

Ready, Set, Success



New volunteer?

We've got you covered with a

5-STEP ACTION PLAN!

See page 11



eBudde™ Mobile

meets you wherever you're at in the Girl Scout Cookie Season





The largest girl-led entrepreneurial program in the world is moving forward in bold ways. We're offering you more options than ever as a volunteer to build the foundation for entrepreneurship and guide girls to success, while keeping their safety in clear focus.

No matter which path you take—virtual, in-person or both—we've got tips and resources to support you the whole way.

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Girl Scout Cookie Timeline

Date

Activity



November	Service Unit training with Council
November – December	Troop training with Service Units
January	Service Units and Troops hold Cookie Kickoffs
January 6	Digital Cookie opens (so parents and girls have time to register before the program begins)
January 8	Cookie order taking starts and Cookie Paloozas begin
January 29	Troop t-shirt size selections due
February 5	Initial Order taking ends
February 6	Goal-Getter orders begin
February 8	Troop Initial Order and rewards due in eBudde (system will lock at 11:58 p.m.)
February 10	Service Units to verify and submit Initial Orders and rewards to Council (system will lock at 11:58 p.m.)
February 26 – March 6	Troops deliver Initial Orders, Goal-Getter orders and “Deliver By Girl” from Digital Cookie
March 1 – April 11	Girl payments due to Troop Cookie Chair <i>*Please turn in frequently</i>
April 11	Last day for Booth Sales to count toward final rewards; Cookie Cupboards and Digital Cookie close
April 12	Final Initial Order payments and Booth Sale payments to due to Council; Delinquent Forms for Initial Sale submitted
April 14	Service Unit verifies girl reward orders for Troops and enters delivery info into eBudde <i>*Please click and confirm address</i>
April 18	Last day to hold Booth Sale to count toward Council payment
April 20	Cookie Sale ends
April 30	Additional money from sales after Initial Order due to Council; Delinquent Forms due
Late May	Rewards are delivered to Service Unit Chairs
Late June	M2 Crossover Patches will be shipped
Within 10 days	Rewards shortages must be resolved within 10 days of shipment receipt date by Service Unit Chairs <i>*Rewards cannot be guaranteed after this point</i>



YOUR INVALUABLE ROLE

Cookie Managers are an invaluable part of the Girl Scout Cookie Program. Volunteers like you are the champions, role models and cookie coaches who help girls discover their amazing potential and take steps toward achieving their goals.

5 ESSENTIAL SKILLS FOR GIRLS

With your support, girls in the program build essential skills and learn to think like entrepreneurs.

GOAL SETTING

- Girls learn how to set goals and create a plan to reach them

DECISION MAKING

- Girls learn to make decisions on their own and as a team

MONEY MANAGEMENT

- Girls learn to create a budget and handle money

PEOPLE SKILLS

- Girls find their voice and build confidence through customer interactions

BUSINESS ETHICS

- Girls learn to act ethically, both in business and in life



Today's girls are already thinking like entrepreneurs.* With your guidance, girls are able to build on their thinking and start running their own Girl Scout Cookie™ businesses.

*SOURCE: "Today's Girls, Tomorrow's Entrepreneurs," A Report by the Girl Scout Research Institute



**Every Girl Scout has it in her to do great things.
WITH YOUR SUPPORT, SHE'LL RISE TO SUCCESS!**

WHAT'S NEW

2020-2021

Your busy life picks up speed during Girl Scout Cookie Season. You need tools and digital resources that not only keep pace, but also help keep you and your girls moving toward success—while having lots of fun along the way. We've got you covered!

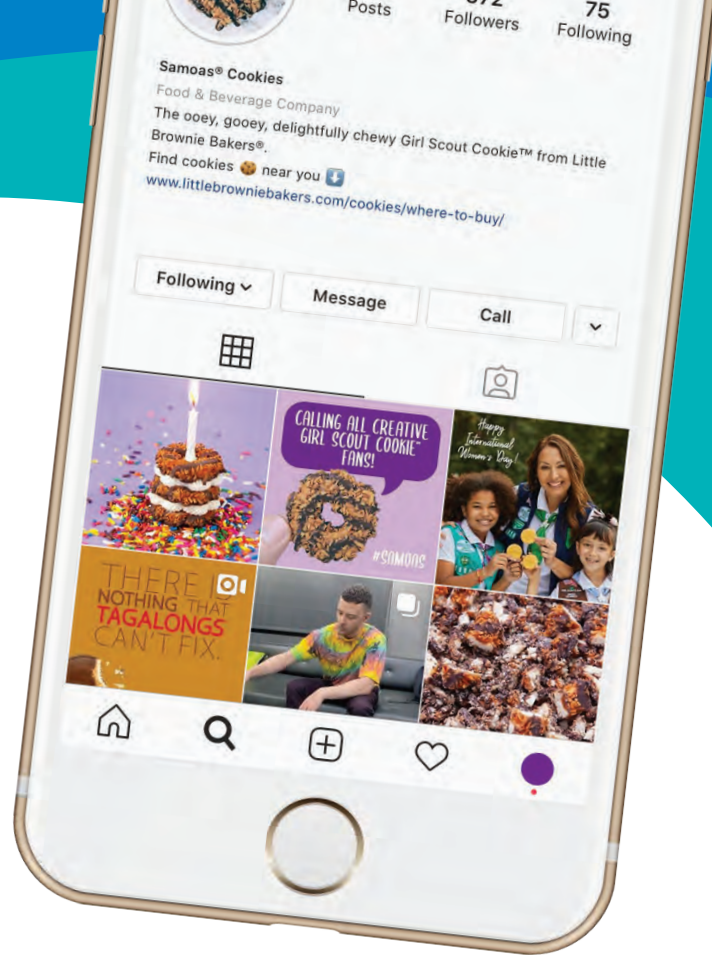
eBudde® Mobile

The must-have app for volunteers in the Girl Scout Cookie Program® now has a new name. eBudde Mobile makes your life simpler by meeting you wherever you are in the season.

- From a troop or service unit dashboard, get all the information you need
- Simple icons take you to important messages, booth locations,* checklists and more
- Watch training videos and get help from within the app

AVAILABLE FOR DOWNLOAD





Social Media Shareables

How can you help tomorrow's female entrepreneurs promote their Girl Scout Cookie™ businesses? We've got all the social resources you need on LittleBrownie.com.

- Resources are easily searchable by category, including cookie news, special promotions, holiday themes, profile pictures and more
- Each post includes a professionally designed graphic and customizable message
- New posts are added throughout the year



Girl Scouts® of the USA has a suite of resources—including social media tools and more—available for download at girlscoutcookies.org/troopleaders.



Online Tips and Ideas

Help girls build online marketing skills and learn about e-commerce with the support of online tools like the Digital Cookie® platform. We've also got inspiration for engaging girls in virtual activities!

Digital Marketing Tips for Cookie Entrepreneurs and Families
Girls of all ages should partner with their parents or guardians to develop a plan to safely market their cookie business online. Get started using this resource available at girlscoutcookies.org/digitalmarketingtips.

MAKE IT VIRTUAL!
Find familiar in-person resources with a tech twist, along with several new digital ideas. These strategies help girls reach their goals in virtual environments when in-person is not an option. Learn more on Page 10.



*See pages 22 and 28 for social-distancing and online safety guidelines.

Meet the GiRL SCOUT COOKIES®

2020-2021

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
- NEW!** Halal Certification



LEMON-UPS®

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS
Crispy lemon cookies baked with inspiring messages
to lift your spirits ①D



- 100% Real Cocoa
- Real Coconut

samoas®

Crisp cookies coated in caramel, sprinkled with toasted
coconut and striped with dark chocolate coating ①D



In addition to being Kosher certified, all Girl Scout Cookies® baked by Little Brownie have achieved Halal certification from the Islamic Food and Nutrition Council of America, demonstrating our commitment to developing cookie products that serve the needs of a wider segment of cookie buyers.





tagalongs®

Crispy cookies layered with peanut butter and covered with a chocolaty coating ①D

- Made with Natural Flavors
- Real Peanut Butter
- Whole Grain Oats



DO-SI-DOS®

Crunchy oatmeal sandwich cookies with creamy peanut butter filling ①D

- 100% Real Cocoa
- Real Peanut Butter



trefoils®

Delicate-tasting shortbread that is delightfully simple and satisfying ①D

- Made with Vegan Ingredients
- 100% Real Cocoa



thin MINTS®

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



specialty innovation

GIRL SCOUT S'MORES®

Crunchy graham sandwich cookies with creamy chocolate and marshmallowy filling ①D

- Made with Natural Flavors
- 100% Real Cocoa

- No Artificial Flavors



specialty innovation

toffee-tastic®

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits ①D





MAKE IT VIRTUAL!

We're giving you more ideas and resources than ever to take your cookie season to the next level, digitally!

Look for this icon. 

Virtual Resources on LittleBrownie.com

Visit LittleBrownie.com for virtual activities, resources and digital tools that allow you to customize an experience that makes sense for your troop. Use a few, use them all, or create your own!

Girl Scouts' Online Safety Resources

Whatever approach you decide to take this Girl Scout Cookie Season, we have tools to equip you to be flexible in a range of environments. You can find Girl Scouts' safety materials and resources on pages 22 and 28 in this manual, and additional information at girlscoutcookies.org/troopleaders.



5 STEPS to Support Her Pathway to Success



There's only one way to have a successful Girl Scout Cookie Program, and that's to plan for it! In the remainder of this manual, you'll find everything you need to plan, build and celebrate a successful program for 2020-2021—all organized into five simple steps.

GET STARTED

1 Get Yourself Set for a Great Season

- Primary Contacts
- Volunteer Training
- Cookie Season Planner
- Girl Scout™ Badge Portfolio

2 Meet with Girls and Families

- Key Dates
- Girl Stories 📱
- Cookie Story Sharing
- Girl Scouts™ My Cookie Friend
- Goal-setting Activities 📱
- Cookie Program Health and Safety Guidelines
- Girl Scouts™ Cookie Rookie
- Girl Scouts™ Cookie Captains
- Family Guide
- Cookie Entrepreneur Family Pin collection



OPEN FOR BUSINESS

3 Tap into the Power of eBudde™

- eBudde™ Mobile
- eBudde™ Quick Guide

4 Help Girls Succeed as Cookie Entrepreneurs

- Key Dates
- Volunteer Shareables
- Girl Order Card
- Digital Cookie® platform 📱
- Booth Events 📱

CELEBRATE

5 Recognize Achievements

- Key Dates
- Recognizing Girls
- Send “Thanks!”
- Celebrate Achievements 📱

GIRLS ARE READY... AND YOU ARE, TOO!

79% of Girl Scouts have an entrepreneurial mindset

91% of Girl Scouts are interested in becoming an entrepreneur

SOURCE: “Today’s Girls, Tomorrow’s Entrepreneurs”: A Report by the Girl Scout Research Institute



1

GET STARTED

Get Yourself Set for a Great Season

PRIMARY CONTACTS

Service Unit volunteer:

Troop Cookie Manager and other volunteers:

NOTES:

The Girl Scout Cookie Program[®] is led by girls, but getting all the right tools in place starts with you. We've got tools, resources and helpful info to guide your planning.



FOR YOU

Volunteer Training on eBudde-Mobile*

Training resources and videos allow you to get up to speed fast on eBudde's many capabilities. Master the basics, and then check out tips on new features for the season!

What it includes:

- Videos
- Multimedia lessons

Where you'll find it:

- App Store and Google Play

** Find app guidance and the eBudde Quick Guide on pages 16-17 of this manual.*

Girl Scouts[®] Built by Me Cookie Planner

Create a custom plan for the cookie season—online, in just minutes! Choose from a menu of options that fit your group's interests and schedules. It's as simple as taking a short quiz!

What it includes:

- Digital questionnaire
- Customized plan with links to resources

Where you'll find it:

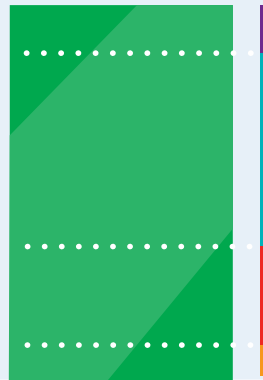
- CookiePlanner.LittleBrownieBakers.com
- CookiePortal.LittleBrownie.com





HELPFUL INFO

Girl Scout Cookie™ fans are especially eager to support girls when they have a clear picture of where the money goes. Help them see how the cookie program powers amazing experiences for girls and prepares them for a lifetime of success. Use this table as a guide:



15-18% Troop earnings

In addition to the many council-programmatic experiences funded by cookie earnings, troops earn \$0.75 - \$0.85 per box, regardless of type. Tiers based on per-girl selling average (PGA).

47-60% Council-sponsored programs, events, properties, training and other support

22-42% Cost of Girl Scout Cookies

Cost for cookies is \$1.10 for standard varieties and \$2.10 for specialty varieties.

3% Girl rewards



FOR GIRLS

Girl Scouts' National Program Portfolio

Girls can earn Cookie Business and Financial Literacy badges and Cookie Entrepreneur Family pins for every year they participate in the Girl Scout Cookie Program. Check out the Girl Scout Badge Explorer or search the Volunteer Toolkit (VTK) for badges by grade level.

What it includes:







- Badges and pins that girls can earn through participation in the cookie program
- Requirements for earning pins or badges
- Poster

Where you'll find it:

- Your council's website
- girlscouts.org/cookiebadges
- girlscouts.org/entrepreneurfamily
- girlscoutcookies.org/troopleaders for poster download

THE HIGHER THE PGA, THE MORE GIRLS EARN!

PGA	\$ PER BOX (CORE)	\$ PER BOX (SPECIALTY)
1-199	\$0.75	\$0.75
200-299	\$0.80	\$0.80
300+	\$0.85	\$0.85

CORE VARIETIES	SPECIALTY COOKIES
Samoas [®] 	Toffee-tastic [®] 
Thin Mints [®] 	Girl Scout S'mores [®] 
Do-si-dos [®] 	
Tagalongs [®] 	
Trefoils [®] 	
Lemon-Ups [®] 	

Girl Scout Cookies are \$5 per package for core and specialty varieties.

Super Troop Qualifications

We have a sweet program that allows you to earn extra money for your troop just by doing the things you are already doing. Check out the Super Troop requirements below and score an extra \$0.05 per box of cookies, which can add up to a lot of dough and make your next troop year the sweetest ever!

- Participate in the 2020 Cookie Sale Program
- Troop Leader and Assistant Leader renew membership by June 30, 2020
- Troop End of Year Paperwork and Troop Finance Report are submitted by June 30, 2020
- 50% of the Troop's April 1 girl membership is renewed by September 30, 2020
- During the Fall Product Sale, troops must have the following online sales, according to troop size:
 - 1 to 9 girls - \$50 in online sales
 - 10 to 19 girls - \$100 in online sales
 - 20 or more girls - \$150 in online sales
- Troops must have a 5% increase in their initial order over last year's sales for the Cookie Sale

2

GET STARTED

Meet with Girls and Families

KEY DATES

Troop meeting:

Family meeting:

NOTES:

For Girl Scout Cookie™ entrepreneurs, getting set for business means learning how to think like an entrepreneur. Motivate and inspire girls of all levels to do just that with fun learning activities from the Cookie Business Badges. As girls take their learning home, the Cookie Entrepreneur Family Pin encourages the whole family to get involved and offer support.



FOR GIRLS AND FAMILIES

Girl Stories

Get everyone inspired with stories of girls who are leading boldly as cookie entrepreneurs and shining brightly as a result.



These resources were originally designed for in-person use, but can also work with digital tools. Consult your council for approved video-conferencing platforms.

What it includes:

- Video and editorial profiles of girls who have improved their communities and gone on fun adventures with their cookie earnings.

Where you'll find it:

- LittleBrownie.com, Girls, Teens and Videos sections



FOR YOUNGER GIRLS

Girl Scouts' Cookie Rookie

Use this resource to help young girls learn about setting goals, get to know different cookies, gain confidence, learn how to speak to customers, and more.

What it includes:

- Fun video
- Volunteer guide

Where you'll find it:

- LittleBrownie.com, Girls section and the GSBDC Shop



FOR OLDER GIRLS

Girl Scouts' Cookie Captain

Keep experienced teens interested in the cookie program and show them ways to give back with a full collection of materials.

What it includes:

- Video for teens
- Best practices
- Training strategies
- Step-by-step guide
- Notebook
- Promotional flyer

Where you'll find it:

- LittleBrownie.com, Teens section and the GSBDC Shop



FOR GIRLS

Share Her Cookie Story*

Encourage girls in your troop to share their inspiring Girl Scout Cookie™ stories with the world for a chance to be featured on Girl Scouts’ “Think Outside the Cookie Box” gallery, the Girl Scout blog, Facebook, Twitter, Instagram and more.

What it includes:

- Online form to submit her cookie story

Where you’ll find it:

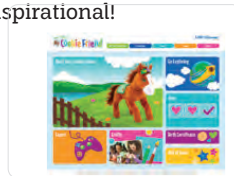
- girlscouts.org/powerbycookies

Girl Scouts® My Cookie Friend

Girls love earning the newest mascot plush! Pump up the excitement by encouraging girls to explore our mascot’s official website. We designed it to be educational and inspirational!

What it includes:

- Fun facts
- Games
- Videos
- Activities and crafts



Where you’ll find it:

- MyCookieFriend.com

Goal-setting activities

Teach girls everything they need to know about reaching high goals, while having loads of fun.

These downloadable crafts can be done together or individually—online or in-person—to help girls track their progress through the season.

What it includes:

- Quick, inspiring ideas for making the most of Girl Scout Cookie Season

Where you’ll find it:

- LittleBrownie.com, Volunteers section



FOR FAMILIES

Family Guide

Use this inspirational brochure to introduce and welcome families to the Girl Scout Cookie Program:

What it includes:

- Reasons for participating
- Tips on how families can support girls
- Family projects
- Safety rules
- And much more!

Where you’ll find it:

- LittleBrownie.com, Families section, BDGSC.org

Cookie Entrepreneur Family Pin collection

Encourage families to support girls as they learn to think like entrepreneurs and run their own cookie businesses. Girls can earn all 13 pins in the collection—one unique pin for every year they participate.

What it includes:

- Activity sheets to help girls at all levels
- Tips for families

Where you’ll find it:

- girlscouts.org/entrepreneurfamily

HELPFUL INFO

GAIN THE SUPPORT OF FAMILIES EARLY ON

Host a short meeting in-person or virtually with families so girls can kick off the year with their families. At the meeting, adults can complete permission forms and sign up to help. This is a great time to go over health and safety guidelines (see pages 22 and 28).

3

OPEN FOR BUSINESS

Tap into the Power of eBudde™



KEY ACTIONS ON APP

Get set up (log-in info):

Girl cookie orders due to troop cookie manager:

Initial orders due:

Girls: 02/05/21

Troop: 02/08/21

Pick up cookies:

Sign up for booths:

Final Rewards: 04/11/20

Final rewards delivery to service unit:

Make deposits weekly:

NOTES:



The Girl Scout Cookie Program is backed by a whole network of support—one that goes beyond the incredible service of council leaders and volunteers like you. Working behind the scenes is eBudde, the digital command center for your Girl Scout Cookie Season. Easily accessible via a mobile app for volunteers at the service unit and troop levels, eBudde is friendlier than ever!



FOR YOU

eBudde Mobile

Stay in the know, on the go! This must-have app puts power at your fingertips, wherever you are in the cookie season.

What it includes:

- Streamlined dashboard
- Easy management of orders and rewards
- Important messages and upcoming events
- Options for finding booth locations and exchanging cookies
- Help Center

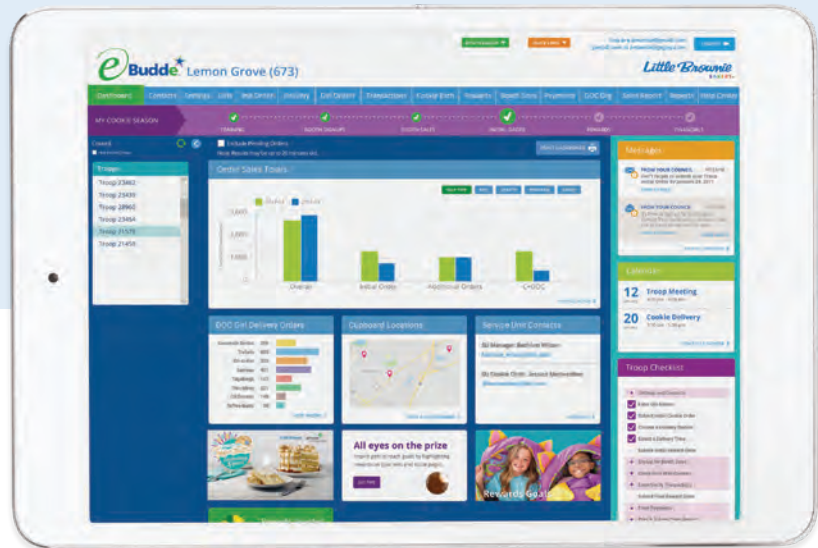
Where you'll find it:

- App Store and Google Play





QUICK GUIDE



GETTING STARTED

1 Look for welcome email with link and log in information to eBudde.LittleBrownie.com

- After your Service Unit Chair grants you access, you'll receive a welcome email with a login link
- Click the link and set up a new password, then click CONFIRM
- At the profile screen, enter your new password

2 Set up your troop

- Click the SETTINGS tab, then EDIT SETTINGS
- Enter your troop's package goal
- Update the level of your troop if needed
- Click UPDATE to save

3 Adding users (SU level only)

- Click the SETTINGS tab, then EDIT SETTINGS
- Enter email addresses of additional users at the bottom of the page
- Click UPDATE to save
- eBudde will email the new user a link to sign in

NAVIGATING FEATURES

Dashboard

On your troop's default screen, you'll find important messages from your council/ service unit and links to tools and resources you'll need throughout the season

Contacts

Review contact info and click EDIT to make changes

Settings

You can do several things under this tab:

- Edit troop info
- Enter the number of girls selling and the troop's package goals
- Opt out of rewards for additional profits
- Enter banking info

Girls

Enter girls' names, Girl Scout member ID and grade. You can also register girls and enter t-shirt size.

Initial Order

Enter your troop's initial order by girl, and order additional Girl Scout Cookies for booth sales.

NOTE: Once orders are submitted here, they cannot be changed. Carefully review the totals before hitting SUBMIT ORDER

Reports

Run three different reports from this tab:

- CUPBOARD REPORT shows a list of all open cupboards and location/hours of operation
- DELIVERY STATION REPORT shows a list of locations available for your troop to choose from for initial order pickup
- COOKIE EXCHANGES REPORT shows current offers of cookies available for exchange within the council

Sales Report

Review all sales totals for the troop, including:

- Final package numbers
- Receipts
- Girl Scouts' Gift of Caring donations

Help Center

Find additional information, including:

- Council information
- eBudde help
- Links to eBudde Microburst Training Videos with step-by-step instructions

4

OPEN FOR BUSINESS

Help Girls Succeed as Cookie Entrepreneurs

KEY DATES

Initial Order phase: 01/08/21 - 02/05/21

Digital Cookie® open: 01/06/21

Cookie Cupboards open: 02/26/21 (or cookie delivery) - 04/11/21

Booth phase:

Collection of money: Should be deposited by Troops within 24 hours of collection.

NOTES:

Girl Scout Cookie™ entrepreneurs are can-doers who grow bolder with every step they take in the Girl Scout Cookie Program. So how can you inspire girls to take their first leap into the program and keep moving toward big goals? We've got you covered with tools and resources that promote hands-on learning, collaboration and more—skills that are building blocks of entrepreneurship.



FOR YOU

Volunteer Shareables

This resource helps you find the right words (and pictures) to promote the cookie program. It's social planning made simple!

What it includes:

- Posts covering multiple categories:
 - Cookie news
 - Special promotions
 - Holiday themes
 - Profile pictures

Where you'll find it:

- LittleBrownie.com
- Additional social media tools are available at girlscoutcookies.org/troopleaders

HELPFUL INFO

You need to know:

- Troops are responsible for counting and verifying the total number of cases
- When in doubt, recount
- Wait until you're sure about your case count to sign the receipt

This is your smooth pickup day

- Know exactly how many cases you ordered of each variety
- Arrive at your scheduled pickup time
- Make sure you have enough vehicles to load your order (see chart)
- Line up your vehicles at the same time
- Check in and receive your pickup ticket
- Give your pickup ticket to the loader and count cases as they're loaded in
- Sign for your order and take your receipt

How many cookie cases can your car carry

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



Take stock & restock!

Ordering packages for booth days isn't an exact science, but here are average sales per cookie variety, so you can get an idea of how many to order.

26%	Thin Mints®
24%	Samoas®
15%	Tagalongs®
10%	Do-si-dos®
8%	Lemon-Ups®
8%	Trefoils®
6%	Girl Scout S'mores®
3%	Toffee-tastic®



FOR GIRLS

Girl Order Cards*

Many customers look forward to girls paying them a visit with an order card in hand. Girls take down orders for cookies and then turn in their card to you or a designated cookie volunteer, who enters the orders into eBudde

Want to keep a safe distance? Use the door hanger order cards, or encourage customers to order over the phone.

What it includes:

- Order card where girls can capture order information from neighbors, friends and family members

Where you'll find it:

- Supplied by your council




FOR YOU AND GIRLS

Girl Scouts' Cookie House Party*

This winning strategy is a lot of fun for girls. With your guidance, girls invite friends and family to hear stories about their plans for cookie earnings. Guests learn they can support girls' goals in a big way when they purchase cookies by the case.

TIP: Host the party at a local school or community center. Often, these sites have a central location, and it could save you some clean-up time.

Digital Cookie® platform*

 Girls can personalize their own e-commerce site and invite friends and family to support! Customers have two delivery options: in-person drop-off or direct shipment to their home.

What it includes:


- Features that allow girls to set their cookie goals, track their progress, manage orders and inventory, learn Internet safety skills and more

Where you'll find it:

- Get info from your council regarding approved methods of delivery. Safety resources are available at girlscoutcookies.org/troopleaders

Booth Events*

Girls can build on the momentum of their initial orders by getting extra creative with a booth event. They can set up shop as a troop in front of retail stores or other community spaces. Girls will have fun working toward their goals together!


 Girls can open Virtual Girl Scout Cookie Booths on social media! For teens, social media is a great way to spread the word about their cookie businesses. Parents and guardians should do the posting on social media if the girl is under age 13, but the girls should have a hands-on role in marketing their cookie business.

What it includes:

- Booth decorating ideas
- Tips for bundling Girl Scout Cookies®
- Fun graphics girls can use
- Shareable social media posts
- Virtual Cookie Booths step-by-step guide

Where you'll find it:

- LittleBrownie.com, Volunteer section
- pinterest.com/lbbakers/

 Help girls organize and host a Virtual Cookie Party using Facebook Live, Google Meet or Zoom. To drive success, girls can deliver their business pitch to their guests, demonstrate a cookie recipe and more!*

What it includes:

- Video overview
- Invitations
- Recipe cards
- Décor and giveaway ideas

Where you'll find it:

- Blog.LittleBrownieBakers.com

MAKE IT VIRTUAL

Check out LittleBrownie.com for more virtual ideas, inspiration and resources!

5

CELEBRATE

Recognize Achievements

KEY DATES

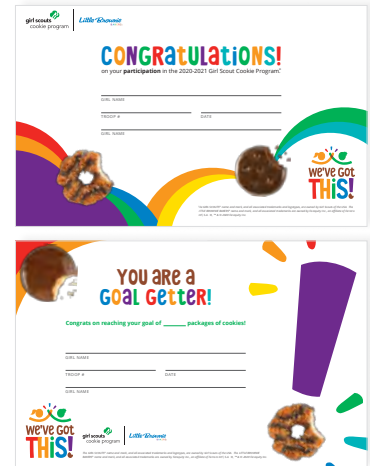
Celebration troop meeting:

Distribute rewards and celebrate with families:

Activation of troop goals:

NOTES:

Make the most of girl accomplishments, like a girl reaching her goal. Thank customers, tell stories about your cookie experiences or throw a party for your troop.



FOR GIRLS

Recognizing Girls

Girl Scout Cookie™ Season is the time for girls to start thinking like entrepreneurs. From the earliest planning meetings through the booth phase, recognize and encourage girl development of an entrepreneurial mindset—whether it's being curious about how things work or embracing challenges.

What it includes:

- Certificates
- Patches

Where you'll find it:

- LittleBrownie.com, Volunteer section
- Your council's website



Sell 12 boxes of cookies



Sell 12 boxes of Gift of Caring cookies



Initial Order of 100 boxes



Available in the shop



Send 15 emails during the Cookie Sale



Sell and additional 24 boxes between Initial Sales and cookie delivery



Available in the shop





Ice Cream Bowls (160 boxes)



Glow-in-the-Dark Cable Horse



Pocket Pillow

Glow-in-the-Dark Blanket (650 boxes)



Plush Horse (260 boxes)



FOR GIRLS

Send “Thanks!”

Thank everyone involved with your troop’s success, including families, friends, businesses and fellow volunteers. Find card templates and ready-to-post social graphics on LittleBrownie.com. Loads of clip art is also available on the site to help you and girls create your own messages of appreciation.

What it includes:

- Social Posts
- Card templates
- Clip art

Where you’ll find it:

- LittleBrownie.com, Volunteers, Clipart and Social Media sections

Celebrate Achievements*

They’ve earned it! Plan a celebration that gives you the opportunity to pass out rewards to girls, while highlighting individual and troop achievements. Discuss how the funds can be used for future activities.

📶 Make the celebration virtual! Visit LittleBrownie.com for ideas like reward unboxing, virtual ceremonies, and more!

CONGRATULATIONS!

Mess Kit (850 boxes, choice level)



Backpack Purse (850 boxes, choice level)



Adventure/Camp Stool with Mess Kit (850 boxes, choice level)



*See pages 22 and 28 for social-distancing and online safety guidelines.



T-shirt (Troop reward - PGA of 180)



Girl Scout Cookie Program[™] **SAFETY GUIDELINES**

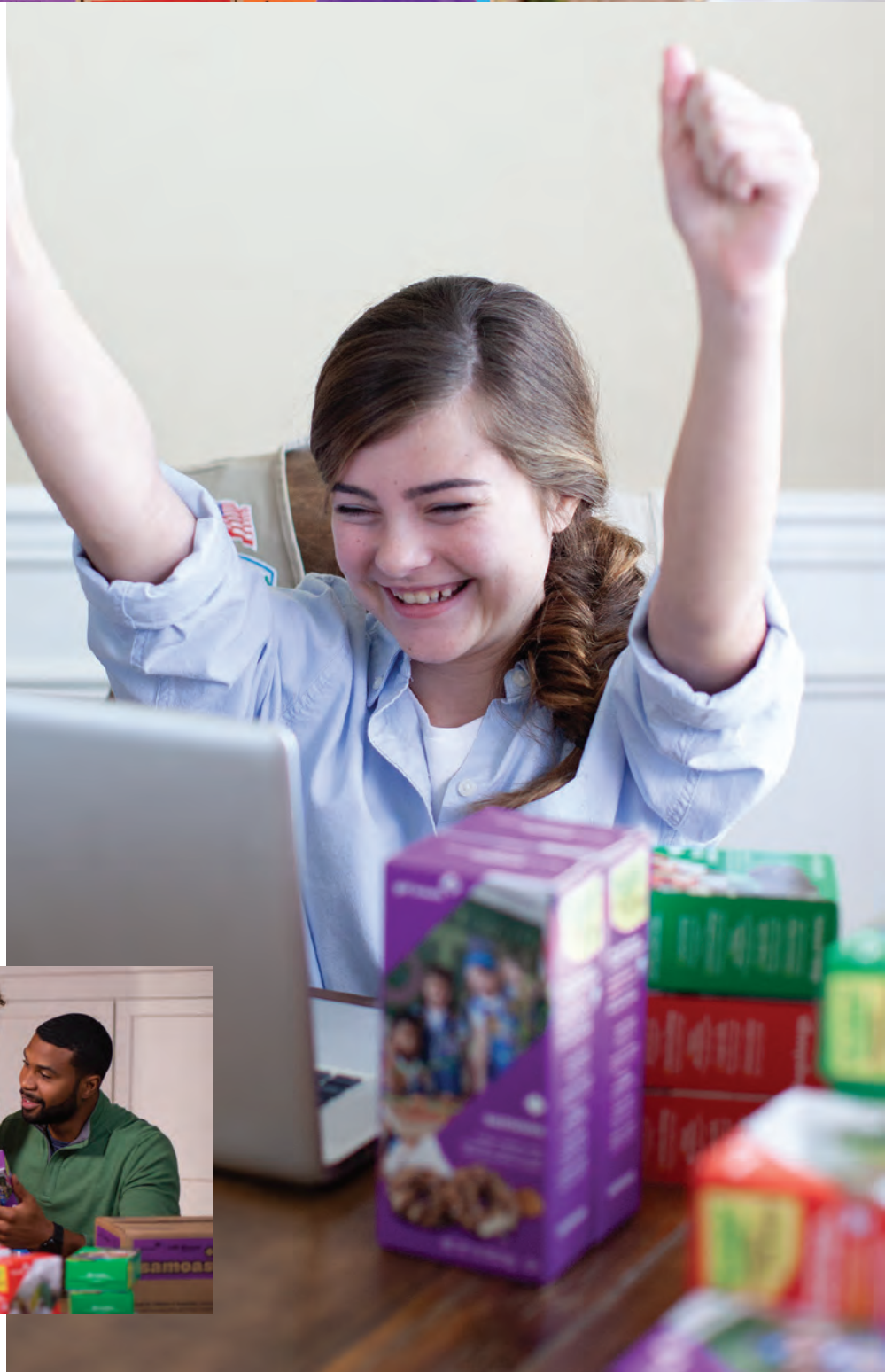
An essential part of your action plan for a successful Girl Scout Cookie[™] Season is reviewing safety guidelines with girls and their parents or guardians. Girl Scouts[®] offers resources on girlscoutcookies.org/troopleaders.

Girl Scouts[®] resources:

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Supplemental Safety Tips for Online Marketing
- Practical Tips for Parents
- Safety Tips for Cookie[™] Entrepreneurs
- Safety Tips for Product Sales
- Your Councils' Volunteer Essentials and Safety Activity Checkpoints

Where you'll find it:

- girlscoutcookies.org/digitalmarketing
- girlscoutcookies.org/troopleaders
- girlscouts.org
- Your council website



Finalizing the Sale

The steps outlined below will help you finalize the money part of the cookie sale. Please complete these two steps twice; once by April 11 for the initial order and any booth sales your troop has to that date, and once by April 30 for the remaining balance.

Step 1: To find out how much to deposit in the Council Cookie Account, please log into eBudde and click on the sales report tab. Scroll to the bottom to find the amount you owe to the council. Write that amount here:

\$ _____

This is the amount your troop needs to deposit into the Council Cookie Account.

Step 2: For your convenience, Council Cookie Accounts are available at Truist (BB&T), Wesbanco, First United and Peoples. Use the deposit slip handed out at cookie training to deposit the Amount Due to Council in the Council Cookie Account. List each check separately on the deposit slip. Add all checks together. All checks should be deposited in to the BDGSC account to prevent troops from incurring NSF fees.

- If that amount is less than your Amount Due to Council, deposit additional cash to equal the total amount.
- If your troop does not have the additional cash due to nonpayment by a responsible individual, deposit the cash available and fill out a delinquent account form.
- If your troop does not have the additional cash due to some other reason, please contact Holly McComis at Holly.McComis@BDGSC.ORG or (304) 345-7722 X1018.



Step 3: Make sure the bank marks the transaction information on all copies of your deposit slip.

- The bank keeps the white copy.
- The yellow copy is mailed to council.
- The pink copy goes to your Service Unit Cookie Chair.
- Keep the goldenrod copy for your records.

Step 4: Log in to eBudde and click the deposit tab. Enter the address of the bank where you made the deposit, the date and the amount.

Please note:

- Girls must be registered Girl Scouts to participate.
- Always have an adult sign for any cookies given to them.
- Do not hold money - make trips to the bank often.
- The Troop Cookie Chair is responsible for all financial matters relating to the Cookie Sale Program.
- Troop Cookie Chairs must turn in copies of the troop cookie proceeds deposits in the troop account (the best way to do this is turn in a copy of the troop monthly bank statement showing the deposits. This may span two months or more) to the SU Cookie Chair at the end of the program. If they do not, they will be turned in delinquent for that amount.

Money Earning Information

Product Sales Delinquencies and Debt Collection

To protect the integrity of the council-approved Girl Scout troop money earning activities, all efforts will be made to ensure that outstanding balances are paid in full.

Volunteer/Troop

The Girl Scout troop will not assume debt responsibility for any individual. Unpaid Fall Product Sale and Cookie Sale Program accounts are considered mishandled funds if not received by the communicated due dates. When a debt is incurred, individuals may be released from volunteer positions and/or subject to legal action, including but not limited to potential criminal prosecution.

Volunteers with an outstanding amount due to Girl Scouts of Black Diamond Council beyond 60 days will not be allowed to serve in any capacity for the council until the account is paid in full. A volunteer who has repaid a severely delinquent debt of 180 days or more may be eligible for reappointment as a volunteer, but may not be permitted to hold a position with money handling responsibilities.

Parent

Troop Leaders and Product Chairs are required to report unpaid parents to the council after each sale. Parents who do not pay for the products that their Girl Scout sold during either the Fall Product Sale or the Cookie Sale will be held accountable for payment, even if a girl member's participation becomes inactive.

All delinquent accounts are sent to a collection agency for further processing. Legal action will be taken if no other measures of collection resolve the issue.

Girls whose parents are delinquent on payment of products may not receive their rewards and will not be permitted to participate in council sponsored money-earning activities until the debt is cleared.

Product Chain of Custody

Once volunteers and parents have product in hand for distribution, it's important to maintain accurate chain of custody records until the entire product inventory is sold.

Example:

- ✓ Service Unit Product Chair signs at pick-up from the delivery agent
- ✓ Troop Product Chair/Troop Leader signs when products are picked up from the Service Unit Chair
- ✓ Parent/guardian signs when he/she picks up their daughter's products from the Troop Product Chair/Troop Leader.

Handling Delinquent Accounts

Please contact any individual owing a balance in an effort to collect the amount due.

The Council and Service Unit Cookie Chair should be notified of any uncollected money by turning in a Delinquent Account Form by April 30. Please make sure all information provided is up-to-date and accurate. **Use a separate form for each individual.**

On the Delinquent Account Webform:

- 1) Fill in the troop number.
- 2) Fill in the responsible individual's name, address and phone number. This must be the person who has signed for the cookies.
- 3) Fill in your name and phone number.
- 4) Attach a signed Parent/Guardian Permission Form.
- 5) Attach copies of signed paperwork from product pick-up.
- 6) Fill in the total debt owed.

Once the council receives the Delinquent Parent Form, a representative will take the necessary steps to collect payment. Do not use troop profits to pay for any delinquent accounts. Simply fill out the Delinquent Account Form, send it in by the deadline, and then the troop will not be responsible for that amount owed to council. If the responsible individual pays the troop, please notify Holly McComis at Holly.McComis@bdgsc.org.

Delinquent Notice

Girl Scouts of Black Diamond Council employs the services of a collection agency to collect delinquent accounts and checks returned due to insufficient funds. This agency reports credit information to a national database. After looking at payment records and Delinquent Account Forms if your troop still has a balance due the collection process will begin. When a troop is determined to be delinquent according to the records on file, contact will be made with the Troop Leader reminding them that a payment is due.

Unpaid product sales debts are considered mishandled funds. After 60 days, if the debt has not been paid in full, individuals may not be able to serve in any volunteer capacity for the council until the debt has been paid in full. Debtors are subject to legal action, including, but not limited to potential criminal prosecution.

If you are contacted, it is important to call the Girl Scout & Volunteer Resource Center at (304) 345-7722 or (800) 756-7616 to speak with Holly McCommis about your troop account, even if you know that your troop has paid your balance in full. Many times payments have been made but we haven't received a deposit slip so we cannot credit your troop. Please return our call.

Link to submit a Parent/Guardian Delinquency: <https://bit.ly/parentdelinquencies>

Link to submit a Troop Delinquency: <https://bit.ly/troopdelinquency>

Links are case-sensitive. Please type in as it appears.



Sample Deposit Ticket

This deposit slip can only be used at a Truist (BB&T) bank.

PLEASE ENDORSE ALL CHECKS
ALL 4 COPIES NEED TO BE VALIDATED
DEPOSITED IN

BB&T

Charleston, WV 25326

Troop Leader
Troop # has 5 digits

BLACK DIAMOND COOKIE ACCOUNT

Name **Victoria Volunteer**

Troop # **12345** SU **901**

Date **March 28, 2021**

Write the name or number of your Service Unit

Cash

DOLLARS CENTS

CURRENCY	DOLLARS	CENTS
CURRENCY	3200	00
COINS		
CHECKS (List Separately)		
Smith #972	25	00
Davis #3568	112	00
Adams	40	00
Richards	160	00
TOTAL DEPOSIT	3537	00

- For each check, list:
- Last name of person on the check
 - Check #
 - Check amount

Check the total twice to prevent errors.

- Remember:**
- Checks should be made out to GSBDC.
 - Write your troop # on the memo line of all checks.
 - Checks older than 3 months may not be honored, so **make deposits often.**

This deposit is accepted subject to verification, the provisions of the uniform commercial code, and rules and regulations of this financial institution. Deposits may not be available for immediate withdrawal.

Cookie Merchandise

Available in the Girl Scouts of Black Diamond Shop!



Cookie Rally Patch
\$1



Mint to Achieve T-Shirt
\$15, M-3X



Cookie Booth Sales Patch
\$1



Super Patch
\$1



Rollabana
\$5



Half Apron
\$14



Rectangle Table Cloths
72" x 108"
\$20



Square Table Cloths
60" x 60"
\$16



To place an order, call the GSBDC Shop at (304) 345-7722 or email Kim.LaCount@bdgsc.org

Safety Tips

This guidance is being provided as of 09/16/20 (when a COVID-19 vaccine has not been made readily available). Girl Scouts of Black Diamond Council, Inc. may modify this guidance, from time to time as circumstances change.

COVID-19 is an extremely contagious virus that spreads easily in the community. Take all reasonable precautions to limit potential exposure for girls, volunteers and families.

The COVID-19 pandemic continues to change as infection rates rise and fall in different areas. There may be regional differences or developments since this guidance was published. Continue to follow local and national directives. Discuss plans with families.

Follow the resources developed by credible public health sources such as CDC or your local public health department. Share these with girls and volunteers and ensure that they are practiced.

- Cough and sneeze into a tissue, throw the tissue in the trash and wash or sanitize your hands.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose and mouth. Wash hands if you do touch.
- Volunteers, girls and parents should be reminded to make sure temperatures are taken prior to group interaction to confirm the individual is not running a fever and temperature is a normal 98.6 degrees.

Routinely clean and disinfect surfaces and objects that are frequently touched Use a household cleaner, or see the EPA's list of effective cleaners approved for use against COVID-19. See the CDC's website for more on cleaning and disinfecting community facilities.

Volunteers should remind girls that Girl Scouts wear face coverings (masks) not only to protect themselves but to protect others. Face coverings are a civic responsibility and a sign of caring for the community.

Check with the council for even more safety resources, including Safety Activity Checkpoints, Volunteer Essentials for the Product Program and COVID-19 Safety Guidelines.


girl scouts
of black diamond

GIRL SCOUT COOKIE TEAM

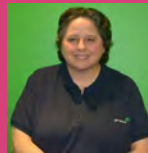


Denise Davis

Sales Administration & Volunteer Support
Director of Product and Retail Sales
Denise.Davis@bdgsc.org



Naomi Taylor



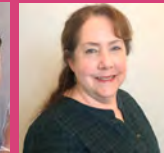
Cindy Moffatt



Sandie Burdette



Tiffany Saunders



Pat Ogle

Customer Care Team

Sale Support / Q & A
customer@bdgsc.org
304-345-7722



Little Brownie
Bakers

girl scouts
cookie program

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