

## 2010 Cookie Sale Quick Reference

**Who can sell Girl Scout Cookies?** ANY registered Girl Scout can sell.

**Selling Price** is \$3.50 per box or \$42.00 per case of 12 boxes.

**Dates to Remember**

Fri. January 8<sup>th</sup> – Sun. January 31<sup>st</sup>  
 Thurs. January 14<sup>th</sup> – Sun. January 17<sup>th</sup>  
 Mon. January 18<sup>th</sup> – Wed. January 20<sup>th</sup>  
 Thurs. January 21<sup>st</sup> – Sun. January 24<sup>th</sup>  
 Mon. January 25<sup>th</sup> – Wed. January 27<sup>th</sup>  
 Thurs. January 28<sup>th</sup>  
 Mon. February 1<sup>st</sup>  
 February 3<sup>rd</sup>  
 February 5<sup>th</sup>  
 Sat. February 20<sup>th</sup> – Fri. February 26<sup>th</sup>  
 Fri. February 26<sup>th</sup> – Sun. March 21<sup>st</sup>  
 Fri. March 5<sup>th</sup>  
 March 8<sup>th</sup>  
  
 March 10<sup>th</sup>  
 Mon. March 22<sup>nd</sup>  
 March 24<sup>th</sup>  
 March 26<sup>th</sup>  
 Mid-April

**GIRL SCOUTS TAKE ORDERS!**

eBudde Booth Scheduler will be available to view  
 eBudde Booth Scheduler – First Round  
 eBudde Booth Scheduler – Second Round  
 eBudde Booth Scheduler – Third Round  
 eBudde Booth Scheduler – Open  
 Girl Scout pre-sale orders due to Troop Cookie Managers  
 Pre-sale cookie and award order due to SUCM and on eBudde  
 Pre-sale cookie and award order due to Council and on eBudde  
 Cookies delivered to Service Unit delivery sites and distributed to troops  
**GIRL SCOUTS DELIVER COOKIES AND SELL IN BOOTHS!**  
 Half of pre-sale balance due to Troop Cookie Managers  
 Deposit slips for half pre-sale payment due to Service Unit Cookie Manager  
**Troop profit not deducted until final deposit**  
 Deposit slips for half pre-sale payment due to Council  
 Girl Scouts turn in **remaining balance due** to Troop Cookie Manager  
 Deposit slips, incentive orders, and final reports due to SUCM and on eBudde  
 Deposit slips, incentive orders, and final reports due to Council and on eBudde  
 Girl incentives delivered to troops

**Girl Recognitions** are figured by the total number of boxes sold by each girl at the end of the sale, (excluding pre-sale awards).

<u># of Boxes Sold</u>	<u>Cumulative Recognition</u>	<u># of Boxes Sold</u>	<u>Cumulative Recognition</u>
180 + Pre-Sale	“Imagine if...” Patch Pin	400 + Boxes	Leg Warmers
200 + Pre-Sale	Wristlet Wallet		<b>OR</b> \$5.00 Cookie Dough
1 + Box GOC	Gift of Caring Patch	500 + Boxes	Small Panda
25 + Boxes	Participation Patch		<b>OR</b> \$5.00 Cookie Dough
75 + Boxes	Bandana	750 + Boxes	Tie Dye Tote Bag
125 + Boxes	Doodle Pad Photo Frame		<b>OR</b> \$10.00 Cookie Dough
175 + Boxes	Beanie Cap	1000 + Boxes	Wrap Set <b>OR</b> \$10.00 Cookie Dough
225 + Boxes	Panda Classic T-Shirt	1500 + Boxes	Splash Fashion T-shirt, Blanket & Pillowcase
300 + Boxes	Panda Journal & Super Patch		<b>OR</b> \$20.00 Cookie Dough
	<b>OR</b> \$5.00 Cookie Dough		

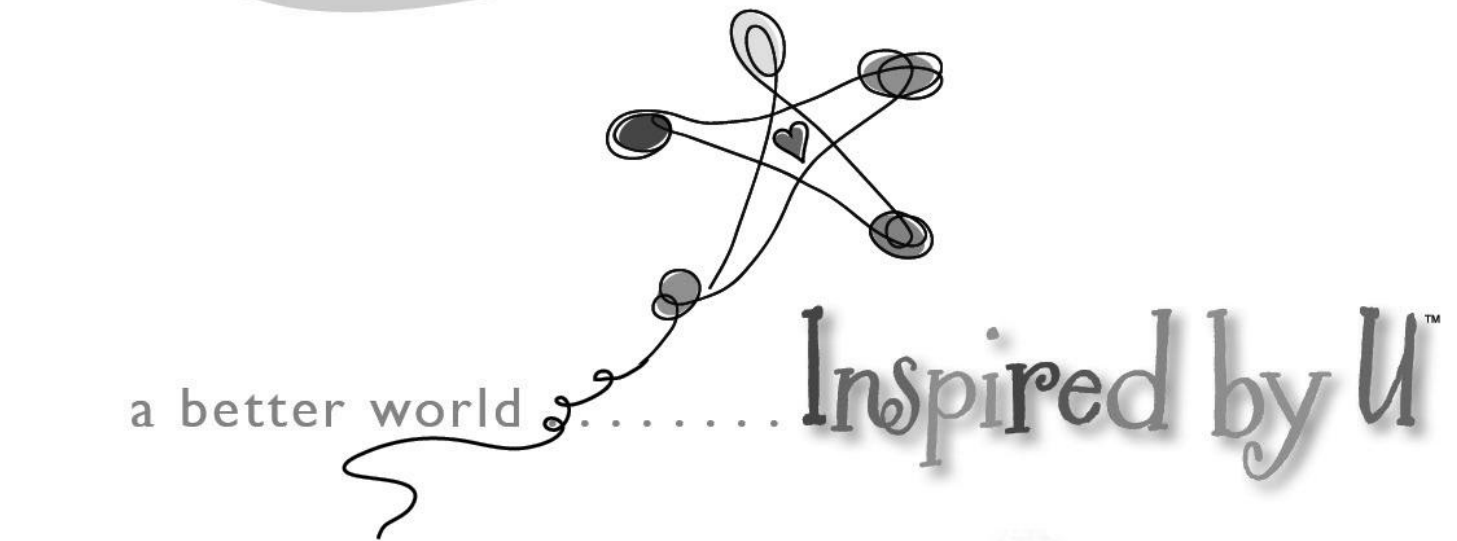
**Troop Profit** is based on the average number of boxes sold by each girl selling in your troop/group (Per Girl Average or PGA)

Per Girl Average	<u>Option A – With Incentives</u>	<u>Option B – No Incentives (Patches Only)</u>
	Profit per Case	Profit per Case
1 – 144 boxes	\$5.76	\$6.51
145 – 240 boxes	\$6.24	\$6.99
240 and above	\$6.60	\$7.35
	All Daisy, Brownie and Junior troops Must take this option.	This option is only available to Cadette, Senior and Ambassador troops. Girls are still eligible for patches earned.

**Service Unit Profit** is based on the number of boxes sold in their area. They will receive \$0.03 for each box sold. They can earn a bonus of \$0.02 per box sold within their area **IF** all paperwork is submitted **ON TIME** and there are **NO DEBTS** to the council for their service unit. This will give the service unit the potential of earning \$0.05 for each box of cookies from their sales.

# GIRL SCOUTS HEART OF THE SOUTH

## Volunteer Guide to a Successful Cookie Season!



## SERVICE UNIT COOKIE MANAGER



[www.littlebrownie.com](http://www.littlebrownie.com)



[www.girlscoutcookies.org](http://www.girlscoutcookies.org)

**IMPORTANT DATES**

January 8 –January 31	<b>Girls take orders</b>
February 1	Pre-sale cookie orders due to TCM
February 3	Pre-sale cookie and awards orders due to SUCM and on eBudde
February 5	Pre-sale cookie and awards orders due to Council and on eBudde
February 20-26	Cookies delivered to Service Units
February 26 – March 21	Girls deliver cookies and sell in booths
March 5	½ of pre-sale money due to TCM
March 8	Deposit slips for ½ payment due to SUCM and on eBudde
March 10	Deposit slips for ½ payment due to Council and on eBudde
March 22	Balance of cookie money due to TCM
March 24	Deposit slips, incentive orders, and final reports due to SUCM and on eBudde
March 26	Deposit slips, incentive orders, and final reports due to Council and on eBudde

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**THANK YOU!**

*Thank You for volunteering to serve as a Service Unit Cookie Manager. Your efforts are extremely important to the success of the Cookie Program! Our Council offers this program to increase opportunities for girls. Revenues generated from this program create funds for troops and service units, provide services for girls and develop quality training for adults. Without you, this would not be possible.*

**Little Brownie Bakers eBudde System**

<http://ebudde.littlebrownie.com>

Login: your email address                      Default Password: ebudde

Downloadable Manuals available at [www.girlscoutshs.org](http://www.girlscoutshs.org)

- Think Quantity: An average two-car garage (20x22 feet) will hold approximately 1,000 cases. To prevent toppling over, stack straight and only 6 feet high. Consider that each case averages approximately 9 pounds and the weight of 1,000 cases requires a GOOD FLOOR!
- **Remember to schedule plenty of help for unloading and separating cookies.**
- Notify troops promptly about the delivery date and their pick-up time.
- Count and recount and obtain a signature from the Troop Cookie Manager before they leave with product.
- After delivery day, write a thank you note to the manager of the facility!

**EBUDDE QUICK SHEET**

**Initial Order**

**First Time Users**

- <http://ebudde.littlebrownie.com>
- Enter your email address as your login, temporary password: **eBudde**. Click **LOGIN**
- Change your password, enter contact information, click **SUBMIT**
- Will be given access to the system
- Click each TAB to enter each page

**Contacts Tab**

- Review information and edit as necessary

**Setting Tab**

- Check Allow Troop Data Entry box and Enter Orders at Girl Level in boxes
- Another service unit contact can be added

**Troops Tab**

- Click on the Add a Troop button – enter troop number, # of girls selling and registered, level of troop, troop leader’s email address, check boxes that apply—User gets mail, Active, and Cookie Person for email listed above
- Able to add up to 11 troops at one time—click on Add up to 11 troops— enter troop number, # of girls selling and registered, level of troop, troop leader’s email address, check boxes that apply—User gets mail, Active, and Cookie Person for email listed above
- Unsubmit buttons – allow you to unsubmit cookie and/or incentive orders if incorrectly submitted or needing to be updated by the troop

**Initial Order Tab**

- Review Troop orders. Troops with an asterisk (\*) have not submitted their orders
- Review the totals at the bottom, if correct click **SUBMIT** order - once the order is submitted, changes cannot be made
- Print a copy for your records

**Final Order**

**Transaction Tab**

- Review transaction tab if necessary to verify service unit cookie movement

**Deposits Tab**

- Key in troop monies turned in/deposited

**Incentive Tab**

- Review incentive orders for each troop
- Make any changes by editing the troop incentive order page
- Update address for incentives to be shipped – NO P.O. Boxes
- Click **SUBMIT** to submit your order - once you submit the order, changes cannot be made

**Report Tab**

- There are several reports to help you validate information from the initial cookie and incentive orders, troop pickup sheets and final financial accounting
- Reports open in Microsoft Excel and/or PDF format

- **Technology Opens New Possibilities**
  - Cover details on **Page 18** of the Troop Cookie Manager Guide
- **eBudde Quick Sheet**
  - Cover details on **Page 19** of the Troop Cookie Manager Guide
  - Access will be set up by the Service Unit Cookie Manager
    - Login – your email address
    - Password – default password is “ebudde”
    - You will receive an email from eBudde once you have been added to the system
      - Please contact the council if you do not receive this email
    - All previous passwords have been removed from eBudde
  - Enter cookie and incentive orders **BY GIRL** into eBudde
  - **ALL ORDERS ARE ENTERED INTO EBUDDE AS BOXES, NOT CASES**
    - Troop initial order will be rounded up to full cases
  - **All cupboard transactions and troop to troop transfers MUST be in multiples of 12**
  - Submit Initial Cookie Order, Initial Incentive Order and Final Incentive Orders **ONLY ONCE**
- **Schedule Booth Sales Online**
  - Cover details on **Page 20** of the Troop Cookie Manager Guide
- **eBudde Booth Scheduler FAQs**
  - Cover details on **Page 21** of the Troop Cookie Manager Guide
- **Cookie Club**
  - Cover details on **Page 22** of the Troop Cookie Manager Guide
  - Print permission slips from website
- **Product Sale Policies & Standards**
  - Cover details on **Page 23** of the Troop Cookie Manager Guide

#### Wrap-Up

- Questions and Answers
  - Thank leaders/product sale managers for attending your training
  - Invite those who still have questions to remain for additional training

### **DELIVERY SITE LOCATION INFORMATION TO CONSIDER**

As a SUCM, one of your responsibilities is to secure a convenient, suitable location for receiving, sorting and disbursing your cases of Girl Scout Cookies.

#### Helpful Hints:

- Don't wait until the last minute! Planning early helps you select and secure the best possible location for your troops and delivery agent. The people donating their space and time appreciate advance notice so they can plan accordingly.
- Check with the prior SUCM or Service Unit Manager in your area. Ask long-time community people for recommendations.
- What to look for: The “Golden Rule” in selecting your delivery site is to remember that it should be one where a tractor-trailer can easily unload and volunteers can easily pick up their cookies.
  - A location convenient for the tractor-trailer to get close to the entry door for unloading.
    - ***Not all delivery sites will require the use of a tractor-trailer.***
  - Locations which have a forklift on premises will make your job easier.
  - A location where Troop Cookie Managers can drive close to an access door.
  - No stairs for the sake of the volunteers.
  - A location that is water tight and insect free.
  - A location where a bathroom is convenient.
- Excellent delivery site locations are fire stations, National Guard Armories, schools, churches, etc. Try to choose a location that is easily found and central in your service unit.

## **SERVICE UNIT COOKIE MANAGER** **JOB DESCRIPTION**

**Position Title:** Service Unit Cookie Manager

**Term:** One year, renewable

**Appointed by:** Service Unit Manager/Council

**Managed by:** Service Unit Manager/Council

**Purpose:** Organize, coordinate, direct and manage the Cookie Sale at the Service Unit level

#### Responsibilities:

- Attend Service Unit Cookie Manager Training provided by the Council as required
- Prepare and distribute Cookie Sale materials
- Plan and conduct a training with all Troop Cookie Managers to discuss the purpose of the product sales
- Follow up on those Troop Cookie Managers that did not attend and train them individually as needed
- Obtain all Troop Product Sales Manager Agreements from troops participating in product sale
  - **THERE MUST BE A SIGNED MANAGER AGREEMENT BEFORE ANY MATERIALS ARE RELEASED TO TROOPS**
- Instruct troops on the importance of adhering to start date of cookie sale
- Collect all troop forms within your service unit and accurately compile a comprehensive service unit order, check all troop paperwork for correct information and turn in to council on or before scheduled deadlines and submit correct information on the online ordering system provided by product company
- Secure a delivery site for Service Unit cookie delivery
- Coordinate the Service Unit cookie delivery and contact all Troop Cookie Managers with pick-up information
- Communicate regularly with Troop Cookie Managers
- Work closely with the Council throughout sale to obtain answers to any questions or concerns from troops
- Collect all paperwork (deposit slips/reports) from troops on or before the scheduled deadlines and submit to council
- Divide and distribute awards to troops in reasonable time upon receiving
- Respect all Council deadlines, policies and procedures

#### Qualifications:

- Be registered as an adult member of Girl Scouts
- Accept the principles and beliefs of the Girl Scout movement
- Possess the ability to adhere to financial integrity and keep simple records of product sale
- Be a self-motivated individual and possess administrative, organizational, financial and computer skills with online access
- Enjoy working with adults and have a genuine respect for both girls and adults
- Be able to motivate adults and girls to set and achieve their goals
- Possess the capability to communicate and cooperate with a variety of people
- Be willing to provide Council and Troop Cookie Managers with accurate contact information that includes, telephone numbers and other ways to be reached during the sale
- Have an understanding of Girl Scout program goals, procedural expectations of the sale and safety guidelines

## SALE DATES AND TIMELINE

**Dates below are deadlines set by the council. Some service units and troops choose to change due dates. Be sure to set realistic deadlines for orders and money to be submitted. The girls should be given the opportunity to sell for the entire time of the sale.**

December/Early January	<p>Service Unit Cookie Managers:</p> <ul style="list-style-type: none"> <li>• Receive materials via UPS/FedEx at home</li> <li>• Train Troop Cookie Managers</li> <li>• Secure a site for Cookie Delivery</li> <li>• Submit to council: <ul style="list-style-type: none"> <li>○ Delivery site information</li> <li>○ Requested date, time of day and special instruction for delivery <ul style="list-style-type: none"> <li>▪ Requests are submitted to delivery agents with every effort to meet each request, but there is no guarantee that they can accommodate everyone</li> </ul> </li> </ul> </li> <li>• Go to eBudde online ordering System <ul style="list-style-type: none"> <li>○ Update Service Unit contact information</li> <li>○ Update Troop information <ul style="list-style-type: none"> <li>▪ Grant access for each Troop Cookie Manager</li> </ul> </li> </ul> </li> </ul>
Prior to January 8	<p>Troop Cookie Managers must:</p> <ul style="list-style-type: none"> <li>• Train troop parents and girls <ul style="list-style-type: none"> <li>○ <b>MUST COLLECT SIGNED PARENT/GUARDIAN PERMISSION FORM FOR EACH GIRL PARTICIPATING, BEFORE THEY CAN BEGIN SELLING</b></li> </ul> </li> <li>• Go to eBudde online ordering System <ul style="list-style-type: none"> <li>○ Service Unit Cookie Manager will grant access to eBudde</li> <li>○ TCM's will receive a confirmation email directly from eBudde with login information</li> <li>○ Update troop information on the Contacts and Settings tabs</li> <li>○ Familiarize yourself with the site <ul style="list-style-type: none"> <li>▪ eBudde Demo site – <a href="http://ebdemo.littlebrownie.com">http://ebdemo.littlebrownie.com</a></li> </ul> </li> </ul> </li> </ul>
January 8 – January 31	Girls take orders – <b>GIRL SCOUT HONOR</b> January 8 <sup>th</sup> is the start date!
January 14 – 17	eBudde Booth Scheduler will be available to view
January 18 – 20	eBudde Booth Scheduler – First Round
January 21 – 24	eBudde Booth Scheduler – Second Round
January 25 – 27	eBudde Booth Scheduler – Third Round
January 28	eBudde Booth Scheduler – Open
By February 1	Girls submit Pre-Sale Cookie Orders to Troop Cookie Manager
Prior to February 3	<p>Troop Cookie Manager must:</p> <ul style="list-style-type: none"> <li>• Enter girls' names individually on the Girls tab in eBudde</li> <li>• Enter orders <b>BY GIRL</b> into eBudde and <u>submit</u> initial cookie order on the Initial Order tab</li> <li>• Verify and <u>submit</u> pre-sale initial incentive order on the Incentive tab in eBudde</li> </ul>
By February 3	<p>Troop Cookie Manager submits to Service Unit Cookie Manager</p> <ul style="list-style-type: none"> <li>• Two signed copies of your troop initial cookie order from the Initial Order tab</li> <li>• Two signed copies of your troop pre-sale incentive Girl Report from the Incentive tab</li> <li>• Complete required paperwork if not submitted online <ul style="list-style-type: none"> <li>○ Troop Cookie Order T-2A</li> <li>○ Troop Pre-Sale Incentive Order</li> </ul> </li> </ul>

- Must mark size selection in eBudde
  - This is the only place we will gather that information. If it is not marked online, their shirt will not be ordered.
- Discuss Benefits of submitting orders online
- **Product Delivery**
  - Cover details on **Page 11** of the Troop Cookie Manager Guide
  - Explain your service unit delivery process
- **Receipts**
  - Cover details on **Page 11** of the Troop Cookie Manager Guide
  - Use receipts for ALL transactions, both money and product.
- **Troop Profit**
  - Cover details on **Page 12** of the Troop Cookie Manager Guide
    - Troop Profit is based on the Troop's Per Girl Average
  - Explain requirements for the Extra Profit Option
  - **NO PROFIT IS DEDUCTED FROM HALF PAYMENT**
- **Service Unit Profit**
  - Cover details on **Page 12** of the Troop Cookie Manager Guide
  - Discuss the impact of Outstanding Balances
    - If they have a parent that has an outstanding balance, it effects the entire Service Unit
- **Banking Information**
  - Cover details on **Page 13** of the Troop Cookie Manager Guide
  - **THE COUNCIL DOES NOT ACCEPT PERSONAL CHECKS**
    - Troop check, cash, money order or cashier's check only
  - It is at the Troop Cookie Manager/Leader's discretion whether the troop will accept personal checks or not
  - Deposit payments into troop account frequently
  - Deposit payment (minus troop profit) into council bank account using deposit slips provided
  - **NO PROFIT IS DEDUCTED FROM HALF PAYMENT**
  - Use only designated council account provided for your area
  - Must write service unit, troop # and name on ALL deposit slips
- **Financial Responsibility**
  - Cover details on **Page 14** of the Troop Cookie Manager Guide
  - If an Outstanding Balance form is not submitted to the council by **Monday, April 19, 2010**, the troop will be responsible for the amount due.
    - DATE DISCREPANCY on Outstanding Balance Form
      - Form states April 16, 2010...should be April 19, 2010
      - Review Outstanding Balance Sheet on **Page 24** of Troop Cookie Manager Guide
  - Problems collecting money: Contact the Service Unit Cookie Manager to make them aware of the situation and document all of your correspondence
- **Cookie Swap**
  - Cover details on **Page 14** of the Troop Cookie Manager Guide
  - Give dates, locations, and details for your Cookie Swap
- **Cupboard Guidelines**
  - Cover details on **Page 15** of the Troop Cookie Manager Guide
  - It is very important to follow these guidelines and dates for the council to accurately stock cupboards
    - **ORDER AND PICK UP YOUR COOKIES FROM THE SAME CUPBOARD LOCATION**
  - Cases from the cupboards can be comprised of mixed varieties equaling 12 boxes
  - **BOXES/CASES OF COOKIES CANNOT BE RETURNED AT ANY TIME**
  - Place cupboard orders on eBudde
- **Booth Sale Guidelines and Tips**
  - Cover details on **Page 16 -17** of the Troop Cookie Manager Guide
  - Review Booth Sale Etiquette on **Page 5** of the Parent Guide
    - It is great to role play with the girls to help them understand how to behave at a booth sale and how not to behave.

**Important Dates**

- Have them fill in blanks on the inside front cover of Troop Cookie Manager Guide

**Contact Information**

- Have them fill in your contact information on the inside front cover of Troop Cookie Manager Guide
  - Let them know they can always call you for help

**Explain the importance of the Cookie Sale Program**

- For the girls – it’s a program activity that teaches girls life skills such as goal setting, planning, organizational skills, and teamwork.
- For the troops – the chance to earn funds for activities.
- For the council – the opportunity to continue the quality programs, activities, and services currently being offered as well as those planned for the future.

**Distribute and review all materials with the troop**

- **Cookie Sale Theme**
  - Details on **Page 2** of the Troop Cookie Manager Guide
- **What’s New and Exciting in 2010**
  - Details on **Page 2** of the Troop Cookie Manager Guide
- **Inspirational Cookie Selling Tips**
  - Details on **Page 3** of the Troop Cookie Manager Guide
- **Professional Resources to Guide Your Way**
  - Details on **Page 4** of the Troop Cookie Manager Guide
- **Sale Dates and Timeline**
  - Details on **Page 5-6** of the Troop Cookie Manager Guide
    - Have them fill in blanks for dates of sale
    - Review what is due on each date
- **What Will Your Troop Need?**
  - Details on **Page 7** of the Troop Cookie Manager Guide
- **Troop Training Outline**
  - Details on **Page 7-8** of the Troop Cookie Manager Guide
    - Give any tips you feel will help them
- **Parent Guide**
  - Parent/Guardian Permission & Responsibility Form
    - Additional Pick-Ups and Payment Record
    - Girl Balance Sheet
  - Girl Pre-Sale Order Summary
- **Girl Order Card**
  - New Cookie – Thank U Berry Munch
  - Bundling
  - Orders can be collected from girls using the Girl Order Card or the Girl Pre-Sale Order Summary on Page 2 of the Parent Guide
  - Girls can continue selling after initial orders are submitted
  - Girl Awards
    - Cover details on **Page 9** of the Troop Cookie Manager Guide
      - Awards are cumulative
      - Explain the levels that have “choices”
      - Review the Council-Wide Drawing
      - Review Cookie Dough
- **Gift of Caring**
  - Cover details on **Page 8** of the Troop Cookie Manager Guide
- **T-Shirt Offer for Troop Cookie Managers**
  - Cover details on **Page 10** of the Troop Cookie Manager Guide
  - MUST meet ALL requirements to qualify for an “ON-LINE and ON-TIME” t-shirt

Prior to February 5

By February 5

February

Prior to February 20-26

February 20-26

Upon Product Delivery

February 26 – March 21

By March 5

By March 8

By March 10

Service Unit Cookie Manager must:

- **Keep all paperwork separated by troop!**
- Review all paperwork submitted from troops for accuracy
  - Have troops make corrections if necessary
- Review data submitted on eBudde
- Enter online any troop orders not submitted on eBudde
- If all troop orders are not submitted online, Service Unit Cookie Manager must complete service unit forms – *Available upon request*
  - Delivery Station Order/Sale Report – N/S 1-B
  - Service Unit Pre-Sale Awards Order Form

Service Unit Cookie Manager submits to Council:

- Troop Paperwork –
  - White copy of Troop Manager Agreement
  - Troop Pre-sale Cookie Order – Troop Order Form T-2A OR signed Troop Sales Report from eBudde
  - Troop Pre-sale Awards Order – Troop Pre-sale Award Order Form OR signed Initial Incentive Girl Report print out from eBudde
  - Service Unit keeps copies of all reports for records
- Service Unit Paperwork –
  - Complete Service Unit Cookie Order
    - Delivery Station Order/Sale Report – N/S 1-B (available upon request) OR Signed SU Initial Order report from eBudde
  - Complete Service Unit Pre-sale Awards Order
    - SU Pre-sale Award Order Form (available upon request) OR signed Initial Incentive print out from eBudde

The Council/Delivery Agent will notify you of delivery date and time

- Notify delivery site and Troop Cookie Managers

Service Unit Manager must:

- Check eBudde for any updates or changes from original orders placed (due to late orders or miscalculations)
- Print Troop Pick-Up Sheets (bubble form) from eBudde for dividing troop orders at delivery and Initial Order reports

Initial Cookie Orders and Pre-sale Incentives delivered to Service Unit delivery sites

- Service Unit Cookie Manager must double count & verify totals before truck leaves
  - SUCM’s are responsible for the product for which they are signing
- Troop Cookie Managers must :
  - Double count their order & sign a receipt before leaving with product
- Initial cookie orders are in solid cases, there should not be “broken” cases or extra product
- Notify the council of any discrepancies
- Damaged items can be replaced by the driver or at the council

Troop Cookie Manager begins dispersing cookie orders and pre-sale incentives to girls

- Girls immediately begin delivering cookies and collecting money

Girls distribute cookies, collect money and sell in booth sales

Girls submit ½ of Initial Cookie Order payment to Troop Cookie Manager

Troop Cookie Managers submit bank receipt or stamped deposit slip from Council Product Sales Accounts for ½ payment of Troop Initial Cookie Order to Service Unit Cookie Manager and apply deposit to eBudde

SUCMs submit bank receipt or stamped deposit slip from Council Product Sales Accounts for ½ payment of Troop Initial Cookie Order to Council and apply deposits to eBudde

By March 22

Girls submit cookie balance to Troop Cookie Manager

Prior to March 24

Troop Cookie Manager must:

- Track the girl's cookie totals on the Girl Order tab throughout the sale on eBudde
  - Incentives are calculated from each girl's totals through this page
  - If a girl's totals are incorrect, then eBudde will not calculate her incentives correctly
- Verify all transactions to be accurate on the Transactions tab in eBudde
  - Cupboard transactions
  - Troop to troop transfers
- Verify and submit troop incentive order "BY GIRL" on the Incentives tab in eBudde
- Deposit girl cookie payments into troop bank account
- Deposit troop cookie payment (minus troop profit) into Council Product Sale Account
- Enter deposits into eBudde
- Complete any Outstanding Balance Forms necessary and attach proper documentation
- Complete the Troop Cookie Manager Evaluation
- Complete required paperwork if not submitted online
  - Troop Final Report
  - Troop Incentive Order

By March 24

Troop Cookie Manager submits to Service Unit Cookie Manager

- Two copies of the Troop Sales Report (by cases) from the Sales Report tab in eBudde
  - Troop Final Report (if not submitted on eBudde)
- Two copies of the troop final incentive Girl Report from the Incentives tab in eBudde
  - Troop Incentive Order (if not submitted on eBudde)
- Troop Final Report Envelope
- Bank receipts or stamped deposit slips for cookies (minus profit)
- QB Receipts (cupboard transactions)
- M-3 Receipts (troop to troop transfers)
- Outstanding Balance Forms along with proper documentation
- Troop Cookie Manager Evaluation

Prior to March 26

Service Unit Cookie Manager must:

- **Keep all paperwork separated by troop!**
- Review all paperwork submitted from troops for accuracy
  - Have troops make corrections if necessary
- Review data submitted on eBudde
- Update eBudde if necessary with any transactions, deposits, awards, etc.
- If all troop orders are not submitted online, Service Unit Cookie Manager must complete service unit forms – *Available upon request*
  - Delivery Station Order/Sale Report – N/S 1-B
  - Service Unit Awards Order Form

March 26

Service Unit Cookie Manager submits to Council:

- Troop Forms:
  - **Keep all paperwork separated by troop in the Troop Final Report Envelope!**
  - One copy of the Troop Sales Report (by cases) from the Sales Report tab in eBudde
    - Troop Final Report (if not submitted on eBudde)
  - One copy of the troop final incentive Girl Report from the Incentives tab in eBudde
    - Troop Incentive Order (if not submitted on eBudde)
  - Troop Final Report Envelope
  - Bank receipts or stamped deposit slips for cookies (minus profit)
  - QB Receipts (cupboard transactions)
  - M-3 Receipts (troop to troop transfers)
  - Outstanding Balance Forms along with proper documentation
  - Troop Cookie Manager Evaluation

March 26

Service Unit Cookie Manager submits to Council – continued:

- Service Unit Forms:
  - If all troop orders are not submitted online, Service Unit Cookie Manager must complete service unit forms – *Available upon request*
    - Delivery Station Order/Sale Report – N/S 1-B
    - Service Unit Awards Order Form
  - Service Unit Cookie Manager Evaluation
  - Any Outstanding Balance Forms for Troops with a balance and no Parent/Guardian Outstanding Balance forms

April

Service Units receive awards via UPS/FedEx to their home

- Check packing slips and notify council immediately with any discrepancies
- Divide awards by troop

April/May

Service Unit Cookie Manager disperses incentives to Troop Cookie Managers

April/May

Troop Cookie Managers give out girl incentives to those with a zero balance

## **SERVICE UNIT TRAINING OUTLINE**

### **Prior to Training**

- Secure a date, time and location for your training
- Make sure all Troop Cookie Managers are aware of your dates and times in advance
  - Send invitations, emails or make phone calls
- Review Sale dates (set Service Unit dates if needed)
  - Service Units can set an earlier date for troops to submit orders and money to them. Set a realistic deadline for orders to be turned in. Troops should be given the opportunity to sell for the entire time of the sale.
- *Optional* – complete dates and contact information throughout each Troop Cookie Manager Guide to speed up training process
- Discuss details regarding Cookie Swap dates with local cupboard. If there is not a local cupboard, decide on a couple of dates and meeting places towards the end of the sale.

### **Tips & Key Points for Training**

- Be enthusiastic and make it fun!
  - Have icebreaker games or sale related trivia questions
- Stress to leaders that the Troop Cookie Manager Guide may help answer their questions after the training
  - Briefly review each page to let leaders know what information is available; there is no need to read the booklet word for word
- Stress deadlines – Leaders should not hold up orders waiting for a couple of girls' orders
- Girl Scouts Heart of the South does not accept personal checks in the designated product sale accounts
- Girls and troops must be registered for the 2009/2010 membership year before they receive their troop sales packets
- Girls and their families must always decide whether or not to participate. *Leaders do not make that decision for them*
- Encourage leaders to appoint parents to help as Troop Cookie Sale Managers: this helps take the pressure off the leaders and keeps parents involved

### **Welcome and Introduction**

#### **Troop Product Sales Manager Agreement**

- Pass out and discuss the Troop Product Sales Manager Agreement
- Must have signed form before troop can participate in the sale
- Three part form
  - White Copy – Council
  - Yellow Copy – Service Unit Cookie Manager
  - Pink Copy – Troop Cookie Manager
- ❖ ***Use the Troop Product Sales Manager Agreement to set up each troop in eBudde.***