



**BRAVE.
FIERCE.
FUN!**

2026 Troop Cookie Guide

Important Dates:

Jan 14, 15, 20, 21, 22

In-Person Cookie Trainings

January 25

Troop Virtual Trainings

February 5

Troop Order Due

Opt-Out Forms Due

February 6

Program begins

DOC opens for online purchases

Start using your Paper Order Cards

February 21-22

National Cookie Weekend

February 22

cookieWOW! at Corning Museum

February 23-27

Delivery Week (Troops will advise where and when to pick up)

Troops can start selling at Booths

February 27

GSNYPENN- Sponsored booth sales begin

March 18

1st ACH Due

April 8

2nd ACH Due

April 12

Girl Delivery in DOC Ends

Booth Sales Conclude

April 14

Program end date

DOC closes

Caregiver Rewards Deadline

April 15

SU Rewards Deadline

April 22

Final ACH Due



Welcome to the 2026 Girl Scout Cookie Program!

Theme & Mascot

Each year, the cookie sale revolves around a special theme. This year, we'll be **“Brave, Fierce, and Fun”** as we help Girl Scouts build confidence and learn valuable life and business skills throughout the program. Encourage them to be brave in setting new goals, fierce in achieving them, and to have fun every step of the way—especially at booth sales with friends! Our cookie season mascot is the **Black-Footed Ferret!** Teach your Girl Scouts about this remarkable North American animal. Discover how these playful, curious creatures thrive on the prairie.

cookieWOW! (sold out)

Kick off the 2026 Girl Scout Cookie Season in style at the Corning Museum of Glass on **Sunday, February 22, 2026, from 9:00 AM to 5:00 PM EST!** This year's Cookie WOW is packed with hands-on activities designed to help Girl Scouts build the five essential skills of the Cookie Program—goal setting, decision making, money management, people skills, and business ethics.

Celebrate 100 years of World Thinking Day with a slice of cake and be among the first to sample the brand-new *Explorermores* cookie, inspired by rocky road ice cream. It's a full day of fun, learning, and inspiration—perfect for Girl Scouts ready to shine this cookie season!

Cookie Information

- Girl Scout Cookies are \$6 per package
- 1 case of cookies = 12 packages
- 9 varieties
- NEW cookie: *Explorermores*®
- Gluten-free option: *Toffee-tastic*®
- IRGs are responsible for cookies by the package, not by the case
- IRGs can pick up cookies by the package at our cupboards

Ways to Participate

Online

Through Digital Cookie, Girl Scouts sell to customers near and far, with options for shipping or hand-delivery.

In-person

Girl Scouts take orders using their order cards from friends, family, and neighbors.

Cookie Booths

Troops set up booths at local businesses and events, helping girls build confidence and teamwork by interacting with new customers.

Donations

Our Sweet Support Gift of Caring program is a fun way for customers who may not want to take cookies home. They pay for cookies to be gifted to our council's designated Sweet Support recipient



2025-2026 Girl Scout Cookies®

The World's Most Flavorful Lineup

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification



Adventurefuls® • Real Cocoa



Do-si-dos® • Made with Natural Flavors



Thin Mints® • Made with Vegan Ingredients



Lemon-Ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS



Samoas® • Real Cocoa • Real Coconut



Exploreermores® NATURALLY AND ARTIFICIALLY FLAVORED



Trefoils®



Tagalongs® • Real Cocoa • Real Peanut Butter



Toffee-tastic® • No Artificial Flavors



Troop Cookie Manager Duties & Responsibilities

Volunteer Agreement

To participate in the 2026 cookie program, volunteers must agree to the following terms before they gain access to eBudde. This agreement is in place for the Troop Co-Leader and/or Troop Cookie Manager along with a small section for SUCCs.

Cookie Program Overview

The 2026 cookie program is an excellent way for friends and family to help support their favorite Girl Scout while they learn and practice valuable skills: goal setting, money management, people skills, decision making and business ethics. Through Digital Cookie, Girl Scouts can create personalized sites where their friends and family can purchase cookies online for direct shipment, donation and/or girl delivery. Troops earn proceeds for activities, and our council receives funds to provide leadership programming, volunteer training, financial aid and maintain properties throughout the 26 counties we serve. Troops who set goals for the troop and each Girl Scout prove to be the most successful.

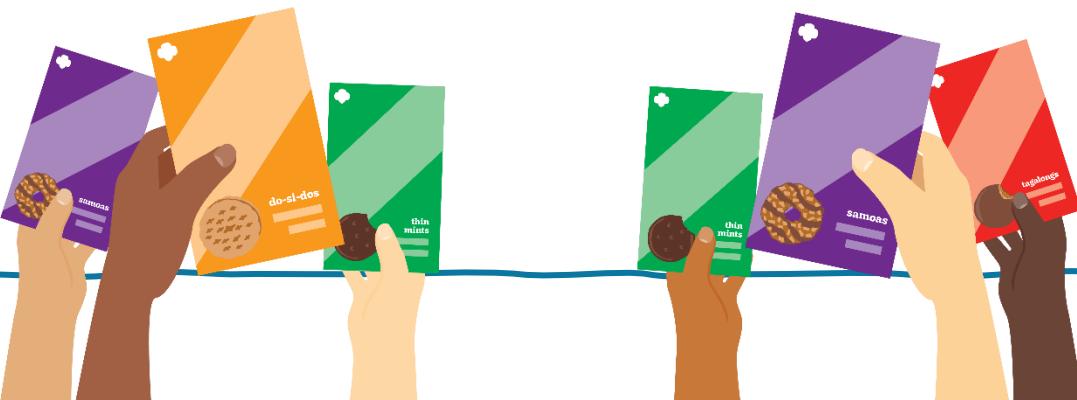
As a Troop Co-Leader and/or Troop Cookie Manager, I will support youth in Girl Scouting by doing the following:

- Attend training for the Girl Scout Cookie Program. This training can be through your Service Unit, by your SUCC, by your MM, or through a training offered by the product team.
- Verify that all Girl Scouts participating are registered for the current member year. Only those registered for the current member year are invited to participate.
- Ensure all Girl Scout t-shirt sizes are entered into eBudde (even if they do not earn one).
- Protect Girl Scouts and GSNYPENN assets (products, monies and documents always). Make frequent bank deposits to ensure that funds are handled correctly. If your troop does not meet before a cookie payment is due, set up a separate time to collect funds!
- Provide instructions for caregivers and youth to include the following:
 - Girl Scout safety
 - Goal setting, individual youth goals as well as a troop goal
 - Promote five skills for Girl Scouts
 - Honor all deadlines for submissions, pickups and payments
 - Turn in money regularly
 - Follow council collection procedures for delinquencies/NSF
 - Enter all required data into the eBudde online system
- Submit all orders and documents to GSNYPENN by established due dates
- Pick up and distribute cookies and rewards promptly and appropriately
- Keep accurate records and follow all GSNYPENN guidelines for deposits, deliveries, receipts and delinquent balances.
- Cookies are \$6 per package and paid for at the time of customer delivery unless purchased and paid for online through Digital Cookie. Cookie prices cannot be adjusted at any time for any reason.
- Have regular access to a device with internet (phone, tablet, computer, etc.) including regular access to email.
- Assume full responsibility for cookies, money, rewards and documents while in your possession. If anything is stolen, file a police report immediately and contact GSNYPENN for further instructions.
- Promptly address any concerns with your MM.

Cookie Safety



1. Show You're a Girl Scout: Wear a Girl Scout membership pin, uniform or branded clothing (i.e., a Girl Scout T-shirt) to identify yourself.
2. Use the Buddy System: Always use the buddy system. It is not just safe; it's fun!
3. Be Streetwise: Become familiar with the areas and neighborhoods where you're selling Girl Scout products. Contact your local police department if you are unsure about an area or neighborhood.
4. Collaborate with Adult: Adults must accompany Girl Scout Daisies, Brownies and Juniors when they're taking orders, selling or delivering products. Youth in grades 6-12 must be supervised by an adult when selling door-to-door and must never sell alone. Adults must always be present during booth sales.
5. Plan Ahead: Be prepared for emergencies and always have a plan for safeguarding money.
6. 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 (except at designated drive-thru cookie booths) or going into alleys.
7. Sell in the Daytime: Sell only during daylight hours, unless accompanied by an adult.
8. Protect Your Privacy: Girl Scout names, home addresses or email addresses should never be given out to customers. Protect customer privacy by not sharing their information except as necessary for the product sale.
9. 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 products and passengers from vehicles.
10. Be Net Wise: Girl Scouts must have caregiver permission to participate in all online activities and must read and agree to the GSUSA Internet Safety Pledge before conducting any online activities. Additionally, to participate in Digital Cookie all Girl Scouts must read and abide by the Girl Scout Digital Cookie Pledge and caregivers must read and abide by the Digital Cookie Terms and Conditions for caregivers.



Initial Order Is Different This Year!

Troop Leaders will have access to eBudde to submit their Initial Order from **January 19–February 5**. This order is placed **before** the Cookie Program officially begins on **February 6**. Girls should not begin selling with their order cards until February 6. How to order? With the help of the Cookie Calculator!

Initial Order Guidelines

Returning Troops

- Order 80% of last year's total sales

New Troops

- Order 80% of last year's PGA for your troop level

There is **no penalty** if a troop or Girl Scout submits an order below 80%. Troops can pick up additional cookies from cupboards starting **February 23** if needed. However, placing an order at or near the recommended level provides several advantages:

- Faster delivery of cookies to customers
- Guaranteed cookies in hand for the first weekend of Council booths (**starting February 27**)
- Easy planning support using the **Cookie Calculator** in eBudde's Help Center or VTK

The Cookie Calculator

The Cookie Calculator helps troops determine how many cases of each cookie variety are recommended for the program.

Returning Troops

- Enter your **Troop Number**
- The calculator automatically generates the case amounts needed to reach the 80% recommendation

918										This is 80% of your troops total Packages in 2025	
Suggested Cookie Mix											
Total Full Cases	Adventurefuls 6.00	Lemon Ups 4.00	Trefoils 5.00	Do Si Do 7.00	Samoas 15.00	Tagalongs 13.00	Thin Mint 21.00	Explorermores 6.00	Toffee-tastic 3.00	Total 80.00	
80% Packages	64	46	55	73	174	156	248	64	28	908	
Full package order for eBudde	72	48	60	84	180	156	252	72	36	960	

New Troops

- Enter your **troop level** and the **number of participating girls**
- The calculator adjusts automatically based on your level's PGA and total girl count

Step 1	Choose your girls program age level:	Age Level PGA								
		163 Daisy								
Step 2	How many girls will participate in 2026?	3								
130 Packages per girl										
Suggested Cookie Mix										
Total Cases	Adventurefuls 2	Lemon Ups 2	Trefoils 2	Do Si Do 3	Samoas 6	Tagalongs 6	Thin Mint 9	Explorermores 2	Toffee-tastic 1	Total 33
Total Pkgs for Troop	27	20	23	31	74	66	105	27	12	385

Cookie Pickup

Cookie deliveries will begin **February 23-27**. Your SUCC will notify your troop of the exact day, time, and location for pickup. SUCCs often appreciate extra hands during delivery—consider offering help with sorting cookies or loading vehicles.

What You Will Receive at Pickup

Along with your cookie order, you'll receive a **Billing Packet** that includes:

- Current GSNYPENN updates and flyers
- A two-part receipt (white copy for your SUCC; yellow copy for your troop)
- A bubble sheet to assist with counting and verifying inventory
- An invoice for your first ACH withdrawal

What To Bring to Cookie Pickup

- An **empty vehicle** is essential. Please leave extra passengers, car seats, sports gear, groceries, and other items at home whenever possible.
- A printout of your **initial order** from eBudde for verification.

Product Complaints

If a customer is unhappy with a package of cookies:

- Offer a replacement or refund
- Have the customer contact **Little Brownie Bakers** at 1-800-962-1718.

Do not discuss complaints with the media.

Refer all media inquiries to
marketing@gsnypenn.org.

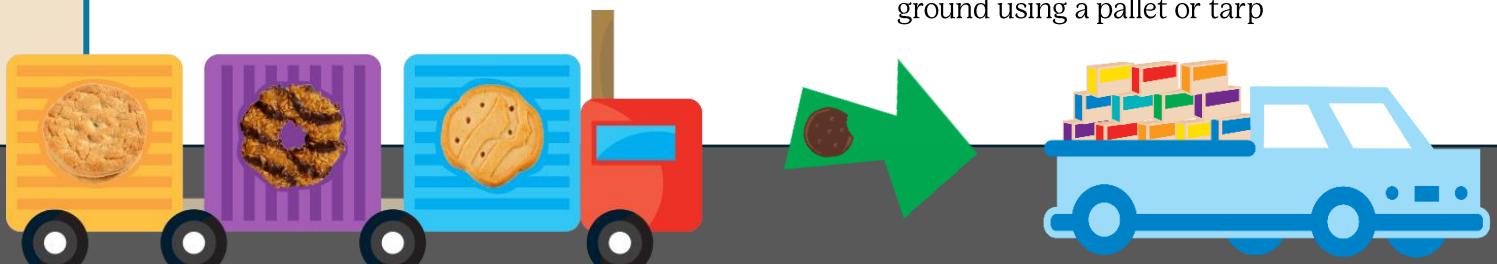
Checking Your Order

- Verify your counts and inspect all cases for damage.
- After counting and reviewing your full order with your SUCC, be sure to **sign for your cookies**. You have **48 hours** to report any overages, shortages, or damaged product. For **individual packages**, take a photo of the ID number located near the expiration date and email it to productsales@gsnypenn.org. For **damaged cases**, you only need to photograph the ID number from **one package in each affected case**.
- For replacements or billing adjustments, email info@gsnypenn.org.

Distributing Cookies to Girl Scouts

Delivering high-quality products to customers is our top priority!

- Sort cookies by each Girl Scout's initial order.
- Arrange a pickup time with families.
- Always provide **receipts** for both cookie distribution and money received—this protects leaders in potential caregiver collection situations.
- Store cookies in a **clean, climate-controlled, smoke-free area**, away from children, pets, and strong odors, and keep all cases off the ground using a pallet or tarp



Cookie Cupboards

Need More Cookies?

If your troop has sold through its initial order, there are **two easy ways** to get more cookies.

1. Check with Your SUCC

As a troop leader you'll want to get in touch with your SUCC

- They can get in touch with troops that have extra cookies.
- They can help arrange and **complete transfers** in eBudde, which must be done by them.

2. Use the Cookie Exchange in eBudde

The Cookie Exchange is a great tool for finding extra, unsold cookies across GSYPENN.

How it works:

1. **Browse available inventory** posted by other troops (listed by variety).
2. **Contact the troop** using the email provided.
3. **Arrange pickup**, including a date, time, and location.
4. **Document the exchange** by completing a simple receipt.
5. **Give the receipt** to your SUCC, who will transfer the cookies to your troop in eBudde.

3. Place an Order from a Cookie Cupboard

If you need additional cookies from a cupboard, use the **CUPBOARD** tab in eBudde.

Tips for using Cupboards:

- **Review cupboard details** (location, hours, and contact info) directly in eBudde.
- **Order ahead** to ensure availability before you visit.
- **Get a receipt** when you pick up your cookies and confirm later that the inventory appears correctly in eBudde.
- **Bring Back Cases:** Only two days of the Cookie Program- On March 19th, Troops may return up to **15 full, unopened cases** of cookies to a cupboard. On April 2nd you may bring **10 full, unopened cases** back.

Have Too Many Cookies?

If your troop has extras, act quickly and communicate early.

- **List extras in the Cookie Exchange** in eBudde. When you find a match, transfer cookies, have both parties sign a receipt, and give it to your SUCC to complete the electronic transfer.
- **Support end-of-program booths** by making your extras visible early—booth troops often need more inventory.
- **Call preorder customers** to see if they'd like additional boxes.
- **Act before April 12th**, the last day of sales, so troops have time to pick up what they need.



Cookie Booths

Cookie Stands

A cookie stand is a small, lemonade-stand-style booth run by a Girl Scout (or Girl Scouts from the same household) and supervised by their parent or caregiver. Please keep the following in mind:

- All cookie stands must be entered into eBudde for Council approval.
- Girl Scouts should use their personal Digital Cookie QR code to accept online payments.
- Just like traditional cookie booths, all cookies sold—by variety—must be recorded in eBudde so the Girl Scout receives proper credit.
- Cookie stands will appear in the Cookie Finder unless the location is designated as a home address.

Drive through Booths

Drive-thru booths are a unique and safe option for Girl Scouts and convenient for customers on the go.

Here's how to set it up:

- Location: Choose safe locations like empty lots, seasonal businesses or areas with sidewalks.
- Safety: Volunteers should place Girl Scouts and tables in visible, secure spots with cones or signs to guide cars.
- Order & Payment: Customers scan a QR Code to pay, the Girl Scouts prepare the order and place the cookies in the trunk.

Cookie Booths

How to Sign Up for a Booth Location in eBudde:

1. Log into eBudde and click on the BOOTH SITE tab in the top navigation bar.
2. Select a LOCATION (e.g., Walmart) and choose the CITY (e.g., Ithaca).
3. Click on the desired DATE.
4. A time slot will show as CLAIMED if it is full.
5. Click on an available time slot, and your troop number will populate the window.
6. Submit to reserve your slot!
7. If all times are booked, move on to the next date until you find an open slot.
8. Locations displayed in green have openings available.
9. After securing your time(s) and location(s), click on CURRENT SIGNUPS to see your reservations.

Booth Supervision

- Booths where any Girl Scout is not accompanied by their own parent/caregiver require 2 registered, background checked Girl Scout volunteers.
- Cookie Booths that have all members under the direct supervision of their own parent/caregiver do not require adults to be registered background checked Girl Scout Volunteers

Example- if Girl Scouts Keisha and Tina attend a Walmart booth and they both are chaperoned by their own caregiver, neither caregiver needs to be registered, or be a background checked volunteer. If a third Girl Scout, Rory, joins then either Rory's caregiver must stay to chaperone or 2 registered and background checked volunteers must supervise the booth instead.

SU & Troop Booths in eBudde

If your troop has secured an individual booth location (through a local business), please remember to add that booth location to eBudde at least 24 hours before the sale begins. Here's how:

1. Log in to eBudde.
2. Click on the BOOTH SITE tab in the top navigation bar.
3. Select Add/Edit a Troop Booth.
4. Click +Add and fill in the required information.
5. Your SUCC will approve your booth. Only approved booths show up on the Cookie Locator.

Keep in mind that troop participation is allowed only at sites approved by your SUCC. If your troop wants to set up a booth outside your SU area, please contact your SUCC to help facilitate that partnership.

Safeguards & Booth Tips

Keeping money secure during booth sales is essential. Adults must actively help safeguard all cash at every booth.

Best Practices

- Keep cash out of sight and in a secure location during the booth sale.
- Deposit cash *after every booth shift* to reduce the risk of theft from homes or vehicles.
- Sometimes customers will offer extra money (e.g., “keep the change”). These additional funds stay with the troop. The council encourages using these funds to purchase additional **Sweet Support** cookies for donation.
- Girl Scouts may **not** directly ask for donations—verbally or through a tip jar.

Helpful Hint

Take a full inventory of your cookie product before your booth shift begins. This makes it easier to reconcile money and product at the end of the sale.

Locations to Avoid

To protect the Girl Scout brand, troops must avoid selling in or in front of establishments that Girl Scouts cannot legally patronize, including:

- Casinos
- Bars or nightclubs
- Wineries or liquor stores
- Dispensaries
- Any similar location inappropriate for minors

Electronic Payments

Only **Digital Cookie** may be used for electronic transactions.

How to Sign Up for a Booth Location in eBudde

1. Log into eBudde and click the **BOOTH SITE** tab in the top navigation bar.
2. Select a **LOCATION** (e.g., Walmart) and choose the **CITY** (e.g., Ithaca).
3. Click on the desired **DATE**.
4. Time slots marked **CLAIMED** are already full.
5. Click an available time slot—your troop number will auto-populate.
6. Click **Submit** to reserve your booth.
7. If all slots are booked, check additional dates for availability.
8. Locations highlighted in **green** are open.
9. After reserving, click **CURRENT SIGNUPS** to view your booth schedule.

Tip:

Print your troop's signup sheet before each booth shift. The date stamp helps ensure the correct troop is at the correct location.

Cancellations

If you need to cancel a booth slot, please do so as early as possible so another troop may take the opportunity. Cancellations can be completed on the **Troop Dashboard** in eBudde.

Learn More

Additional booth-related information can be found on our [Cookie Booth Sign-Ups](#) page.

Financial Responsibility & Management

Customer payment is collected *when cookies are delivered*, except for Digital Cookie orders, which are paid online at the time of purchase. Through Digital Cookie, customers can pay with a credit card, PayPal, or Venmo—giving them flexible, convenient options when ordering through a Girl Scout or troop link.

Always provide a receipt when troop members pick up cookies or turn in money. Keep all receipts for your records. Avoid holding large amounts of cash; make frequent bank deposits and encourage caregivers to do the same. If a caregiver has a large amount of cash between meetings, schedule an earlier money-turn-in time.

GSNYPENN Check Policy

All checks accepted during the Cookie Program must:

- Be made payable to **Girl Scout Troop #XXXXXX**
- Include the customers:
 - Printed name and address
 - Phone number (with area code)
 - Driver's license number (printed or written on the check)
- **Starter checks are not accepted**

If a check is returned due to insufficient funds, GSNYPENN will reimburse the troop for the full amount *as long as all required information is on the check*.

Responsible Money Management Tips

- Establish regular times for caregivers and Girl Scouts to turn in money (e.g., at the end of each meeting).
- Coordinate money turn-ins around GSNYPENN's ACH withdrawal dates to ensure funds are available for **March 18, April 1, and April 24**.
- Provide a receipt every time funds are collected—never rely on memory.
- Make deposits into the troop bank account frequently; do **not** hold on to cash or checks.
- Use a lockbox or zippered pouch to secure cash at booth sales.
- Ensure an adult is always supervising money.

Payment Policy

Troops are responsible for depositing all collected money into their troop bank account. Refer to the **Volunteer Essentials** for additional details. ACH withdrawals may take 3–5 business days to fully process once initiated.

GSNYPENN requires a signed payment policy in eBudde with accurate bank account and signer information. If you are a new troop—or if your account number or signer details change—a new Payment Policy must be completed. Contact your MSM or SUCC if you need assistance.

Caregiver Collection Policy

If a caregiver does not pay for their portion of the cookies, fill out the Caregiver Collection Form found on our website and email the form, along with a copy of the signed Permission Form and copies of signed cookie receipts, to troopbanking@gsnypenn.org. All requested documentation must be submitted

Proceeds & Financials

Proceeds

Proceeds are divided by a PGA of those participating within the troop and not the direct proceeds earned by the individual Girl Scout.

These funds are here to directly contribute to Troop activities

Troop Proceeds

<150	\$0.85
150-224	\$0.90
225-299	\$1.00
300+	\$1.05

Opt-Out

Troops (J/C/S/A) who choose to Opt-Out of the reward lineup will receive an additional \$0.05 per package in proceeds. Proceeds are still divided by a PGA of those participating within the troop and not the direct proceeds earned by the individual Girl Scout.

The Opt-Out Form must be submitted by February 5 to receive this increased amount. Girl Scouts will still earn and receive all patches and charms they qualify for individually.

Opt-Out

Opt-out is \$.05 per package increase

<150	\$0.90
150-224	\$0.95
225-299	\$1.05
300+	\$1.10

ACH Withdrawals

Council will make three ACH withdrawals from bank accounts during the Cookie Program. If you have concerns about the ACH, contact productsales@gsnypenn.org by the Friday *before* the withdrawal date. ACH transactions may take three to five business days to clear your account once initiated. GSNYPENN requires a signed payment policy on file with accurate account and signer information. Payment Policy MUST be completed in eBudde!

First ACH: March 18

- GSNYPENN will ACH 50% of the troop's initial order at \$6/package from the troop's bank account. This will only be the troops initial order (no Digital Cookie orders).

Second ACH: April 1

- GSNYPENN will ACH 50% of the current outstanding balance from the troop's bank account.

Final ACH: April 24

- GSNYPENN any remaining outstanding balance from the bank accounts



Proceeds & Financials

Outstanding Accounts

If a Girl Scout or caregiver has an outstanding balance from a previous product program, the Girl Scout may not participate until the balance is resolved.

If payment arrangements have been made during the collection process, the Girl Scout may participate in online sales only.

If there have been prior issues with payment or money handling, the Girl Scout may still participate, but sales will be limited to online only.

Troops are required to sign the Payment Policy Agreement. This signature:

- Confirms understanding of all financial expectations
- Allows the Troop to participate in the program
- Holds the Troop financially responsible for any missing or unaccounted funds associated with Girl Scout's sales

Theft/Loss

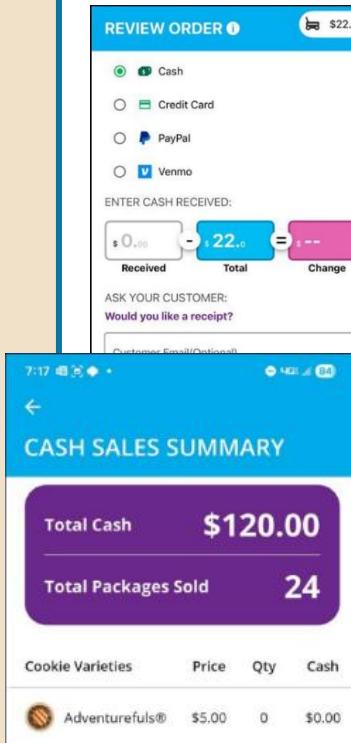
Troops are responsible for funds and cookies in their possession.

It is the caregiver's responsibility when cookies are in participants' possession.

Notify Productsales@gsnypenn.org immediately in the event of loss or theft.

Organizing Cash

New!



The image shows the Digital Cookie (DOC) mobile application interface. At the top, it says "REVIEW ORDER" and shows a total of "\$22.00". Below that is a section for payment methods: "Cash" (selected), "Credit Card", "PayPal", and "Venmo". Under "ENTER CASH RECEIVED:", there is a calculator-like interface with fields for "Received" (\$0.00), "Total" (\$22.00), and "Change" (\$--). Below this, a message says "ASK YOUR CUSTOMER: Would you like a receipt?". At the bottom, it shows a "CASH SALES SUMMARY" with "Total Cash" (\$120.00) and "Total Packages Sold" (24). A table at the bottom lists "Cookie Varieties", "Price", "Qty", and "Cash" for each cookie type, with the first row showing "Adventurefuls®" at \$5.00.

Handling cash during cookie season can sometimes get tricky. To help with this, Digital Cookie (DOC) now includes a **cash entry feature** that allows you to record every cash payment directly in the system.

We strongly encourage **Girl Scouts and caregivers to use this feature every time a cash transaction occurs**. By entering each cash exchange into DOC, total sales will stay accurate and up-to-date, and it reduces confusion later in the season.

Payment Methods

Cash:

Use the **"Give Now"** option in Digital Cookie when a customer chooses to pay with cash.

- Enter the **amount received**
- The system will automatically **calculate any change due**
- You may also **add the customer's name and email (optional)** for your records

View Cash Sales Summary

View a snapshot of the amount of cash that has been collected along with the type of cookies sold.



Digital Cookie (DOC/DC)

Become a Digital Entrepreneur in a Flash!

This cookie season, superpower your sale by adding Digital Cookie to your toolkit.



STEP 1

Register for Digital Cookie

Look for the Digital Cookie registration email in your inbox on or after February 6th to register. If you can't find it, contact your council or visit digitalcookie.org.

girlscouts.org
and click the
"Need help" link.



STEP 2



Set Up Your Site

Take a few minutes to set your sales goal, write your cookie story, upload a fun picture or video. Then publish and be ready to go!

Prepare now by talking with your family about your goals and create a fun video telling customers why they want to support your business.

STEP 3

Add Customers

Add customers to your list and once sales have begun, use Digital Cookie to email them to visit your site. Or share your link or QR code directly with customers.



In Season

Use the Digital Cookie app to sell cookies wherever you go!

The app makes it easy for you to take payment from customers purchasing cookies. Girl Scout's sites must be published before logging into the mobile app.



Track Orders and Inventory

- View/approve your orders.
- See what your customers are buying.
- Make sure you have enough cookies to fill your orders.
- Prepare to deliver to customers.

Send Cheers

Cheer on your troop mates by sending encouraging messages and gifs to boost their confidence. It all helps your troop reach their goals by working together.



Need Help?

Look for the Digital Cookie Support button for step-by-step instructions, tutorials, videos, tip sheets, and more.

Need 1:1 help? Click on the customer support button to talk live to a representative or submit a ticket for more support.

Social media and Digital Cookie offer a great opportunity for Girl Scouts to reach their goals while strengthening their digital skills and learning more about staying safe online. With permission, Girl Scouts can go to www.littlebrowniebakers.com for cookies season resources to promote their sale.



BOOTH & PRINT MATERIALS

Sales Season

Found in the upper left of the screen. Allows you to access past seasons. The current season is “2025-26 Sales Season”.

Dashboard

eBudde home screen. Includes graphs on orders by type, variety, grade, and totals. Service Units and troops are on the left side. Messages, calendar, and checklist are on the right.

Contacts

Make sure your information is correct. If not, select “Edit” and update the information. Select “E-mail Branch” to contact caregivers.

Settings

Select one troop level (only select from the provided levels), otherwise reward levels will not populate correctly. Use ‘group’ for multi-level troops.

Girls

Shows the registered Girl Scouts in your troop, their information, and caregiver information. If anyone is missing, contact productsales@gsnypenn.org.

Initial Order (IO)

Used to enter the troop initial cookie order. All cookies should be entered on the ‘Other’ line.

Delivery

Select your delivery station (Count & Go location) for picking up your troop’s Initial Order

Girl Orders

Allows you to enter, by Girl Scout, additional cookie orders, booth sale packages sold, Gift of Caring packages, and payments. Also shows Digital Cookie orders, cookies allocated to Girl Scouts, cookies the troop has in stock, and the difference line.

Transactions

List of all cookies ordered, troop-to-troop transfers, and Digital Cookie shipped cookies.

Cookie Exch

Allows you to request cookies from troops and offer your troops cookies to other troops. Email your SUCC or info@gsnypenn.org to create a transaction when exchanging with other troops.

Txn Pickups

Allows for contactless cupboard pickups where you acknowledge that you have picked up the cookies at a cupboard.

Rewards

See what Girl Scouts in your troop have earned and make selections as needed. Submit reward orders from this tab.

Booth Sales

Sign up for a council booth site and/or submit a troop booth sale for approval. You can also record booth sales per Girl Scout in this tab.

Payments

View your troops ACH payments to Council.

Sales Report

Reflects all transactions for the troop in the system, PGA selling, bank account, payments, total sales, troop proceeds, tiered proceeds information, and amount owed to Council.

Reports

Run downloadable reports for cupboards, booths, rewards, DOC, etc.

Help Center

Access LBB and GSNYPENN manuals, documents, and forms

To ensure each Girl Scout receives proper credit for their sales, all cookies must be allocated to the correct Girl Scout in eBudde. Below are the steps for allocating cookies from booth sales, troop site orders, and paper orders.

After Booth Sales

1. Tally the total number of packages sold at the booth by variety.
2. Go to the **Booth Sales** tab.
3. Click **Record Sale** for the appropriate booth.
4. Enter the number of packages sold by variety and click **Save**.
5. Click **Go to Distribute**.
6. Select **(De)select All Girls**, then check only the Girl Scouts who attended the booth.
7. Adjust the number of packages per Girl Scout (use the arrow/carrot next to their name).
8. Click **Save**.

From the Troop Site

1. After receiving a troop order, distribute it to troop members.
2. Go to the **Girl Orders** tab and select the Troop Site “girl.”
3. On the right side, click **+Distribution**.
4. Choose the Girl Scouts who should receive credit.
5. Allocate packages to each Girl Scout.
 - o *Tip: If a Girl Scout is close to the next reward level, you may allocate extra Troop Site cookies to help her reach it.*
6. Click **Distribute**, then **Save**.
7. Repeat for additional troop orders if needed.

Notes:

- These allocations will appear as “**Virt Bth Distr**” on a Girl Scout’s record.
- Click the **Troop Site** line to reconcile finances and enter a **+DOC Payment** if a balance remains.
- Payments can be recorded under the Girl Scout receiving cookies or under the Troop Site line.
- **Gift of Caring (GOC)** packages may be allocated on their own or included with troop cookie allocations.

Allocating Paper Orders

1. Go to the **Girl Orders** tab.
2. Click on the Girl Scout’s name.
3. Select **+Order**.
4. In the comment section, note *paper order* or the customer’s name to help identify the order.
5. Enter the number of packages sold by variety.
6. In the **Financials** section, enter the amount of cash the Girl Scout has turned in.
 - o Leave blank if unpaid and fill it in once payment is received.
7. Click **Save** and repeat for each paper order.
8. Place a cupboard transaction to fill these orders or use available troop inventory.



Rewards & Patches

Reviewing rewards will help them set their individual goal. The Digital Cookie system automatically calculates what each Girl Scout has earned based on their sales. Girl Scouts may have the opportunity to select prizes or need to provide t-shirt size. Families need to make selections by April 14th and ensure they are entered into the system. If selections are not made, GSNYPENN will determine the reward for the Girl Scout. Rewards will be available from your SUCC volunteer in June.

Girl Scouts of
NYPENN Pathways
2026 Cookie Rewards

First Time Seller



Flower Charm
First Time Sellers

Sweet Support
Gift of Caring (GOC)



Gift of Caring Patch
10+ Sweet Support pkgs

Cookie Booth



Booth Charm
36+ Cookie Booth pkgs

Digital Cookie Rewards



Action Patch
18+ Emails sent through Digital Cookie



Techie Patch
60+ Digital Cookie pkgs



Ferret Pouch AND
Fun Charm
200+ pkgs



Brave, Fierce, FUN!
Charm Patch
24+ pkgs



Brave Charm
60+ pkgs



BFF BRACELETS &
HAIR TIE SET
AND Fierce Charm
100+ pkgs



Fierce Charm



Wristlet Strap
150+ pkgs



Ferret Plush AND Mini Ferret
Plush AND Theme Patch
250+ pkgs



Duffle Bag
300+ pkgs



Glow-in-the-Dark Blanket
375+ pkgs



Build-A-Bear Experience
OR \$25 Experience Credit
450+ pkgs



Theme Charm PLUS Camp Gear
OR Girl Scouts Uniform Items
550+ pkgs



BFF T-Shirt PLUS
Ziplining Experience OR
\$60 Experience Credit
700+ pkgs



Goal Getter Patch AND
\$300 Experience Credit
1000+ pkgs



Super Patch AND 50% off Camp or
Travel of your choice (up to \$700 value)
1500+ pkgs

Stellar Sellers



2026 Bar Patch AND
Kalahari Experience
2026+ pkgs



Paddle Board
OR
Me and My Trip
to NYC
2500+ pkgs





100+
1000+
Bar Patches
Awarded at highest level
100 to 1000+ pkgs

GSNYPENN reserves the right to change a reward or experience at any time. Substitution requests are not permitted for any reward or if you are not able to attend a scheduled experience. Experience Credits expire on November 1, 2026.

Crossover Patch:

During the 2025 TRM Program

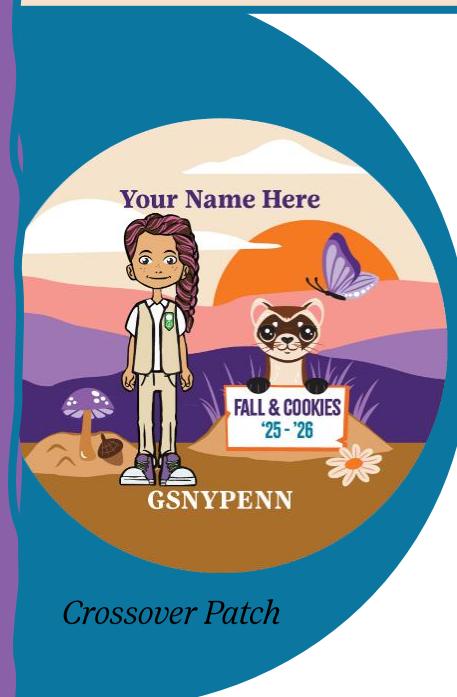
- Using the M2 system Create your avatar
- Send 18+ unique emails
- Use the "Share My Site" function to ask friends and family for support

During the 2026 Cookie Program, use Digital Cookie and:

- Send 18+ unique emails
- Sell 60+ DOC packages

BONUS REWARD:

Completing the Crossover patch requirements earns a Girl Scout **FREE** membership renewal for 2027!



Experience Credits:

Experience Credits are earned based on program participation and cannot be transferred or redeemed for cash. They expire **November 1, 2026**.

Experience Credits can be used for Council programs, camp, approved travel, membership renewal, or purchases at the GSNYPENN Store (in-store or online).

To use Experience Credits, you must submit the **JotForm** that will be emailed to you **after the program ends**, around the same time rewards are distributed.

Credits earned from **TRM 2025** and **Cookies 2026** must be used before the expiration date.

Bonus Incentives

Service Unit

Any Service Unit with a 3% increase in overall sales will receive \$.01 extra per package.

Troops

Initial Order (IO) Bonus

Troops that place an Initial Order equal to 80% of their total sales from last year (our recommended percentage) will receive a \$0.03 bonus.

Growth Bonus

- 3% increase in overall sales will earn an extra \$.03 per package

Troop Bonus

Troops with 75% participation and a Per Girl Average (PGA) of 550+ may earn one of the following rewards:

Option 1:

- \$25 per girl reimbursement for a troop-planned and troop-led experience
- Plus pick from a selection of items from Amazon (up to \$50)

Option 2:

- A School of Rock Experience

For more information, please email productsales@gsnypenn.org.

What Counts as Troop Participation?

A troop meets the 75% participation requirement when 75% of registered Girl Scouts complete one or more of the following:

- Send 18 or more emails to friends and family through Digital Cookie
- Receive 10 Gift of Caring purchases for donation
- Sell 36 packages of cookies at booths
- Sell 60 packages of cookies through Digital Cookie

Top 6

The top 6 Troops with the highest amount of participation will receive a rolling tote cookie cart.

Digital Cookie

Troops with 85% of their Troop registered on Digital Cookie by February 12 will have a chance to win 1 of 10 \$25 Walmart Gift Cards. Earners notified on February 13.

Bonus Incentives

Girl Scouts

Where's Shirley?

Follow Shirley, our Black-Footed Ferret, on her journey throughout cookie season! Watch as she explores more of our council and pops up in unexpected places. Check our social media to see where Shirley is—you never know where she'll appear next!

Sweet Support

March 22 to March 28 -girls who have 15 CGOC sold will have a chance to earn a sweet treat

Adopt a Black-Footed Ferret

Girls who sell 500+ packages by March 31 will be entered for a chance to win the Black-Footed Ferret Donation Prize!

By choosing a symbolic animal adoption, you are supporting WWF's global conservation efforts. Every donation helps save endangered wildlife, protect fragile ecosystems, and build a future where people and nature thrive together.

The selected girl will receive:

- An official Black-Footed Ferret adoption certificate
- A spotlight card featuring the Black-Footed Ferret
- A plush Black-Footed Ferret set
- A special gift bag

This prize celebrates both outstanding cookie sales and a commitment to protecting wildlife

Themed Booths

Themed Booth Competition

Each weekend, Council will host a **Themed Booth Competition!** Troops may choose to participate in one week—or join in for all of them.

Before your scheduled cookie booth your troop can create a booth display inspired by that weekend's theme. Get creative and have fun bringing the theme to life!

Take a photo of your booth featuring your Girl Scouts and email it to productsales@gsnypenn.org. Council will select the best booth each week, and winning entries will be announced accordingly.

We will continue to showcase booths on our social media—be sure to check out everyone's amazing and creative ideas!

February 27–March 1: Cookie Kickoff Party!

It's the start of cookie season—let's celebrate! Go all out and create a booth that shows off your troop's personality. Big energy, big fun, big cookie dreams!

March 6–8: Celestial Sparkle

Daylight Saving Time is here, so it's time to shine! Think suns, stars, moons, and all things cosmic. Make your booth out-of-this-world and let it sparkle!

March 13–15: Lucky & Green

St. Patrick's Day is almost here! Turn your booth Girl Scout green and chase the rainbow. What's at the end? A pot of cookies, of course!

March 20–22: Spring Has Sprung

Spring is officially here! Bring on the flowers, bright colors, and fresh vibes. Let your booth bloom early and spread some springtime cheer.

March 27–29: Hoppy Easter

Bunnies, eggs, and sweet treats! Show customers how cookies make the perfect Easter basket surprise for friends and family.

April 10–12: Goal-Getter Time

You're so close to your cookie goal—let customers help you cross the finish line! Create fun, fill-in signs to track your progress and celebrate every milestone.