

**BRAVE.
FIERCE.
FUN!**

Troop Cookie Manager Manual

2025–2026 Girl Scout Cookie Program



2026 Girl Scout Cookie Program Key Dates

December 18

Virtual Troop Training

January 5

Virtual Parent Training

January 6

Cookie program begins; Digital Cookie opens.

January 10

Digital Cookie girl-delivered pauses.

January 11, 9:00 p.m.

Deadline for troops to input initial cookie orders into eBudde; deadline for troops to input ACH information into eBudde.

January 16

Digital Cookie girl-delivered resumes.

February 6, 4:00 p.m.

Cookie booths begin.

February 19

First ACH—\$1.75 per box of cookies ordered on initial order.

February 20-22

National Girl Scout Cookie Weekend.

March 4

Digital Online Cookie Girl Delivery closes.

March 8

Cookie program ends at midnight.

March 14, 9:00 p.m.

Deadline to collect money from girls; deadline for troops to submit final rewards orders in eBudde.

Final troop cookie report due to service unit.

March 26

Final ACH cookie payment due to council.

April 8

Deadline for troops to report unpaid funds.

Summer 2026

Due to ongoing global supply chain interruptions, reward delivery timeframe cannot be guaranteed.

Getting Started Checklist

- ☐ Set your troop's calendar with key deadlines and troop specific dates
- ☐ Hold a troop cookie meeting with girls and parents/caregivers. Be sure to:
 - Share your troop's important dates
 - Set troop and girl goals
 - Highlight the different ways girls can participate (online, in-person)
 - Review social media guidelines
 - Review cookie booth etiquette
 - Review money handling procedures
 - Discuss Direct Sale orders with parents
- ☐ Get your troop set up in eBudde
- ☐ Get your troop's Digital Cookie link set up so you'll appear in the cookie finder – it's easy sales
- ☐ Deadline to move girls: January 5

Girl Safety

Safety has always been the main focus and priority for our council. Detailed information on our council's safety procedures can be found in Volunteer Essentials and Safety Activity Checkpoints on our website at www.gsgcf.org.



Social Media Marketing

We understand that online marketing is an important business skill for girls to develop and our goal is for them to do so safely and fairly.

Girls/Troops may not pay for any ad placement, online or in-person, to market their cookie program. This includes boosted social media posts or paying influencers to market their cookie program.

GSGCF must be contacted in advance of speaking to the media regarding any national or local media opportunities.

Girl Scouts may not advertise their cookie program in online marketplaces, including Facebook Marketplace, eBay, Craigslist, and Amazon.

Girls may share their cookie program online efforts within private online groups, such as Facebook Groups and Nextdoor, where the group permits them to do so.

Friends and family of a girl participating in the cookie program may not market or share a girl's contact information, sales links, or sales information on public facing online sites. They also may not share their sales link with any news outlets (this includes online and traditional news media, such as radio, television, or magazines). Public-facing sites are defined as any website that is not a personal page.

Should any online marketing activities be deemed in violation of our guidelines, GSGCF and GSUSA reserve the right to intervene and request removal or remove the post. Girls who do not follow these rules may have their Digital Cookie page deactivated and may be suspended from further participation in any GSGCF Product Program.



Participation in Product Programs at GSGCF is 100% voluntary for all Girl Scouts. All girls are encouraged to participate; however, troops may not require any level of participation.

The Business of Cookies

Troop Proceeds

All troops participating in the cookie program will earn base proceeds of \$.76 per package.

Troops have the opportunity to earn additional proceeds by qualifying for our Team Player Bonus.

Troop proceeds belong to the troop and cannot be allocated to individual girls within the troop.

Reward Opt-Out

Cadette, Senior, and Ambassador level troops with 5 or more registered girls (3 girls for S/A) may opt-out of rewards for an additional \$0.05 per package. This option is not available to multi-level troops containing younger girls. This option must be a unanimous troop decision. Troops who opt-out of rewards will still receive initial order incentives and all patch rewards. Girls in troops who opt-out will NOT receive Cookie Credits or admission to earned events.

Troops considering this option should have a discussion that includes all girls and parents. Girls' individual goals should be taken into account—girls with high package goals may get a better benefit out of keeping rewards (including Cookie Credits) rather than a higher troop proceed.

Older girl troops who would like to opt-out of rewards must complete the online Reward Opt-Out Form and submit it by February 1, 2026.



Team Player Bonus

Troops have the opportunity to earn up to an additional \$0.12 per package by meeting certain benchmarks in the Team Player Bonus.

\$0.03 Cent Bonus – To earn an additional \$0.03 per package troops must meet all requirements below.

- Troop Cookie Manager must have completed cookie training by 1/6/26 (New troops formed during Cookie Season must complete cookie training within 1 week of joining the Cookie Program.)
- 60% of girls listed in your Girl Orders Tab of eBudde have participated in the 2026 Cookie Program*
- Ensure accurate banking information is uploaded to eBudde by 1/11/26
- 50% of participating girls earn the Cookie Techie Patch
- Hold a troop caregiver/girl training meeting
- Must have at least 5 participating girls (3 girls for S/A troops)*
- Submit the Initial Order and Initial Order Reward T-Shirt sizes on Jotform for qualifying girls by the due date of January 11th at 9:00 p.m.
- Allocate all cookies to the girls and submit Final Rewards by the due date of March 14th at 9:00 p.m.
- Initial ACH must process on first try
- Meet all published Cookie Program Deadlines

\$0.06 Cent Bonus – To earn an additional \$0.06 per package troops must meet all the requirements above plus:

- 70% of girls listed in your Girl Orders Tab of eBudde have participated in the 2026 Cookie Program*
- Troop per girl average (PGA) of 425
- Attend a SU Cookie Rally
- Every participating girl must have 20 or more Gift of Caring packages assigned in eBudde*

\$0.09 Cent Bonus – To earn an additional \$0.09 per package troops must meet all the requirements above plus:

- 80% of girls listed in your Girl Orders Tab of eBudde have participated in the 2026 Cookie Program*
- Troop must secure 1 or more cookie booths that are added to the council-wide Cookie Lottery
- 3 or more girls have participated in the 2025 Business Partner Program**
- Host a table or activity at a SU Cookie Rally

\$0.12 Cent Bonus – To earn an additional \$0.12 per package troops must meet all the requirements above plus:

- 90% of girls listed in your Girl Orders Tab of eBudde have participated in the 2026 Cookie Program*

* Participation is defined by girls who have sold a minimum of 50 packages, as recorded in eBudde.

** Participation in the Business Partner Program is defined as submitting at least one unique completed Business Partner Agreement per girl.

Selling Cookies

- Order Card
- Digital Cookie
- Traditional Cookie Booths
- Drive-thru Cookie Booths
- Pop-up Cookie Booths
- Lemon-Up Stands
- Walkabouts

Girl Scout Cookies are \$6 per package for traditional varieties (Thin Mints, Samoas, Tagalongs, Trefoils, Do-si-dos, Lemon-Ups, Adventurefuls, and Exploremores). Our gluten free cookies (Toffee-tastics) are \$7 per package. There are 12 packages in each case of cookies.

Girl Scouts must abide by the set price for cookies and may not offer discounts, coupons, or special offers. Selling cookies for any price other than the Girl Scouts of Gulfcoast Florida set price may result in suspension from future GSGCF product programs.

Complete nutritional information on all nine varieties can be found at LittleBrownieBakers.com



Donating Cookies: Gift of Caring Program

Girl Scouts of Gulfcoast Florida's Gift of Caring program allows customers to purchase cookies to be donated to support our local hometown heroes, local active military personnel, and veterans. Cookies are donated locally and overseas.

Because there is no product to deliver, girls should collect payment for the donation when the customer places the order.

Using physical troop inventory to fulfill Gift of Caring donations is not permitted. All donations must be recorded inside of eBudde. At the end of the program, GSGCF will partner with troops to deliver cookies to local hometown heroes and military organizations, such as Soldier's Angels, to ensure that cookies are delivered!



Starting Inventory Order (IO)

January 11

Troops will place a starting inventory order (IO) based on what they think the troop will need to get them through the cookie program. Refer to your training for details on how to place a starting inventory order!

Parent Input IO – Parents/Guardians are able to input their Girl Scout's offline orders into Digital Cookie. This information will transfer over to eBudde.



Digital Cookie

January 5 — March 8

The primary parent/guardian of girls will receive an email invitation to participate in the Digital Cookie platform. Digital Cookie allows girls to set up an online storefront, let customers know about their goals, and complete activities that can help them earn financial literacy badges. Through the website and accompanying app, girls can accept credit card payments directly from customers utilizing the girl-delivered and cookies-in-hand features. Digital Cookie also offers a Troop Cookie Link that will allow troops to appear on the virtual booth finder. Don't forget to log in to Digital Cookie and set yours up!

Cookie Booths

February 6 — March 8

Booth sales are a privilege, and you represent the Girl Scout movement while at them. Please be respectful of everyone in the area and thank the location for allowing you to sell.

Cookie booths come in many different forms. Public booth sales are NOT permitted after March 8, 2026.

Traditional Cookie Booths – Service Unit

Approval Required. This is the traditional table in front of a store. These booths are secured through Council Staff and Service Unit volunteers and are offered to troops for sign-up through a council wide cookie booth lottery. Traditional cookie booths are limited to a maximum of two girls and two adults. When securing cookie booths, the troop cookie manager (TCM) should take care of reviewing eBudde for any additional rules that may be listed at the location. Locations may have asked for specific rules to allow cookie booths. Cookie booth attendees must be informed about the rules and be ready to follow them. Failure to do so may result in loss of booth locations. Troops are not allowed to set up their own traditional cookie booth locations. They must go through the SU (service unit) cookie coordinator.

Pop-up Booths – Service Unit Approval

Required. Troops may hold a pop-up booth a maximum of two times throughout the cookie season. These can be held in public locations or businesses. They must be submitted through eBudde via the “Troop Booth Sale” feature and approved by either the Service Unit or GSGCF staff before hosting. Pop-up booths are a great concept for a location, such as, a park or business that is only able to support the cookie program once or twice and not through the whole season.

Drive-thru Booths – Service Unit Approval

Required. Drive-thru booths are held in places that allow customers to purchase cookies without leaving their vehicles. These may be secured by your service unit or can be secured on the troop level as well. If secured by the troop, be sure to submit for approval as a troop booth in eBudde so it will appear on the Cookie Booth Locator.

Lemon-Up Stands – Lemon-Up stands are a cookie-themed name for “Mom and Me” cookie booths. These are manned by a parent/caregiver and their Girl Scout(s). These are typically hosted in locations such as a yard/garage sale. These booths do not need prior approval. Booths held at public business locations are not considered Lemon-Up stands. Addresses for Lemon-Up stand may not be shared on-line per GSGCF Girl Safety Guidelines.

Walkabouts – Walkabouts may be done in any neighborhood that permits girls to sell cookies. If troops would like to have a walkabout in a neighborhood with a “no soliciting” policy, permission should be granted by the property management before the walkabout. Walkabouts may not be done at events, festivals, parades, or other public events without first getting permission from the event organizer and the SU cookie coordinator.



Cookie Booth Code of Conduct

Be sure to review the following code of conduct with girls and adults who are participating in cookie booths:

- Girl Scouts must wear their vest or sash while participating at cookie booths.
- Chaperones must be wearing appropriate Girl Scout attire and be fully clothed.
- Tag-a-longs (non-Girl Scouts, including infants) are not allowed to attend cookie booths.
- Girl Scouts participating in a cookie booth should not be eating. Necessary drinks are okay but be sure to store them out of sight and away from cookie packages to avoid contamination.
- Technology use at cookie booths should be limited to calculators and card processing. Girls should not make phone calls or play games for the duration of the cookie booth.
- Girls must be directly involved in the sale. Chaperones cannot sell cookies on a girl's behalf. If girls need to take a break for any reason, the booth must also go on break.
- Be a sister to every Girl Scout. Work together during booth transitions and take all trash with you when leaving.

Returns/Leftovers

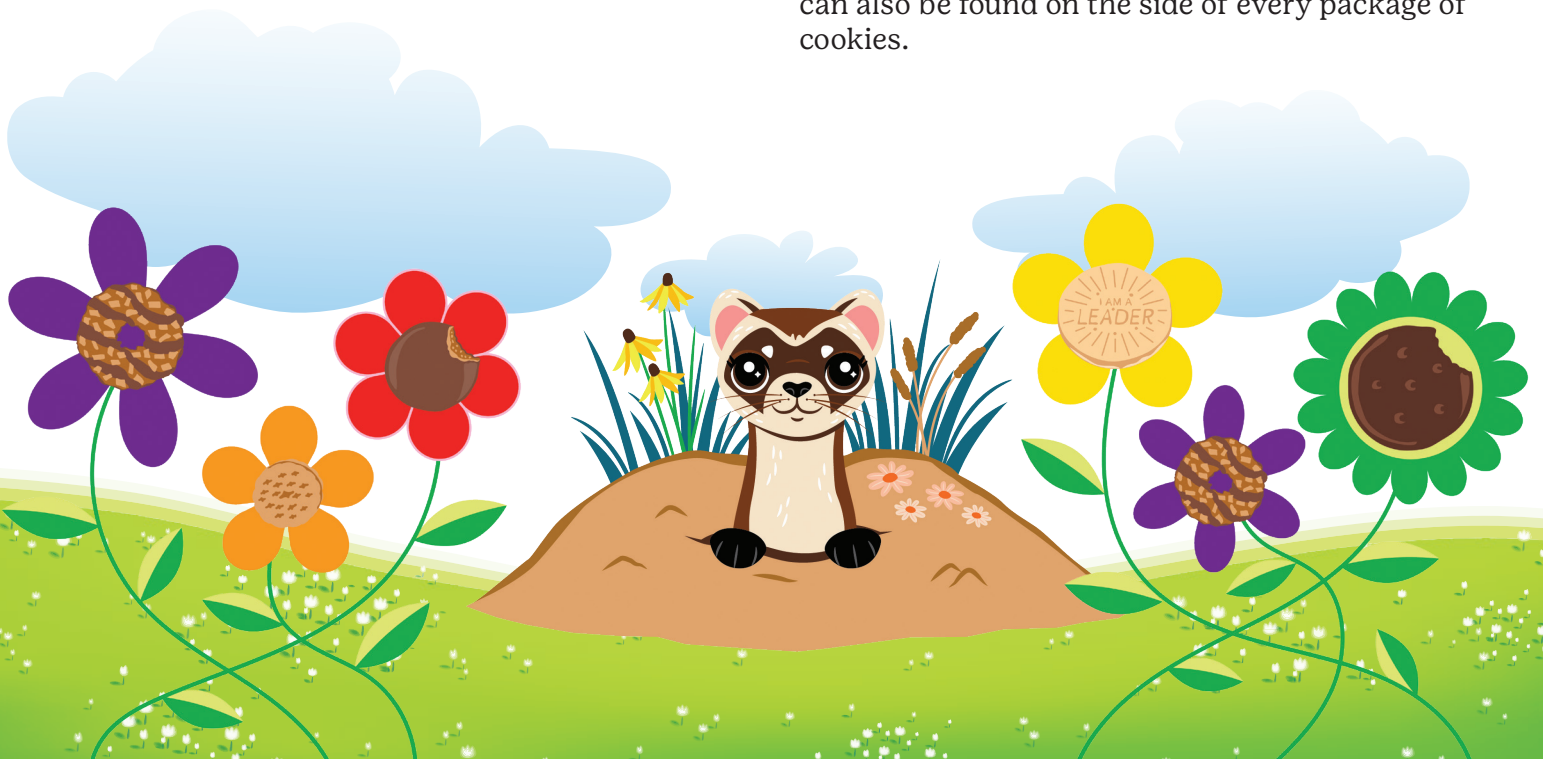
Girl Scout Cookies cannot be returned. Troops that have cookies leftover are financially responsible for those cookies, so it's important to order them carefully. Be sure to keep a close eye on your troop's inventory once you have cookies-in-hand. If your troop has too many cookies, reach out to your SU cookie coordinator for help. They can assist with helping you list the cookies on the cookie exchange or identifying another troop who may be able to take on your product. Once the program has concluded, it is much harder to move cookies from your troop, so be sure to ask for help early if you need it. GSGCF does not participate in a cookie buyback program.

Damaged Cookies

Troops are responsible for all of the cookies they pick up from cookie cupboards and they should be careful to inspect them and refuse any with visible damages. As you open cases of cookies, you may come across one that is in a damaged condition. If you encounter a cookie package that is damaged in an otherwise good case please contact Customer Care for further instructions.

Customer Complaints

Girl Scout Cookies are not returnable from customers. Do not accept returns of opened boxes of cookies or offer an exchange for them. If a customer has a complaint about the cookies they've purchased (they are stale, crushed, melted, or the customer is generally not pleased), direct them to contact Little Brownie Bakers at 1-800-962-1718. This information can also be found on the side of every package of cookies.



Money Guidelines

For in-person sales, payment for Girl Scout Cookies is only accepted at the time of delivery. For Digital Cookie girl-delivered, payment is collected online at the time of order.

Troops may decide which forms of payment are acceptable for their cookie program.

Money Handling – it matters!

Handling money safely and responsibly is a key component of the Girl Scout Cookie Program. Use the guidelines below to help ensure smooth transactions. Encourage the girls in your troop to get involved in money handling. Provide plenty of support and check for accuracy.

- Payment for cookies should always be collected at the time of delivery, excluding Digital Cookie girl delivered options.
- Ask parents and girls to turn in collected money regularly—at least once a week! Always count money in front of the parent as it is turned in. Utilize a receipt book to record payments. Give the parent a copy and retain a copy for troop records.
- Make a point to visit the bank after troop meetings and cookie booths where you know you'll be collecting cookie funds.
- Use your best judgment on how many cookies to release to parents at a time. For example, if a family has \$500 worth of cookies in their possession, it's a good idea to collect payment for those cookies before they are allowed to pick up additional cookies.
- Stay in touch with girls and parents. This is the best way to be aware of and address any payment issues early. If you suspect a problem with a parent, talk to your SU cookie coordinator for advice immediately!
- Store money safely and securely. Do not leave cookie money in a car, home, or other unsafe location. Remember, the TCM is responsible for storing money safely until funds can be deposited. Deposit often to avoid lost funds.

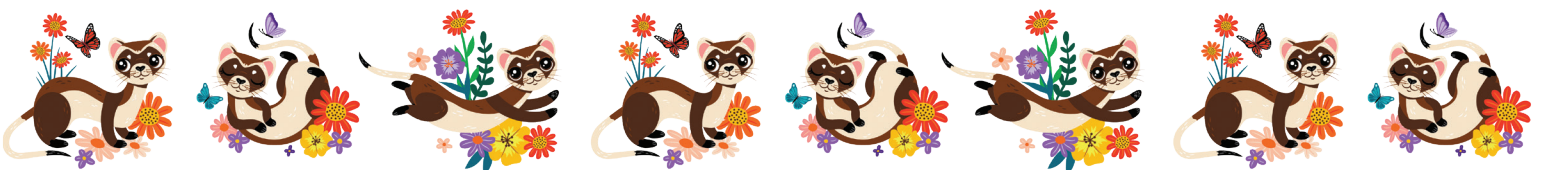
Accepting Check Payments for Cookies

For your troop's safety, use extra caution when accepting checks from customers you don't know. Troops will be responsible for checks that are returned for insufficient funds. When accepting checks, here are some tips:

- It is required that all checks must have a name, address, driver's license number, and a phone number on the front of the check.
- Write the troop number and Girl Scout's name on the memo line.
- Checks must be made payable to the Girl Scout troop.
- Checks are deposited into the troop's checking account. Do not deposit them into your personal account.

Accepting Credit Card Payments for Cookies

It is strongly encouraged for troops to offer a contactless payment method for customers to purchase cookies. GSGCF highly recommends accepting payments on the Digital Cookie platform via the Cookies-in-Hand option.



Paying For Cookies

- eBudde will be pre-loaded with troop bank accounts for troops who participated in the 2024-2025 cookie program. Troops who have had bank account changes and new troops will need to verify the correct information is entered into eBudde by 9:00 p.m. February 1, 2026. Personal checking account information may not be used.
- Troops will deposit ALL Girl Scout Cookie payments received into their troop checking account so that there is a financial record. Cash should not be held outside of the account.
- Payments owed to the council for cookies will be collected via ACH transaction from the troop bank account according to the schedule below. Digital Cookie Payments will reflect on the Troop Sales Report tab in eBudde. These funds will not appear in your troop bank account, but will be removed from the amount owed on initial ACH.
- The TCM is responsible for ensuring that cookie funds are deposited on time so that the sweeps can clear the account. GSGCF will not reimburse for overdraft fees incurred due to failure to deposit money in a timely manner.
- Use the “Sales Report” tab in eBudde to see your balance owed to the council at any time during the sale.
- Troops who do not have sufficient funds for a sweep will not be permitted to pick up additional cookies or cookie rewards until their balance is paid. The council will pursue collections actions for any balances not paid promptly.

Date	Amount
February 19	\$1.75 per box ordered on initial order
March 26	Total remaining balance

Delinquent Accounts

There are occasions where cookie funds go missing or are not submitted to the troop on time. Use the guidelines below to reduce the odds of a delinquent account and how to handle the situation if it does arise.

- Don't give out large quantities of cookies all at once. Set a troop limit and let parents know they must pay for the cookies before they can pick up more.
- Any parent account that is not 100% paid by March 15, 2026, is delinquent. You must complete the unpaid funds form on the council website to begin the process of collecting these funds.
- Delinquent parents must be reported to council no later than April 8, 2026.
- The TCM is responsible for reporting the outstanding debt. Any troop balance that is not reported by April 8, 2026, as unpaid funds will be considered troop debt, and the TCM will be held responsible for those funds.

Remember: Delinquent parents who have not paid their funds hurt the whole troop. The best way to prevent the situation is to be proactive, keep good records, and make sure to have a Permission Form for the cookie program on file for each girl.

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Business Partner Program

Girls can expand their skills by approaching businesses, increasing troop sales, and earning Cookie Entrepreneur Kits. There are 2 levels of kits that can be earned. A girl can earn the first level by reaching 240+ packages sold in this program. The second level is earned by reaching 480+ packages sold in this program.

How do we participate in the Cookie Business Partner Program?

Interested girls must actively be participating in other areas of the cookie sale to qualify for this incentive, including online, booths, or order card.

Businesses must be registered with Sunbiz.

- Complete provided Cookie Business Partner Program training.
- Review and update Cookie Business Partner Program Spreadsheet with intended business before approaching. Do not approach a business someone else has submitted. Results must be updated within 3 days of date visiting location or the listing will be removed, giving other Girl Scouts the opportunity to approach the business.
- Submit a Cookie Business Partner form for each business successfully approached including a signed agreement, 2-3 sentences about the business, and a picture of the Girl Scout with the business owner/manager who signed the agreement.
- Girls may begin to approach businesses on December 1, 2025.

Zero Tolerance

GSGCF has a zero-tolerance policy for misuse of girl funds; any adult accepting responsibility for handling money is accountable for its proper use and safekeeping. Unresolved debt will be referred to a collections agency and misuse of funds may result in legal action and termination of volunteer service. To minimize the risk of loss, TCMs should regularly collect payments from caregivers throughout the program and make prompt deposits into the troop's bank account. Please provide weekly/monthly financial updates to families for full transparency.

Rewards

Girls who participate in the cookie program earn rewards based on both personal and troop successes! Girls should be encouraged to review the rewards before setting their goals or making decisions about reward opt-out. Reward experiences are only eligible to be redeemed by the reward earner on the printed date set by the council. Dates subject to change. Girl rewards may not be sold. By doing so, the girl may lose the ability to participate in future product programs or troop fundraisers. To qualify for Final Troop Rewards, troops must have 5 or more girls (3 for S/A) participating in the 2026 Cookie Program.

GSGCF Cookie Credits

GSGCF Cookie Credits are a credit that Girl Scouts can earn as a reward through the Girl Scout Cookie Program. Registered Girl Scouts can use Cookie Credits to reduce or pay for the cost of approved Girl Scout activities.

Resources

Scan this QR code to access many valuable cookie resources.



2026 Girl Scout Cookie Program Rewards

Girl Scouts of Gulfcoast Florida 2026 Cookie Rewards

My Personal Goal: _____ NUMBER OF PACKAGES

Initial Order Rewards



Girls with Initial Order of
350+ pkgs will earn a
GSGCF Council T-shirt

Final Troop Rewards



400+ PGA - Troops *with a final
PGA of 400+ pkgs will earn 2
Volunteer Membership Renewals
AND 2 Volunteer Patches



550+ PGA - Troops *with a final
PGA of 550+ will earn a \$100 voucher to
the GSGCF Amazon Storefront

Events Schedule

CEO Luncheon - Cats the Musical at the Broadway Palm Theater -
March 28, 2026

Busch Gardens Picnic - April 18, 2026

Splash Bash - May 9, 2026

iFly Experience - TBD

Event rewards are only eligible on council specified dates and must be
redeemed by the reward earner. Dates subject to change.

Troops must have 5 or more girls (3 girls for S/A) participating in the 2026
Cookie Program to qualify for Final Troop Rewards

Council reserves the right to make substitutions to any items' color,
material or size or to substitute an item of equal or greater value due to
changes or challenges in product availability.



Daisy Reward

All Daisy Girl Scouts with 50 pkgs sold
in the 2026 Cookie Program will
receive a Mini BFF Fidget Ferret Plush



Theme Patch
50+ pkgs



Secret Pocket
Headband
115+ pkgs



Charm Patch AND
Theme Charm
175+ pkgs



Cookie Charm
225+ pkgs



Super Patch
275+ pkgs



Girl Scout
Membership Renewal
325+ pkgs



Large Clear Case OR Fidget Toy
425+ pkgs



BFF Ferret Plush OR 25 Cookie Credits
500+ pkgs



Cosmetic Makeup Bag
625+ pkgs



Splash Bash at Sun Splash
Water Park, Cape Coral, FL OR
Convertible Crossbody
750+ pkgs



Sponsor a black-footed ferret
OR GSGCF Tumbler
875+ pkgs



50 Cookie Credits AND
Choice of:
Busch Gardens Picnic OR
25 Cookie Credits
1000+ pkgs



50 Cookie Credits AND
Choice of:
1 week of GSGCF Summer Day Camp OR
Vans Backpack OR
American Girl Doll of the Year
1500+ pkgs

CEO Luncheon w/ Mary Anne Servian



CEO Luncheon w/Mary Anne
AND 2026 Patch AND
100 Cookie Credits
2026+ pkgs



Choice of:
iFly Experience, Tampa, FL OR
Custom Converse Shoes
2500+ pkgs



Choice of:
1 month of School of Rock
music lessons OR Headphones
OR 100 Cookie Credits
3500+ pkgs



Half Credit for GSGCF Travel
OR Ticket to Convention OR
Apple iPad
5000+ pkgs

Gift of Caring



GOC Patch
20+ GOC pkgs



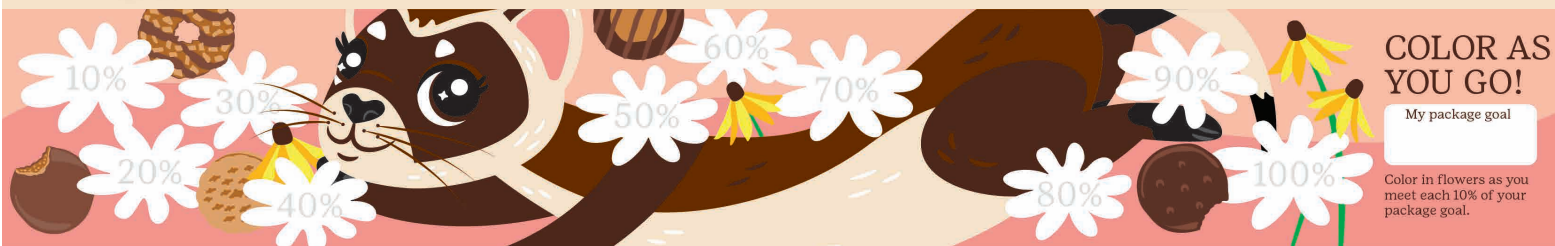
Flower Charm AND
Adventure Kit
50+ GOC pkgs



Cookie Tech Patch
175+ online PGA



Earn a bar patch for the highest
level achieved
300+ to 8000+ pkgs



COLOR AS YOU GO!

My package goal

Color in flowers as you
meet each 10% of your
package goal.

Business Partner Program

Thank you to our 2025 Business Partner Program participating businesses. These businesses supported local Girl Scouts by purchasing 12-16 cases (144-192 packages) or more of cookies through the Business Partner Program. Their support helped girls reach their high goals.



The Girl Scout Cookie Program helps Girl Scouts develop five key skills:



Goal Setting ♦ Decision Making ♦ Money Management
People Skills ♦ Business Ethics

GSGCF Council Product Staff

Ashley Gill – Chief Experience Officer

Jodi Miller – Product Program Manager

Cathy Levay - Product and Program Specialist

To reach our council staff:

email customercare@gsgcf.org

or call 941-921-5358

(Business Hours: Tuesday-Friday from 7:30 a.m. - 5:30 p.m.)

GSGCF Product Program Team would like to send a special thank you to our hard-working volunteers and Service Unit Product Coordinators. We say it all the time, but we truly could not do any of this without all of you. The benefits of your hard work will be felt in the lives of the girls for many years to come.

girl scouts 
of gulfcoast florida

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