



2018-2019

TROOP COOKIE CONSULTANT MANUAL



When girls participate in the largest girl-led business in the world, they “earn and learn” - they earn funds for their Girl Scout activities while learning the 5 skills that will help them in business and life.

**Cookie Sale Dates: February 2 - March 24, 2019
Initial Order due on January 3, 2019**

eBudde website:

<https://ebudde.littlebrownie.com>

eBudde Login:

Use your email address

Password: _____

eBudde Initial Log In:

- Troop Cookie consultants who attend cookie training will be activated in eBudde by your Service Unit Cookie Consultant.
- Go to <http://ebudde.littlebrownie.com>
- Enter your email address and click “forgot password”.
- Click “Log In.” A new window will appear asking you to update your information and answer security questions.
- Write your new password on the inside front cover of this book.
- If you are unable to access eBudde and have attended training, click the forgot password link on the log in screen. If you are still unable to log in, contact info@gswestok.org.
- Go to the Contacts tab. Input your contact information if it is not already in the system. Keep this information up-to-date throughout the cookie sale as we will use it to contact and send you important sale updates.

Service Unit Cookie Consultant Contact Information

Email: _____

Home Phone: _____ Cell Phone: _____

Best to call between: _____ and _____

Please don't call after: _____

SU _____

Troop _____

Troop Cookie Consultant Paperwork Checklist

All paperwork must be turned in to the SU Cookie Consultant by the deadlines below.

Before or on Jan. 3, 2019

- Troop Cookie Consultant Agreement
- Booth Sale Guidelines

Before or on Feb. 2, 2019

- Permission Slips

Before or on March 27, 2019

- Initial delivery receipt
- Troop Transfer receipts
- Operation Cookie Drop
- All ACH deadlines met
- Final Recognition order submitted by March 27 in eBudde

Troops should keep the following: cupboard receipts, all girl receipts (original white copy unless the girls still owe money), printed recognition order and any other printed eBudde reports.

PLEASE KEEP ALL DOCUMENTATION FOR AT LEAST ONE YEAR!

2019

GIRL SCOUT COOKIE PROGRAM[®]



Dear Girl Scout Volunteers,

I wanted to personally thank you for volunteering as a Troop Cookie Manager. As we know, Girl Scout Cookies combined with your knowledge and guidance, can help girls build courage, confidence, and character.

The Girl Scout Cookie Program develops girls into young entrepreneurs who earn the Five Skills: goal setting, decision making, business ethics, money management, and people skills. Generation after generation, girls have applied their ingenuity to build the largest girl-led business in the world with sales over \$790 million per year for troops and their communities nationwide.

What you may not know is that all sales earned from the Cookie Sale are used to power troops with their Girl Scout Experience. We encourage girls to showcase their amazing stories to their customers and share their G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader) adventures with us!

The Girl Scout Cookie Sale started in Oklahoma and it's a tradition we couldn't uphold without our volunteers. Because of your guidance and the power of Girl Scout Cookies, girls can make positive changes in the world around them. This Cookie Season, I challenge you to encourage girls to set high goals so their troop can make the world a better place, one cookie at a time!

Thanks for all that you do to support the Girl Scout Cookie Program,



Shannon Evers, CEO Girl Scouts Western Oklahoma

THE GIRL SCOUT COOKIE PROGRAM[®] HELPS EMBOLDEN GIRL SCOUTS[®] BY BUILDING THESE FIVE ESSENTIAL SKILLS.

GOAL SETTING—as she sets cookie sale goals and makes a plan to reach them.

DECISION-MAKING—as she and her troop decides how they will spend the cookie money.

MONEY MANAGEMENT—as she makes a budget, takes orders and handles customers' money.

PEOPLE SKILLS—as she learns to talk and listen to all kinds of people while selling cookies.

BUSINESS ETHICS—as she is honest and responsible every step of the way.

Your time and talents are valuable to girls and to the Girl Scout Cookie Program[®]. Thank you for helping build a program where girls learn, grow and make a lasting impact on the world.

COOKIE CONTACTS:

Council Office and Shop:

6100 N Robinson
Oklahoma City, OK 73118
Phone: 405-528-GIRL (4475)
Toll Free: 800-698-0022
Fax: 405-418-7999

Office hours:

Monday – Thursday
9:00 a.m. – 6:00 p.m.
Friday
9:00 a.m. – 2:30 p.m.

GSWESTOK Product Sales Team:

Melissa Walton, Product Sales Manager
Morgan Clingenpeel, Product Program Specialist

Training Opportunities

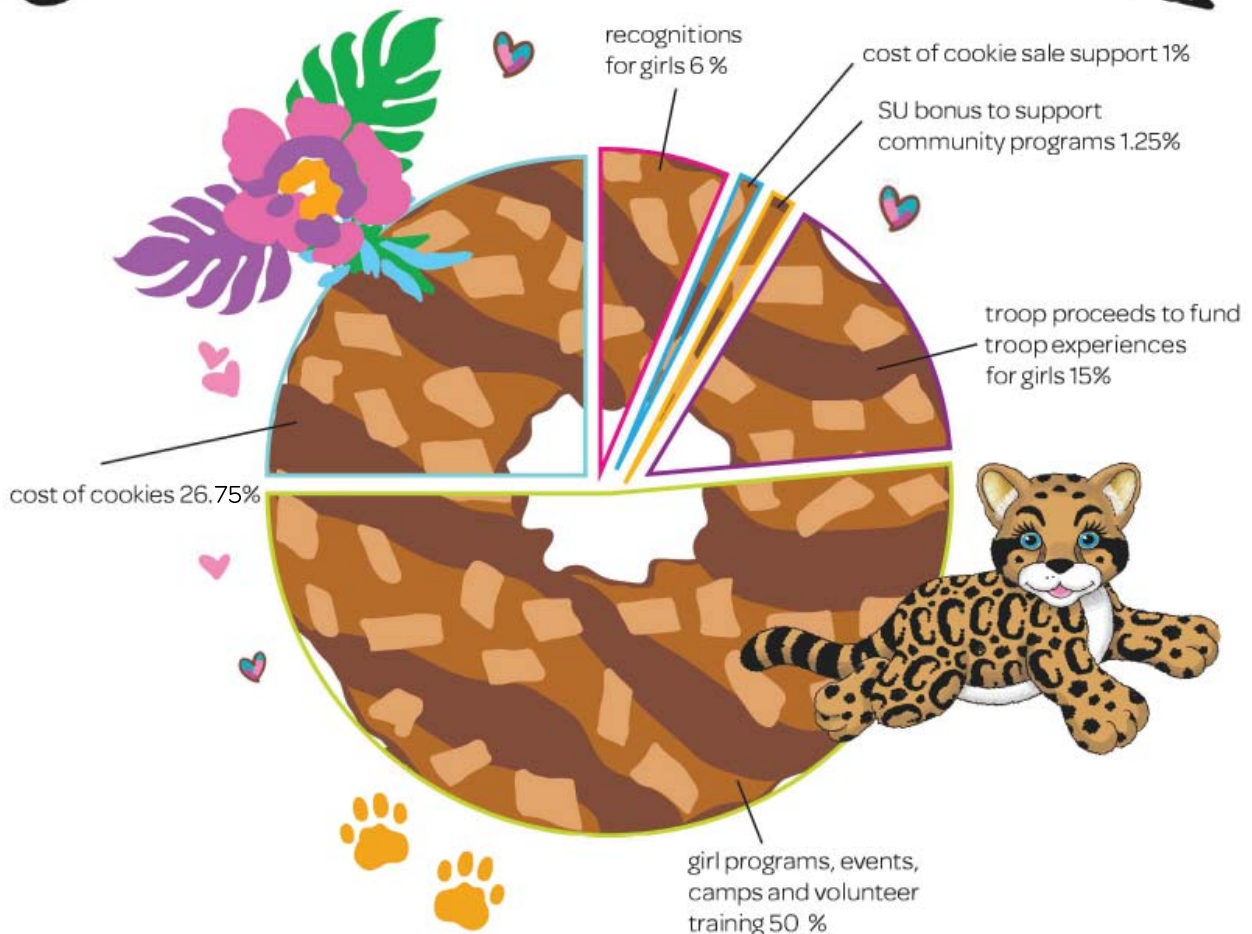
Troop Training Webinar
November 13, 2018 7 p.m. to 9 p.m.

CONTENTS

3	Cookie contacts	17	Collecting Money
4	How the cookie crumbles	18	Booth Sales
5	Cookie calendar	20	Cookie Cupboard
8	Cookie Sale basics	21	Digital Cookie
9	Preparing for the sale	23	Promotions
10	Preparing the girls and the parents	25	Recognitions
11	Parent Meeting Guide	28	Inventory Management
12	Social Media Guidelines	29	Camp The City
12	Safety Wise Rules	32	Forms
13	Initial Order	38	Troop Cookie Consultant Agreement
15	Delivery Basics	40	Booth Sale Agreement
16	Receipts and ACH schedule	46	Troop Cookie Consultant Position Description

This is How The Cookie Crumbles!

Selling Girl Scout Cookies is about so much more than what's in the box!



GIRL SCOUT COOKIE CALENDAR

Date	Event	Notes
January 3 11:59pm	Troop Initial Order Due	All troops selling cookies must place this order in eBudde
January 18 9 p.m.	Online Booth Sale sign up #1	Troops may sign up for 2 Walmart and 2 other locations (total 4).
January 21 9 p.m.	Online Booth Sale sign up #2	Troops may sign up for 4 additional booth sales.
January 24 9 p.m.	Online Booth Sale sign up #3	Troops may sign up for 8 additional booth sales.
January 25 & 26	OKC Warehouse Pick-up	4800 West Point Blvd, Oklahoma City, OK 73179
January 30	Council cupboard OPEN	6100 N Robinson Ave, OKC 73118
Jan. 28-Feb. 2	Cookie Pick-up from SU Consultants for areas outside of OKC metro	Location, date and time will come from your service unit Cookie Consultant
February 2	2019 Sale Officially Begins!	Have fun!!
February 2	Individual girl Sales	Focus is on individual door-to-door sales.
February 4	Online Booth Sale sign up #4	Troops may sign up for additional booths.
February 9	Little Red Wagon Day	Girls hit the streets with wagons full of cookies!
February 15	Booth sales begin	
February 17 11:59 p.m.	Individual recognition deadline for troop leaders	This order is placed by the product sales team, but cookies must be paid for and listed in the Girl Orders tab in order to receive recognitions.
February 18	Last day to return/exchange cookies	Initial order cookies may be exchanged/returned (see page 13 for details).
February 19	1st ACH deadline	All money should be deposited into troop account.
March 11	Cupboards begin consolidations	Cupboard activity will determine closure schedule.
March 12	2nd ACH deadline	Money should be deposited into troop account.
March 24	Cookie Sale ends!	Last day of the sale!
March 27	Council cupboard closed	Last day to get final cookies to earn troop proceeds.
March 27	Troop/Girl Recognition Orders due in eBudde	All recognitions may not be available for orders placed after this date.
March 27	Troop paperwork due to SU Consultant	Late paperwork should be sent directly to the council office.
March 28	Final ACH deadline	The troop's final balance should be deposited in troop account.
April 14	600 Club Event	ALL girls selling 600 boxes or more plus one adult!
May 31	Last day to submit recognition order changes/errors	All recognitions should be distributed to girls and errors/changes reported by May 31.
June 1	Operation Cookie Drop	All girls who sell 24 boxes or more of Operation Cookie Drop cookies are invited to this event.
June 3-7	Walt Disney World Trip	Girls selling 3500 or more boxes are invited on a trip to Disney World.
June 28-30	Camp Samoa	Special camp at E-Ko-Wah for 1300+ sellers and one female adult!

IMPORTANT DATES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JANUARY 2019						
		1	2	3 Troop Initial Order Due	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Online Booth Sale sign up #1	19
20	21 Online Booth Sale sign up #2	22	23	24 Online Booth Sale sign up #3	25 Cookie Warehouse Pickup	26
27	28	29	30 Council Cupboard OPEN	31		



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FEBRUARY 2019						
					1	2 2019 Cookie Sale Begins!
3	4 Online Booth Sale sign up #4	5	6	7	8	9 Little Red Wagon Day
10	11	12	13	14	15 Booth Sales Begin	16
17 Individual Recognition Deadline	18	19 1st ACH	20	21	22	23
24	25	26	27	28		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MARCH 2019						
					1	2
3	4	5	6	7	8	9
10	11 Cupboards begin consolidations	12 2nd ACH	13	14	15	16
17	18	19	20	21	22	23
24 Cookie Sale Ends!	25	26 Council Cupboard Closed	27 Recognition Orders due	28 Final ACH	29	30
31						



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
APRIL 2019						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27 600 Club Event
28	29	30	May 18-19 Great Wolf Lodge June 1 Operation Cookie Drop June 3-7 Walt Disney World Trip June 28-30 Camp Samoa			



ALL YOUR GIRL SCOUT COOKIE

FAVORITES

SAMOAS®

Crisp cookies coated in caramel, sprinkled with toasted coconut and striped with dark chocolaty coating ①②



TAGALONGS®

Crispy cookies layered with peanut butter and covered with a chocolaty coating ①②



DO-SI-DOS®

Crunchy oatmeal sandwich cookies with creamy peanut butter filling ①②



MADE WITH NATURAL FLAVORS

TREFOILS®

Traditional shortbread cookies that are delightfully simple and satisfying ①②



THIN MINTS®

Crisp wafers covered in chocolaty coating made with natural oil of peppermint ①



Vegan

SAVANNAH SMILES®

Crisp, zesty lemon wedge cookies dusted with powdered sugar ①②



GIRL SCOUT S'MORES®

Crunchy graham sandwich cookies with creamy chocolate and marshmallowy filling ①②



MADE WITH NATURAL FLAVORS

Our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Girl Scout S'mores and Do-si-dos are made with Natural Flavors
- Zero Grams Trans Fat per Serving
- 100% Real Cocoa
- Hearty Whole Grain Oats in Do-si-dos
- Thin Mints are Vegan
- RSPO Certified (Mass Balance) Palm Oil



RSPO-1106186

Product formulations can change at any time. We encourage you to check the ingredient statement on each package you purchase for the most up-to-date information on the ingredients contained in the product in that package. For more details check with Little Brownie Bakers.

The GIRL SCOUTS® name and mark, and all associated trademarks and logotypes, including GIRL SCOUT COOKIES®, THIN MINTS®, TREFOILS®, GIRL SCOUT COOKIE SALE®, GIRL SCOUT COOKIE PROGRAM®, GIRL SCOUT S'MORES®, DIGITAL COOKIE® and the Trefoil Design, are owned by Girl Scouts of the USA. Little Brownie Bakers is an official GSUSA licensee. SAMOAS, TAGALONGS, DO-SI-DOS and SAVANNAH SMILES are registered trademarks of Kellogg NA Co. Copyright ©, TM, © 2018 Kellogg NA Co.

GIRL SCOUT COOKIE SALE BASICS

WHY PARTICIPATE?

By participating in the annual Girl Scout Cookie Program, not only do your girls learn the 5 skills but it's supporting your troop and council.

Funds earned will support your troop goals and activities throughout the year. Funds earned throughout the program also support your council. Girl Scouts of Western Oklahoma uses the funds from the cookie sale to:

- Provide financial assistance to girls who would otherwise not have a Girl Scout experience.
- Maintain council properties such as camps.
- Provide amazing programs with affordable fees.

WHO IS RESPONSIBLE FOR WHAT?

The Troop cookie consultant is responsible for:

1. Making sure any time cookies or money exchanges hands that a receipt is written, dated and signed both parties.
2. All cookies ordered through eBudde and picked up at delivery, cookies exchanged or swapped with another troop, or cookies picked up at a cookie cupboard. Be sure to always count and verify your cookies and complete a receipt.
3. All girl payments received from parents or at booth sales. Always complete a receipt.
4. All girl rewards earned by the troop. Troop consultants should distribute girl rewards within two weeks of receiving them.
5. Utilizing eBudde and receipts to manage the cookies received by each girl and obtaining the parents permission slips and signed receipts.

Each family is responsible for:

1. All cookies ordered and picked up for their Girl Scout.
2. All monies collected from customers for the purchase of cookies. Families must turn in all payments to the troop consultant by set deadlines. All checks should be written to Girl Scout Troop # _____.

WHAT IS THE RETURN POLICY?

There is a no return policy on all cookies. (With one exception. See note on initial order cookies on page 13). Troops and parents who sign for cookies cannot return them to the troop or to the cupboards/council. If a package is damaged, it can be replaced at any cookie cupboard. This policy is consistent with all Councils.

★ Troops earn \$0.60 per box!

★ Cookies are \$4 per box
*Gluten free
Toffee Tastic & S'mores are \$5 per box

★ There are 12 boxes per case of cookies.



PREPARING FOR THE SALE

STEPS TO SUCCESS

- 1 Attend Cookie Training!** Attend the in-person training on November 13 hosted by your Service Unit Cookie Consultant.
- 2 Complete Troop Paperwork**
 - Return your Troop Cookie Consultant Appointment Agreement and Booth Sale Guidelines to the SU Consultant by January 3.
 - Submit initial order in eBudde by January 3. For OKC metro area, you must choose one of the warehouse pick-up dates after submitting order. All other areas, choose delivery pick-up time by scheduled date. Watch eBudde messages for delivery dates and times once the schedule is completed.
- 3 Get Girls Excited about the cookie sale!** Brainstorm ideas of where the girls can sell cookies beyond friends and family, co-workers and booth sales. Work on badges using Digital Cookie. Cover safety rules. Build excitement for a successful cookie sale!
- 4 Plan a parent meeting!** See the Parent Meeting section for what to include in a parent meeting. Parent participation is very important throughout the cookie program. Discuss the details: the purpose of the sale, give contact information, the price of cookies and instructions for selling and money collection.
- 5 Make sure eBudde is up-to-date with troop information. See page 1 for how to log in to eBudde.** Registered girls will be uploaded beginning November 1 and will continue weekly through March 24. Girls are uploaded into eBudde when they are registered and entered into our database. Register early to avoid delay in a girl appearing in the “Girls” tab. Only registered girls may sell cookies and receive recognitions. Report any errors to info@gswestok.org.
- 6 Make sure your troop account is up-to-date.** Make sure you have the correct signers on your account and those who need access have it. **ALL** cookie money must be deposited into the troop account. **It is illegal to “borrow” cookie money for personal use of as a quick loan even if you plan to pay it back later.**

The S’more Adventure Club!

Back in 2019, girls will have the opportunity to become a member of The S’more Adventure Club and earn exclusive rewards!

Girls will receive:

- The S’more Adventure Club Patch
- \$25 towards any council resident, day, weekend, or travel camp session

To become a member, girls must:

- During the Fall Product sale, sell 12 nut/candy or magazine items.

AND

- During the Girl Scout Cookie sale, sell at least 100 boxes of cookies



PREPARING THE GIRLS AND PARENTS FOR THE SALE

1 KICK OFF GIRL SCOUT COOKIE SEASON

Help girls get ready by selecting learning activities that fit their experiences and interests. Go over each type of cookie with the girls and have them share what their favorite is. Have them share their best sales pitch. Earn a Cookie Business Badge work on making change and adding up boxes of cookies. Practice makes perfect! Talk about the safety rules and what is expected dress and behavior while selling cookies. Additional activities, materials and ideas can be found at www.littlebrownie.com.

2 SET GOALS AND TRACK PROGRESS

When you help girls set high goals for the Girl Scout Cookie season, they learn an important skill for life. Encourage girls to set two types of goals: how many cookies they want to sell and how they want to use their earnings. By deciding what the troop plans to do with the proceeds of the cookie sale, girls can set their individual goals based on what the troop's goal is.

There are a few rules to remember when discussing troop funds:

- Troop funds must be voted on by the majority of the girls in the troop
- Funds are to be used on all girls regardless of Product Sale participation. Money cannot be “earmarked” for specific girls based on boxes sold.
- Incentives for the cookie sale are given at the council level and should not be given through troop cookie proceeds.
- Acceptable ways proceeds can be used, but not limited to:
 - > Troop trips that include the majority of the girls
 - > Early bird membership dues for all girls
 - > Uniform components, badges, and Girl Guides
 - > Service projects, especially towards bronze and silver awards

3 HAVE A FAMILY PARTY

Hold a short family meeting so girls can tell their families about their goals and ask for assistance. Find resources for communicating with families at LittleBrownie.com.

4 START WITH TRUSTED CUSTOMERS

Family and friends make great cookie customers. If girls need more customers to reach their goals, they can participate in a booth sale with your troop. An adult volunteer can also help find success using the Digital Cookie® platform.

5 CELEBRATE AND SHARE YOUR SUCCESS

When girls reach their goals, celebrate! Thank customers, share your cookie stories or throw a party



PARENT MEETING GUIDE

Conduct a Family Meeting - Set a date and time for your parents to try to give them as much notice as possible and explain the importance of this meeting.

- Invite parents to the meeting
- Explain the importance of the Cookie Program
- Give parents your contact information
- Discuss the goals of the troop and what the girls have voted to use their proceeds towards. Encourage families to set individual goals.
- Distribute & Review all materials with the troop, including Safety Wise Rules.
- A permission slip must be filled out completely with name, address, phone #, and email and signed by each parent/guardian that would check out cookies in order for each girl to participate.
- Form a plan for cookie delivery & pickup.
- Talk about receipts.
 - Receipts protect both the troop and the parents. It keeps record of who is financially responsible for the cookies. Receipts should be given for every cookie and money transaction. Parents should keep a copy of all receipts for their records for 1 year.
 - Troop number, girl name, parent signature and signature of the person who distributed the cookies are required for receipts.

NO. OF CASES	NO. OF PAGES	VARIETIES	AMOUNT DUE
		SAVANNAH SMILES®	
		TREFOILS®	\$ 228.00
		DO-SI-DOS®	
		SAMOAS®	(\$ 156 cash)
		TAGALONGS®	(\$ 72 check)
		THIN MINTS®	
		GIRL SCOUT S'MORES™	
		TOFFEE-TASTIC™	
		TOTAL	

RECEIVED BY (SIGNATURE) *Troop sign* GIRL'S NAME *Kaylee M.*
 RECEIVED FROM (SIGNATURE) *Parent sign*
 (IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS) M-3

NO. OF CASES	NO. OF PAGES	VARIETIES	AMOUNT DUE
1		SAVANNAH SMILES®	72 @ 4 = 288
1		TREFOILS®	12 @ 5 = 60
1		DO-SI-DOS®	
1		SAMOAS®	total \$ 348
		TAGALONGS®	
		THIN MINTS®	
	6	GIRL SCOUT S'MORES™	
	6	TOFFEE-TASTIC™	
6	12	TOTAL	

RECEIVED BY (SIGNATURE) *Parent Sign* GIRL'S NAME *Kaylee M.*
 RECEIVED FROM (SIGNATURE) *Troop Signature*
 (IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS) M-3

- Talk about money. Girls may check out up to 7 cases (\$336) at a time. If the troop chooses to check out more than 7 cases to a girl, the troop will be held responsible for the cookies over 7 cases if the girl/parent fails to pay.
 - You may NOT ask for pre-payment from parents.
 - Money should be turned in before more cookies are checked out.
 - Money may NOT be collected before cookies are delivered.
 - \$3.40 of each box (\$4.40 for Toffee Tastic & S'mores), \$0.60 stays with the troop.
 - When taking checks make sure to get a phone number and do not accept checks that do not have preprinted information on them.
- Booth sale etiquette.
 - Behave like a Girl Scout.
 - Electronics should be put away (unless using digital cookie).
 - Refer to Booth Sale Basics on page 19.
- Workplace sales
 - We understand that many girls sell cookies at their parent's place of business by walking around and selling or by leaving an order card with a note from the girl outlining her goals. However, cookies may not be left at a place of business without the girl attending them.

SOCIAL MEDIA GUIDELINES AND SAFETY WISE RULES

SOCIAL MEDIA GUIDELINES

Girls are only to use the Internet to market the Girl Scout Cookie Program and Fall Product Program to friends and family (for clarity, “friends and family” are people whom the girl or her family personally know).

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts *should always be led by a girl while also being supervised by her parents or caretakers.*
- Friends and family of a girl participating in the cookie program must not market or share a girl’s contact information, sales links, or sales information on public-facing online sites. They also should not share their sales link with any news outlets (this includes online and traditional news media, such as radio, television, or magazines).
- For safety purposes and other reasons, online marketing activities, especially those conducted through social media platforms, should always be done through accounts set to “private.”
- Should any online marketing activities be identified as in violation of guidance, GSUSA or Girl Scouts Western Oklahoma reserves the right to intervene and request

Sample Posts:



“Girl Scout cookie time is here! We will be selling this year and Suzy’s goal is 600 boxes. We will be out on Friday night walking around the neighborhood. We have all your favorite varieties this year! See you soon!”

“Suzy is halfway to her goal of 600 boxes! Troop 101 will be out at Lowe’s on Memorial from 2pm-4pm. We still have plenty of your favorites so come by and see us!”



SAFETY WISE RULES

- **Show you’re a Girl Scout.** Wear the Girl Scout membership pin and/or Girl Scout clothing/uniform to identify yourself as a Girl Scout.
- **Buddy up!** Always use the buddy system. It’s not just safe, it’s more fun.
- **Be streetwise.** Become familiar with the areas and neighborhoods where you will be selling Girl Scout cookies.
- **Partner with adults.** At least two registered and approved volunteers should be present at every troop cookie booth sale at all times. Adults must accompany Girl Scout Daisies, Brownies and Juniors when they are selling or delivering product. Girls ages K-5 must be supervised by an adult when selling door-to-door and must never sell alone.
- **Plan ahead.** Always have a plan for safeguarding money, avoid walking around with large amounts of it or keeping it at home or school. Do not leave money in cars unattended. Give proceeds to supervising volunteers to deposit into your troop account as soon as possible.
- **Do not enter.** Never enter the home or vehicle of a person when you are selling or making deliveries. Avoid selling to people in vehicles or going into alleys.
- **Sell in the daytime.** Sell only during daylight hours unless accompanied by an adult.
- **Protect privacy.** Girls’ names, addresses or e-mail addresses should never be given out to customers. Use a group contact number or address overseen by an adult for customers to request information, reorder or give comments. Protect customer privacy by not sharing their information.
- **Be safe on the road.** Always follow safe pedestrian practices especially when crossing at intersections or walking along roadways. Be aware of traffic when unloading product and passengers from vehicles. Girls should never sell cookies in medians or near traffic.
- **Be net-wise.** Take the GSUSA Internet Safety Pledge before going online and follow the specific guidelines related to marketing online.

CALCULATING YOUR TROOP'S INITIAL ORDER

INITIAL ORDER (DUE JANUARY 3, 2019)

Recommended initial order is 190 packages per registered girl. (For new troops, an order of 100 packages per girl is recommended.)

Calculate YOUR TROOP'S Initial Order here:

Number of girls in troop	X Target PGA	= Initial Order Amount
# of girls	X 190	=
# of girls	X 250	=



Stay tuned to eBudde emails for the following initial order help:

- A spreadsheet of RETURNING troop's recommended order (80% of last year's TOTAL packages).
- An Excel worksheet that allows you to enter the number of girls you have selling and your troops per girl average goal, from 100 – 250 packages. Based on this information, it will compute the number of cookies of each variety you should order on your initial order.

***Note - Initial order cookies may be exchanged/returned until February 18.**

- ***If a troop is returning initial order cookies, they may not have checked out more of that particular variety from any cupboard since receiving their initial order.***
- *Cases must be unopened & undamaged*
- *Limited to availability of cupboard varieties*
- **If your troop plans to return cookies from your initial order, you must contact us at info@gswestok.org first for approval before you can do so.**

Troop Initial PGA Recognitions

Troops who place an initial order between 190 – 250+ packages per REGISTERED girl (at time of initial order) will earn special troop recognitions. If your troop plans to order enough to earn either of these troop recognitions, be sure to first get the commitment to sell these cookies from your troop parents and girls.



Initial order of 190+ packages per REGISTERED girl (at the time of initial order) earns TWO money bags for the troop to use for booth sales.



Initial order of 250+ packages per REGISTERED girl (at the time of initial order) earns one Girl Scout Cookie Banner to use for booth sales.

*These rewards are cumulative. Meaning if a troop orders 250+ PGA, they will receive both the money bags and the banner.



HOW TO PLACE YOUR TROOP'S INITIAL ORDER


You will use eBudde to place your initial order. **The initial order is due in eBudde Thursday, January 3, 2019 by 11:59 p.m.**

Registered Girls:

- On the “Girls” tab you can view all the girls registered with your troop.
- Names of girls will be automatically uploaded from our database of registered girls weekly throughout the sale.
- Troops will not be able to add/remove girls, thus it is important to ensure that all participating girls are registered. If there are girls missing or girls that are no longer active in your troop, email info@gswestok.org or call 1-800-698-0022. They will be able to verify registration status and update eBudde.
- Only girls with cookies associated with their name in eBudde at the end of the sale will count as selling and be used to calculate your final per girl average.

Initial Order Tab:

- Choose the “Initial Order” tab.
- Enter the number of packages you wish to order **IN THE “OTHER” COLUMN** for each variety. (There are 12 packages per case of cookies. Must be ordered in multiples of 12.)
- **Do not enter cookies next to individual girls’ names at this time.** (You’ll be able to allocate cookies to the girls who sell/pay for them AFTER the initial order.)
- When you are positive you are finished with your initial order, click “Submit Order”. You cannot make changes after this. IF you need to change or add to your order after you’ve submitted, contact your SU Cookie Consultant who can make fixes until January 6th.

Uses DOC	Girl	\$ 4.00 SvSm	\$ 4.00 Tre	\$ 4.00 D-S-D	\$ 4.00 Sam	\$ 4.00 Tags	\$ 4.00 TMint	\$ 5.00 SMr	\$ 5.00 Toff	Total
IMPORTED		0	0	0	0	0	0	0	0	0
 OTHER		240	360	360	960	720	1320	264	96	4320
BOOTH		0	0	0	0	0	0	0	0	0
Pkgs. Ordered		240	360	360	960	720	1320	264	96	4320
Cases to Order		20	30	30	80	60	110	22	8	360
Extras		0	0	0	0	0	0	0	0	0

Choosing your Delivery Site (APPLIES TO OKC METRO TROOPS ONLY):

Troops in the OKC metro area must choose one of the warehouse pick-up dates (January 25 or 26) after submitting your initial order

- After you place your initial order, the system will prompt you to choose your delivery site/date.
- On the “Delivery” tab, click who is picking up the order.
- Click if you will be picking up for more than one troop.
- Choose your delivery station.
- Choose a pick up date & time.
- Click the “Submit My Information” button at the top of the page. The system will confirm your submission. You can click “View Confirmation” and print this page to bring with you to delivery.

Delivery to areas outside of the OKC metro - Will be delivered between Jan 28 - Feb 2. Specific dates for each SU will be set by our delivery agent and communicated to Service Unit Cookie Consultants. You will receive an e-mail notice from your SU Cookie Consultant or from eBudde when delivery dates and times have been scheduled for troops outside of the OKC metro area.

DELIVERY BASICS

- OKC Metro troops delivery – January 25 or January 26
- Troops outside the OKC Metro delivery – January 28 - February 2
- Arrive at your assigned or chosen date/time.
- Be sure to use a vehicle large enough to hold all of your cookies at once. See the chart below for general guidelines on how many cases will fit in your car. Please note this guide is accurate if your car is free of car seats, strollers and the like. If you need multiple vehicles to pick up your order, be sure you arrive and get in line together.
 - For trucks and trailers, be sure to bring tie downs and tarps in case of rain. Cookies will not be loaded in unsanitary stock trailers.
- You are required to get out of your car and count the cookies as they are loaded. Your troop is responsible for the cookies you sign for.



Car type	Case Capacity
<i>Compact Car</i>	23
<i>Hatchback Car</i>	30
<i>Mid-Size Sedan</i>	35
<i>Mid-Size SUV</i>	40
<i>Full-Size SUV</i>	50
<i>Station Wagon</i>	50
<i>Mini Van (seats in)</i>	75
<i>Pick Up Truck (full bed)</i>	100
<i>Cargo Van (seats in)</i>	200
<i>8 X 10 Trailer</i>	250

Delivery to your Girl Scouts and families

- 1** Sort all cookies and orders before you let any parents pick up cookies. This will help you identify a problem with your order before anyone picks up.
- 2** Notify parents of the date, time and location that they can pick up their order. Give yourself enough time to get home, unload the cookies and prepare orders.
- 3** Girls may check out up to 7 cases (\$336) at a time. Money should be turned in before more cookies may be checked out. If troops choose to check out more than 7 cases at a time to a girl, the troop will be responsible for anything over the 7 cases if the girl/parent fails to pay.

- 4** Prepare cookie receipts for each girl. When parents pick up, have them count and verify their order. Complete a receipt for every cookie transaction. Provide each girl with a money envelope with their balance and the date it's due.

- 5** Remember, parents are responsible for all cookies that they sign for. **You must write a receipt each and every time cookies or money exchanges hands. Keep your receipts in a safe place with the parent permission slips.** If you have a girl with separated parents, be sure that the parents pick up and sign for their separate orders.

TIP- Providing a receipt each time cookies or money exchanges hands keeps a record of who is financially responsible for those cookies. Protect yourself and protect your troop – always give a receipt. Always date the receipt, include the troop number and girl's name and the parent should sign the receipt. Keep the original white/top copy and give the other to the parent.

RECEIPTS & ACH SCHEDULE

Girls may check out up to 7 cases (\$336) at a time. Money should be turned in before more cookies may be checked out.

If troops choose to check out more than 7 cases at a time (\$336) to a girl, the troop will be held responsible for anything over the 7 cases if the girl/parent fails to pay.

Trouble collecting money from a parent?

If a troop is unable to collect money from a parent, the Troop Cookie Consultant should gather all receipts associated with the parent and keep a record of all communication. Continue attempts to collect with parent until a collection report has been filled out. The report will be sent out in an eBudde email after the Final ACH has been completed. The report must be returned to the Product Sales office ASAP. Troops may be refunded up to 7 cases per girl (\$336 - troop proceeds \$50.40 = \$285.60) for complete forms when original documentation submitted.

TAKE THE TIME TO ACCURATELY RECEIPT ALL COOKIES GOING OUT AND MONEY COMING IN.

A parent MUST sign and receive a yellow copy of the receipt. Girls must turn in money regularly to receive more cookies.

The Girl Scout Cookie Program is designed to be a positive learning experience for girls and adults, and in keeping with their responsibilities under the Girl Scout Law including "to be honest and fair." As part of this responsibility, Girl Scout parents/guardians granting permission and volunteers handling funds are accountable for forwarding money from the sale of products to the troop. Troops may NOT ask parents to pay for cookies before they are sold or at time of pick up. *Girl Scouts of Western Oklahoma reserves the right to use available alternatives to ensure proper collection of funds.

MONEY AND/OR PRODUCT RECEIPT		CLIPBOARD# RECEIVED/DEDUCTED	RECEIPT NO. 101-1
TROOP NO. 101	REPORT CODE	DATE 2/3/17	FROM
NO. OF CASES	NO. OF PKGS.	VARIETIES	AMOUNT DUE
1		LEMON	\$336.00
1		TREFOILS®	
1		DO-SI-DOS®	
1		SAMOAS®	
1		RAH-RAH RAISINS™	
1		TAGALONGS®	
1		THIN MINTS®	
7		← TOTAL	\$336.00
			AMOUNT PAID
			AMOUNT STILL DUE

RECEIVED BY (SIGNATURE): Parent
 RECEIVED FROM (SIGNATURE): troop cookie chair
 GIRLS NAME: Mia P.
 (IMPORTANT: BE SURE TO SHOW TROOP NUMBER ON ALL RECEIPTS) M-3

Paying your troop's cookie bill:

- ❖ GSWESTOK will use an **Automated Clearing House (ACH)** transaction to remove the specified amount directly from the troop account and deposit it into the council account.
- ❖ This year the council will withdraw cookie payments by ACH 3 times, but troops should make weekly deposits.
- ❖ ACH amounts will be uploaded into your "Payments" tab in eBudde 5-7 days BEFORE the ACH is submitted. Please let the product sales manager know in writing (e-mail or letter) at info@gswestok.org at least 48 hours before the deadline if the amount posted is incorrect or if you are unable to make the full payment. You will receive a prompt response to your email. Call if you do not hear back from us within 48 hours. Bank charges for insufficient funds will be the responsibility of the troop unless the troop has sent in writing an adjusted ACH amount at least 48 hours before ACH deadline or the charge is the result of council error.

DEPOSIT & ACH DEADLINES	
<i>All deadline times are close-of-business on the date listed</i>	
Tuesday, February 12	Troop payment amount
Tuesday, February 19	First ACH, 1/2 of initial order balance due
Tuesday, March 5	Troop payment amount
Tuesday, March 12	Second ACH
Tuesday, March 28	Final ACH, final balance due on sales report tab

Reporting Issues - When you become aware of a potential problem in a troop, contact your SU Cookie Consultant to document the problem. Circumstances that may require additional time or special arrangements will be handled on a case-by-case basis. These may include serious illness or death in the family, fire, theft and auto accidents.

COLLECTING MONEY

Troop Banking

- Every troop should have a troop bank account.
- All troops should have a completed Checks, Inc. form on file before the start of the cookie sale, January 25, 2019. A new form must be submitted if the account is new or any of the account signers have changed.
- All money collected during the cookie program should be deposited into the troop account regularly.

Handling Cookie Money

- All money collected from the sale of cookies should be deposited into the troop account. This includes both cash and checks.
- **We strongly encourage deposits of all funds collected from families and booth sales in timely manner. DO NOT keep large sums of money in homes or vehicles. You are still responsible for this money.**
- Cookie money should never be deposited into a personal bank account.
- All checks should be written to “Girl Scouts Troop ____” (your troop number). All checks must be deposited within 30 days of receipt to adhere to state guidelines. Any checks deposited after 30 days returned for insufficient funds will become the responsibility of the troop.
- For petty cash for booth sales, DO NOT use an ATM or make a cash withdrawal. It is a best practice to write the check to another signer with the memo line “cookie booth petty cash”. When deposited back into the account use a separate deposit slip to show the money going back into the account.
- Use troop or bank deposit slips. Deposit all money into troop account listing troop and SU numbers on the deposit slips. Troops keep copies of their deposit slips for troop records.
- Do what you can to avoid bad checks by not accepting counter checks and/or checks with no personal information printed on them. It is good practice to get a phone number for all checks.
- Invest in a Counterfeit Bill Detector Pen for use on bills \$20 and larger at booth sales.
- GSWESTOK does not re-imburse for counterfeit bills.

Handling Bad Checks

The most common money issue during the cookie sale is NSF Checks (a deposited check which has not cleared the bank). This is why we use Checks, Inc. Checks, Inc. is a fee recovery service to aid in the collection of bounced checks to a troop or group account.

Reimbursement from Checks, Inc. is not automatic, funds must be collected by Checks, Inc before they will be sent back to the troop. Checks, Inc. may contact the volunteer on record for the troop to see if you have more information, especially if there is no phone number on the check. If a payment is made to the troop on a bounced check, it is the volunteer’s responsibility to contact Checks, Inc. otherwise the collections will continue.

BOOTH SALES

What is a Cookie Booth?

Cookie booths allow girls an opportunity to reach their goals and make a difference in the community! People want to buy Girl Scout Cookies, but they may not live in an area where a Girl Scout comes to their door. By setting up a cookie booth at a business, event or other public location, customers can get cookies in a convenient location and can get additional cookies when they want them. Troops use their initial order cookies and additional cookies picked up from cookie cupboards to sell at booth sales.

Is there a certain time that I need to sign up for Council Sponsored Booth Sales?

Yes. See the timeline on page 5 for the first four signup dates/times.

There are two types of booth sales:

1 Council Sponsored Booth Sales – These booth sales are set up by the Product Sales team and are located in high-traffic locations such as Walmart. These locations are on the Council-sponsored booth sale locator in eBudde for your troop to sign up. You are not permitted to contact these locations to set up additional booth sales.

How do I sign up for Council Sponsored Booth Sales?

- Click the “Booth Sites” tab.
- Click the plus sign next to the city in which you want to choose your timeslots.
- Choose the retail chain and location by clicking the plus sign next to it.
- Choose the date and time range you prefer. This will bring up a new screen with all available times.
- Click on your preferred time slot and click “Submit.” You will receive a message that your time is reserved.

2 Non-Council Sponsored Booth Sales – Your troop can set up their own booth sale as long as it’s a location that is not listed on the Council-sponsored booth scheduler. (Ex. Local place of worship, sporting events, smaller grocery stores.) Talk with the store manager and get on their calendar. Then, enter your booth sale into “My Sales” in eBudde for official approval and so it will show up on the Cookie Locator App.

How do I get a non-council sponsored booth sale approved?

- Click the “Booth Sites” tab. From the drop down box, choose “My Sales”.
- Click “add a Location”
- Fill in the location information, date and time range. Submissions must be made 24 hours in advance of the booth sale.
- Click “Update”. Your request will be pending until approved or denied. Other troops cannot see this information in eBudde, but it will be included in the Cookie Locator App for customers to find.

If you cannot attend a booth, release it in eBudde! Customers make special trips to booth sales they find listed in the Cookie Locator. It’s extremely disappointing when they find the booth empty because the troop didn’t cancel it in eBudde.

Instructions for releasing a booth in eBudde:

1. Click the “Booth Sites” tab. Click the plus sign next to the city in which your booth sale is scheduled.
2. Choose the retail chain and location by clicking the plus sign next to it.
3. Choose the date and time range you had signed up for. This will bring up a new screen of all this locations booth sale times.
4. Click the time you had signed up for, then click “Submit.” This will take your troop off the schedule for that booth sale site and allow another troop to pick it up.

BOOTH SALE BASICS

Booth Sale Rules:

- Girls need to be present at every booth sale. A minimum of two adults and two girls for a troop booth sale at one time. 3 – 5 girls are recommended.
- All adults at a booth sale should be registered and approved volunteers, since they are handling money and will be around girls.
- Be on time for your booth sale. Do not arrive early and expect to set up while the other troop is conducting their booth sale.
- Wear uniforms, Girl Scout t-shirts or Girl Scout pins – let everyone know who you are.
- Count cookies and money before and after each booth sale. Be sure money balances and write a receipt. Keep track of who was at each booth sale.
 - The Cookie Booth Sale Form on page 34 is a great tool to help you keep track of pertinent booth sale info.
- If two adults switch in the middle of the booth sale, you should count and verify that the cookies and money balance.
- Carry a cash box with around \$30 - \$60 in change. Do not go into the store to ask for change, come prepared.
- Do not stand in front of doorways or run to customers. Let them come to you and the girls. Instruct the girls on how to ask and what to say when the customer doesn't wish to buy any from them. Suggest Operation Cookie Drop for the customer.
- Do not eat, drink, smoke or chew gum at a booth sale. You and your troop are representing Girl Scouts to your community.
- Do not leave empty packages, cases or trash at your booth sale. The entire council may be asked to cancel all booth sales at that store or chain if there are issues! Do not ruin it for other troops.
- If we receive a customer or store complaint about your troop during a booth sale, your troop may be removed from the remainder of your Council sponsored booth sales.
- Have an order card handy to reference nutritional information and ingredients.
- For petty cash for booth sales, DO NOT use an ATM or making a cash withdrawal. It is a best practice to write the check to another signer with the memo line "cookie booth petty cash". When deposited back into the account use a separate deposit slip to show the money going back into the account.

Distribute booth sale cookies to girls using two approved methods:

1. Equal distribution of cookies using the booth sale form on page 34 to figure total number of boxes sold. Divide this total equally among all girls who attended the sale.
2. Per time distribution by keeping track of each girl's hours worked. Add the girls' hours together to get total number of hours worked. Then divide the total number of boxes sold by total number of hours worked to find the average number of cookies sold per hour worked. Multiply each girl's hours worked by average # of cookies per hour (ex. 6 hours X 50 boxes per hour =300 boxes). Cross-check by adding each girl's boxes together. This total should equal the total number of boxes sold.



eBudde Booth Sale Recorder App

Enter booth sales into eBudde the easy way! Get the free smartphone app that works with eBudde to record the number of cookies sold at booth sites and keep track of which girls sold them. Get your free app at the App Store or Android Market. Or access the mobile website version using any web-enabled smartphone by going to ebudde.littlebrownie.com/booth.

Promotional Ideas

- Display your goals. Customers want to help girls reach their goals!
- Prepackage cookies using decorative ribbon to encourage customers to buy in bulk.
- Utilize cookie costumes to give your booth energy and have fun! Booth sale kits which include costumes may be reserved at the council with a refundable \$20 deposit if the kit is returned on time. Kits are checked out on Wednesday through Friday and must be returned by the following Tuesday.
- Print off recipe cards to give to customers. Little Brownie has several fun and easy recipes on www.littlebrownie.com.

COOKIE CUPBOARDS

JANUARY 30 - MARCH 27, 2019

Cookie Cupboard Basics

- Place your pending order in eBudde before you go to the cookie cupboard. See instructions below.
- You will receive a "GIRL SCOUTS – Western Oklahoma COOKIE CUPBOARD CREDIT CARD" from your SU Cookie Consultant. Whomever is picking up cookies for your troop must bring this card with them to the cookie cupboard in order to make the pickup.
- You can go to any cupboard in the council area to pick up cookies.
- There are no returns on any cookies picked up from cupboards.
- Keep your cupboard receipts and verify that they were entered in eBudde correctly. If there is an error, contact info@gswestok.org.

Cookie Cupboard Locations - Stay tuned to eBudde emails for a full list of all of the cupboards in our council, as well as contact information and hours of operation.

The Council Cookie Cupboard- 6100 N Robinson Ave, Oklahoma City, OK 73118

Open Jan 30 - March 27	Hours
Monday – Thursday	9:00am – 6:00pm
Friday	9:00am – 2:30pm
Saturday	9:00am – 12:00pm

How do I place an order?

It's easy! Use the pending order function in eBudde. To ensure we have accurate stock in each cupboard, all troops are required to place a pending order before they can pick up cookies. Please make every effort to place your order at least 48 hours ahead of time.

- Click the Transaction tab. Click the "Add a Transaction" button.
- Choose a pick up date and time. Do not choose a date/time that isn't listed as available for that cupboard.
- The "Type" field should say "Normal" and the "2nd Party" field should say "Cupboard."
- From the drop down box, select the cupboard you will be visiting.
- On the right, under "Product Movement" the drop down box should say "Add Product" – you are requesting to add cookies to your troop.
- Enter your case quantity. Add the contact info of the person who will be picking up your order.
- Once your order is complete, click "OK." This will place your order at the cupboard and you will now see your order highlighted in green on your transaction tab. Click the "Save" button at the top of your screen to complete the transaction. A pop up box will appear confirming your changes to the transaction tab.

Can I edit my pending order if I need to?

No, pending orders cannot be edited or deleted.

- If you need more cookies, simply add an additional pending order.
- If you end up needing fewer cookies than your pending order indicates, simply go to the cupboard and inform the person working. They will update the order for you.
- If you need to delete a pending order, call the cupboard at which your order is placed and they will delete it.

Troop to Troop Transfers - If you have too many cookies or need cookies as quickly as possible, you can utilize troop-to-troop transfers. Let other leaders know of your needs by contacting your SU Cookie Consultant, at SU meetings, by e-mail, or through Facebook. Both troops must provide copies of the receipt in their paperwork. See example to the right.

- The troop giving the cookies** will enter the transaction into eBudde in the Transactions tab.
- In the Transactions tab, the troop will "Add a Transaction", then select the other troop as the Second Party and choose Remove Product.



Ready to rock your cookie business – online?

A lot can change in 100 years – including our cookie sale! Last year, we used Digital Cookie for the first time, and the response was amazing! Digital Cookie gives girls and their cookie customers even more ways to participate; and combined with the power of in-person sales, troops can earn even more! More trips, more adventures, more Girl Scout FUN! Are you ready to dive in to the Girl Scout Cookie sale of the 21st century?

Today’s girls are digital natives who intuitively know how to use the latest technology. Digital Cookie will teach them how to apply that technology to their cookie business. By taking the five essential skills they’re already gaining through the Girl Scout Cookie Program, they get to add on tons of cool new lessons, like how to promote and grow a business online.

Digital Cookie offers so many ways to learn and earn, and earn cool cookie badges along the way! She can:




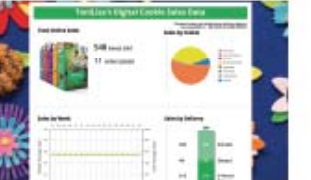
- Build and design her own Digital Cookie page, and get real-time feedback on how her sale is going!
- Organize her cookie customers and information, keeping in touch every step of the way!
- Take payment via credit card – a customer favorite!
- Ship cookies directly to customers; her business is no longer limited by distance!
- Most importantly, she gets to learn: what she wants, and when she wants.



4 Easy Steps to Get Movin' with the Digital Cookie™ Platform!

This cookie season superpower your sale by expanding your efforts from the booth to the web. Why? Because adding online and mobile channels to your sale can help you reach more cookie fans than you ever imagined. That's right! With the Digital Cookie™ platform you can market everyone's favorite cookies-with-a-purpose to customers down the block or across the country from the comfort of your couch. **AWESOME.**

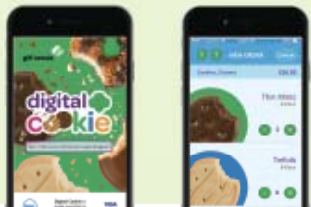
Here are 4 easy steps to jump into the fun, and slay those cookie sale goals like a true cookie boss!

<p>1 Register</p> <p>To sign up to use the Digital Cookie™ platform, just keep an eye out for a registration email coming to you a few weeks before cookie season starts.</p> 	<p>2 Set Up Your Site</p> <p>In just a few minutes, you can set up your sale goal, share your cookie story, and upload a fun picture or video. Then you're ready to save, review, publish, and...done!</p> 	<p>3 Invite Customers</p> <p>Manage your cookie customer list and easily send ready-to-use emails inviting people to support your sale. You can also promote your personalized cookie site link on Facebook with friends and family.</p> 	<p>4 Track Your Goal</p> <p>See how close you are to reaching your goal by tracking the number of boxes sold and orders placed, as well as sales by delivery type and cookie variety. You can even include offline sales to see your total progress—yum!</p> 
--	---	--	---

Sell on the go with the Digital Cookie Mobile App!
Download is FREE.

BONUS

Download on the App Store | GET IT ON Google Play



The Girl Scout® logo and mark, and all associated trademarks, including its use (printed in the Girl Scout Cookie, Girl Scout Cookie Program, The Girl Scout, Troop®, Digital Cookie and the Troop® design and mark) are owned by Girl Scouts of the USA. All rights reserved.

eBudde Transactions

Digital Cookie transactions are recorded in eBudde under the Girls Orders tab. Click on the girl's name to see all her transactions from Digital Cookie. Here are the 5 codes you'll see to describe the transaction:

- **DOC DLVR** – In-person delivery option. Will post payment only, the cookies will come out of the cookies the girl has checked out from the troop.
- **DOC SHIP** – Customer shipped cookies. Cookies will appear in the cookie other column and payment will post. Cookies will be shipped directly from the supplier.
- **DOC DON** – Customer donated cookies. Cookies will appear in the Operation Cookie Drop column and payment will post. Cookies will be donated from the council inventory.
- **DOC SHIP+** - Customer shipped cookies and donated. Cookies will appear in Operation Cookie Drop column and in Cookies Other column with a payment posted. Cookies will be shipped directly from the supplier.
- **DOC INHAND** – Girl used Digital Cookie app to collect credit card payment and handed the cookies directly to the customer, i.e. at a booth sale. Will post payment only, the cookies will come out of the cookies the girl has checked out from the troop.

Digital Cookie FAQ

Q: Will girls still participate in door-to-door and booth sales?

A: Of course! Digital Cookie doesn't replace in-person sales; it enhances them! The online experience simply expands girls' experiences by offering new ways to learn and sell!

Q: So anyone can go online, buy Girl Scout cookies, and have them delivered to their house?

A: Nope! Customers have to be sent a link to a girl's Digital Cookie page in order to purchase Girl Scout cookies. Our cookie sale is girl-driven and girl-led, as well as safety conscious; because of this, girls must initiate contact with people she knows to sell cookies. Girls will invite customers via email to visit her personalized cookie website. Should they choose to purchase, they can select to have their cookies shipped to their home, or delivered to them in person. A parent must approve each order before the customer is charged; this is especially important if they customer has chosen in-person delivery!

Q: Can I share my daughter's Digital Cookie link on Facebook or other social media?

A: You may, but only on your personal page. Public groups such as community swap or yard sale groups are strictly off limits! Again, our focus is keeping the sale girl-driven. Consider encouraging your daughter to create a video to share with your friends and family that features her Digital Cookie link, goal, and what her troop is planning to do with the funds she raises!

Q: Can we share Digital Cookie links with other customers, such as booth sale patrons, and encourage them to purchase more cookies later online?

A: You can! However, safety is the most important thing when using Digital Cookie. Be aware of who is purchasing cookies from your daughter, and do not allow any in-person delivery to anyone you don't know.

Q: What are the troop leader/cookie consultant's responsibilities regarding Digital Cookie?

A: That's completely up to you! You can be as hands-on as you would like. Registering and setting up a Digital Cookie site, contacting customers, and approving all orders is all done by the parent and the girl on their own computer.

GSWESTOK PROMOTIONS!

Operation Cookie Drop

There are occasionally reasons some customers may not want to buy cookies for themselves! Operation Cookie Drop is a program through which customers have the option to make cookie donations for our brave military troops serving overseas and to the Regional Food Bank. You can use the form on page 36 to record individuals who donate and would like a donation letter for tax purposes. Turn completed forms in to your SU Cookie Consultant at the end of the sale.

Girls earn the Operation Cookie Drop patch by selling 12 boxes or more of OPCD cookies, the Operation Cookie Drop event by selling 24 boxes or more of OPCD cookies, the Raining Cookies Umbrella by selling 48 boxes or more of OPCD cookies, and the Leopard Lovers Sleeping Bag for selling 100 or more boxes of OPCD cookies.

Our 7th Annual Operation Cookie Drop Event is scheduled for June 1, 2019. Time and location TBD. This event is an awesome way for girls to say “thank you” to the women and men that keep our country safe and to give back to the community!

Five for 5!

Customers who purchase five boxes of cookies will be entered in a chance to win a fabulous Girl Scout cookie jar and five cases (60 boxes) of cookies. Encourage customers who only planned on buying three or four boxes to increase their purchase to five for a chance to win! If a customer comments that they don't need five cases of cookies, be sure they know they can donate the cookies to Operation Cookie Drop.

Have the girls make signs to advertise this promotion to your customers. Contest ends March 25th. Winner will be drawn in May 2018. Visit www.gswestok.org/cookies to print your girls 5 for 5 business cards.

Facebook Promotions

What is your Girl Scout's cookie goal this year? Take a picture of her with a poster that tells her cookie goals and send it to info@gswestok.org. Include her first name and hometown. Pictures will be posted to the GSWESTOK Facebook page!

We can't wait to celebrate cookie success stories! Send us a picture of her during the sale and her story to info@gswestok.org, including her first name and hometown. Pictures will be posted on the GSWESTOK Facebook page.

Little Red Wagon Day

Little Red Wagon Day is February 9th! Cookie sellers hit the streets with their little red wagons to boost their cookie sales! Take a picture of her with her wagon and send it to info@gswestok.org, including her first name and hometown. Your photo may even get you a special prize!

Sending pictures to info@gswestok.org through this promotion implies permission to post the photo on the GSWESTOK Facebook page.

Keep an eye out for more promotions throughout the cookie sale!

GSUSA PROMOTIONS!

Cookie Pro Contest!

Girl Scouts of the USA's Cookie Pro Contest is coming back this year! The Cookie Pro Contest is an exciting opportunity to highlight the amazing skills and experiences that girls gain through participating in the Girl Scout Cookie Program. Look for more information by visiting www.girlscouts.org/cookiepro.

Each girl should share an overview including:

- Name
- Age
- Location and council name
- # of years as a Girl Scout
- Details about your cookie sales
- What amazing accomplishment have you done with your cookie earnings
- You can enter the contest at www.girlscouts.org/cookiepro and unlock your own patch.



National Girl Scout Cookie Weekend!

National Girl Scout Cookie Weekend is happening February 22th – 24th, 2019! This weekend is a chance to celebrate all of the amazing things girls around the country do with their cookie earnings every year and to highlight the importance of the 5 Skills they learn through the Girl Scout Cookie Program!

Rock star girls from our council are invited to share what they have learned by participating in the cookie program and where they are investing their cookie earnings. Let us know what amazing things you are doing. Go to Girlscouts.org/shareyourstory to share your story!



INITIAL RECOGNITIONS

DUE FEBRUARY 17, 2019

Sunday, February 17, is the deadline for girls to earn their initial recognitions. To earn the initial recognitions, girls must not only have checked out the required number of boxes, but they must also have paid for them.

Girls must be listed, number of boxes sold entered and money turned in entered in the “Girl Orders” tab in order to qualify for these recognitions.

Parents should turn in Money by February 15. Troop leaders have until 11:59pm on Sunday, February 17, to make the entries in the “Girl Orders” tab. After that time, troops will be temporarily locked out of eBudde on February 18.

The Product Sales team will pull a report of the girls earning these initial recognitions and place the order for you.

Initial recognition items will be sent to your Service Unit Cookie Consultant to distribute within two weeks of the booth sale start date.



100+ Packages
Go For Bold pin



200 + Packages
Pen Bracelets



300+ Packages
Samoa Jumbo Pillow

How to allocate cookies to the girls who sold them & credit payments in the Girl Orders tab:

1. Click the “Girl Orders” tab. This tab allows you to enter by girl-cookie orders, booth sale packages sold and payments. You can add a comment on each row.
2. Click the girl’s name you want to work with.
3. Click the “Add Trans.” button.
4. In the boxes below, key in a comment (receipt number, booth sales site) and add the cookies sold in the appropriate column. Use the tab key to move through the columns.
 - OPCD—add virtual boxes sold in this column and make sure to add a corresponding payment for the boxes on the same line
 - Cookie Booth—Add \$4.00 boxes sold at a cookie booth in this column and make sure to add a corresponding payment for the boxes on the same line.
 - Cookie Other—Add \$4.00 boxes checked out directly from the troop. Payments will be added on other lines with the receipt number.
 - Spec Booth—Add \$5.00 boxes sold at a cookie booth in this column and make sure to add a corresponding payment for the boxes on the same line.
 - Spec Other—Add \$5.00 boxes checked out directly from the troop. Payments will be added on other lines with the receipt number.

FINAL RECOGNITIONS

DUE MARCH 27, 2019

Recognitions are earned for the corresponding box level sold by the girl. They are cumulative. Be sure to give weekly updates to girls/parents so they can track the number of boxes needed to achieve their goals. Include booth sale boxes in weekly updates. Boxes should not be removed from one girl and given to another to make her reach the next level. If a girl just has a few more boxes to sell to reach the next level, then help her think of a way to achieve her goal. Use the fax form on page 32.

After all cookies have been allocated to the girls who sold them, place your final recognition order. Troops must submit their final recognition order by 11:59pm on March 28. Final recognition orders cannot be adjusted once they are submitted.

1. Click the Rewards tab. Click "Fill Out" next to the Final Rewards Order.
2. Enter or review total recognitions earned. Please be sure to indicate sizes and choices where needed.
3. Click "Submit" to submit the order.

2019 | Girl Scouts Western Oklahoma

Girl Recognitions

My personal goal: _____ packages



Clouded Leopard Plush
AND \$10 GS Rewards AND Goal Getter Patch
OR \$20 GS Rewards AND Goal Getter Patch
200+ packages




2019 Year Bar
30+ packages




Cookie Star Bandana
60+ packages



Go for Bold Theme Patch
90+ packages




Fashion Dry Erase Markers
AND \$10 GS Rewards
120+ packages



\$10 GS Rewards
and choice of:
Leopard Sleep Mask
OR Phone Ring Stand
160+ packages



It's furry!
Paws Off Journal
AND \$10 GS Rewards
300+ packages



\$20 GS Rewards
and choice of:
Desk Organizer
OR Leopard in Tin
400+ packages



Wild About Cookies Chair
AND \$40 GS Rewards
500+ packages



600 Club Event
April 14, 2019 at Frontier City
GSWESTOK Exclusive Day
AND Super Patch
AND Exclusive 600 Club T-Shirt
AND \$20 GS Rewards
600+ packages

Individual Girl Rewards by Feb. 15



Go For Bold Pin
100+ packages




Pen Bracelets
200+ packages



Samoa Jumbo Pillow
300+ packages

Troop Initial Order PGA Rewards

Troop Packages per registered girl on Jan. 3



Troops averaging 190+ packages will receive
2 Girl Scout Adventure Money Bags



Troops averaging 250+ packages will receive
1 Girl Scout Cookie Banner

Troop Final PGA Rewards



Troops averaging of 250+ packages per girl selling will receive
2019 Exclusive Cookie Patch

Troops averaging of 300+ packages per girl selling will receive
Troop Bonus Tee

Operation Cookie Drop

(Virtual box donations to the military and local food bank)



OpCD Patch
12+ packages



Raining Cookies Umbrella
48+ packages



OpCD Event June 1, 2019
24+ packages



Leopard Lovers Sleeping Bag
100+ packages



Zoo Friends Membership
OR Waterproof Camera
OR One Week of GSWESTOK Day Camp
OR \$50 GS Rewards
800+ packages



3D Create Pen
OR Science Museum Silver 2 Annual Membership
OR Design Your Own Converse
OR \$100 GS Rewards
1000+ packages



Camp Samoa at Camp E-Ko-Wah,
June 28-30, 2019
AND Camp Samoa T-Shirt
1300+ packages



American Girl Doll
OR CAMELBAK 2.5L Pack
OR FitBit ACE Activity Tracker
OR One Week of Resident Camp at Camp E-Ko-Wah (up to \$300 value)
1500+ packages



Great Wolf Lodge Trip
May 18 - 19, 2019
OR \$100 GS Rewards
2000+ packages



One Week of Horse Camp at Camp E-Ko-Wah
OR Polaroid Zip Mobile Printer
OR Wonderboom Waterproof Bluetooth Speaker
OR \$100 GS Rewards
2500+ packages



Echo Spot
OR Acoustic Guitar
OR \$100 GS Rewards
3000+ packages



Walt Disney World - June 3 - 7, 2019
3500+ packages

BAR PATCHES
given at highest level
earned starting at 100+
in increments of 100

300+

RECOGNITIONS OVER 800+ MAY NOT BE EXACTLY AS PICTURED.

2019 GIRL RECOGNITIONS!

Girl Scout Rewards Cards

GS Rewards Cards can be redeemed for GSWESTOK council camp sessions, council approved service unit day camps, council events, or council shop merchandise. Cards are non-transferable and will expire on May 31, 2020. Cards may only be used by the girl or her parent/guardian. All undistributed cards must be returned to the Product Sales office.

Recognitions earned over 800+ packages

Parents/guardians must make arrangements to pick up large recognitions from the Product Sales office. Written permission must be sent to info@gswestok.org for anyone other than the parent/guardian to make the pick-up.

Troop PGA Opportunities

250+ PGA--Troops that have a PGA of 250+ per girl selling will earn a 2019 Exclusive Cookie Patch for each participant. The troop must also be paid in full on the final March 27th deadline.

300+ PGA—Troops can earn a free t-shirt for each participating girl if their troop per girl average is 300 or higher. Inactive/non-participating girls do not affect the PGA if cookies are not applied to them. The troop must also be paid in full on the final March 27th ACH deadline.



Operation Cookie Drop (June 1, 2019)



Join us for our annual event for girls who received 24+ boxes donated to Operation Cookie Drop! We create ornaments, cards and crafts to send to service women and men overseas, and say THANK YOU for all of your hard work!

600 Club Event (April 14th, 2019)

Frontier City is Oklahoma's very own western-themed amusement park. Join us for an exclusive Girl Scout day experience! Each girl will receive access to awesome rides, games and much more, as well as a 600 Club t-shirt. A parent or guardian is required to accompany the girl.



Camp Samoa (June 28th – 30th, 2019)

Get ready for a weekend of fun! Camp Samoa is an exclusive weekend camp for girls who sell 1300+ boxes of cookies! Girls and one adult female guardian will be invited for two nights at Camp E-Ko-Wah where they can enjoy all the classic camp offerings they love, as well as special activities just for Camp Samoa!



Great Wolf Lodge Trip (May 18th-19th, 2019)

We're so excited about another awesome trip to this amazing water park resort hotel! Girls who earn this recognition will be invited to join us, along with one female adult guardian, for an overnight stay at the Great Wolf Lodge Resort in Grapevine, TX.



Walt Disney World (June 3 – 7, 2019)

Disney was so magical last year, we are doing it again. Girls can earn a magical trip to the Walt Disney World resort in Orlando, Florida! Each girl that sells 3500+ boxes of cookies will receive: roundtrip airfare from Will Rogers World Airport to Orlando International Airport, 4 nights at a Walt Disney World resort, 3-Day Magic Your Way Base Tickets, PhotoPass Memory Maker, and a Quick-Service Dining Plan! This trip will be chaperoned by council staff.



INVENTORY MANAGEMENT



Inventory management is key to a successful cookie program. Service Unit Cookie Consultants have experience in this area and are happy to help troops navigate throughout the sale.

The TCM and troop leader should agree on a plan for how cookies will be distributed to the girls. We recommend you seek a commitment from the girl and her parents/guardians of the minimum amount of cookies she will sell. Once the money for those initial cookies has been turned in, the girl/parents/guardians may be given more inventory to sell.

Explain the procedure to girls and parents/guardians to alleviate confusion and create accountability. We strongly encourage that you do not check out additional cookies to a parent/guardian until funds have been turned in for their previous check-out of cookies.

Each troop will be provided with cookie receipt books to be used to track cookie and money transactions within the troop. They are carbon copied so that both the TCM and the parents/guardians can retain a copy. This paper trail is very important and is for the protection of everyone involved.



- Write a receipt for every package of cookies checked out and all money transactions.
 - On every receipt include cookie variety, how many packages of each, troop number, date the signature of the adult accepting the cookies or money, as well as the person giving the cookies or money.
 - Both parties should count the cookies and money together.
 - The troops should keep the white copy of the receipt and give the yellow copy to the parent/guardian.
- Keep all copies of all receipts, including starting inventory order, cupboard, and troop's transactions.
 - Encourage parents to keep a copy of all receipts for their use for at least one year.
 - Update eBudde frequently. See page 25 for further assistance on tracking girls' sales and payments.



Ca p-ital Campaign

By now you have heard the news, Girl Scouts Western Oklahoma is building our girls the camp they deserve: a state-of-the-art, STEM based urban camp located next to the Oklahoma City Zoo. We've made great progress with fundraising to reach the \$12.2 million goal. Plans are underway to break ground in February 2019 and opening Summer 2020.

The camp will span approximately 14 acres in a beautiful, tree covered setting adjacent to the zoo lake. Programming will include all the traditional features of a camp and more. This will be THE PLACE for girls to focus on the four pillars of Girl Scouts: STEM education, outdoor experiences, life skills, and entrepreneurship. It will inspire new ideas, acknowledge a girl's mastery of skills and invite her to challenge herself further by taking that next step in her leadership journey.

This innovative, urban camp will:

- Provide state-of-the-art STEM education opportunities.
- Offer thousands of adult volunteers the opportunity to learn new skills to serve their girls.
- Afford Girl Scouts and their families the opportunity to stay overnight in a safe and fun place.
- Provide an opportunity to partner with mission-supporting organizations to enhance the Girl Scout experience.
- Become a destination to serve not only our Girl Scouts, but ALL girls.

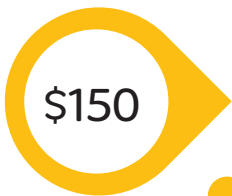
When girls **Camp the City**, they will experience all of this and more!

Here's how you can help build our new tradition:

- 1) Please have the Troop consider donating .10¢ or more for each box of cookies sold.
- 2) Troop members sign THE PROMISE to participate. The Promise will be distributed at later date.
- 3) Earn meaningful incentives.

Supporting the **Camp the City capital campaign** will give our girls the chance to remember the very first time they “**slept under the stars and skyline.**”





For a troop donation of \$150.00

- An invitation for the entire troop to attend the **Grand Opening Celebration for girls at the new urban camp.** (Estimated to take place summer 2020)



For a troop donation of \$300.00

- An invitation for the entire troop to attend the **Grand Opening Celebration for girls at the new urban camp**
- Every troop girl member will receive a **commemorative patch.**



For a troop donation of \$750.00

- An invitation for the entire troop to attend the **Grand Opening Celebration for girls at the new urban camp**
- Every troop girl member will receive a **commemorative patch.**
- A **personalized on-site recognition** for troop at the new urban camp.



For a troop donation of \$1,500.00

- An invitation for the entire troop to attend the **Grand Opening Celebration for girls at the new urban camp**
- Every troop girl member will receive a **commemorative patch.**
- A **personalized on-site recognition** for troop at the new urban camp.
- **Half off the cost of a one-night rental** during the soft opening; PLUS The troop will be entered into an opportunity drawing for a free night stay for the entire troop.

We agree to contribute \$ _____ towards the Camp the City: Under the Stars and Skyline Campaign.

I authorize this amount to be transferred from the troop account on April 15, 2019.

Troop: _____ Authorized by: _____ Date: _____

Signature: _____

Please return donation authorization with your Troop's final cookie paperwork to your SU Cookie Consultant or you may send it to info@gswestok.org or mail it to ATTN: Camp the City 6100 N Robinson Ave. Oklahoma City, OK 73118. If you have any questions, please contact info@gswestok.org.

COOKIE BOOTH TALLY SHEET

Booth Location _____ Booth Date/Time _____

Adults in Charge _____

Adults in Attendance _____



Cookie Selection	Savannah Smiles	Trefoils	Do-si-dos	Samoa's	Tagalongs	Thin Mints	S'mores	Toffee Tastics
Beginning Inventory								
Ending Inventory								
Total Packages Sold								

Girl Scout at Booth Sale	Start Time	End Time	Total Hours	Cookies

Ending Cash	\$
(-) Starting Cash	\$
(=) Amount Received	\$

OPCD Donations Received	\$
-------------------------	----

SU _____ Troop _____

Operation Cookie Drop

Please use this form to record any individuals who donate to Operation Cookie Drop and who wish to receive a donation letter for tax purposes. Turn these completed forms into your SU Cookie Consultant at the end of the sale.

1. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

2. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

3. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

4. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

5. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

6. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

7. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

8. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

9. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

10. Name _____ Address _____ City _____
State _____ Zip code _____ Boxes donated _____
E-mail address _____

Troop Cookie Consultant Appointment Agreement

SU # _____ Troop # _____

Volunteer Name: _____ e-mail: _____

Address: _____ City: _____ Zip: _____

Phone D: _____ E: _____ C: _____

Supervisor: Product Sales Manager e-mail: info@gswestok.org

Address: 6100 N Robinson City: Oklahoma City Zip: 73118

Phone D: (405) 528-4475 C: (405) 704-0575

This Troop Cookie Consultant agreement contains commitments to qualify management of the troop's cookie sale.

1. As a Troop Cookie Consultant, I will complete the Troop Cookie Consultant training before January 3, 2019.
2. I will ensure that all participating girls in the sale are registered Girl Scouts and have parental permission
3. I will place the troop's initial cookie order online using eBudde by January 3, 2019.
4. I will promptly pick up the troop's cookies at the scheduled time and delivery location OR will make arrangements for someone else to pick them up. This person must be designated as Troop Pick-up in eBudde or they will not receive cookies.
5. I will manage the troop's booth sales or will work with a dedicated booth sale troop volunteer to help register for troop booth sales in eBudde.
6. I will regularly collect cookie money and receipt all transactions from participating girls and will ensure the deposit of all cookie money in the troop's bank account.
7. I will meet all troop deposit deadlines.
8. I will complete all cookie sale paperwork and enter the recognition orders online in eBudde by March 27, 2019.
9. I will promptly pick up, distribute and receipt the girls' recognitions.
10. I will observe all national and council guidelines, procedures and standards.
11. I will be financially responsible for the troop/group's cookie monies turned in to me and will receipt all cookie and money transactions.
12. I will keep all records for at least one year, including all girl receipts.
13. If I am unclear or need assistance with any aspect of the cookie sale, I will seek the assistance of my SU Cookie Consultant or the product sales team at GSWESTOK.

I will promote a positive Girl Scout leadership experience for ALL girls and adults I interact with!

I have read the Troop Cookie Consultant Appointment Agreement and will fulfill all requirements as listed. I also understand that I must complete these requirements to be considered for reappointment.

Length of term: 9 months Term from : Nov. 1, 2018-June 30, 2019

Signature of Troop Cookie Consultant: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Booth Sale Guidelines

1. Booth Sales begin February 15. February 2-14 is the time period focused on individual girl sales. Troops should help girls reach their individual sales goal in ways OTHER than booth sales (troop neighborhood canvassing, using the fax forms by identifying businesses, etc.)
2. ALL booth sales will be coordinated through the Booth Sale Coordinator of the SU to minimize time spent by store managers on requests and also as a check to ensure that only eligible, registered Girl Scout troops/groups participate. Additionally, store managers will be advised to work only with the Booth Sale Coordinator. Troops are encouraged to suggest potential locations to the Booth Sale Coordinator and may help coordinate booth sales at locations OTHER than those the BSC has arranged. Troops may submit other locations in "My Sales" in eBudde. All sales listed in eBudde are connected to the Cookie Locator app.
3. All troops/groups authorized to conduct a booth sale will be able to sign up using eBudde for time slots at specific locations beginning January 18 at 9pm and will be able to print a confirmation at the time of sign-up. The confirmation must be prominently displayed at the booth. If two troops/groups should happen to be at the same site at the same time, only the troop/group with the confirmation will be allowed to continue its sale. Booth sales in eBudde are for troop use, not for individual girl sales, unless noted otherwise
4. Girl safety is of primary importance! All sales must be conducted in areas safe for girls (i.e. not on street medians, busy parking lots in flow of traffic, busy sidewalks, poorly-lit areas, etc.) Adults should consult with the store manager for the safest, most convenient location for the booth.
5. Girls must be identifiable as Girl Scouts by wearing a membership pin and/or uniform.
6. There must be at least 2 registered volunteers present at any troop booth sale. We highly recommend that two volunteers be present at booth sales that include either three or more Daisies, Brownies or Juniors or five or more Cadettes, Seniors or Ambassadors. Safety Wise guidelines must be observed. Individual girls and their parents/guardians may conduct booth sales at locations listed in eBudde. 2 adults are suggested at individual booths, but not required.
7. Money should be kept out of sight, preferably in a waist belt worn by an adult. As money is collected, large amounts should be moved to a safe place to avoid temptation by anyone.
8. All girls and adults are to be courteous to store employees, potential customers and other groups and individuals. Girls should not follow customers, chant or yell loudly. Trash and empty cookie cases must be removed from the booth location and thrown away elsewhere. Don't fill up the trash bins at the booth location.
9. Please follow these guidelines to ensure your troop/group's participation in future booth sales.
10. Share these guidelines with all adults responsible for working booth sale(s).

I have read the above listed Guidelines for Conducting Booth Sales and agree to abide by said guidelines. I understand that failure to follow these guidelines may result in the troop/group not being allowed to participate in future booth sales and in the cookie sale. I will share these guidelines with other adults participating in booth sales for this troop.

Date: _____ SU # _____ Troop # _____

Signature of Troop/Group Leader or Troop Cookie Consultant: _____

(This form must be on file with the SU Cookie Consultant prior to conducting booth sales.)

Credit Card **Guidelines**

Mobile Credit Card Readers

Credit card readers are becoming increasingly popular for small businesses to accept payments on the go and provide receipts via email or text message. The following guidelines are provided to enable troops to use mobile card readers to accept payment for cookies via credit cards.

GSWESTOK recommends the Square Mobile Card Reader, which comes with a free card reader, free software, and no monthly fees. The fees for use are 2.75% for all swiped cards. The Square Mobile Card Reader supports iOS and Android devices.

Important Considerations

Utilizing the Square Mobile Card Reader is optional. Troops considering the use of a card reader must decide if it will be beneficial to the girls' goals, or whether the fees will present a hardship. Fees are entirely the responsibility of the troop, and no additional cost may be passed on to the customer, as mandated by federal and state laws. Per federal law, your troop may set a minimum purchase amount, but it cannot be more than \$10.00.

Requirements for Use

- A registered, background checked approved adult volunteer must be tied to each account with their personal social security number, mailing address, date of birth and phone number.
- Approved signers on the troop bank account must oversee the credit card reader device. Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.
- The merchant account name for all accounts should read: GSWESTOK Troop #####. (Personal or business accounts may not be used).
- The troop bank account and email address must also be tied to the Square account for accurate payment processing. A list of all transactions must be submitted with the year-end Troop Financial Report by June 30.
- Troops may only accept swiped cards with live signatures from the customer.
- A signed copy of this form must be submitted to GSWESTOK product sales department.

Setup Information

Square provides device support, setup instructions, and troubleshooting advice via its website, <https://squareup.com/>. GSWESTOK is not responsible for and does not provide technical support for the Square Mobile Card Readers. Please contact Square for all related questions and issues relating to the use of their card readers. Transaction questions and disputes as well as bank deposit questions must be directed to Square support staff.

I have read and agree to follow the guidelines listed above.

Troop Account Signer #1

Print Name

Troop Account Signer #2

Print Name

Glossary

Girl Scouts, like many other organizations, has a lingo all of its own. Below is a glossary of terms that you will hear and see as you move through the cookie program.

Automated Clearing House (ACH) - ACH is the banking system GSWESTOK uses for electronic fund transfers during the cookie season.

Booth Locator – Customers can visit www.girlscoutcookies.org and type in their zip code to locate a cookie booth.

Booth Recorder App – The Booth Recorder App can be used at a booth so adults can keep track of sales and girl participation via a smart phone. It allows for immediate recording of the number of packages sold, and will divide them evenly between the girls participating.

Case – There are 12 packages (boxes) of cookies in 1 case.

Cookie Booth – A stationary sale of Girl Scout cookies at a public location. Booth sales are any sale that you are set up at one location and customers come to you.

Cookie Cupboard – Local sites where additional cookie cases are stored and where troops can pick up additional cookies.

Cookie Cupboard Manager (CCM) – Person responsible for managing a cookie cupboard.

Cookie Warehouse Pickup – Troops in the OKC metro area will pick up their Initial Order (IO) from a designated location during Cookie Warehouse Pickup weekend.

Cupboard Receipt – This is a two-part carbon copy receipt that must be signed any time a troop picks up cookies from a cupboard. Make sure a copy of the receipt is kept and attached to the troops' cookie cupboard credit card for troop records. Troops are responsible for all cookies taken from a cupboard.

Cookie Cupboard Credit Card – Card given to troops to track all Cookie Cupboard transactions. This card is required for pick up at all cupboards as it shows you are authorized by the troop to pick up additional inventory.

Delivery Agent – This is the transport companies that handle product delivery for Girl Scouts of Western Oklahoma. GSWESTOK uses Armstrong Logistics.

Digital Cookie/ Digital Order Card (DOC) – Girls can create a custom website and send out a link to their site via email to customers. Customers can order cookies by the variety to be shipped to them or choose to donate cookies through Operation Cookie Drop.

Direct Sale – GSWESTOK uses the direct sale model, meaning girls have cookies in hand when the sale starts rather than taking pre-orders. Troops are able to re-stock their cookie supply throughout the sale by acquiring cookies at a cupboard.

eBudde – Bakery website used by Troop Cookie Managers to order cookies, select booth sales, track girl/troop sales, record troop finances, and calculate, order and submit rewards.

Initial Order (IO) – This is the initial troop cookie inventory order.

Little Brownie Bakers (LBB) – Little Brownie Bakers is our bakery partner for the cookie sale. They supply our council with cookies as well as resources for girls and volunteers to be successful in the cookie sale. Learn more at littlebrowniebakers.com

Operation Cookie Drop (OCPD) – In this council-wide service project, customers can purchase virtual packages of cookies that GSWESTOK will deliver to our military partners and The Regional Food Bank of Oklahoma. The girls collect the money, but do not physically take possession of the cookies.

Package – A single box of Girl Scout cookies.

Per Girl Average (PGA) – Average number of packages sold by each girl in a troop. The total number of cookies sold by a troop divided by the number of girls selling in that troop.

Recognitions – Items or Reward Card money given to acknowledge a girl's efforts in the cookie program. Recognitions are based on the number of packages sold during the annual cookie program.

GS Reward Card – Council credits that can be used to pay for GSWESTOK camp, GSWESTOK program events and other mission related activities, or purchases through the GSWESTOK shop.

Service Unit Cookie Consultant – Volunteer mentor for troops in an assigned service unit.

Troop Cookie Consultant – Volunteer manager responsible for monitoring the cookie sale for a single troop.

Troop-to-Troop Transfers – Transfer of cookies (packages and/or cases) between Girl Scout troops. Financial responsibility follows the cookies. A receipt is written by the troop giving the cookies. Both troops sign the receipt. The troop giving the cookies is responsible for entry into eBudde.

Troop/Group Cookie Consultant **Position Description**

Girl Scouting is a comprehensive, non-formal educational program for girls ages 5 through 17. Girl Scouting builds girls of courage, confidence and character who make the world a better place. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

Purpose of Position:

To provide the leadership and management of the annual cookie sales within the troop/group.

Requirements:

- Is a member of Girl Scouts of USA.
- Agree to take required training for the position.
- Participate with supervisor in yearly performance review.

Qualifications:

- Demonstrate willingness to maintain a cooperative working relationship with paid staff members and SU Cookie Consultant.
- Be willing to follow and complete the volunteer appointment process as set by Girl Scouts of Western Oklahoma
- Be willing to work in ways that will encourage participation in Girl Scouting by all girls and adults regardless of race, creed, color, religion, ethnicity, physical ability, national origin or socioeconomic status.
- Understand and be willing to apply the Girl Scout Leadership Experience.
- Be willing to carry out the position and exhibit behavior consistent with the framework of policies, procedures, and standards of the council and Girl Scouts of the USA.
- Have ability to analyze, organize, plan, advise and delegate.

Term Of Appointment:

Nine months, including option for reappointment after annual performance evaluation.

Skills:

Detail-oriented, gives attention to accuracy, has a positive attitude, well-organized, possesses good math skills, able to meet deadlines

Responsibilities:

Works with:

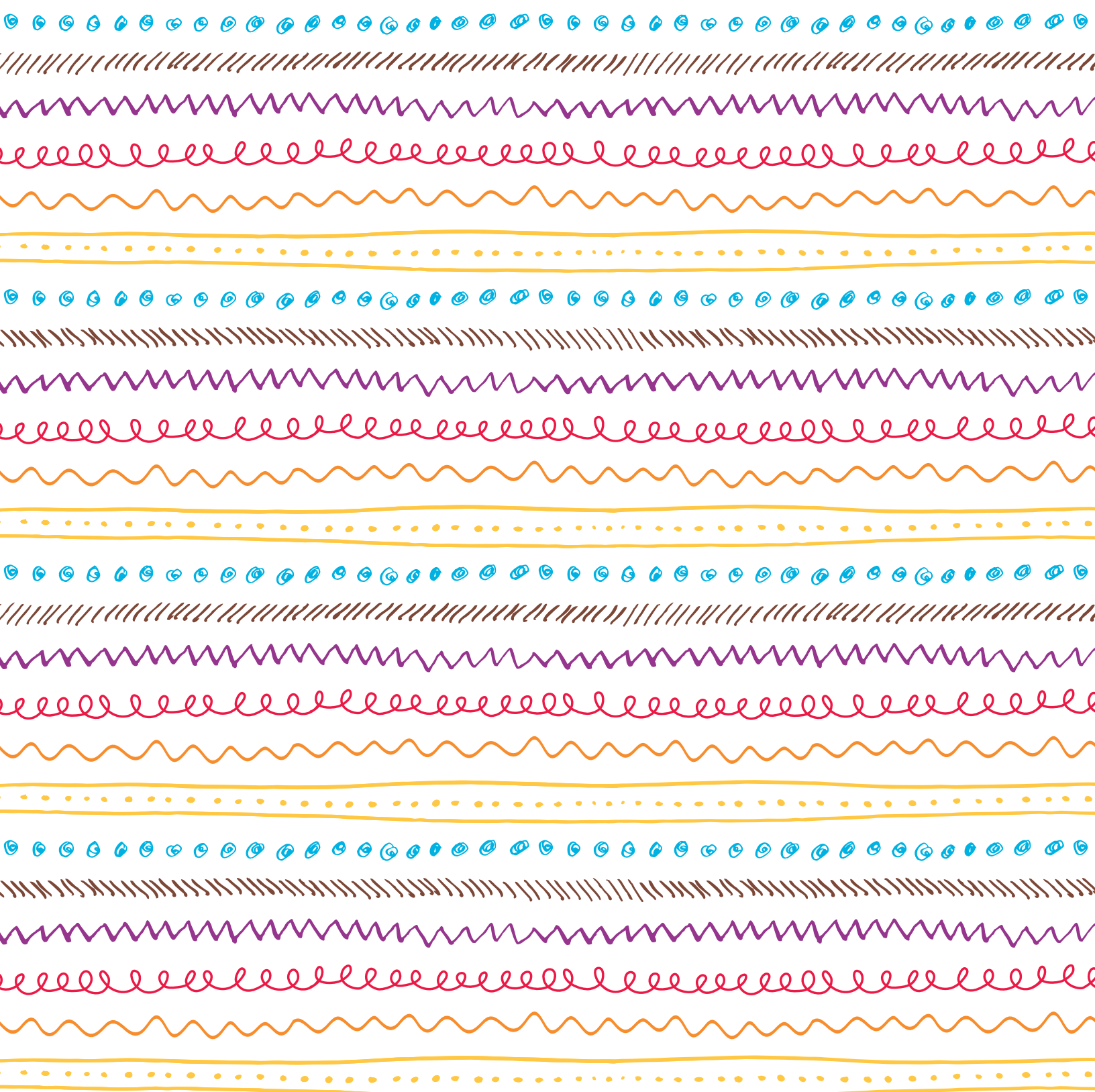
- Girls Parents
- SU Cookie Consultant
- Trains the girls and adults in the troop/group regarding the cookie sale program and materials.
- Ensures that participating girls are registered and have parental permission to participate in the cookie sale.
- Keeps accurate records with respect to Product Sales training, money, etc.
- Safeguards all monies collected.
- Maintains all records in the online tracking system.
- Orders cookies for the troop/group in eBudde.
- Picks up and distributes cookies to participating girls, ensures that receipts are signed by the parents or guardian of the same girls.
- Regularly collects cookie money from girls and regularly deposits such money in troop bank account.
- Meets all paperwork and bank deposit deadlines.
- Compiles troop sales reports and enters cookie recognitions in eBudde.
- Participates in the council cookie sale evaluation process.
- Promptly picks up and distributes recognitions to participating girls.
- Follows Girl Scouts of Western Oklahoma policies.

Appointed and Managed By:

Product Sales Manager
SU Cookie Consultant

Supported By:

Product Sales Executive



Little Brownie
www.littlebrownie.com Bakers®

girl scouts
cookie program

The GIRL SCOUTS® name and mark, and all associated trademarks and logotypes, including GIRL SCOUT COOKIES®, THIN MINTS®, TREFOILS®, GIRL SCOUT COOKIE SALE®, GIRL SCOUT COOKIE PROGRAM®, DIGITAL COOKIE® and the Trefoil Design, are owned by Girl Scouts of the USA. GSUSA is the owner of the Girl Scout badge and Cookie Activity pin programs referenced in these materials. Little Brownie Bakers is an official GSUSA licensee. SAMOAS, TAGALONGS, DO-SI-DOS and SAVANNAH SMILES are registered trademarks of Kellogg NA Co. TOFFEE-TASTIC is a trademark of Kellogg NA Co. Copyright ©, TM, © 2017-2018 Kellogg NA Co.