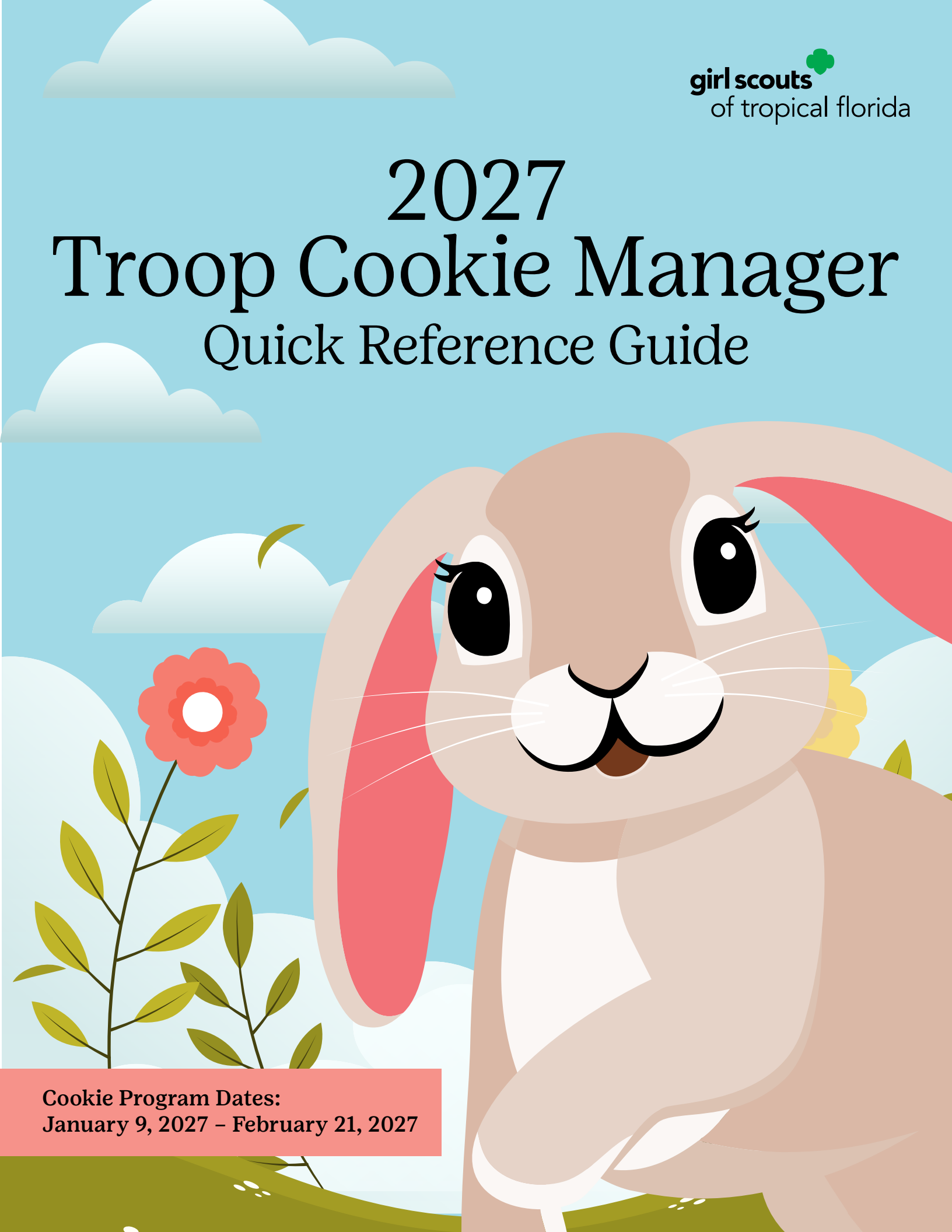


2027 Troop Cookie Manager Quick Reference Guide



Cookie Program Dates:
January 9, 2027 – February 21, 2027

Dear Girl Scouts of Tropical Florida Volunteers,

Thank you for hopping into another exciting Cookie Season with us! Your enthusiasm, support, and dedication help girls build confidence, develop new skills, and discover just how far they can go.

As we embrace this year's theme, Ready to Explore, we are grateful for the countless ways you encourage girls to try new things, reach their goals, and lead with confidence.

Thank you for being such an important part of every Girl Scout's cookie business journey and for making the Cookie Program successful.

*Let's get **Ready to Explore!***

Product Program Team
Girl Scouts of Tropical Florida

This quick-reference guide puts everything you need at your fingertips — key dates, checklists, and must know reminders to keep your cookie season running smoothly. Whenever you need deeper details, the Troop Cookie Manager Manual is always available at girlscoutsfl.org, along with step-by-step videos, helpful cookie bites and a complete resource library. ***You've got this — and we've got you!***



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My Community Cookie Coordinator is:

Name: _____

Phone: _____

E-mail: _____

Customer Care

Email: customercare@girlscoutsfl.org

Phone: (305) 253-4841

Monday– Friday from 9:00 a.m. – 5:00 p.m.

October	October 8	Virtual Pro Volunteer Cookie Program Training
	October 15	In-Person Volunteer Cookie Program Training
	October 22	Virtual New Volunteer Cookie Program Training
	October 23	Cookie Program Training upload into gsLearn
	October 31	Troops be Cookie Ready
November	November	Schedule a Troop Cookie meeting for girls and caregivers
	November 20	eBudde access to Volunteers
	November 23	Girls can start taking orders
December	December 1	Digital Cookie opens for volunteers, girls and caregivers
	December 2	Cookie Chat
	December 4	• Opt-Out form due • Deadline to request any Troop Roster update or girl troop transfer. Request must be received by 12:00 pm
	December 5	Booth selection open in eBudde
	December 10	Troop Initial Order Due in eBudde • eBudde Closes to Volunteers @ 11:59 pm • Initial Order submission = girls initial orders + troops extra inventory • Submit Initial Order Girl Rewards (All Troops) • Select Cookie Pick-up location and time
	January 6	Cookie Chat
	January 9	Cookie Pick-up • Verify location and time • Have enough vehicles to transport the entire troop's order
		Cookie Sales Start
February	January 18	Cookie Cupboards Open
	January 26	1st Cookie Payment via ACH – 25%
	January 27	Cookie Chat
	February 9	2nd Cookie Payment via ACH - 60%
	February 17	Cookie Chat
	February 18	Cookie Cupboards Close
	February 19-21	National Cookie Weekend
	February 21	Direct, Booth and Digital Cookie Sales End
	February 28	eBudde Closes to Volunteers at 11:59 pm • Give girls credit for all the packages sold • Select and submit all girl final rewards
March	March 5	3rd Cookie Payment via ACH - 100%
	March 15-19	Hometown Heroes distribution to Troops
	March 30	All Troop Cookie Profits must be in Troop Bank Account
April	April	Team Player Bonus for the qualifying Troops
May	May	Girl Rewards distribution



Cookie Program Scoop

Team Player Bonus Requirements

The Team Player Bonus is a simple way for troops to earn an extra \$0.15 per package of cookies sold by meeting all the requirement:

- Be Cookie Ready by October 31.
- Ensure that Troop bank account has sufficient funds prior to all ACH due dates.
- Meet all Cookie Program deadlines.
- Troops must have all Troop Cookie Proceeds in the troop bank account by March 30.

eBudde Emails

The Cookie Program Team sends out weekly Cookie Program News email through eBudde. This is our main way of communication throughout the cookie program season.

The email will include important information, upcoming deadlines, useful tips and any updates happening.

Cookie Chats

Throughout the cookie season your Cookie Program Team hosts virtual office hours to answer any questions you may have. We want you to be successful, so we will have quick tutorials of how to navigate the different cookie platforms. Register for the chats on our website.



New Online Exclusive and Limited Edition!

Girl Scout Sparkables

Meet Girl Scout Sparkables. These crunchy oatmeal chocolate chip cookies dotted with colorful sprinkles, are the yummiest—but beyond that, they pack a surprise. Baked in partnership with our baker besties at Partake, scrumptious Girl Scout Sparkables are allergen friendly, making them the perfect addition to your next gathering or group adventure.

Patch Pals

Introducing new Patch Pals, Girl Scouts' first cookie created just for dogs. These soft-baked, blueberry muffin flavored treats were created in partnership with BARK, creators of BarkBox, are dog approved, and have plenty of fun baked right in. Their cute "patch" shapes represent our favorite parts of Girl Scouting, including community, exploration, and play— and made with blueberries, they'll have your pup begging for more.

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October

- ☐ **Get trained!**
- ☐ Be Cookie Ready by October 31.
- ☐ **Recruit help!**

November

- ☐ Host a Troop Cookie Meeting.
- ☐ Login to eBudde, Review the Volunteer Responsibility Agreement, and verify all troop information is correct.
- ☐ Girls may begin taking Pre-Orders on November 23.
- ☐ Prepare to set up the Troop's Digital Cookie page and encourage ALL girls to register their Digital Cookie site.

December

- ☐ Digital Cookie orders may begin December 1.
- ☐ Have questions? Join the Cookie Chat on December 2.
- ☐ Reward Opt-Out form is due December 4.
- ☐ Troop's roster changes must be requested by 12:00 pm on December 4.
- ☐ Plan cookie booths. Cookie booth selection tentatively begins December 5 at 10:00 am.
- ☐ Enter and submit all girl pre-orders with the Troop's Initial Order and Initial Order Rewards by 11:59 pm on December 10.
- ☐ Select your Cookie Pick-Up Day location and time slot.

January

- ☐ *What to expect on Cookie Pick-Up Day?* Join the Cookie Chat on January 6.
- ☐ **Cookie Pick-Up Day!** January 9
- ☐ Start direct sales and cookie booths on January 9.
- ☐ Need more cookies? Cookie Cupboards open on January 18.
- ☐ Don't forget to allocate cookies and payments to the girls.
- ☐ Collect payments from caregivers
- ☐ Deposit collected money frequently.
- ☐ Prepare for ACH #1 which will be automatically withdrawn on January 26.
- ☐ Have questions? Need a live tutorial? Join the Cookie Chat on January 27.

February

- ☐ Deposit collected money frequently.
- ☐ Prepare for ACH #2 which will be automatically withdrawn on February 9.
- ☐ Don't forget to allocate cookies and payments to the girls.
- ☐ Have questions? Need a live tutorial? Join the Cookie Chat on February 17.

- ☐ Make your final run to Cookie Cupboards before they close on February 18.
- ☐ Ask the girls what their rewards selections are.
- ☐ Direct, Digital Cookie, and Cookie Booth sales end on February 21.
- ☐ Allocate ALL cookies and submit the Troop's final rewards by 11:59 pm on February 28.
- ☐ Collect remaining payments from girls/caregivers.
- ☐ Prepare for ACH #3. 100% of balance due.
- ☐ Make sure ALL Troop Proceeds are in your Troop bank account by March 30.
- ☐ Print and keep a copy of the Sales Report in eBudde

March

- ☐ Reminder to collect remaining payments from girls/caregivers.
- ☐ Make final deposit to Troop's bank account.
- ☐ Final ACH #3 for 100% of balance due to Council is on March 5

April

- ☐ Qualifying Troops will be receiving the Team Player Bonus directly in to the Troop's Bank account.
- ☐ For any remaining balances or payments due, an additional ACH will take place.

May

- ☐ Troops collect Girl Cookie Rewards
- ☐ Distribute rewards to girls promptly.
- ☐ ***Celebrate your Troop's hard work!***



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eBudde is the command center to manage the Troop's Cookie Program. All transactions, orders, payments, inventory, allocations, selecting rewards, communication from Council, etc. are managed in eBudde platform.



Volunteers in Cookie Ready Troops will gain access to eBudde on November 20. Once you have access you will:

- ☐ Login to eBudde
- ☐ Review and sign the Volunteer Responsibility Agreement
- ☐ Update your contact information
- ☐ Verify the Troop's information:
 - Navigate to the "Settings" tab and review troop level, number of registered girls and bank account. Don't forget to add the troops cookie goal.
 - Next go to the "Girl" tab and make sure all your girls with a 2027 membership are listed along with their GS Global ID and t-shirt size. If any information is incorrect, a girl is missing or we need to remove a girl make the request via email at customercare@girlscoutsfl.org by 12:00 pm on December 4.
- ☐ Login on December 5 to make the first Cookie Booth selections for the troop.
- ☐ Initial Cookie Order – Due on December 10 by 11:59 pm
 - Enter girl order-cards order or save the parent initial order.
 - Add any extra troop cookies needed
 - Review carefully the Troop Initial Order and submit.
- ☐ Select location and time the troop will pick-up cookies on January 9.
- ☐ Initial Reward Order – Due on December 10 by 11:59 pm.
 - Select any rewards that need selection.
 - Review carefully the Troop Rewards Order and submit.
- ☐ Throughout cookie season allocate cookies and payment to the girls. It is much more manageable to do it a few times during the season than to wait to allocate all the cookies at the end of the season.
- ☐ Most likely the troop and the girls will need more cookies to fulfill orders, these can be picked up by the volunteer at one of our cookie cupboards. To order extra cookies, login to eBudde and place the order. Orders are placed by the case.
- ☐ To prepare for ACH withdraws navigate to the "Sales Report" tab.
 - ACH is for 25% or 60% of the amount owed to Council.
 - The final ACH is for the 100% of the amount owed to Council.
- ☐ Close-out eBudde:
 - ☐ Give the girls credit for all the cookies sold by allocating all cookies and payments to them.
 - ☐ Don't forget to add any Hometown Heroes donation to the girls.
 - ☐ Review that all transactions (pick-up and transfers) and payments are correct.
 - ☐ Submit final rewards by 11:59 pm on February 28.
 - Click on each girl and make the selection of rewards. Do this for all the girls.
 - If the girls earned the Cookie Booth and Beyond Patch add to the order. Only order for the girls that earned it.
 - Volunteers can request up to 2 volunteer patches.
 - Review the final rewards and submit.



Cookie Booths

Cookie booths are where girls create more opportunity to reach their Troop goals by selling directly to the public. Cookie booths are a fun activity for girls and much anticipated by the community! There are three (3) types of cookie booths: Tropical Florida booths, Community booths and Private booths.

Tropical Florida Booth

These are booths that the Council secures. The following locations: Milam's, Publix, Walmart and Winn Dixie – are secured exclusively by the Council. Troops can sign up for these cookie booths online in eBudde following the sign-up process and policies to avoid cookie booths cancelations.

Community Booth

These are public locations that volunteers secure within their community. Volunteers get approval from the location to set-up cookie booths during the cookie season and complete the appropriate documentation. These booths will be uploaded into eBudde to share with other troops in the community.

Private Booth

These are public booths that volunteers or parents secure for their own troop like: church, caregiver workplace, events, local shops, etc. These are known as “Lemonade Stands”. These booths can be uploaded to eBudde just for the troop and take advantage of the Cookie Finder for customers to find the booth location.



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The Digital Cookie online e-commerce platform helps girls superpower their cookie sales. It's a fun, educational tool that helps girls run and manage their Girl Scout Cookie business online. Setting up a Digital Cookie account allows access to the app for on-the-go access, a personal QR code, contactless payments, email customers and more. Digital Cookie can be an amazing learning experience for every girl, by teaching e-commerce, marketing, inventory management, and other critical business skills.

Volunteers, Caregivers and Girls in cookie ready troops will receive a welcome email to get access by December 1. Once they have access, troops and girls can set up their Digital Cookie site to start their sales.

Start Digital Cookie

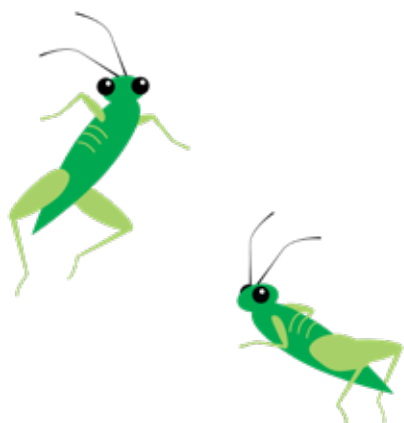
- ❑ Set up Troop Digital Cookie Link.
- ❑ Customize Troop's storefront: set goal, upload photo/video, write personal message.
- ❑ Encourage the girls to setup their very own cookie business storefront.
- ❑ Let caregivers know where they can find help on our website [girlscoutsfl.org](https://www.girlscoutsfl.org).

Digital Cookie Order Type

1. **Shipped Orders** – Girls send emails and share their link for customers to purchase their favorite Girl Scout cookies.
2. **Hometown Heroes Donations** – For those customers that do not want to purchase cookies they can donate to our HTH donation program.
3. **In-Person Girl Delivery** – This type of order is for local family and friends. Caregivers accept or decline these orders. If they accept they are responsible for fulfilling this order.



Note: All orders that come in through the Troop Digital Cookie link must be allocated/distributed to the girls.



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All funds earned through the Girl Scout Cookie Program belong to the entire Troop to fund Troop activities that are decided on by girls in a democratic manner. Proceeds should not be credited to or earmarked for specific girls based on participation. Girls earn rewards based on their personal Cookie Program accomplishments in the form of patches, merchandise, and other rewards.

What do troops earn during the Cookie Program?

Based Troop Proceeds = \$0.80 per package of cookies sold.

Additional bonuses the troops can earn:

- **Troop Player Bonus** – this is an additional \$0.15 per package of cookies sold if the troop meets all the requirements, no exceptions.
- **Booth Buddy Bonus** – this bonus is \$0.02 per package of cookie sold that a troop could earn by securing a community cookie booth and sharing with other troops in their community.
- **Troop Opt-out Rewards Bonus** – Junior and higher-level Troops have the option of opting out of rewards and receive an additional \$0.05 per package of cookies sold.

ACH Withdrawn Schedule

Date	Amount
Tuesday, January 26	25% of (Council Proceeds – Payments Made)
Tuesday, February 9	60% of (Council Proceeds – Payments Made)
Friday, March 5	100% of Amount owed to Council
Wednesday, March 31	Additional ACH if necessary

Finance Best Practices

- Issue receipts for every cookie distribution and every payment received.
- Collect funds frequently from the caregivers. Give them a schedule to make payments.
- Do not give caregiver more cookies if they have not made payments.
- If a caregiver has not made the final payment by February 24, we can help! Send an email to customercare@girlscoutsfl.org with a copy of all signed receipts and 3 written collection attempts
- Deposit the cookie money in the Troop bank account frequently.



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❑ Host a Troop Cookie Meeting

- Review the cookies and their prices.
- Discuss the Family Responsibility form
- Talk and set Troop and individual girl goals
- Share a calendar/schedule for the girls and caregivers for all due dates.
- Decide what badges the troop want to earn during the cookie season.

❑ Be Creative – Start a plan on how the troop and the girls want to run their very own cookie business.

- Plan Door to Door sales in the neighborhood.
- Girls can ask their caregivers if they can sell at their workplace.
- Caregivers can share their girl's Digital Cookie link on social media
- Talk about possible “lemonade stands”
- Does anyone in the troop know local business that will allow them to set a cookie booth?
- Is there an event happening? Try approaching the organizer to ask for permission to set up a cookie booth.

❑ Running a cookie business

- Pitch your sale to a business.
- Create flyers and ask businesses if you can post the flyer.
- Make business cards with the QR code to your digital cookie site.
- Print door handles with the QR code to your digital cookie site to leave at neighbors houses.
- Record a video telling your story, what you like about being a Girl Scout, what your goals are and what the troop is planning to do with the funds.



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Rewards

Girl Scouts of Tropical Florida looks forward to recognizing the accomplishments of girls and Troops who earn rewards based on their sweet success! Girl Rewards are based on each individual girl's sales. Below is a review of the rewards, see the 2027 Order Card for a complete list of Cookie Program rewards.

Initial Order Troop Reward - *GSTF Cookie Program T-shirt*. Troop Initial PGA must equal 210+ and have a minimum of three (3) selling girls.

Initial Order Girl Reward - *Bunny Socks* – Girls Initial Order of 200 packages of cookies

Digital Cookie Reward – *Girls can earn: Cookie Techie patch, Firefly Charm and GS Camping Hammock*

Hometown Heroes Reward - *Gift of Caring Patch and Mascot Charm*

Cumulative Rewards

27+ Pkgs	Ready to Explore Patch
50+ Pkgs	Bunny Carabiner
100+ Pkgs	Charm Patch & Cookie Bunny Charm
150+ Pkgs	Wristlet Strap & Lemon-Up Notepad
225+ Pkgs	Mini Plush Bunny
300+ Pkgs	Bunny Plush or Bunny Hat
400+ Pkgs	Girl Scout 2028 Membership
500+ Pkgs	Goal Getter Celebration, Goal Getter patch & Clip-on Micro Duffle
600+ Pkgs	Bag Charm & Sling Bag or Mini Duffle
750+ Pkgs	Duffle Bag or Bunny Neck Pillow
1000+ Pkgs	Cookie Booth Charm & Journal Bundle or Beach Bundle
1500+ Pkgs	Super Patch & Super Seller Event or \$30 Amazon Voucher
2027+ Pkgs	Chelsea's Extraordinary Outing
2500+ Pkgs	Converse Voucher or \$50 Amazon Voucher
3000+ Pkgs	Portable Instant Photo Printer or \$60 Amazon Voucher
3500+ Pkgs	Smart Mini Projector with screen or \$70 Amazon Voucher
4000+ Pkgs	Girl Scout Miami Experience



Cookie Bucks

Cookie Bucks are electronic credits redeemable for Girl Scouts of Tropical Florida programs (excluding programs run by outside partners), Girl Scouts of Tropical Florida summer camp, and Girl Scout Membership. Cookie Bucks have no cash value and will expire March 31, 2028. Please note GSTF cookie Bucks cannot be used at other Councils or on GirlScouts.org website.

Digital Dough

Digital Dough is an electronic gift card to be used for purchases only on the GSUSA website. Digital Dough has no cash value and will expire March 31, 2028. Please access the GSUSA website by visiting www.girlscoutsfl.org and Click 'Shop'.

Amazon Voucher

Reward option that offers Girl Scouts access to a curated selection of educational, fun, and enriching items from a GSTF Amazon catalog. Girl Scouts will have the opportunity to shop for any item in the catalog. Find more information on our Girl Scout of Tropical Florida website www.girlscoutsfl.org.



2026-2027 Girl Scout Cookies

\$6

Adventurefuls®

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt



\$6

Lemon-Ups®

Crispy lemon flavored cookies with inspiring messages to lift your spirit



\$6

Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe



\$6

Do-si-dos®

Oatmeal sandwich cookies with peanut butter filling



\$6

Samoas®

Crisp cookies with caramel, coconut, and dark chocolaty stripes



\$6

Tagalongs®

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



\$6

Thin Mints®

MADE WITH VEGAN INGREDIENTS

Crisp, chocolaty cookies made with natural oil of peppermint



\$6

Exploremores®

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and nutty toasted crème



\$7

Toffee-tastic®

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits



\$7

Girl Scout Sparkables®

ALLERGEN-FRIENDLY

Crunchy oatmeal chocolate chip cookies dotted with colorful sprinkles



\$9

Patch Pals® Dog Treats

Soft-baked, blueberry muffin flavored treats



New!
Limited Edition
Online Exclusive



Save my store to buy more!

Add Digital Cookie
QR Code

Exclusive
NEW Cookies
Offered Online Only



Shipped to your door!