

girl scouts
of southern arizona



2026 Troop Cookie Chair Guidebook



Little Brownie
BAKERS®

®, ™, & © 2026 Girl Scouts of the USA.
®, ™, & © 2026 Ferrero Group. All Rights Reserved.



Table of Contents



Who to Contact	2	Initial Order	16
Participating in the Cookie Program	3	Inventory	18
Guidelines	4	Booths	22
Meet All 10* Cookie Varieties	6	More Fun Opportunities	28
Cookie Rally at ScoutChella	7	Cookie Contests	29
Your Role	9	Wrapping Up the Season	32
Program Overview	10	Crisis Management	33
Financial Responsibility	11	Cookie Rewards and Dough	34
Cookie Finances	12	QR Codes	38

*All of the information provide in this guide is correct as of October 2025. All information is subject to change.
For the most up-to-date information, visit www.girlscoutsssoaz.org*

The Five Skills of the Cookie Program

1
of the main reasons people
buy Girl Scout Cookies is
to support Girl Scouting.



1
of the main reasons
troops participate in the
cookie program is to
fund Girl Scouting.



Goal Setting, as Girl Scouts set cookie goals and make a plan to reach them.



Decision Making, as Girl Scouts decide how their troop will spend cookie money.



Money Management, as Girl Scouts take orders and handle customers' money.



People Skills, as Girl Scouts learn to talk and listen to customers while selling cookies.



Business Ethics, as Girl Scouts are honest and responsible every step of the way.

Black-Footed Ferret (BFF)

2026 Cookie Season Mascot

The BFF is also known as the American Polecat.

BFFs are primarily nocturnal and spend most of their time underground, only spending a few minutes above ground each day immediately after sunrise.

They are currently endangered, with fewer than 500 remaining in the wild, but the good news is that the population is increasing!

A baby BFF is called a kit. The average litter is 3-5 kits.

They are native to central North America and are the only wild ferret species native to North America.

An adult BFF usually weighs about 2 lbs and they are about 18-24 in long.

They are carnivores, and their diet consists almost exclusively of prairie dogs.



BRAVE. FIERCE. FUN!

Being brave means trying something new, even if it makes you nervous. It means standing tall, speaking up, and stepping forward, even when it's hard.

Being fierce means showing your strength and passion. It means going after your goals with determination and standing up for what's right. And of course, being fun means finding joy in the journey, laughing with your troop, making memories, and doing what you love.

Put it all together and you've got the heart of a Girl Scout—and the perfect BFF. The question is whether the perfect BFF is best friend forever, black-footed ferret or Brave. Fierce. Fun!

Who to Contact

We all need help sometimes, and the Girl Scout Cookie Program is no different. Your time is precious, and we want to ensure you know where to find information or who to contact to get your questions answered!

Want to look up the answer for yourself?

- Point your smartphone at the QR codes to visit each of these helpful websites!



GSSOAZ
(council-specific info)



GSUSA
(general cookie-related info)



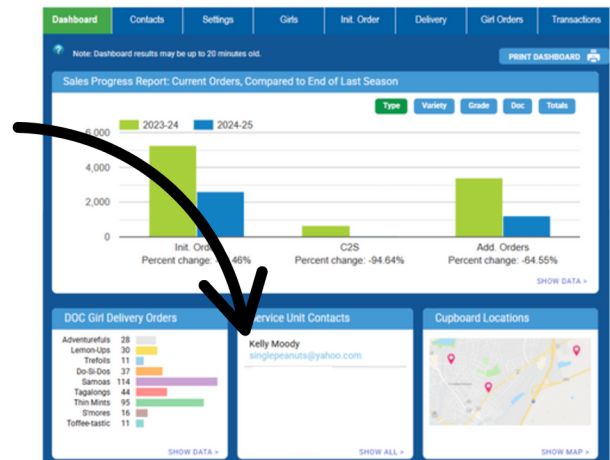
LBB

Still can't find the answer, or do you want to talk to someone?

- Every troop has an assigned Service Unit Product Mentor (SUPM). You can find your Service Unit on your eBudde dashboard.

Please remember that your SUPMs are volunteers —many of them are working, taking care of their family, helping their own troop, etc.

If you are unable to contact your SUPM, you have council staff dedicated to assist you.



Inventory, cupboards, crisis management, help with caregivers?

E Locke-Thomas:
951-212-3654
elockethomas@girlscoutsssoaz.org

She is available by call and text seven days a week, between 8 a.m. and 8 p.m. Outside of these hours, send an email.

Digital Cookie, eBudde, booths, and ACH help?

Rosi Southee:
520-262-9109
rsouthee@girlscoutsssoaz.org

She is available by call and text seven days a week, between 8 a.m. and 8 p.m. Outside of these hours, send an email.

Participating in the cookie program as a Juliette?

E Locke-Thomas:
951-212-3654
juliettesupport@girlscoutsssoaz.org

She is available by call and text seven days a week, between 8 a.m. and 8 p.m. Outside of these hours, send an email.

Password reset, or adding a Girl Scout to eBudde or Digital Cookie?

Customer Care:
520-327-2288
customer-care@girlscoutsssoaz.org

Need a cookie shirt, cookie merch, or retail order?

Retail Team:
520-319-3145
shoporders@girlscoutsssoaz.org

Tucson shop is open Tuesday to Friday, 11 a.m. to 6:30 p.m. and Saturday, 10 a.m. to 4 p.m.

Registering or renewing a membership or background check?

Membership:
troopsupport@girlscoutsssoaz.org



Participating in the Cookie Program

To ensure a safe, successful, and accountable cookie program experience for all, the following requirements must be in place:



Troop Cookie Chair

Your troop must have a registered, background-cleared, and cookie-trained Troop Cookie Chair (TCC) to manage the program on behalf of the troop.



Banking

Your troop must have a council-sanctioned bank account in good standing to handle cookie program funds.



Troop Viability

The troop must have at least two registered, background-cleared, and trained troop leaders (even if they are not the TC).



Girl Scouts

Girl Scouts participating must be registered with our council for the current membership year.

What does “participation” mean?

- A minimum of five Girl Scouts actively participating in the program; for Senior/Ambassador troops, only three active Girl Scouts are required to be considered as participating
- Each participating Girl Scout sells at least 36 packages of cookies

Why does participation matter?

- It determines troop eligibility for the Participation Bonus (where applicable)
- It is required if your troop wishes to apply for a Money-Earning Activity (MEA) outside of the council-sponsored product programs
 - To qualify for additional money-earning activities, troops must demonstrate their engagement in these core skill-building programs by meeting participation requirements in the Cookie and Fall Product programs

Why is this the standard?

- Council-sponsored product programs—such as the Cookie and Fall Product programs—are not just fundraisers; they are designed as programs that teach girls essential, real-world business skills
 - Goal setting
 - Decision making
 - Money management
 - Business ethics

Receive a \$150 bonus when you reach participation level in the 2026 cookie program!

Guidelines



- ✓ Be on your best behavior at cookie booths—no arguing or creating conflict in front of stores or customers
- ✓ Only sell in places where your Girl Scouts can legally be customers
- ✓ Protect your personal information—don't post your home address or private details on social media
- ✓ Keep Girl Scouts, cookie inventory, and money safe at all times

The reality is that most of the “rules” were created as a response to inappropriate or unsafe behavior that came from a small minority of cases. We believe that the majority of our volunteers and families instinctively make good choices.

Our approach is to empower you to think before you act, lead with integrity, and make decisions that align with the Girl Scout Promise and Law.



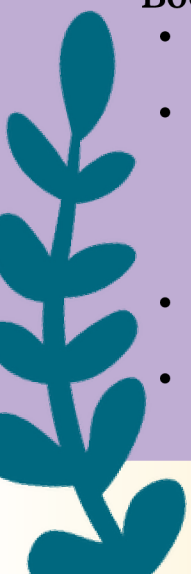
Adult Supervision Standards for Product Programs

General

- Adults must accompany Daisies, Brownies & Juniors when they are marketing, taking orders or delivering products.
- Adults must oversee Cadettes, Seniors and Ambassadors and must be aware of how, when, and where they are conducting their business, and must be readily accessible. Cadettes, Seniors and Ambassadors should never market or deliver products alone. Instead, they should bring either an adult or a buddy of a similar age along.
- Caregivers must approve all member delivered online orders and supervise all communications and deliveries.

Booths

- Booths where any Girl Scout is not accompanied by their own caregiver (parent or guardian) require two registered and background checked Girl Scout volunteers.
- Cookie Booths that have all members under the direct supervision of their own caregiver do not require adults to be registered and background checked UNLESS the booth is using troop inventory and/or troop finances.
 - NOTE: Best practice would be to still have two adults present in case of accidents or needed breaks.
- Caregivers are encouraged to register as a volunteer and submit a background check to help support the full troop experience.
- Premium booths require two Girl Scouts and two registered and background checked adults regardless of relation to the Girl Scouts.





As a Girl Scout volunteer, I am responsible for tone setting and my behavior.

1. If I see something that could put Girl Scouts, volunteers, or customers at risk, I speak up.
2. I stay focused on our actions rather than looking for fault in others.
3. I always put safety first.

We honor Juliette Gordon Low's vision by doing what is right, even when it is hard, and by creating a positive, respectful experience for everyone during the Girl Scout Cookie Program.

“Right is right, even if no one else is doing it.”
— Juliette Gordon Low

Where can I find the official rules and detailed standards I am responsible for adhering to?

- Check out our Council Cookie Program Standards document, available on our website under Cookies and Fall Product.
- Review the Volunteer Essentials and Safety Activity Checkpoints, also available on our website.
- Contact our Customer Care or Product Program team for guidance on any specific situation where you need a direct answer—remember, if it seems off, it probably is.

We trust you to make decisions rooted in what is right, safe, and mission-aligned with the world’s largest entrepreneurial program for young women—and we are here to help whenever you have questions.



Meet All 10* Cookie Varieties



\$6/\$7 a package

All proceeds from Girl Scout Cookies stay local to benefit Girl Scout troops in Southern Arizona.



Exploremores® | \$6
rocky road ice cream-inspired cookies;
chocolate, marshmallow, and
toasted almond crème

NEW



Adventurefuls® | \$6
brownie-inspired, with caramel
flavored crème and sea salt



Lemon-Ups® | \$6
crispy lemon cookies



Trefoils® | \$6
iconic shortbread cookies inspired by
the original Girl Scout
cookie recipe



Do-Si-Dos® | \$6
oatmeal sandwich cookies with
peanut butter filling



Samoas® | \$6
caramel, coconut and chocolate



Tagalongs® | \$6
crispy peanut butter and
chocolate cookie



Thin Mints® | \$6
crispy chocolate cookies made with
natural peppermint oil



Toffee-Tastic® | \$7
GLUTEN-FREE, rich, buttery
cookies with toffee bits

*If you can't eat them, treat them! No, you didn't miscount—our 10th flavor is Care to Share and is a great option for customers who want to support Girl Scouts but don't want the cookies and also great for relatives and friends who are not local but want to support a Girl Scout without paying for shipping. How will you share this special tenth “flavor”?



Cookie Rally at ScoutChella

Are YOU ready for Cookie Rally 2025? It's time to power up your cookie super skills! Join us and unlock the 5 Key Skills of the Cookie Program, and collect colorful bracelets as you go!



Earn your math lanyard and collect your Five Key Skills bracelets—one for each skill you master!



Explore the Five Key Skills of the cookie program through fun, hands-on activities where you will play, laugh and learn!



See and learn about this season's exciting cookie rewards, fun new contests, and so much more!



Step into the past and see how we have made cookie history (and sales!) for nearly a century!

Cookie Badges for All Age Levels at Rally

Along the way, you will be earning steps toward level-appropriate badges while exploring, learning, and growing into confident Cookie Entrepreneurs.

Daisy
Money Explorer



Brownie
My Cookie Customers



Junior
Cookie Collaborator



Cadette
Cookie Market
Researcher



Senior
My Cookie Network



Ambassador
Cookie Influencer



Scan the QR code to get your tickets today!

This celebration is a GREAT use of Cookie Dough, Troop Funds, and Service Unit Funds! If you'd like to use Cookie Dough, please call Customer Care at (520) 327-2288.



90 YEARS STRONG

Girl Scouts of Southern Arizona invites you to ScoutChella, a family-friendly music festival honoring 90 years of building girls of courage, confidence, and character. Open to the entire community!



LIVE MUSIC
GIRL SCOUT HISTORY
FOOD, GAMES, AND MORE!

GIGI AND THE GLOW **SOPHIA RANKIN & THE SOUND** **MAMMA COAL**



girl scouts 
of southern arizona

KINO VETERANS STADIUM

12.6.25

11 A.M. - 4 P.M.

**SCAN TO GET YOUR
TICKETS NOW!**



**CALL (520) 319-3184 OR VISIT US AT
WWW.90YEARSSTRONGGSSOAZ.ORG**

Your Role



Welcome back, returning cookie champions, and a warm welcome to new volunteers! As Troop Cookie Chairs, you guide your Girl Scouts through the world's largest youth entrepreneurial program, fostering financial independence while balancing busy lives.

You are part of a supportive community that shares ideas and helps one another. This year, let's commit to positivity and collaboration, recognizing that while each troop has unique goals, we succeed together.

The Cookie Program builds essential skills, teaching girls resilience and adaptability. By working together and supporting each other, we can achieve remarkable things. Thank you for being here—let's make this cookie season unforgettable!

Core Responsibilities

- Oversee the entire cookie program for your troop—track inventory, orders, and finances through platforms like eBudde and Digital Cookie.
- Receive and distribute all cookie materials, order cards, rewards flyers, and guidebooks to girls and families.
- Schedule and lead the Family Cookie Business Meeting—cover goals, safety tips, important dates, and cookie procedures.
- Manage ordering, pickups, and booth signups. That includes submitting initial and additional orders, coordinating Cookie Cupboard pickups, and helping families find booths.

Inventory and Financial Management

- Track every package of cookies: monitor inventory, distribute receipts to families, and record everything in your system.
- Financial oversight: collect payments, issue receipts, and make frequent troop bank deposits.
- Stay on top of account balances and scheduled ACH withdrawals. Follow up on any unpaid amounts and report when necessary.

Reward Distribution and Program Wrap-Up

- Submit reward orders for girls and troops once the program ends.
- Save all troop records for at least two years.
- Celebrate with your troop and families to honor their hard work and successes!

Required Training and Qualifications

- Complete Annual Cookie Chair Training (via Council webinars or modules) and sign any required position descriptions or forms.
- Maintain current membership with Girl Scouts, a cleared background check, and be in good financial standing with your council.
- Be proactive in communication—stay alert via Council newsletters or emails, and keep families and volunteers informed.

Supporting Your Troop and Yourself

- Support girls' financial literacy and leadership: guide them in setting personal and troop goals, managing money, and reflecting on their progress.
- Foster communication: schedule regular check-ins, team up caregivers for booth coverage, and keep everyone in the loop.
- Stay organized: use a binder or digital tracker to manage documentation like receipts, forms, and timelines.
- Save yourself stress: attach a co-chair, if possible, build buffer time for tasks, and reach out to your Service Unit Cookie Mentor when questions arise.

Troop Cookie Chair Checklist

- ☐ Training and Onboarding: Complete required training; confirm background check and membership.
- ☐ Communication: Host Family Cookie Business Meeting; distribute materials; monitor council updates.
- ☐ Inventory and Orders: Manage orders, cupboard pickups, and booth scheduling.
- ☐ Finances: Track payments, issue receipts, deposit funds, and manage ACH.
- ☐ Rewards and Wrap-up: Submit rewards, distribute rewards, keep records, and celebrate!
- ☐ Self-Care and Support: Stay organized, delegate when possible, and lean on your Service Unit Cookie Mentor.

Program Overview



Here's a brief overview of key dates for the 2026 Girl Scout Cookie Program.

COOKIE SEASON PREP	Nov 8-16, 2025	Attend in-person training
	Nov 9-Dec 1, 2025	Build your Troop Cookie Team, facilitate cookie troop meetings for Girl Scouts and their caregivers
	Dec 8, 2025	Submit your troop's Initial Order in eBudde by 8 p.m.—don't forget to select your drop location or fill out the Direct Delivery Form
	Dec 18, 2025	Volunteers receive access to Digital Cookie
	Jan 2, 2026	Caregivers receive access to Digital Cookie
	Jan 5, 2026	Digital Cookie opens for Girl Scouts and customers
	Jan 5-15, 2026	Troops pick initial booth selections at 7 p.m. each night
	Jan 16, 2026	Open booth selections start at 7 p.m.
	Jan 13, 2026	Cookie Drop: Thatcher and Sahuarita
	Jan 14, 2026	Cookie Drop: Sierra Vista and Yuma
	Jan 15, 2026	Cookie Drop: Casa Grande and Santa Cruz
DURING COOKIE SEASON	Jan 16, 2026	Cookie Drop: Pima—Ralph's and Northwest
	Jan 17, 2026	Cookies-in-hand sales begin (booths, door-to-door, cookie stands, etc.)
	Jan 19, 2026	Dr. Martin Luther King Jr. Day—no council booths
	Feb 5, 2026	1st ACH pull (council pulls 25% of what is owed)
	Feb 10, 2026	Mandatory Mid-Sale Inventory Report (cookie inventory count)
	Feb 15, 2026	Optional parking lot swap
	Feb 19, 2026	2nd ACH pull (council pulls 50% of what is owed)
	Feb 22, 2026	Power of 700 closes
	Mar 8, 2026	Cookie sale ends
	Mar 8-11, 2026	Troops complete end-of season closeout and submit rewards by 8 p.m., on Mar 11
WRAPPING UP	Mar 14, 2026	Care to Share packing parties
	Mar 16, 2026	3rd ACH pull (council pulls 100% of what is owed)
	Mar to Aug	Reward Experiences—emails will be sent directly to caregivers of Girl Scouts earning these
	May	Service Unit Product Mentors will contact troops when rewards are ready for pickup



Financial Responsibility



Clear expectations ensure a smooth cookie season. Below is a breakdown of financial responsibilities for Troop Cookie Chairs, Booth Leads, and caregivers.

Troop Cookie Chair

- Set and communicate a money turn-in schedule for families; collect funds frequently throughout the sale.
- Deposit all cookie money promptly into the troop bank account; ensure sufficient funds ahead of ACH withdrawals.
- Issue and keep receipts for every cookie checkout and money turn-in; mirror transactions in eBudde.
- Reconcile booth cash and inventory at the end of each booth; secure cash immediately.
- Monitor balance due from each family; initiate the Council's collection process if payment is late or incomplete.
- Understand what inventory is non-returnable at the troop level; plan transfers carefully.
- Follow Council's money-handling best practices at booths (two adults count money and deposit promptly).
- Two-adult money counts whenever feasible; sign, tally, and deposit within 24–48 hours.
- Post council ACH dates and require deposits 3+ days before each pull.
- Maintain a booth kit: tally sheet, calculator, zipper bags, receipt book, card reader, and booth worksheet.



Booth Leads/Adults Running Booths

- Keep cash secured (money belt or apron preferred over a box).
- Use booth inventory and cash tally to reconcile sales at booth end; both adults must sign.
- Turn booth funds over promptly to the Troop Cookie Chair after the shift.
- If using a card reader, include transactions in reconciliation.
- Always utilize the Booth Sale Inventory Form at each booth.
- Know who is accountable during the booth shift; the “supervisor” is responsible for cookies, cash, and safety, and must be a registered Girl Scout member with a current background clearance.

Caregivers

- Accept financial responsibility for all cookies checked out by their Girl Scout.
- Sign a receipt every time cookies or money change hands; keep copies for your records.
- Pay on the troop's schedule (partial turn-ins encouraged); communicate early if more time/support is needed.
- Understand that failure to turn in funds leads to the Council's collection process per policy.



Cookie Finances



As a Cookie Chair, you are responsible for the money. This means that you ensure a clear paper trail for cookies out (receipts when the product is picked up) and money in (deposit from the cookie sale).

It is your responsibility to:

- Log it all in eBudde accurately and on time
- Track inventory regularly
- Keep receipts for every transaction and payment
- Maintain clean records, even if you delegate the work
- Make bank deposits regularly



Helpful Checklist

- ☐ All cookie orders and money logged in eBudde
- ☐ All troop deposits are recorded with clear notes
- ☐ Receipts for ALL transactions
- ☐ Weekly updates to caregivers
- ☐ Inventory tracked to sell to zero
- ☐ Bonuses verified at the end of the cookie season

Create a Winning Team

You can share the workload with your team, but the responsibility is not optional. Whether you do it yourself or appoint someone else, it is still on you to ensure it is done right. This is not about micromanaging but protecting your girls' program money.

When records are lost or incomplete, the girls pay the price in missed opportunities, experiences, and earned rewards. Be the safeguard. Be the paper trail. Be the reason every dollar counts for them.



Informing Caregivers

Communication is best practice! Just like managing the money, clear and consistent communication with families is essential, especially during cookie season. At every troop meeting (or at minimum, monthly), it is best practice to share the basics with caregivers:

- Here is what the troop still owes the Council
- Here is what has been paid so far
- Here is how much inventory remains with the troop for the rest of the cookie sale
- Here is how your girl is doing individually—boxes sold, boxes to goal, and what she is eligible for next

Let families know: "The proceeds your Girl Scouts are earning will be used for XYZ, as discussed in girl-led planning by our very own troop members."

This open communication builds trust, encourages support, and reminds everyone that this is a team effort. When informed, families are more likely to help, follow up on money owed, and push for that final goal.

Always provide individual cookie account summaries, when appropriate, so every caregiver knows exactly where their Girl Scout stands. When everyone knows the plan, the goal, and the progress, every girl has a better chance of success.

Each Box Sold Supports

Every cookie supports leadership and growth, strengthening Girl Scouts for all girls everywhere.

- Financial aid
- Program development
- Troop proceeds
- Camps and properties
- Volunteer training
- Behind-the-scenes staff

How Troops Get Paid

As they sell cookies through booths or individual sales, all money collected goes directly into your troop's bank account before you ever spend it.



Let's break it down:

If a customer pays \$6 for a box of cookies, that full \$6 is deposited into your troop account.

- The Council only pulls the portion owed for the cookies.
 - Example: If your troop earns \$0.80 per box, the Council will pull \$5.20, leaving \$0.80 (your troop proceeds) behind.

Digital Cookie orders are even easier—they are prepaid by the customer and automatically credited as sold and paid in full to your troop in eBudde.

- This means if your troop sells exclusively using DOC, the Council will not pull for funds owed.
- Bonuses—like the Initial Order and participation bonuses—are credited to your troop at the end of the cookie season and reduce your final pull, so you keep more money in your account.

Every penny of troop proceeds stays with you during cookie season. But be mindful:

- If you are spending early—like paying deposits for trips, activities, or supplies—you may be using proceeds you have not fully earned yet.
- If you are holding unsold inventory, that still costs money.
 - Example: 100 unsold boxes = \$520 comes out of your proceeds to pay for unsold inventory.



How Council Collects

Council collects cookie payments through pulls based on troop inventory, not just sales. Pulls utilize real-time inventory and payment records in eBudde.

- Feb 5—25% of the balance
- Feb 19—50% of the balance
- Mar 16—Final balance

Troops are responsible for their inventory.

How to Stay on Track:

- Regularly check the Sales Report tab for the amount being pulled.
- Promptly log booth deposits to avoid delays.
- Monitor the frequency of cookie sales, not just inventory.
- Communicate frequently with caregivers for needed support.


Clear finances and strong communication reduce stress, allowing you to enjoy the cookie program more.

Troop Proceeds & Bonuses



- \$0.80 per box sold
- Participation Bonus: \$150 (for five girls at 36 packages or three for Senior/Ambassador troops)
- Initial Order Bonus: An additional \$0.03 per box on Initial Orders that meet a 200 PGA.





Having a clear, shared goal for the cookie season matters. It all starts with your annual troop meeting, where Girl Scouts, with your guidance, set their program goals for the year.

These might include:

- Registration and membership costs
- Service projects
- Special programming or badge work
- Highest awards
- Age-level appropriate, fun, travel plans

Once Girl Scouts define their goals, they will create a budget—with troop leadership—showing what it will take to fund those dreams. If cookies are the primary funding source, this means:

- Determining the total boxes needed to meet the budget
- Breaking down your goal into a troop goal and per-girl targets

Before cookie season kicks off, have a meeting with caregivers to share:

- The troop's goals
- The cookie plan to achieve those goals
- How caregivers can help their Girl Scout reach success

Tracking Goals with Tools

A troop goal chart brings the plan to life! It should:

- Be visible to everyone—at meetings, booths, your troop's social page, or shared in texts
- Show progress in real time so Girl Scouts (and caregivers) can see how close they are to success
- Motivate and celebrate milestones along the way

Tracking your troop goals ensures:

- Every Girl Scout sees how their effort contributes to the troop's overall success
- Families stay engaged and motivated
- The connection between hard work and achieving dreams stays front and center

A troop goal—supported by a visible, updated chart—helps turn dreams into action. It is not just about selling cookies but about making Girl Scouts' vision a reality, one box at a time.

Internal Cookie Rewards

These are a powerful way for troops to build teamwork, inspire participation, and recognize individual effort, above and beyond what is offered at the council level. They are incentives your troop sets based on your shared goals. These can be anything your troop decides together, such as:

- Rewarding girls when they hit personal box-sold milestones
- Setting troop-wide PGA goals tied to fun experiences
- Offering special recognition for teamwork, booth creativity, or effort
- Linking unique opportunities (i.e., an ice cream party, a trip to a fun spot, or a badge workshop) to specific achievements

Troop proceeds belong to everyone, and so does the success (or challenge) of meeting your troop goals. It truly takes every girl contributing to make the troop's plans a reality, by helping:

- Motivate individual effort within the troop
- Foster fairness, so Girl Scouts see how working hard creates more opportunities for everyone
- Reinforce the link between goal setting, action, and reward—a key skill the cookie program teaches
- Encourage Girl Scouts to work as a team while striving toward their personal best

Internal cookie rewards are about empowerment, helping Girl Scouts connect effort to opportunity, and reminding them that success happens when everyone pitches in.

Troop Opt-Out of Rewards

Troops can opt out of council cookie rewards in exchange for additional proceeds. Opting out means the troop chooses to decline to receive individual council-issued cookie rewards (such as plush items, other merchandise, experiences, and Cookie Dough). In return, the troop earns \$1.10 per box sold, which can be used to fund troop plans and activities.



We strongly recommend the opt-out option for Cadette troops and older, as older Girl Scouts often have bigger program goals—like travel, higher awards, or major service projects—that benefit from having larger sums of troop proceeds to support their plans.

- All Girl Scouts in the troop must agree unanimously to opt out (this decision should be discussed and voted on at a troop meeting)
 - This is an all-or-nothing choice! A troop cannot have some Girl Scouts receiving rewards, and others opting out—the decision applies to the entire troop.
- The troop submits the Troop Reward Opt-Out Form no later than January 7 (use the QR code on page 38 to access the form)

We highly encourage troops that opt out to create an internal-to-the-troop reward system so Girl Scouts are still motivated and recognized for their hard work. Once opted out, the troop will not receive individual item rewards, but Girl Scouts will still earn patches and still be eligible for any Troop PGA rewards.

Cookie Dough

This is currency specific to Girl Scouts that recognize individual achievement and give Girl Scouts choices in using their hard-earned rewards. It's among the most exciting rewards Girl Scouts can earn and can be used for:

- Girl Scout membership dues
- Council programming and events
- Travel opportunities (council-sponsored or Girl Scout-approved)
- Purchases at our Girl Scout retail shops

It cannot be used for:

- Troop expenses (like supplies or troop-level trips)
- It cannot be given to or used by someone else, unless the girl who earned it writes a letter formally requesting that it be gifted



Be sure to check out the troop goal trackers, cookie dough links, and more over on our website!



How long is Cookie Dough valid?

- Cookie Dough is good for one year (not calendar year)
- Look carefully at the expiration date highlighted in the email that provides your cookie dough code—do not let it go to waste!

A few reminders:

- Cookie Dough helps girls take ownership of their Girl Scout journey—it is tied to their hard work and should reflect their choices.
- Encourage families to plan, so Cookie Dough gets used before it expires.

Bottom Line: Track your inventory—sell to zero. Monitor deposits and spending—know what is available for the troop. Communicate clearly to caregivers—let them know the plan, progress, and stakes. Smart money and inventory management means more experiences, adventures, and impact for your Girl Scouts!

Initial Order



Initial Orders are due in eBudde by 8 p.m. on Monday, December 8, 2025. Let's walk through making the decision of how much of each flavor to order, how to place the order in eBudde, and how to select the delivery of your Initial Order in January.

1 What Do You Need To Order

If you are a returning troop with similar cookie goals as last year, we recommend you order about 70% of your total sales from last year. You can find this information in your sales report on eBudde.

If you are a new troop or your troop's cookie goals are not aligned with last year, we recommend an average of 200 packages per Girl Scout. See page 38 for the QR code to access our Initial Order Calculator (it will also break down your order by flavor).

2 How to Place the Order in eBudde

- From the dashboard, select the 'INITIAL ORDER' tab.
- By flavor, enter the number of packages you wish to order by double-clicking on the 'OTHER' row.
- There are 12 packages per case, and you must order by cases, so double-check that all your totals are multiples of 12.
- Do NOT enter any cookies for individual Girl Scouts. You will allocate them as they collect cookies from your troop's inventory.
- After checking the information you entered, click 'SUBMIT ORDER'.
- Once you hit submit order, you cannot change the order. If you need to make changes, contact your Service Unit Product Mentor, who can make changes until 8 p.m. on Tuesday, December 9.



Troop Initial Order

Uses Girl
☒ Contest W.
☒ Girl 1
☒ Girl Scout 2
☒ Testing 3
☐ Imported
☐ Other

Booth Last Year (Other)

Pkgs. Ordered Last Year (Booth)

Cases To Order

Extras

	Advf	LmUp	Tre	D-S-O	Sam	Tags	TMint	SMr	Toff	Total
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	96	48	60	72	144	120	208	24	24	876
	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0
	96	48	60	72	144	120	208	24	24	876
	8	4	5	6	12	10	24	2	2	73
	0	0	0	0	0	0	0	0	0	0

3 Select How You Will Receive Your Initial Order

There are two ways to receive your Initial Order: you can either pick it up at a Cookie Drop or, if you qualify, via Direct Delivery (formerly known as home delivery).

The qualifications for requesting a Direct Delivery are:

1. Your Initial Order must be at least 6,000 packages/500 cases.
2. Your troop must have participated in the cookie program previously.
3. You must not have had excess inventory in the 2025 cookie program.

If your order qualifies, you will need to complete the Direct Delivery Form (see QR code on page 38).

If you do not qualify for Direct Delivery as outlined above, you will pick up your order at one of our Cookie Drops—an assigned date and location (local to you), where your troop can pick up their Initial Order of cookies. If the date/location pre-assigned to you does not work, please reach out to Rosi at 520-262-9109 with your preferred location (locations and dates listed on page 10). After submitting your Initial Order, selecting the time of your Cookie Drop becomes available in eBudde, and you will need to fill it out.

To make your selection in eBudde:

- From the Dashboard, click on the 'DELIVERY' tab.
- Select who is picking up your troop cookies.
- Select whether you will be picking up for more than one troop
- Click 'DELIVERY STATION'.
- Select the line (if applicable) and the time slot.
- Click 'SUBMIT MY INFO' at the top of the screen.

Delivery Pickup

Variety	My Troop
Adventurefuls	8
Lemon-Ups	4
Trefoils	5
Do-Si-Dos	6
Samoas	12
Tagalongs	10
Thin Mints	24
S'mores	2
Toffee-tastic	2
Troop Total	73
Pickup Total including any other pickups	73

Who is picking up your cookies?

☒ Someone from my Troop

☐ Some other Troop (or my SU)

Will you be picking up for more than one troop?

☐ Yes ☒ No

Delivery Station and Time
Please choose your Delivery Station

Ralph's Transfer (1)

You need 1 slot.

Line: Line 4

1:00pm
1:10pm
1:20pm
1:30pm
1:40pm
1:50pm
2:00pm
2:10pm
2:20pm
2:30pm
2:40pm
2:50pm
3:00pm
3:10pm
3:20pm

Submit

The system will confirm that your delivery information was updated. You can print the delivery confirmation for your records (but it is not needed). The delivery confirmation will detail when and where to be for pickup, the number of cases of each variety of cookie you will receive, and how many cases will fit into various vehicle sizes.

	Compact Car 23 cases		Standard 35 cases		Station Wagon 75 cases		Pickup Truck 100 cases
	Hatchback 30 cases		Sport Utility 60 cases		Minivan 75 cases		Cargo Van 200 cases

- Please remember that you must pick up all of your Initial Order in one trip. If necessary, line up additional people and vehicles or rent a U-Haul or similar vehicle. Using troop funds to pay for a rental, if needed, is approved.

Inventory

One of the key responsibilities of a Troop Cookie Chair is managing cookie inventory. Once you check out cookies through your Initial Order or a restock at a Cookie Cupboard, those cookies immediately belong to the troop and cannot be returned or exchanged through the Council (unless damaged).

Let's review the timeline of cookie movement, tips for effectively managing your inventory, and provide strategies to handle overstock or understock situations. As detailed on page 16, the first two steps are placing the troop's Initial Order and collecting that order through pick up at a Cookie Drop or via Direct Delivery, but what happens after that?

1 Cookies to Caregivers



After receiving your Initial Order, you will distribute the cookies to caregivers. If your troop qualified for Direct Delivery, you may receive your cookies as early as January 5, and for those picking up cookies at Cookie Drops, those will start on January 13. While you can distribute the cookies to families anytime, remind them that **cookies cannot be delivered to customers until January 17**. Anyone found making direct sales or deliveries prior to January 17 will put the cookie program of their entire troop at risk.

The quantity of cookies each family takes can be decided between the troop and the caregivers. Families with higher goals may take a larger amount of cookies, while first-time participants might prefer a smaller initial batch. Keep in mind that the Council will only cover up to \$400 in unpaid debt for the entire troop, so it's essential to manage cookie distribution carefully and only with receipts and mandatory items such as Mid-Season Inventory Report.

3 eBudde Entry

To maintain accurate records, enter transactions into eBudde for easy access to each Girl Scout's account and to provide caregiver updates on rewards earned and progress towards the next reward. Entry is straightforward, with a step-by-step video available on our website (see Volunteer Cookie Resources QR code on page 38). It is recommended to compare physical inventory with eBudde inventory weekly to catch errors early, avoiding difficulties in correcting mistakes later in the season.

2 Receipts/Caregiver Contract



Every time cookies are distributed to a caregiver (or money is paid), you **MUST** fill out a receipt (provided by Council), including signatures from the caregiver and the person distributing on behalf of the troop. These receipts are the contract (as highlighted below) ensuring that the caregiver can be held legally and financially responsible for all cookies they receive. If your troop is left in a position where you need assistance with unpaid debt, we will require signed receipts.

71070413

MONEY AND/OR PRODUCT RECEIPT

CUPBOARD/RECEIVED/Deducted ☐ RECEIPT NO. ☐

TROOP NO. REPORT CODE NHOOD/S UNIT DATE

NO. OF CASES	NO. OF PKGS.	VARIETIES	DATE	FROM	AMOUNT DUE
		Adventurefuls®			
		Lemon-Ups®			
		Trefoils®			
		Do-si-dos®			
		Samoas®			
		Tagalongs®			
		Thin Mints®			
		Girl Scout S'mores®			
		Toffee-tastic®			
		← TOTAL			

AMOUNT PAID

AMOUNT STILL DUE

I acknowledge that my Girl Scout has permission to participate in the Girl Scout Cookie™ Program and I am financially responsible for the cookies received.

girlscouts RECEIVED BY (SIGNATURE)

Little Biscuits RECEIVED FROM (SIGNATURE)

GIRL'S NAME

(IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS)

M-3

4 Assigning Digital Cookies and Booth Cookies



When a Girl Scout sells cookies in person with cookies she has checked out from the troop, or with orders shipped directly from the warehouse to the customer through Digital Cookie (DC), there is nothing you need to do. Girl Scouts receive credit for those cookies either through the entries you made when the caregiver picked up the cookies or through the electronic flow of DC to eBudde. However, if she works at a booth using troop cookies, you will need to assign those cookies to each Girl Scout in eBudde.

6 Digital Cookie Booth Assignments



When you are at a troop booth with multiple Girl Scouts and customers want to pay with a credit card, you should use your troop's digital cookie link. Doing so puts every sale in the troop account, and they will automatically transfer to eBudde under Girl Orders to a "girl" named Troop Site.

Girl Orders Summary

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions select the appropriate row.

		CPS	Advt	Unsp	Tro	DSD	San	Tagt	Tauu	San	Tauu
✓ Ambassador M.	5000	2	3	0	6	2	3	1	6	6	
✓ Brownie F.	0	5000	0	0	0	0	0	0	0	0	
✓ Cadette F.	0	0	0	5000	0	0	0	0	0	0	
✓ Daisy W.	60	0	0	0	0	1000	0	0	0	0	
✓ Junior R.	0	36	6	22	6	18	6	24	4	5	
✓ Troop Site	0	0	0	0	0	0	0	0	0	0	

You will then need to move those cookie sales from the Troop Site to the Girl Scouts who sold them. If you are unfamiliar with the process from prior years, we recommend you watch the step-by-step video on our website (see Volunteer Cookie Resources QR code on page 38).

In addition to cookies sold at booths, any other cookies assigned to the Troop Site must be moved to Girl Scouts before the end of the season using the same process.

5 Booth Assignments



In eBudde, a tool called Booth Sale Recorder (BSR) is used, which allows you to enter all cookies sold (by variety) at the booth and select which Girl Scouts worked. It will then evenly distribute the cookies amongst those Girl Scouts. You can do manual adjustments if needed. For instance, if two Girl Scouts worked an hour and another two Girl Scouts worked two hours each, you can adjust to give more credit to those who worked longer. While it is very user-friendly, you can watch a step-by-step video on our website using the same QR code in Step 3. You may also choose to enter your booth sales manually. You can follow the same process as entering the receipts from in-person pickups.

Using the BSR helps Council see how much product was sold at which booths and can help us provide information on the most productive days and times at specific booths.

7 Cookie Cupboards



As your troop sells your Initial Order, you may need to restock—we have volunteer-run Cookie Cupboards throughout the council and a staff-run cupboard at Angel's Place in Tucson. Each Cookie Cupboard may differ in its schedule, inventory availability, and pickup procedure. Though cupboard pickups are always in full cases—12 packages of the same flavor—and as mentioned before, cookies cannot be returned or traded unless damaged.

You can find all the specific details for each cupboard in eBudde—select the date, time, and location you want to pick up from, place the order in eBudde to alert the Cookie Cupboard that you're coming, then arrive at your scheduled time to pick up the cookies. Easy-peasy!

8 eBudde Cookie Exchange



Post any flavor surplus on the eBudde Cookie Exchange! Troops looking to pick up more cookies may prefer connecting with you rather than restocking from a Cookie Cupboard. You can post cookies on the exchange at any time—don't wait until the program is wrapping up, when there is less chance of another troop picking them up.

To list cookies on the exchange, select "Cookie Exch" from the blue menu bar on your eBudde dashboard. Next, fill in the packages you wish to exchange (pink arrow) and click to add your phone number (blue arrow) so those wishing to take your cookies can reach you.

COOKIE EXCHANGE ?
Have packages of cookies to exchange with other Troops? Use the form below to post what packages you have to the exchange.
The numbers in the form always reflect your last update so after you've given away some packages please come back here to update your offerings!

Did you give away ALL of your packages? Fantastic! If you would like to opt out simply [Remove My Offering](#)

Adventurefuls Lemon-Ups Trefoils Do-Si-Dos Samoas Tagalongs Thin Mints S'mores Toffee-tastic ☐ Inc. my phone number [Update Pkgs to Exchange](#)

0 0 0 0 0 0 0 0 0

If you are trying to lessen your inventory, answer promptly to other troops and be available to meet them. If they don't hear from you or it becomes a complex process, they will move on to the next troop or check out from a cupboard.

On the flip side, when you need more cookies, check the exchange to support a troop with extra inventory. You do this by clicking the down caret next to the variety you are looking for, and it will show you which troops have that flavor available and how much of it (purple arrow), how to contact them (green arrow), and what area they are located in (orange arrow).

Looking for cookies? Use the information below to find cookies and request an exchange. Cookie totals may have changed since at volunteer last posted.
For current availability please contact the troop leader.

ADVENTUREFULS					
08/12/25	Troop: 18	Advf: 52	Rosi	rsouthee@girlscoutss... (520)262-9109	Sahuarita
08/12/25	Troop: 60	Advf: 24	Rosi	rsouthee@girlscoutss... (520)262-9109	Oro Valley
LEMON-UPS					Total: 0
TREFOILS					Total: 0
DO-SI-DOS					Total: 36

When receiving or giving cookies on the exchange, it can be done by individual packages rather than full cases, as long as both parties agree.

IMPORTANT! Once you've completed a transaction through the exchange, the troop giving the cookies must email productprogram@girlscoutssaz.org, and the other troop involved. Send the flavor and quantity of cookies exchanged. Council will update eBudde to transfer the cookies between the troops. Once you receive an email letting you know the transfer is complete in eBudde, please check to ensure it was done correctly.

9 Parking Lot Swap



A couple of years ago, we introduced Parking Lot Swaps, and it has been a program saver for some troops! This event allows troops looking to move excess cookies from their inventory to connect directly with other troops needing more cookies.

At the designated locations (Angel's Place and Yuma Girl Scout Office, but more may be added), you can bring your surplus cookies, and troops needing inventory can take them out of your hands, rather than restocking from a Cookie Cupboard. Some troops swap flavors, while others take extra inventory from another troop.

Staff and Service Unit volunteers will be on hand to help create receipts and update eBudde accordingly. This season's parking lot swaps will occur on Sunday, February 15. More information, including times, will come at a later date.



10 Inventory Reports



Each troop is required to complete a Mid-Season Inventory Report sometime between February 6 and 10. This will allow you to check in with your troop members to ensure they aren't holding onto excess cookies. It's also a great time to see if families need to exchange cookies with one another or return some to the troop. Once you submit this report, we can assess whether your troop needs inventory support. Please note: if you do not submit this report, Council will not be able to cover bad debt for your troop.

At the end of the season, each troop will need to submit its End-of-Season Cookie Finance Report, which allows Council to verify that your inventory and finances all match. The links for these inventory forms will be sent out in our weekly communication at the appropriate times during the program and the QR codes can be found on page 38.

GSSOAZ Midsale Inventory 2026

It is important to know how much inventory your families are sitting on, unsold, before heading to the cookie cupboard midseason. It makes more sense to pull back in product from your troop and sell it at cookie booth than to have inventory unsold that you already own. Ask Them, great communication Team!!!

Troop Cookie Manager - or person filling report

First Name

Troop number *

Email *

example@example.com

girlscouts of southern arizona

End of Season Troop Cookie Finance Submission

2026 Cookie Program

Why do we need this?

Because knowing is half the battle. Acknowledging that all troop proceeds have been deposited to the troop account, for the benefit of all Girl Scouts in your troop ensures transparency with your troop finances for all.

Troop Information

Troop Number *

Name of 1st Bank Signer *

First Name Last Name

Name of 2nd Bank Signer *

First Name Last Name

Who is submitting this form? *

First Name Last Name

Your Email *

example@example.com

Booths



Booths are a popular way for Girl Scouts to meet their cookie goals, especially when combined with other cookie-selling methods. Here is what you need to know about the various booth options available.

Council Booths

- **Arrangement:** Council staff and volunteers work with national retailers, such as grocery stores, Walmart, Walgreens, and Lowe's, and with some local businesses to schedule dates and times that Girl Scouts can set up cookie booths.
- **Premium Booths:** During the first weekend, booths located at Walmart (excluding Neighborhood Markets), major grocery stores (excluding Food City), and Sam's Club will be designated as Premium Booths.
- **Selection:** There will be nine rounds starting at 7 p.m. on January 5 and continuing Monday through Friday at 7 p.m. through January 15. These initial rounds will have some restrictions, but each troop will have the ability to select up to 30 booths throughout the nine rounds. On January 16 at 7 p.m., all limitations will be removed, and Troop Chairs can select the booths they need to reach their goals.
 - When selecting booths, please keep in mind to be a sister to every Girl Scout and only select booths you know you will use. You can always add more throughout the sale if needed.



Adult Supervision Standards for Product Programs

Booths

- Booths where any Girl Scout is not accompanied by their own caregiver (parent or guardian) require two registered and background checked Girl Scout volunteers.
- Cookie Booths that have all members under the direct supervision of their own caregiver do not require adults to be registered and background checked UNLESS the booth is using troop inventory and/or troop finances.
 - NOTE: Best practice would be to still have two adults present in case of accidents or needed breaks.
- Caregivers are encouraged to register as a volunteer and submit a background check to help support the full troop experience.
- Premium booths require two Girl Scouts and two registered and background checked adults regardless of relation to the Girl Scouts.



Troop Booths

These are organized and secured by a troop at a location they think would be a good selling opportunity for them (their troop collectively, not an individual Girl Scout in the troop). Troops must get written permission from the business. See the QR code on page 38 to access the form.

The form should be sent to productprogram@girlscoutssoaz.org (a photo is fine), one week in advance and then enter all the information into eBudde by following these steps:

- Select 'Booth Sales' from the blue menu bar on your dashboard
- Select 'Add/Edit a Troop Booth'
- Click '+Add'
- Fill in ALL the required information
- Click save

A council staff member or a Service Unit volunteer will review the submission to ensure it is at an appropriate location and does not conflict with nearby council booths or previously approved troops booths. The Troop Cookie Chair will receive an email advising whether the Troop Booth is approved or denied. Troop members should not advertise a Troop Booth or set up at a Troop Booth location until an approval email is received from eBudde.



Things to Remember When Selecting a Troop Booth

- It must be within our council jurisdiction.
- It must follow all GSSOAZ booth dates, guidelines, and safety rules.
- It must be at an appropriate location (i.e., a business where the Girl Scout can be a customer). Places that will not be approved include bars or breweries that do not serve food, gun stores, cannabis shops, and adult-only businesses.
- The Troop Cookie Chair should check the Do Not Contact List and eBudde to ensure the business is not already listed in either location—no Troop Booths will be approved at a council-secured location.
- It must be submitted in eBudde at least ONE WEEK in advance of the desired booth date and time.



Why Troops Benefit from Securing Their Own Booths

- **Prime Location Advantage:** You know your neighborhood best! Choosing high traffic spots your troop is connected to can lead to better sales.
- **Flexible Scheduling:** You can find times that work perfect for your troop's availability instead of relying only on council-assigned slots.
- **Relationship Building:** Partnering directly with local businesses strengthens community ties and opens the door for future Girl Scout opportunities.
- **Brand Visibility:** Setting up in familiar local spots means your troop will be seen and supported by friends, family, and neighbors who already know you.
- **Sales Boost:** Troops that layer in self-secured booths often sell more because they can supplement the council booth schedule.
- **Girl-Led Experience:** Girls can help brainstorm and approach potential locations, practicing people skills, business ethics, and goal setting in real time.
- **Sense of Ownership:** There's pride in saying "we made this happen," which motivates girls to work hard for the sales at "their" booth.

Getting an Opportunity Without One Week's Notice

- Follow the steps above to secure your booth and enter it into eBudde. However, you will need to enter it with an incorrect date. Select any date over one week away and enter the booth information as usual (use the correct time slots you desire to set up). Once you save the booth in eBudde, text (between 8 a.m. and 8 p.m., seven days a week) to 520-262-9109, provide your troop number and the date you wish to hold the booth.
 - While we will do our best, there is no guarantee that there will be ample time to approve these booths. Troops should remember that without an approval email through eBudde, a booth cannot take place.

How Many Cookies Do I Need at a Booth?

One of the most common questions from Troop Cookie Chairs is "How much should we order for our booth?" The answer for experienced troops who track their booth sales using the inventory sheet is easy—you've got your own history to guide you! For newer troops, or anyone looking for a baseline, here's an educated estimate based on data from grocery stores and Super Walmart booths. If your booth is at a smaller location (Walgreens, Walmart Neighborhood Market, etc.), reduce these numbers by about 20% to avoid over-ordering.

- Start with the timing chart to estimate the total packages for your booth shift.
- Break that total into varieties using the variety averages chart below.
- Adjust for location type—remember, order about 20% fewer packages for smaller stores.
- Track your actual sales on your troop inventory sheet. The more data you have from your troop, the more accurate your future booth orders will be.

BY DATE	Average Packages Sold Per 2hr Booth
First Saturday	125
First Sunday	120
First Week (M-F)	80
Second Saturday	100
Second Sunday	90
Second Week (M-F)	75
Third/Fourth/Fifth Saturday	80
Third/Fourth/Fifth Week (M-F)	50
Sixth Saturday	55
Sixth Sunday	50
Sixth Week (M-F)	50
Seventh/Final Saturday	90
Seventh/Final Sunday	85

BY FLAVOR	Average Packages Sold Per 2hr Booth
Adventurefuls	10
Lemon-Ups	6
Trefoils	6
Do-Si-Dos	6
Samoas	30
Tagalongs	10
Thin Mints	36
Exploremores	18 (24 first week)
Toffee-tastic	3

Remember that this is only a guideline, not a guarantee of sales volume at any booth.

Variables impacting booth sales may include time and day of week, location, weather, and Girl Scouts' engagement with potential customers.

Girl Scout Cookie Booths must be held in safe, family-friendly locations that reflect our mission and values. Businesses whose primary purpose is selling or promoting adult-only products or services—such as cannabis shops, liquor stores, strip clubs, or similar venues—are not approved locations. These settings are not age-appropriate, may display content unsuitable for children, and do not align with the positive, community-focused image we strive to maintain for Girl Scouts.

At the Booth

What to Wear:

- Girl Scouts should wear their uniform (vest, sash, or tunic required).
- Adults should wear Girl Scout-appropriate clothing, adult uniforms, or Girl Scout apparel.
- Closed-toe shoes are required.
- Avoid clothing with political statements, alcohol, slogans, or inappropriate language.

Roles:

- Girl Scouts lead the booth; adults supervise and ensure safety.
- Younger Girl Scouts may need assistance with money handling.

Membership and Background Checks:

- All adults at a cookie booth must be registered and background checked.
 - The only exception is if all members are under the direct supervision of their own caregiver **and** the booth is not using troop inventory and/or troop finances.
- Premium booths require two Girl Scouts and two registered and background-checked adults regardless of relation to the Girl Scouts.

In Case of Theft:

1. Call 911
2. Secure your Girl Scouts, cookies, and money
3. Inform the Product Program team at 951-212-3654 or 520-262-9109



Booth Procedures

- Limit of four Girl Scouts and two adults at the booth. Please note: some businesses may ask for less Girl Scouts—be sure to check notes in eBudde.
- Take money with you, including small bills; do not ask the businesses to make change.
- Adults should not be carrying weapons or using tobacco products when supervising booths.
- Cookie sampling is not allowed.
- Do NOT give discounts, offers (i.e. BOGO), or increase the price; everyone charges the same \$6 for core and \$7 for gluten-free.
- Set up only at the designated start time; clean up promptly afterward.
- Take all trash with you, including empty cookie cases.
- Maintain a neat and clean booth area.
- Keep cookies off the ground and dress for the weather while displaying uniforms.
- No eating or drinking (other than water/electrolytes) directly at the booth—please step away to do so.
- Encourage professional behavior: no running, speak courteously.
- Greet customers as they enter and encourage purchases as they leave.
- Share how proceeds will benefit the troop and community.

Recording Your Booth in eBudde

Assign Booth Sales in eBudde

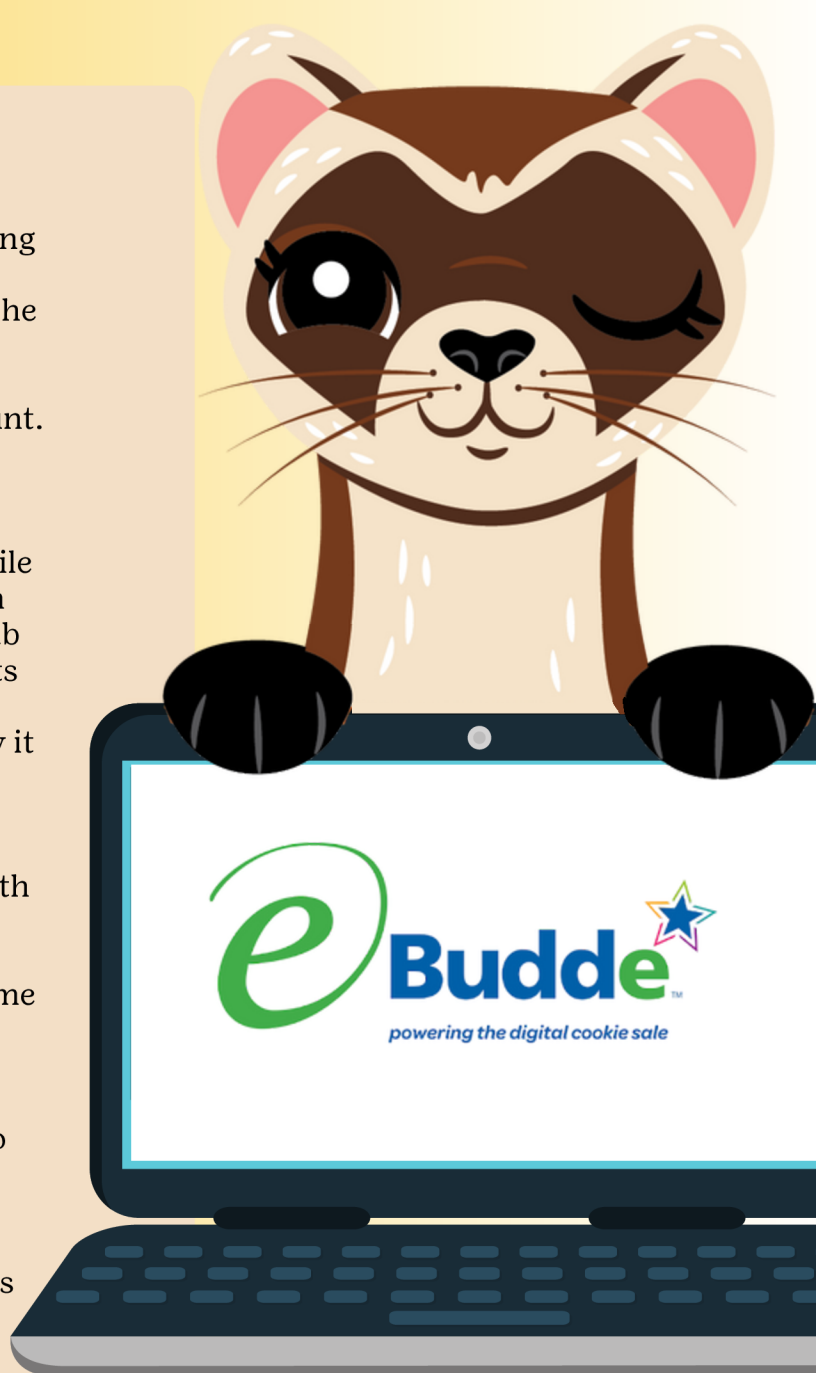
Booth sales are recorded in eBudde by assigning booth cookies to individual Girl Scouts. All money received at a booth should be held by the adult at the booth and turned into the Troop Cookie Chair (TCC) or Troop Treasurer and deposited promptly into the troop bank account.

GSSOAZ also suggests that troops utilize the eBudde app, which enables assignment of cookies to Girl Scouts in real time from a mobile device. Assigning cookies sold at a booth from either the eBudde app or on the Booth Sites tab assigns cookies and payment to the Girl Scouts in one easy step. It also allows the troop and Council to look back at a booth site to see how it performed.

To use the Booth Sales Recorder in eBudde

- Select 'BOOTH SALES' tab.
- Select the 'Record Sale' button for the booth you are assigning the product to the girls.
- Selecting 'Record a Booth Sale' from the 'GIRL ORDERS' tab will take you to the same feature.
- Enter the number of packages of cookies sold by variety.
- If you used the Digital Cookie Troop Site to accept credit card payments from customers, enter the amount collected for those sales. Do NOT enter any cookies or payments that were taken on a Girl Scout's individual Digital Cookie link.
- Select 'Go to Distribute'.
- All the girls in the troop will be listed with check marks by their names. Uncheck any girls who were not at that booth.
- Select 'Distribute' and eBudde will assign the cookies and money evenly amongst the girls selected.
- Finally, click 'Save'.

If you sold any Care 2 Share boxes on the Digital Cookie Troop Site, deduct those boxes and the associated money from your entries in the Booth Distributor as these are handled differently.



More Fun Opportunities



Graduating Senior Cookie Booth Celebration

Yes—we really do visit your Girl Scout at a booth during their last cookie season! We'll bring flowers and fun posters and give your graduating Girl Scout a big social media shout-out highlighting their incredible journey!

What we need from you:

- Fill out the Booth Visit Request Form (see QR code on page 38)
- Give us at least one week's notice (it's tough to plan with less!)
- Share the date, time, and location of their booth
- Include their total career cookie box count so we can brag about their big accomplishments online

You've got all season to pick the perfect booth for their surprise—so get it on our calendar!



One-of-a-Kind CEO Recommendation Letter

Our CEO LOVES celebrating Girl Scouts who are stepping into their next chapter! She will create a custom, heartfelt recommendation letter that reflects your Girl Scout's unique journey, achievements, and leadership skills. This letter is perfect for college applications, scholarship opportunities and job applications!

Here's what we need from your Girl Scout:

- Fill out the Recommendation Letter Request Form (see QR code on page 38)
- Provide thoughtful answers about her Girl Scout experience and future goals so our CEO can make it truly personal



Cookie Contests



Post a themed booth photo to our Facebook thread for a chance to win 150 boxes of Care to Share Cookies donated in your troop's name (PLUS, those boxes will count toward your total sales!).

January 17–31 "My Cookie Story Starts Here"



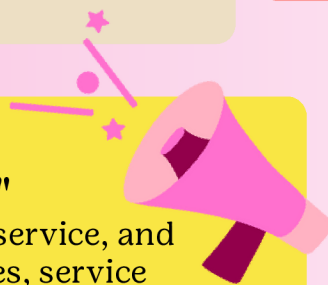
- Kick off cookie season by telling the world your story! Share your goals, your inspiration, and how cookie skills are shaping your future. Add a QR code to your online shop, make skill posters, or do mini demos.
- **Conversation starter:** *"Ask me how cookies prepared me for the real world!"*

February 1–14 "The Flavor of Friendship"



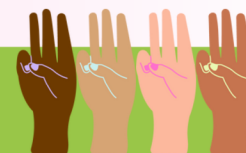
- Love is in the air—and in every bite! Decorate with pink balloons, hearts, and a "Love at First Bite" voting station. Sell Sweetheart Bundles (2–4 boxes tied with ribbon and a recipe card) and offer cookie valentines for customers to write to local heroes.
- **Conversation starter:** *"Which cookie flavor do YOU love most—and who would you share it with?"*

February 15–28 "Girl Scouts in Action"



- Show your leadership, service, and strength! Display badges, service projects, and award work. Share how you're making your community better—big or small.
- **Conversation starter:** *"Ask me about my service projects—or tell me about one you have done!"*

March 1–8 "It's a Girl Scout Thing"



- Go all out in green! Wear your sashes, create a Memory Wall for alums to share their favorite GS moments, and celebrate the sisterhood that makes Girl Scouts special.
- **Conversation starter:** *"Were you a Girl Scout? What's your favorite memory?"*



Mid-Week Mini Contests

Quick and fun chances to win 50 boxes of Care to Share Cookies donated in your troop's name! Mini Contests will be posted on our Facebook (@gssoaz) on Tuesday mornings.

- Jan 20–22: National Peanut Butter Day – Tagalongs & Do-si-dos take center stage.
- Jan 27–29: The Power of the Cookie – Show how proceeds fuel adventures and change lives.
- Feb 3–5: Campfire Dreams – Camp décor, songs, and your next outdoor goal.
- Feb 10–12: Valentine's fun – hearts, love notes, and sweet vibes.
- Feb 17–19: Random Acts of Kindness – share the goodness.
- Feb 24–26: Recipe Week – tasty creations made with cookies.
- Mar 3–5: Women's History Month – celebrate trailblazing women.



All Season Contests

Care to Share (previously known as Cookies for Heroes)

Post photos all season long on our Care to Share themed weekly Facebook post. Make sure to use new photos every time to show how you are working the goodness at your booths! Weekly winners will win 25 boxes of Care to Share Cookies donated in your troop's name.

Turn your booth into a giving station! Decorate with thank-you notes, flags, and messages of support. Invite customers to donate to the military, first responders, food banks, or frontline workers, and keep a running total on display.

- Conversation starters: "Would you like to send a sweet thank-you today?" or "A box of cookies is like a hug from home!"

The Countdown Is ON!

We are looking for your ongoing push to reach your goals, and your booth should always be talking about how close you are to reaching them! Post photos of your progress towards your goals on our Facebook. Weekly winners will win 25 boxes of Care to Share Cookies donated in your troop's name!



NEW Digital Cookie (DC)

Be one of the first 500 that:

Step 1

Set up your DC site and send 20 unique emails between Jan 5-9 to receive (at drop)

The Base "Dangler" holding patch plus the Brave charm.



Step 2

Send 20 reminder emails between Feb 2 and Feb 7 to receive the Fierce charm (distributed with rewards).

Step 3

Send 20 "There's still time" emails between Feb 23-27 for the Fun charm (distributed with rewards).

Power of 700

Sell 700 packages by Feb 22 and receive:

- Exclusive Power of 700 Patch
- Exclusive mini tic-tac-toe



For our adults—Kindness Counts (nominations are open Dec 1 to Mar 13)

Nominate a Girl Scout adult you see walking the earth with kindness. We find what we are looking for so look for the good.

- All nominated and nominators will receive this season's exclusive patch, PLUS we will select two random winners a week during the season for a fun little treat to arrive at their home (see QR code on page 38).



Wrapping Up the Season

At the end of cookie season, your role is about more than just closing the books—it's about ending strong, celebrating the wins, and setting your troop up for success next year.



Keep Inventory Moving

- Monitor your troop inventory regularly—especially in the final two weeks.
- Partner with caregivers and Girl Scouts to book final booths right up to the last day.
- Goal: Sell to zero so no boxes are left at the end of the season.

Handling Remaining Inventory

- If you end with inventory, assign boxes to participants in eBudde.
 - You are not asking them to pay for it—rather, the troop is absorbing the cost so you can balance out your books.
 - Record it in eBudde with a payment note like: "Troop absorbing cost—unsold inventory".
- This is why communication all season long—especially at the end—is key.
- Fill out our new Excess Inventory Form (see QR code on page 38). Often we have customers who contact us after the program ends, and we will use this form to connect them with troops.

Recognition Orders

- Create and submit your troop's Recognition Order in eBudde.
- Rewards cannot be ordered without your troop order being submitted—double-check this!

When Rewards Arrive

- Count and double-check your shipment immediately to ensure everything is correct.
- Report any discrepancies to Council within 24 hours.
- Distribute rewards to caregivers immediately—do not hold them through the summer.

Final Reports & Finances

- **Make sure eBudde is "clean":**
 - All Girl Balance Summaries updated.
 - Recognition orders by girl and by troop are complete and submitted.
 - Troop Balance Summary and final amounts owed are accurate.
 - Unaccounted for or caregiver shortages—Council only covers up to \$400 of troop debt (with receipts); anything else will follow the collections process.
 - You **MUST** fill out the Outstanding Balance Form (see QR code on page 38) and provide ALL the requested information and documents to be considered for debt coverage.
 - Ensure all proceeds are deposited in the troop bank account before the final pull.
 - Fill out the End-of-Season Finance Report (see QR code on page 38).

Celebrate Your Season!

- Share with your caregivers and Girl Scouts how much the troop earned in proceeds.
- Tell them what programming, trips, or projects their hard work will make possible—and tie it back to the girl-led plan they helped create.
- Take a moment to celebrate every girl and the team effort that made your season a success. We suggest a Court of Awards ceremony—for season end—even if not already planned, now is a great time to send out that save the date.

Celebrate YOU and Your Troop Team!

- Taking your key support team out for dinner or brunch following the season is a beautiful way to celebrate the incredible efforts you have made to ensure your troop's success.
- Girl-led means well-run—ensure you are thanking yourself and your support team.

Crisis Management

Product complaints are not unusual in the food industry, and GSUSA and GSSOAZ expect a certain number each season. Most are simple to resolve and include:

- Cookies that don't taste like the customer remembers
- Damaged cookies or packaging
- Reports of foreign objects (often harmless, like crystallized sugar mistaken for glass, or oat hulls/nut shells mistaken for wood)

Sometimes, customers may have concerns after hearing sensationalized news stories about our products. While these incidents can be frustrating, our role is to contain the situation, resolve the customer's issue promptly, and protect both the Girl Scouts and the brand.

If You Receive a Product Complaint

- Stay calm and optimistic as your demeanor sets the tone.
- Immediately notify your Product Program Team so they can support you.
- Always get a photo of the product and the coding on the flap of the box or the coding on the side of the case.
- Exchange the product immediately for the customer.
 - NEVER tell a customer you can't exchange a product—you can!
- It does not matter from whom or where they bought it—if it's Girl Scout Cookies, we stand behind it.
- Council will replace your inventory through a Cookie Cupboard exchange or eBudde transfer.
- Customers may also call Little Brownie Bakers at 800-962-1718 or visit littlebrowniebakers.com to file a formal complaint.

EMERGENCY NUMBERS

E Locke-Thomas: 951-212-3654
Rosi Southee: 520-262-9109

If the Media Contacts You

- Do NOT respond to questions or inquiries.
- Politely refer them to the Product Program team who will connect them with GSSOAZ's Marcomm department.
- Any and all media contact must be handled by GSSOAZ staff.

Staying Informed

- GSSOAZ provides FAQs and a "Cookie Myths Versus Facts" page for volunteers.
 - See the QR code on page 38 for quick access to these resources.

If a Customer Becomes Inappropriate

- Step in front of your Girl Scouts and take over the conversation.
- Calmly ask the customer to step to the side or thank them and ask them to leave.
- YOU NEVER NEED ENGAGE in a conversation that makes you or the Girl Scouts uncomfortable.
- Bottom Line: We're here to protect the girls, serve our customers, and represent the Girl Scout brand with professionalism and kindness—no matter the situation.

Cookie Rewards and Dough

Every package of Girl Scout Cookies sold gets you closer to amazing keepsakes, fun experiences, and spending power through Cookie Dough!

Rewards ARE cumulative—you earn every reward you pass along the way. For example, if you sell 325 packages of cookies, you will receive the patch, sticker, stuffie, enamel pin, movie morning, AND every other item you earned up to that point!

Cookie Dough is NOT cumulative—the amount shown at your highest package level is the total you will receive, not the sum of every Cookie Dough level you pass.



12+ C2S pkgs
Care to Share Patch
 An exclusive GSSOAZ patch

48+ C2S pkgs
Care to Share Bandana
 An exclusive GSSOAZ bandana



36 pkgs+
Participation Patch

Show your cookie pride with this year's exclusive patch.



50 pkgs+
Ferret Enamel Pin

A GSSOAZ exclusive, wear this adorable mascot with glee!



75 pkgs+
Dress-Up Ferret Sticker

Mix, match, and style your own BFF with fun combinations.



100 pkgs+
Cookie Dough: \$15

Spend your Cookie Dough on camp, programs, or shop items!



150 pkgs+
Plush Black-Footed Ferret

Cuddle up with your very own snuggle ferret friend.



200 pkgs+
Cookie Dough: \$20

Add even more spending power for your Girl Scout adventures!



225 pkgs+
Shrinky Dink Creations

Make earrings and keychains at home with a kit and recorded "how-to" video.



250 pkgs+
Cookie Dough: \$25

A little extra for that something special in the shop or toward a big goal.



300 pkgs+
On the Glow Kit

Hydration is the name of the game with a metal water bottle, BFF straw topper, bottle pouch with pockets for items like lip balm, keys, etc., and a lip balm.



**350 pkgs+
Cookie
Dough: \$35**

Save it for camp, spend it in the shop, or put it towards your next experience!



**400 pkgs+
Me & My
Person Movie
Morning**

Enjoy a fun morning at the movies for you and your favorite adult along with your fellow Girl Scouts!



**450 pkgs+
Cookie
Dough: \$40**

More Cookie Dough means more choices!



**500 pkgs+
Sun & Surf
Kit**

Cooling towel, sunglasses, visor, and a carry bag—perfect for sunny days.



**600 pkgs+
Cookie Dough:
\$50**

Treat yourself to shop goodies or put it toward your Girl Scout adventures!



**650 pkgs+
Cooking with E**

A live, interactive cooking class with E, learning new recipes and skills by age level:

- Daisies on April 6
- Brownies on April 13
- Juniors on April 16
- Khaki Crew on April 20



**800 pkgs+
Wave Makers
at Revel Surf**

Get ready for a full day of surf, sand, and celebration—just for our Cookie Crew and their chaperones!

Here's what's waiting for you:

- Wave pool—650,000 gallons of nonstop fun
- World First! Revel Surf is the only surf park on the planet with two distinct wave pool technologies
- White sand beaches—feel the sand between your toes
- Three diving platforms
- Boogie boarding
- Swimming, floating, and frolicking
- Sand volleyball and skate park action
- Sandcastle demos—build your own masterpiece
- Glow dance party—light up the night with music and moves
- Top seller ceremony and cookie recap video
- Late night movie under the stars
- Food and drinks including lunch, dinner, evening treats, and an all-day soda pass included

Who: Each earning Wave Maker Girl Scout and their chaperone

Where: Mesa, Arizona

When: May 2, 2026, 10 a.m. to 10 p.m.

This is the reward of the season!



**A Week at
Day Camp
(Summer 2026)**

OR

Choose a week of day camp or pay the difference and use it for overnight camp.

**Full park
buyout!**



**950 pkgs+
Cookie
Dough: \$75**

Put your earnings toward camp, programs, or something special from the shop.





1,000 pkgs+
Chill Kit

A cute carry bag with a fidget toy, egg carton garden, bluetooth speaker with a curated relaxation playlist, yoga mat, and a yoga experience.

Where: Tuson and Yuma
When: August 8, 2026



1,250 pkgs+
**2ND CHANCE
Wave Makers**

Another chance! If not chosen at 800+ packages you can choose it NOW and if you did choose it at 800+ NOW you get 2 more tickets for a total of 4.

Where: Mesa, Arizona
When: May 2, 2026



**A Week at
Overnight Camp
(Summer 2026)**

OR

The tall pines and crisp air is calling your name! Choose a week of overnight camp (ages 9+) or, as an alternative option, use this rewards towards day camp.



1,500 pkgs+
**Cookie
Dough: \$125**

Big cookie dough for big dreams—spend it on camp, travel, or shop goodies.



2,000 pkgs+
**Glow Getters Sleep
Adventure**

Build your own glowing bamboo hut, enjoy jungle snacks, games, music, a night swim, scavenger hunts, and stories before sleeping in your hut!

Where: Hacienda Program Center
When: May 16-17, 2026, 2 p.m. - 11 a.m.



2,500 pkgs+
**3RD CHANCE
Wave Makers**

**New
level!**

Did you choose Wave Makers at 800+ and 1250+ and now at 2500+? That's 6 total tickets! So three chances for 2 tickets at each level. If you didn't choose it earlier – now is the time.

Where: Mesa, Arizona When: May 2, 2026



3,000 pkgs+
**Cookie
Dough: \$200**

Perfect for your BIG Girl Scout adventure or your major shop wishlist.



3,500 pkgs+
**Wave Maker
VIP Access**

- Private buffet
- Private gathering area
 - A grass cabana location roped off for just these VIP's and their guests
- VIP light up lanyard.
- Elevated dirty soda bar.
- Dedicated service staff.
- Level up your day!

Where: Mesa, Arizona
When: May 2, 2026, 10 a.m. to 10 p.m.



4,250 pkgs+
Choose Your Adventure (receive one)

- All Ages + Caregiver: Alaskan Cruise—July 16-24, 2026
- OR Girl Scouts 14+ Only: Dominican Republic Service Trip*—July 6-13, 2026
(must opt in by February 20, 2026—there is no option for choosing this reward after February 20 and your reward choice would be defaulted to the Alaskan Cruise)
- OR Xbox Ally Handheld Gaming System and one year all access gaming subscription



*If travel is cancelled due to world events, all those who opted for travel will receive the Xbox Ally Handled Gaming System.



5,000 pkgs+
**Cookie
Dough: \$300**

Your ultimate spending
power for Girl Scout
fun and gear!



Council Top Seller
CEO for the Day—April 26, 2026
Desert Diamond Conference Center

Co-Host our Annual Meeting, Volunteer Appreciation, and Young Women of Distinction event alongside our CEO. Network, lead, and represent Girl Scouts at one of our most important events of the year!

QR Codes

Email Product Program at
productprogram@girlscoutssoaz.org
with any questions!



eBudde Roster
Changes



Caregiver
Meeting



Troop Reward
Opt Out



Initial Order
Calculator



Direct
Delivery Form



Troop ACH
Form



Mid-Sale
Inventory



Troop Booth
Request Form



Kindness
Counts



Graduating
Senior Booths



CEO
Recommendation
Letter



Excess
Inventory



Outstanding
Balance Form



End of Season
Troop Cookie
Finance Submission



Cookie Myths
Versus Facts



Volunteer Cookie
Resources