouts of Louisiana – Pines to the Gulf

Troop Cookie Manager (TCM)

APPOINTED BY:	Troop Leader
RESPONSIBLE TO:	Troop Leader and Service Unit Cookie Manager (SUCM)
MAJOR CONTACT:	Service Unit Cookie Manager
PURPOSE:	Coordinates and conducts the cookie program within a troop. Works directly with the girls and parents to ensure cookie program is carried out in a timely manner.

MAJOR RESPONSIBILITIES

- ✓ Attend the required training and be trained on the eBudde software.
- ✓ Train girls and their parents.
- ✓ Provide training and materials to the girls and parents in the troop.
- ✓ Ensure all girls are registered members of Girl Scouts of the USA (GSUSA).
- ✓ Distribute *Parent Letter and Important Dates* and *Parent Permission and Financial Responsibility Agreement (G-32A)* to girls. Collect signed agreements before girls can participate in the Cookie Program.
- ✓ Collect completed, signed *Parent Permission and Financial Responsibility Agreement (G-32A)* from each girl prior to distributing *Order Cards (G-2)*.
- ✓ Collect *Order Cards (G-2)* by deadline and distribute *Goal Getter Cards (G-4)* to girls.
- ✓ Turn in all paperwork by deadline dates.
- ✓ Pick up troop's cookie order from SUCM at scheduled time and location.
- ✓ Distribute correct number of cookies to girls. Handle transfers within the troop and pick-up any extra cases from warehouse.
- ✓ Collect money frequently from girls and deposit immediately into the council account using deposit slips provided.
- ✓ Include names of all outstanding debtors on the *Outstanding Debt Report*.
- ✓ Pick up girl rewards from SUCM and distribute to girls.

QUALIFICATIONS

- ✓ Be registered as an adult member of Girl Scouts of the USA.
- ✓ Have a completed Volunteer Application on file at the council service center.
- ✓ Abide by national and council policies, standards, and procedures.
- ✓ Accept the principles and beliefs of Girl Scouting.
- ✓ Possess the ability to follow instructions and procedures.
- ✓ Must have internet access, good computer skills and know how to use the eBudde software.
- ✓ Possess skill in human relations and problem solving.
- ✓ Exhibit tact, patience, and understanding in working with people.
- ✓ Be task oriented and have excellent record-keeping skills.

TIME REQUIRED

- ✓ November through June



Girl Scouts of Louisiana – Pines to the Gulf
STANDARDS OF EXCELLENCE FOR ADULT VOLUNTEERS

1. Any person accepting a volunteer position in Girl Scouts of Louisiana – Pines to the Gulf is committing herself or himself to a position of great responsibility to the girls, their parents, fellow volunteers, staff members, the Girl Scout organization and the general public.
2. A volunteer position demands a professional approach at all times. The volunteer should:
 - show emotional maturity
 - recognize the importance of the position
 - put aside personal matters in favor of the principles of the Girl Scout organization
 - make wise decisions regarding health and safety
 - follow administrative directives
 - communicate in a reasonable manner with girls, parents, other volunteers, staff members, and the general public
 - assume authority when appropriate
 - show a high tolerance for stress
 - be patient and level-headed should an emergency occur
 - provide for individual girl's needs in a group setting
3. Personal qualities of a dedicated volunteer include flexibility, patience, leadership, self-confidence, self-motivation, sense of humor, self-control, and empathy for children.
4. Volunteers are expected to adjust personal actions to the principles in the Promise and Law, volunteer policies, and goals of Girl Scouts of Louisiana – Pines to the Gulf Council and to conduct themselves in a manner that is a credit to the Girl Scout organization.
5. Any display of sexual activity with other volunteers, parents, staff members, friends, or girls is not permitted. Actions displaying friendship and or fellowship shall be in good taste.
6. The use of alcohol while on Girl Scout property or in the presence of girls is prohibited. "The use or consumption of illegal drugs is never allowed. No one shall be under the influence of alcohol or drugs when working with girls. Illegal drugs are never permitted on Girl Scout properties."
7. Smoking or the use of tobacco is permitted only in designated areas and never in the presence of girls.
8. All actions and behavior shall comply with health and safety standards as outlined in **Volunteer Essentials, Chapter 4 and the Safety Activity Checkpoints.**
9. The discipline of Girl Scouts shall in no way be verbally or physically abusive. Girls are to be treated with dignity and respect at all times.
10. Management of Girl Scout funds shall be handled in a responsible and trustworthy manner.
11. All volunteers shall project a positive image of Girl Scouts of Louisiana – Pines to the Gulf and GSUSA through their actions and attitude.
12. Volunteers should dress appropriate to the activity.
13. Policies and procedures as outlined in **Volunteer Essentials Appendix: GSLPG** should be followed at all times.
14. An annual evaluation is required.

Message from the Product Program Department

Welcome to the 2014 Girl Scout Cookie Program!

We would like to thank you for giving girls your time, energy and enthusiasm. We are excited about the changes for this year's Cookie Program and hope you will join us in working to make this year's sale a success! We appreciate your dedication and all the hard work you put into the Cookie Program. Our 2014 theme this year is **What can a girl do? A world of good! I'll show you how!**

The Girl Scout Cookie Program is much more than a fundraiser. It is a fun way for girls of all ages to earn the money that fuels their dreams. In addition, it is a powerful, hands-on leadership and entrepreneurial program. The Cookie Program can lead to bigger things in business, in society and in life.

As you take the time to review this material, it should answer most questions you might have about the Cookie Program procedures, dates and deadlines, and forms. After reviewing this guide, if you have need additional assistance, please contact us at 1-800-960-2093.

Sincerely,
Mary Gallet, COO-Indirect Services
Michelle Begnaud, Information Director
Product Sales Team



The 5 Skills and Girl Scout Leadership Outcomes

The 15 Outcomes of the Girl Scout Leadership Experience

Discover

- 1 Girls develop a strong sense of self
- 2 Girls develop positive values
- 3 Girls gain practical life skills
- 4 Girls seek challenges in the world
- 5 Girls develop critical thinking

Connect

- 1 Girls develop healthy relationships
- 2 Girls promote cooperation and team building
- 3 Girls can resolve conflicts
- 4 Girls advance diversity in a multicultural world
- 5 Girls feel connected to their communities, locally and globally

Take Action

- 1 Girls can identify community needs
- 2 Girls are resourceful problem solvers
- 3 Girls advocate for themselves and others, locally and globally
- 4 Girls educate and inspire others to act
- 5 Girls feel empowered to make a difference in the world

Everything girls do in Girl Scouting is designed to help them grow into leaders of **Courage**, **Confidence**, and **Character**. The 5 Skills girls learn through the Girl Scout Cookie Program are an important ingredient in the Girl Scout Leadership Experience.

Here are a few examples of how participating in the Cookie Program teaches Girl Scouts skills that will help them grow into leaders in their own lives, leaders in business and leaders in the world:

The 5 Skills

Leadership Benefits in Girl Scouting & Beyond

GOAL SETTING: Your Girl Scout sets cookie sales goals individually and with her team, creates a plan to reach them, and develops **Cooperation** and **Team Building** skills all along the way!

DECISION MAKING: Your Girl Scout helps decide how her team will spend their cookie money, furthering her **Critical Thinking** and **Problem Solving** skills that will help her in many aspects of her life.

MONEY MANAGEMENT: Your Girl Scout takes cookie orders, handles customers' money and gains valuable and **Practical Life Skills** around financial literacy.

PEOPLE SKILLS: Your Girl Scout learns how to talk to, listen to and work with all kinds of people while selling cookies. These experiences help her develop **Healthy Relationship** and **Conflict Resolution** skills she can use throughout her life.

BUSINESS ETHICS: Your Girl Scout is honest and responsible at every step of the cookie sale. Her business ethics here reinforce the **Positive Values** she is developing as a Girl Scout.

To learn more about the Girl Scout Leadership Experience, visit www.girlscouts.org/gslsle

2014 Cookie Program Calendar

2013/2014	Service Unit Cookie Manager and Troop Cookie Manager training	December/January
January 2014	Cookie Rallies Pre-orders begins	January 10-16 January 17
February 2014	Pre-orders ends Girl Pre-orders (turn in order card) due to TCM Troop Pre-order and Initial Reward order due in eBudde Pre-order paperwork due to SUCM First round of booth sale scheduling in eBudde Second round of booth sale scheduling in eBudde Open booth sale selections open in eBudde Cookie deliveries and warehouse pickups begin Delivery & Direct sale begins	February 2 February 3 February 4 February 5 February 10-11 February 12-13 February 14 February 21-27 February 28
March 2013	Delivery & Direct sale ends Booth Sale Scheduler Module closed All money due in the council banks Final cookie order and final reward order due in eBudde Final paperwork due to SUCM	March 16 March 16 March 17 March 18 March 20
May 2013	Rewards delivered to SUCM and picked up by TCM Cookie dough mailed directly to girls	May May

Troop Cookie Manager Notes

- ◆ Check with your Service Unit Manager (SUM) or Membership Specialist for a list of registered girls in your troop.
- ◆ If you need additional supplies, contact your SUCM or your membership specialist.

great cookies

doing a world of good

Your cookie purchase helps girls do great things!

No
Hydrogenated
Oils



TAGALONGS®

Crispy cookies layered with peanut butter and covered with a chocolaty coating



THIN MINTS®

Crisp wafers covered in chocolaty coating made with natural oil of peppermint



SAMOAS®

Crisp cookies coated in caramel, sprinkled with toasted coconut, and striped with dark chocolaty coating



TREFOILS®

Traditional shortbread cookies



DO-SI-DOS®

Crunchy oatmeal sandwich cookies with creamy peanut butter filling



DULCE DE LECHE

Bite sized cookies with milk caramel chips



THANK U BERRY MUNCH™

Hearty cookies with premium cranberries and white fudge chips



SAVANNAH SMILES®

Crisp, zesty lemon wedge cookies dusted with powdered sugar

All products contain wheat, soy and milk ingredients. Do-si-dos and Tagalongs contain peanuts. Samoas contain coconut. Savannah Smiles and Dulce de Leche may contain tree nuts. Go to www.littlebrownie.com for the most current cookie information.



GIRL SCOUTS CARE!

Although our use of palm oil is very limited, Little Brownie Bakers works to demonstrate good stewardship of our world's natural resources by purchasing GreenPalm certificates to cover 100% of our global palm oil use. GreenPalm certificates support farmers switching to sustainable palm oil practices.

- NO High-Fructose Corn Syrup
- NO Trans Fats
- NO Hydrogenated Oils in Five Varieties
- NO Artificial Colors in Seven Varieties
- 100% Real Cocoa
- Nutritious Whole Grain Oats and Real Peanut Butter in Do-si-dos®
- Three Nut-Free Varieties

SAMOAS, TAGALONGS, DO-SI-DOS and SAVANNAH SMILES are registered trademarks of Kellogg NA Co. THANK U BERRY MUNCH is a trademark of Kellogg NA Co. The GIRL SCOUTS name, mark and all associated trademarks and logotypes, including GIRL SCOUT COOKIES, GIRL SCOUT COOKIE SALE, THIN MINTS, TREFOILS, and the Trefoil Design, are owned by Girl Scouts of the USA. Little Brownie Bakers is an official GSUSA licensed vendor. ®, TM, © 2013-2014 KELLOGG NA CO.

1-800-962-1718

All cookies baked by Little Brownie Bakers now feature the toll-free number for Kellogg Consumer Affairs right on the box. We are happy to be held accountable for the quality of our cookies.

Little Brownie
Bakers®
www.littlebrownie.com

girl scouts



Selling Tips

Did you know that 90 percent of the public would gladly buy Girl Scout Cookies, but did you know that nearly 35 percent are never approached?

Sometimes we expect girls to know how to sell cookies. The fact is that most girls need at least some guidance in the selling process. Below, you will find some tips and techniques to help your girls achieve their goals.

Tips and guidelines to share with your girls on how to sell cookies:

- Set goals—both short-term and long-term.
- Wear your uniform or be neatly dressed with a Girl Scout pin or Girl Scout t-shirt
- Be friendly and cheerful. Wear a smile - especially if they say no!
- Have a cookie order card and a pen/pencil with you at all times.
- Let customers write down their information and order.
- Know the eight varieties and the cost (**\$4.00** and the money is collected when cookies are delivered).
- Always say, “thank you” to customers whether they order or not. A thank you note is especially nice, just be sure to use only your first name or troop number. In a thank-you note, be sure to mention that they helped you meet your goals.
- Role-play different selling situations before going out to sell cookies.
- Encourage girls to canvas their communities with buddies and adult partners, ringing every doorbell!
- Girls should take orders, door-to-door, at the beginning of the sale with their order cards.
- Sell door-to-door with cookies in hand. One week after cookies are delivered, load up a wagon with cookies, make signs, and you are ready for a neighborhood walkabout! You can find samples of signs for booth sales at www.littlebrownie.com.

Using the Internet to Market Cookies

- Girls can now use age-appropriate Internet tools to take orders for Girl Scout Cookies (cookie delivery and payment must be done in person).
- Girls will reach more customers when they use email, a relevant technology used in today’s business world, as a communication tool.
- Girls of all ages (especially those 12 and under) can utilize the Little Brownie Baker **Cookie Club** to email customers to ask for orders. Cookie Club is the completely safe way for girls to send cookie emails.
- Older girls can use **Cookie Club** or their group email accounts to ask for orders
- Online social networking sites are a great place for teens (13 and older with parental permission) to sell cookies. Girls will want to communicate that they are selling Girls Scout Cookies using these age-appropriate Internet functions. Review Girl Scouts of the USA guidelines on 411 Online Product Marketing found on the Council website www.gslpg.org and click on the Cookies & More tab, then click on resources.
- Be sure and follow GSUSA Basic Online Guidance for Product Program on the council website under the Cookies & More tab.

Telephone Sales

- One of the fastest, easiest ways to sell Girl Scout Cookies is by phone.
- Girls should review order cards from previous years and use them to contact their customers again.
- Once cookies are delivered girls may want to call customers, thank them for their orders and ask if they need additional cookies.
- Try a Text-a-thon --Girl Scout Cadette, Ambassador, and Senior girls may want to text their friends and family to let them know “Its Cookie Time”, and to collect their orders. Be sure to get a parent’s permission first and follow guidelines from GSUSA about using Social Media sites before texting.

Workplace Sales

- Girls can contact business owners or managers to request permission to sell cookies to their employees at a meeting or special time.
- Girls can either make a quick “sales pitch” at a staff meeting, or sell “office door-to-door” (or cubicle-to-cubicle), depending on the wishes of the business.
- Once employee sales are completed, the business may allow girls to leave an order card in a visible spot. Leave a note from your team outlining their goals and plans for the cookie proceeds. (Remember not to list the girls’ last names or phone numbers on the order card or note). An adult at work may oversee the card, but it is the girl’s responsibility to fill all orders, write thank-you notes, and oversee delivery.
- Girls should establish a date and time to pick up the order card and to deliver the cookies.



Safety Tips – Review and Practice

- Always sell in pairs.
- An adult should accompany Girl Scout Daisies, Brownies and Juniors. Girl Scout Cadettes, Seniors, and Ambassadors should inform parents of their whereabouts.
- Take orders and deliver cookies to the front door only.
- Never enter a home or an apartment or accept refreshments from a customer.
- Turn in money frequently to Troop Cookie Manager.
- Practice making change (coins and bills).
- Use money envelopes provided.

Remember to review all cookie safety rules and follow GSUSA and council safety checkpoints at all times. Go to www.gslpg.org click on the Cookies & More tab.



Some abbreviations or interchangeable words you may see in the materials:

SUC = Service Unit Coordinator
SUCM = Service Unit Cookie Manager
SUBSC= Service Unit Booth Sale Coordinator
TCM = Troop Cookie Manager
SU = Service Unit
GSLPG= Girl Scouts of Louisiana - Pines to the Gulf
LBB = Little Brownie Bakers
Juliette’s or IRG = Independent Registered Girl
Pre-order or initial order = interchangeable
Recognitions or Incentives = Rewards (new name)



Technology Puts New Customers at Her Fingertips ... and Easy Tools at Yours

Cookie Club --The Online Cookie Business

Help girls supercharge sales with online order taking!

Girl Scouts can take cookie orders online. Cookie Club is the completely safe way for all girls (especially those 12 and under) to send emails asking for cookie “promises.”

This is big!

With Cookie Club, girls can quickly tap a large number of customers while learning early technology skills.

This is safe!

Cookie Club “promises” are recorded automatically in the girl’s Cookie Club account. No personal information is ever revealed.

This is fun!

Because Cookie Club is built especially for girls ages 12 and under, it is colorful and entertaining. Cookie Club lets girls jump into the exciting world of today’s social media while protecting them from unwanted communications. Cookie Club membership begins with the adult volunteer, who sets up the account in a few simple steps. Explore all the features of Cookie Club by going to www.littlebrownie.com.

To get started:

- TCM must go online, set up accounts, and establish passwords for all girls in your troop.
- Distribute Parent Permission forms that are available at www.littlebrownie.com in the volunteer section.
- All girls must have signed Parent Permission forms and be safety certified before they are able to go on Cookie Club.
- Sign up at cookieclub.littlebrownie.com.
- Girls are able to track progress, record order status and receive customer contact information.
- Girls will also be able to get selling tips from other Girl Scouts.
- Printable Cookie Planners are available



Little Brownie is the Go-To Web Site

Cookie volunteers – along with families and girls – will want to check out the latest offerings from Little Brownie Bakers. From exciting activities for girls to teen business tools and to fun promotional ideas, this dynamic resource will help you have a great season. Just go to www.littlebrownie.com to find:

- Clip art for posters, cookie bundling and crafts
- Volunteer resources such as Volunteer Activity Guides
- Girl and teen resources
- Games and crafts
- Cookie information and recipes
- Cookie Club™ (for online order-taking)
- Cookie Entrepreneur™ teen business resources
- Learning activities
- Links to eBUDDE™
- Cookie Locator™
- VIP eTraining™ for Volunteers ... and more!

What is a Cookie Rally?

Cookie Rallies give Girl Scouts a jumpstart on the Cookie Season. Sponsored by the service unit, a Cookie Rally is a high-energy good time for girls and their families. Rallies are a great place for to learn early business skills and the proven strategies that boost sales. No one can resist the momentum of dozens or even hundreds of girls excited to start selling cookies.



Check with your SUCM to see if your service unit will be holding a cookie rally in your area.

Gift of Caring – Honoring Heroes



For many years, Girl Scouts® across the country have used Girl Scout Cookies® to show their appreciation for men and women in uniform or to support those in need. Girls choose an organization they want to benefit and give customers the opportunity to purchase cookies as a donation.

For various reasons, some customers do not want to buy cookies for themselves. With Gift of Caring, they have a chance to give to others while supporting Girl Scouting at the same time.

Display a sign at your booth sale that informs customers about the program. Create a Gift of Caring drop box where customers can place their donations, so customers can see the donated cookies stacking up!

Your troop can participate by doing the following:

- Choose a charitable organization to receive the donated cookies.
- Tell customers they can buy cookies that girls will donate to the organization they choose.
- Deliver the cookies at the end of the cookie sale.
- Order Gift of Caring patches with your final reward order in eBudde to award the girls for their commitments at the end of the sale.

The Girl Scout Cookie Activity Pin



All girls who participate in the Girl Scouts Cookie Program are eligible to earn the annual Cookie Activity Pin, which recognizes the “5 Skills” learned and practiced during the sale. Girls can collect a different colored pin every year to recognize growth in these five skill areas. The pins are available for purchase in the council shops or online.

Additional Patches Girls Can Earn



Troops must sell at least 2014 boxes



Each girl must participate in one booth sale to receive a patch



Girls earn this patch by participating in the Bling My Booth Contest



Each girl must sell at least one more case of cookies from the previous year

2014 Girl Rewards

2014 girl rewards Girl Scouts of Louisiana - Pines to the Gulf

Initial Order Rewards

Fox Bandana
Earn the Bandana when you submit an order of 175+ boxes or more during pre-orders!

Cinch Bag
Earn the Cinch Bag when you submit an order of 195+ boxes or more during pre-orders!

Participation Certificate
1+ boxes

Theme Patch
75+ boxes

Super Star Sleeve Ties
100+ Bar Patch
100+ boxes

Wonder Wallet
125+ Bar Patch
125+ boxes

Microphone Pencil Case
150+ Patch
150+ boxes

Sticky Note Journal
\$25 Cookie Dough
200+ Bar Patch
150+ boxes

Arctic Fox Plush
\$25 Cookie Dough
250+ Bar Patch
250+ boxes

Fashion Tee
\$50 Cookie Dough
300+ Bar Patch
300+ boxes
(SHIRT SIZES: XS, YXS, YL/XS, XXL, AL, AXL, A3XL, A4XL)

Inflatable Lap Desk OR Graffiti Basketball
\$100 Cookie Dough
400+ Bar Patch
400+ boxes

Friendship Pillows
\$125 Cookie Dough
500+ Bar Patch
500+ boxes

Guitar Make-up Case
\$150 Cookie Dough
700+ Bar Patch
700+ boxes

Digital Camera
\$175 Cookie Dough
1000+ Bar Patch
1000+ boxes
(Note: Digital Camera may not be the same as pictured above.)

2014

ALL REWARDS ARE CUMULATIVE EXCEPT BAR PATCHES AND COOKIE DOUGH.

Troop must sell at least 2014 boxes

Earn this patch when you give customers the opportunity to support the Gift of Caring project and make the world a better place.

Each girl who participates in the Cookie Club online program will receive a patch.

Girls earn this patch by participating in the Bling My Booth Contest.

Each girl must sell at least one more case of cookies from the previous year.

Each girl must participate in one booth sale to receive a patch.

Understanding Proceeds

Troop Proceeds with all Rewards (Available to all troop age levels)

1-59 cases of cookies a troop earns \$3.84 per case

60-84 cases of cookies a troop earns \$4.80 per case

85 + cases of cookies a troop earns \$5.52 per case



Troop Proceeds Optional Plan

(Available to Girl Scout Junior, Girl Scout Cadette, Girl Scout Senior & Girl Scout Ambassador Troops only)

1-59 cases of cookies a troop earns \$5.04 per case

60-84 cases of cookies a troop earns \$6.00 per case

85 + cases of cookies a troop earns \$6.75 per case

(Pre-Order Rewards, Patches and Cookie Dough are included in the plan)

TCM's Guide to an Easy and Successful Cookie Program

December

1. Get a list of girls and their phone numbers from your Troop Leader. Make sure all girls are registered Girl Scouts.
2. Along with your troop leader, set a time to meet and train the girls and their parents. Use the materials given to you at your training.
3. Distribute *Parent Information* and *Parent Permission and Financial Responsibility Agreement*. Make sure you go over the *Parent Permission and Financial Responsibility Agreement* with parents, have them sign, and collect them. Explain the importance of what they are signing. Point out that they are responsible for their daughter's cookies and the money. No returns of cookies to the troop or council. Set a date to collect signed forms.
4. Issue *Order Cards (G-2)* to girls at the Service Unit Cookie Rally. If your troop chooses not to participate in the Service Unit Cookie Rally then Order Cards are held until January 16. Remind girls and parents that no orders are taken before **January 17, 2014**.
5. Share the Little Brownie baker website with the parents for more fun and information! www.littlebrownie.com.

eBudde Access

Troop Cookie Manager – General Information

Your Service Unit Cookie Manager (SUCM) will activate your access to eBudde. Once activated, you will receive an email providing the link to the eBudde site:

- DEMO site, used for practice ONLY: <http://ebdemo.littlebrownie.com>
- LIVE site, for entering sale details: <https://ebudde.littlebrownie.com>



Please complete all of your contact information so that you can receive regular updates and information from your service unit as well as the council. If new, the Service Unit Cookie Manager (SUCM) will set the Troop Cookie Manager (TCM) up with the login credentials

Setting Up Your Troop in eBudde:

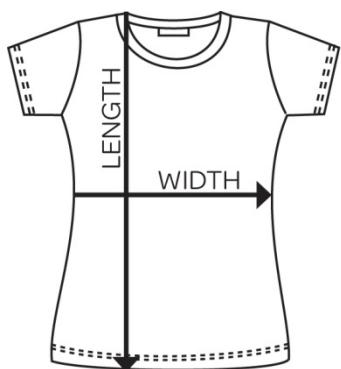
Tabbed Tool Bar (Grey)

The grayed tool bar with tabs is used for inputting troop-specific information. The following provides a quick overview:

- *Dashboard* – Shows any important messages from the Council or your SUCM and upcoming dates.
- *Contacts* – List Troop eBudde user's contact information. To update, choose EDIT, make changes, then click SUBMIT.
- *Setting* – Shows troop detail and Troop user's email addresses. To make changes, click on EDIT SETTINGS, make changes, and then UPDATE for system acceptance. Only Girl Scout Junior, Cadette, Senior and Ambassador troops are eligible for the Troop Proceeds Optional Plan; please check the PROCEEDS NO REWARD box if your troop wishes to participate in this option.
- *Girls* – Add girls' names, First and Last, along with a check box for registration status. To add girls or update information, place the cursor in the text box, type in the information and click UPDATE.

Setting Up Your Troop in eBudde (continued)

- Initial Order - Enter girl's pre-order order here. Tab through the boxes and enter the number of boxes that each girl in the troop sold. This is also the place to enter extra cookies for booth sales. **Do Not Over Order Booth Sale Cookies. Cookies are available at council warehouses/cupboards throughout the sale. Remember, cookies cannot be returned!**
- Delivery - Place to select a delivery time for initial cookie order pickup
- Girl Orders - This is where cookies sold during goal getter sales, booth sales and direct sales are distributed out to the girls in order to properly calculate total boxes sold for recognitions.
- Transactions - This is where cookies are added (extras) or removed (transferred) from your troop's cookie order.
- Rewards - Place to order girl rewards. eBudde automatically calculates each girl's rewards but girls earning the **Fashion Tee Shirt** will need to have a size selected. Share the t-shirt size chart with parents to ensure the correct size is ordered. This year's t-shirt is a fitted tee and sizes run smaller than usual. Tell parents **NO EXCHANGES!**
- Deposit - This is where the TCM enters validated deposits.
- Sales Report - A summary of the troops cookie sale, this report will need to be included in the troops final paperwork
- Dates - Deadline dates on eBudde are firm. Users will be locked out of the system if orders are not submitted on time.



SIZES	YS	YM	YL/AS	AM	AL	AXL	A2XL	A3XL
Width	13"	15½"	17"	19½"	21"	23½"	25"	27½"
Length	22"	23"	24½"	25"	25½"	26"	27"	28"

Pre-Order Sale

January 17 – February 2

- Collect *Order Cards (G-2)* from girls by **February 3**. Check your troop's meeting dates and make plans to collect them at that time. Hold the *Order Cards (G-2)* until the girls pick up the cookies. A good practice would be to make copies of each girl's Order Card, in case the Order Card is misplaced.
- Distribute *Goal Getter Order Cards (G-4)* to girls and set a deadline date to turn them in to you. Before you set the date, you will need to check with your SUCM to get your deadline date. Goal Getter Orders give girls additional time to take orders to help meet their individual and troop goals.
- Check totals on all girl order cards. Add all the columns up, down, and across. If you make any changes, notify the parent of the changes.
- Enter girl totals into the eBudde software program. (<http://ebudde.littlebrownie.com>)
- We will not place a girl's order if the *Parent Permission and Financial Responsibility Agreement (G-32A)* is missing or if the girl is not registered.
- Check to make sure a parent did not order too many extras. Make sure they understand that they are responsible for the money and cookies they pick up. Once cookies are picked up by a parent or troop cookie manager they are responsible for the cookies and no returns to the council or troop.
- SUCM will check the troop's order and especially the extras ordered. If the troop orders too many extras, the SUCM will call and discuss the concern and will make any changes necessary. The SUCM will reduce the amount and contact the TCM. Extras are available at any of the warehouses/cupboards.

Entering the Initial Order In eBudde

This is the entry page for the initial troop cookie order. Initial order deadline date is **February 4**.

- Click on a girl's name.
- Enter the number of packages (not cases) sold for each girl in the boxes at the bottom of the screen
- Click OK at the end of the line on the right.
- Continue with steps 1–3 until all girls' initial orders are entered.
- Click the SAVE button often when you complete all entries and click save before you log off.
- *NOTE: Packages, case and surplus totals are automatically calculated at the bottom of the worksheet.*
- The surplus numbers represent packages that are left over from the required whole case order. This number can be helpful when calculating and entering the booth sale order. (Be careful not to OVER ORDER!)
- To edit already keyed information, click on the line to be corrected. Using the entry fields at the bottom of the screen, type over incorrect numbers, then click ENTER or OK. Always SAVE before ending the entry session; otherwise, data will be lost.

Submitting Initial Order

When the order is complete and correct, it can be submitted to your SUCM at the appropriate time by clicking the SUBMIT button. NOTE: Submitting the order sends it to your SUCM. You will not be able to make cookie order entries or adjustments after you submit it to your SUCM. **CAUTION: You can only submit once and this must be done on or before the specified due date. Deadline dates on eBudde are firm. Users will be locked out of system if orders are not submitted on time.**

Report Tip: Printable versions of the initial order are available from this tab. Take the printout with you when picking up your initial order on your delivery date.

Initial Reward Order – Here the TCM will verify and complete the initial troop reward order. The Initial Rewards Order is for all girls who sell 175 packages or more. (This includes troops that choose Proceeds Only.) Girls who sell 175+ packages will earn the **Fox Bandana**.

- Girls who sell 195+ packages or more will earn the Fox **Cinch Bag**.
- To complete the initial order, select FILL OUT; each Girl Scout is listed eBudde will automatically calculate and change the initial order to read, "receives 2 rewards" if they have earned the reward.
- Click on each name to review their sales total; then click SUBMIT GIRL ORDER.
- When the initial order is complete and correct, submit it by **February 4** to your SUCM by clicking on the SUBMIT REWARD ORDER button.
- Initial Reward Order deadline is **February 4**. You will be locked out after the deadline date.

Pre- Order Paperwork

Turn in the following forms to your SUCM by **February 5**.

- All signed *Parent Permission and Financial Responsibility Agreements* (G-32A)
- Troop Initial Order Report from eBudde
- Troop Initial Reward Report form eBudde

Goal Getter Orders

- Set a date to collect *Goal Getter Order Cards* (G-4).
- Check totals on all girl order cards. Add all the columns up, down, and across.
- Add all girls goal getter orders together and tabulate troop order rounded to the nearest case. **Before you place your order for extra cases, make sure you take in to account the extras you will have from your initial order.**
- Your SUCM will give you the dates to turn in your Goal Getter Orders. Troops picking up at any of the warehouses may pick up goal getter orders at that time.

When Do I Pick Up Our Initial Cookie Order?

Cookie Pickup & Delivery

Your SUCM is notified by the council the date and location for your service unit to pick-up their troop orders. The SUCM may allow the TCM to schedule a cookie pick-up time in eBudde using the Delivery tab. In some cases, your SUCM will schedule pick-up times outside of eBudde; please be patient and cooperative with the SUCM.

- It is important that only the Troop Cookie Manager (or other assigned person) pick up the cookies for the troop. Please notify the Service Unit Cookie Manager if you are not able to pick up cookies and the name of the person who will.
- Never pick up another troop's cookies or mix troop cookies in one vehicle.
- Bring a copy of your Initial Order Report from eBudde.
- Council will not replace cookies due to shortage. It is your responsibility to count all cases of cookies when you pick them up.
- Do not help yourself to the cookies you need! Wait for your Service Unit Cookie Manager to assist you. Carefully count all of your cases. You are responsible for every case of cookies once you sign for them.
- You are responsible for loading your own car when picking up from your Service Unit delivery location. When picking up from the warehouse location, the agent will load your car.
- If you are unable to pick up at your assigned time, try to get someone else in the troop to do it for you.
- Bring enough vehicles (see Vehicle Loading Information). Partial order pickups are not allowed.
- When picking up cookies make sure your vehicles are clean and have no other passengers.
- Vehicle loading information is based on being occupied by the driver only.
- Count cases carefully before putting in vehicle or signing for them. Once you leave the location, you are responsible for the cookies until parents pick them up. If you do not feel comfortable with your count, count again until you feel comfortable.
- Make sure cases have no damages. If you have, damages have them replaced.
- Be sure to sign the SUCM's *Delivery Station Order Form (NSB1)* and pick up your troop's bank deposits from the SUCM.

Vehicle Loading

Vehicle Loading Suggestions

The following is a comfortable rule-of-thumb to use when planning for the pick-up of cookies at the delivery site. The amount stated is with the vehicle empty, using all space except driver's seat.

Car Type	Number of cases
Compact car	23
Hatchback car	30
Mid-size sedan	35
Sport utility vehicle	60
Station wagon	75
Mini van (seats in)	75
Pick-up truck (full bed)	100
Cargo van (seats in)	200



Please...do not bring small children or pets with you to pick up cookies.

Issuing Cookies to Girls

- Make sure your location is dry, cool, and secure.
- Solicit parents in the troop to help unload cookies. Stack them by variety.
- Prepare *Money Envelope (G-3)* for each girl receiving cookies. Use the *Money and/or Cookie Receipt (M-3)* for each transaction. Sort cookies according to each girl's total order. Use the girl's *Order Card (G-2)* to get the totals.
- Schedule parents to pick up cookies. Have parents pick them up the same day you receive them. Remember you are responsible as long as the cookies are in your possession.
- Have parent count boxes and sign a *Money and/or Cookie Receipt (M-3)*. The TCM signs both transactions. This might sound a little confusing. Read on, the following should help clear up any confusion.
- Give parent their daughter's *Order Card (G-2)* and a *Money Envelope (G-3)*. Set up several dates to collect money from parents. Let them know that all money is due by **March 17**. After this date, you will turn their name in as a debtor using the *Outstanding Debt Report*, and the council will start the collection process, which may include contacting the police department for possible criminal prosecution.
- If a girl has an extremely large order or has had collection problems in the past, you MAY choose to keep some cookies until she turns in the money and repeat the process until all cookies and money is collected. Sometimes you may request they pay for the cookies upfront. Use your own judgment. If you are not sure what to do, call your SUCM or Mary Gallet, COO-Indirect Services or Michelle Begnaud, Information Director at 1-800-960-2093.

NO RETURNS. You are responsible for payment for all cookies that you receive. Cookies may not be returned, under any circumstances to the troop and council.

Who Signs Where On The “Money And/Or Cookie Receipt?”

- TCM signs on the “Received From” line when the parent is picking up cookies. Parent signs on the “Received By” line.
- TCM signs on the “Received By” line when the parent is turning in money. Parent signs on the “Received From” line.

Who Gets Which Copy?

- White copy goes to parent
- Yellow copy attached to the Troop Final Sales Report
- Pink copy is for your records

Girl Receipt Of Money

- Collect money from customers when cookies are delivered.
- Enter girl payments in ebudde in the Girl Order tab and make sure to write a Money and/or Cookie Receipt (M-3) for each transaction.
- Checks are accepted only under the following conditions:
 - Checks are made payable to Girl Scouts of Louisiana – Pines to the Gulf or GSLPG.
 - All checks must include the customer's name, address, home number, work number, driver's license number, and state in which the license was issued.

During The Sale- Remind All Parents Money Is Due March 17

- Check with parents to make sure cookies are delivered. Remind them to turn in money to you as soon as they receive it.
- If a parent has not delivered cookies, remind them of the deadline dates. Remind them if money is not turned in on time you must report them as a debtor. If you have any parents who are debtors, report them on the *Outstanding Debt Report*.
- If your troop has extra cookies, call your SUCM as soon as possible. They may be aware of another troop who needs cookies. The SUCM will do a *Troop to Troop Transfer Receipt (T-10)* Left over cookies at the end of the sale will reduce your troop proceeds.

Transfers And Extra Cases - Are Done In Cases Only

- A *Troop to Troop Transfer Receipt (T-10)* is used to make a transfer from troop to troop. The cases can include a mixed variety of cookies, but must total twelve boxes to equal a case.
- TCM's must notify the council service center if someone else is picking up cookies for them from any warehouse or cupboard.
- If a Troop Cookie Manager is unable to pick up extra cases of cookies and would like to send someone else, an Authorization Card will need to be given to the warehouse/cupboard staff before they can pick up any cookies. An Authorization Card is given to the warehouse/cupboard staff and a new one is required each time.
- You may get extra cases during the Delivery and Direct Sale. Contact your SUCM before you pick up extra cases.
- Make sure you use a *Money and/or Cookie Receipt (M-3)* for any extra cookies or money you collect from each girl.
- Keep all your receipts and turn them in with your final paperwork.

Troop Rewards

1. Give girls credit for cookies sold during the entire sale (extras, booth sales, or transfers) by entering in extra boxes on the girl order tab in eBudde.
2. Make sure you check the correct rewards for each girl based on her total boxes sold. If a girl earned any reward with a size or a choice, make sure you check with the parent for the correct size and choice. We are unable to make exchanges once the order is placed.
3. Rewards may be picked up from your SUCM in May. They will call you and let you know when and where to pick them up. Once the SUCM receives them, they will need time to count and sort by troop. You should receive them sometime in mid to late May.
4. Cookie Dough Cards will be mailed to each girl who earns it along with instructions on how they can use the cookie dough. Please remind parents to look for the envelope in the mail sometime in May.



WAREHOUSE AND CUPBOARD LOCATIONS

Before a troop picks up extra cases of cookies, they must notify their Service Unit Cookie Manager. Starting this year if a troop cookie manager sends someone to pick up cookies for their troop that person must have an Authorization Card completed and signed by the Troop Cookie Manager. When anyone picks up extra cases of cookies make sure you count them and ask for a receipt. If you have any questions, call Michelle Begnaud or Mary Gallet at 1-800 960- 2093.

Lafayette Region

Service Center – 1720 Kaliste Saloom Road, Ste. C1, Lafayette **Phone: 337 984 1142**

Feb. 28 – March 16, 2014	March 1, 8, 15, 2014	March 2, 9, 16, 2014
Monday – Friday	Saturdays	Sundays
8:30 a.m. – 5:30 p.m.	9 a.m. – 2 p.m.	10 a.m. – 2 p.m.

Flowers/North American Van Lines – 425 St DePorres, Broussard **Phone: 337 837 2802**

Feb. 28 – March 16, 2014	Monday – Friday	8 a.m. – 5 p.m.
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Shreveport Region

Baton Rouge Cargo – 209 Kansas City Avenue, Shreveport **Phone: 318 550 0408**

Feb. 28 – March 16, 2014	Days and Time not available at this time.
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Service Center – 3921 Southern Avenue, Shreveport **Phone: 318 868 7322**

Feb. 28 – March 16, 2014	March 1, 8, 15, 2014	March 2, 9, 16, 2014
Monday – Friday	Saturdays	Sundays
8:30 a.m. – 5:30 p.m.	9 a.m. – 2 p.m.	10 a.m. – 2 p.m.

Monroe Region

Pelican Wholesale – 2528 Louisville Avenue, Monroe **Phone: 318 322 7186**

Feb. 28 – March 16, 2014	Monday – Friday	8 a.m. – 4:30 p.m. (Call before you go)
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Service Center – 102 Arkansas, Monroe **Phone: 318 325 2691**

Feb. 28 – March 16, 2014	March 1, 8, 15, 2014	March 2, 9, 16, 2014
Monday – Friday	Saturdays	Sundays
8 a.m. – 4:30 p.m.	9 a.m. – 1 p.m.	10 a.m. – 1 p.m.

Lake Charles & Alexandria Regions

Cookie Cupboard – We are currently working on a location and will notify everyone the location and times.

Wrapping up the Sale in eBudde

Final cookies orders and final reward orders due March 18, 2014

Wrapping up your cookie sale in eBudde is easy. Remember to distribute all cookies received to the girls in order for them to receive their recognitions at the level in which they reach.

Step1

Girl Orders – This screen provides an automated/printable version of the troop's entire cookie order broken down by girls with each girl's initial order as well as additional cookies sold by each girl. It is pre-filled with each girl's initial order and blank lines are available for additional transactions. Additionally, a running subtotal of cookies sold and amounts due/paid is provided.

To enter additional cookies sold:

- Select a blank line of entry under the girl's name each time you need to update her order. This creates an active highlighted field of entry at the bottom. (Do not alter the initial order numbers.)
- Enter cookies added with positive numbers; cookies removed from one girl's total can be entered as negative numbers. CAUTION: The same amount entered as a negative number for one girl must be entered as a positive number for another girl.
- Amounts paid by the girl are entered in the same fashion under the PAID column.
- After entering information, click ENTER or OK, then SAVE; eBudde will always provide a new blank line for entry under each Girl Scout.
- To change or correct already entered data, click on the line needing adjustments and type over amounts in the highlighted fields at the bottom of the screen; then click ENTER or OK, and SAVE.
- The **Difference total** shows cookies that are not assigned to a Girl Scout and she will not receive the correct rewards. Generally, these are cookies sold at a booth sale or via extended orders. Work to allocate these to the girls.
- Ultimately, the difference should be zero, but not negative. This screen supplies the cookie totals used by eBudde to calculate each girl's recognitions.
- Make sure your information is correct.

Step 2

Final Reward Order, the TCM will verify and complete the final troop reward order. The Final Reward Order is for rewards earned at various sales levels, such as T-shirts and patches. *NOTE: The girls' cookie totals, available for rewards, are based on the amounts in the Girl Order screen.*

- You complete the Final Reward Order, click FILL OUT. Review earned rewards by clicking on a name; eBudde will automatically calculate the rewards that a girl earns.
- Select between choices, indicating size when necessary; then click SUBMIT GIRL ORDER.
- Complete this process for each girl, then verify the totals and submit the order to the SUCM by selecting SUBMIT REWARD ORDER. *NOTE: The FILL OUT button will not be available once the order has been submitted.*
- Final rewards order deadline is **March 18**. All users are locked out after **March 18**.

Step 3

Deposits This tab is used to enter details for deposits made into the Council's bank account. The SUCM will verify all deposits that the TCM inputs. *Remember that all deposit slips MUST BE VALIDATED by the bank in order for them to count as deposits made.*



How to Make a Deposit?

Before cookies are delivered, you will receive bank procedure envelopes with deposit slips for the troops in your service unit selling cookies. Each service unit has their own council service unit bank account. Your service unit will receive deposit slips from the bank in their service unit.

GIRL SCOUTS OF LOUISIANA – PINES TO THE GULF BANK DEPOSITS & PROCEDURES	
TROOP # _____	SERVICE UNIT # _____
Enclosed are THREE sets of Bank Deposit Slips. Each set has three copies	
<ul style="list-style-type: none">• 1st copy the bank keeps when you make the deposit• 2nd copy turn in to your SU Cookie Manager (Make sure the bank validates the deposit)• 3rd copy for you to keep with your troop records (Make sure the bank validates the deposit)	
girl scouts of louisiana pines to the gulf	
ALL THREE COPIES MUST HAVE THE TROOP NUMBER AND NAME OF THE PERSON MAKING THE DEPOSIT.	
<ol style="list-style-type: none">1. The TCM deposits ONLY the money due Girl Scouts of Louisiana – Pines to the Gulf.2. Keep your troop proceeds after you deposit all money due council.3. Make sure all checks are made payable to Girl Scouts or GSLPG and endorse each check before you make your deposit.4. Make sure you list all checks on the deposit slip.5. If you are depositing a large amount of change, roll the coins before you make your deposit.6. Do not hold money -- you have five sets of deposits slips and you may request more from your SUCM or use generic ones from the bank.7. Carefully check your deposit slips. Be sure you include your CORRECT TROOP NUMBER and NAME on all copies.8. Print out your Troop Sales Report in eBudde. Attach validated deposit slips to the report and make sure they total the amount due council.	

The envelope has a place for you to put the troop and service unit number. Instructions are printed on the front of the envelope. In the envelope, you will find three sets of triplicate deposit slips. Make sure the troop number is on all deposit slips. If you need additional, deposit slips call your Service Unit Cookie Manager or the council service center. Make sure all deposit slips turned in are validated by the bank. Any deposit slips turned in without a validation from the bank will be removed from eBudde until we receive a validated copy.

Step 4

Sales Reports and Final Paperwork— Provides a detailed snapshot of the troop's sales summary, including cookies ordered and amounts paid. Our Council uses the case format for reports. Select the cases preference and click the PRINT PAGE button to print this report.

Turn in the following paperwork by **March 20**:

Troop Final Sales Report from eBudde

Validated deposit slips

Troop to Troop Transfer Receipts (white and gold)

Money and/or Cookie Receipts

Outstanding Debt Report

Report tip:

When only except validated slips. Non-validated deposit slips will be removed from eBudde. Staple deposit slips to the Troop Final Sales Report (printed from eBudde), along with any cupboard receipts and troop transfers receipts.

Material Distribution Checklist

Girls

- ☐ Money Envelopes
- ☐ Girl Order Card
- ☐ Goal Getter Card
- ☐ Parent Permission and Financial Responsibility Agreement
- ☐ Parent Information Flyer

Troops

- ☐ 2014 Troop Cookie Manager Guide
- ☐ Troop Cookie Manager Position Description
- ☐ Volunteer Agreement
- ☐ eBudde Troop User Manual
- ☐ Large Brown Envelope
- ☐ Receipt Books – 2 per troop
- ☐ Authorization Card – 2 per troop
- ☐ Money Envelopes
- ☐ Appropriate Age Level Volunteer Guide (available online at www.gslpg.org or www.littlebrownie.com)
- ☐ Outstanding Debt Reports
- ☐ Troop to Troop Transfer Receipts
- ☐ Parent Permission and Financial Responsibility Agreement
- ☐ Parent Information Flyer

