

Collecting Donations During the Cookie Program

As a 501(c)(3) organization, Girl Scouts can only accept donations at cookie booths when they are directly tied to cookies. That means every dollar given must be recorded as part of one of our two approved donation programs:

Two Approved Donation Programs

- **Council Donation Program (Care to Share):** Donations are used to send cookies to military members, first responders, and local food banks.
- **Troop Donation Program:** Donations are used to purchase cookies that the troop gives to a community group outside of the troop (e.g., hospital staff, teachers, shelters).

Troops may also use their **cookie proceeds** (money earned from selling cookies) to buy items for an organization, like supplies for an animal shelter. However, **troops may not collect cash donations** for these purchases.

Rules for Accepting Donations at Booths

- **Digital Cookie donations:** All credit card donations made online go directly to *Care to Share*.
- **Cash donations:** Must be recorded as either Care to Share or the Troop Donation Program. Cash donations cannot be kept directly by the troop.
- **Tracking:** Every donation is recorded as full cookie packages (\$6 increments). For example, an \$8 donation is entered as one package, and the extra \$2 is held until another \$4 is collected.

Clear signage at your booth should tell customers exactly how their donation will be used.

Recording Donations in eBudde

- **Care to Share (Digital Cookie):** Automatically recorded in the C2S column—no action needed.
- **Cash for Care to Share:** Troop Cookie Chair enters in the C2S column. No physical cookies are pulled from inventory.
- **Cash for Troop Donation Program:** Enter as boxes sold on the Girl Order tab. Troops may track these separately in a spreadsheet or note them as “Troop Donation Program.”

Only donations in the **Care to Share column** count toward Care to Share–specific rewards. Troop Donation entries count toward a Girl Scout’s overall sales for rewards.

Key Guidelines

- All donations must be tied to cookies (Care to Share or Troop Donation).
- No troop may keep cash donations for personal troop use.
- Troop donation projects must benefit the broader community—not the troop itself.
- Proceeds can be used for additional giving, but donations cannot be collected for that purpose.

Donation Receipts

Most customers do not want a receipt, but if requested, please share the **Receipt Request form** (QR code is in the Troop and Family Guides):

[Donation Receipt Request](#)

Questions about Donations:

Still have questions about donations, email to productprogram@girlscoutsoaz.org.