

2012 COOKIE SALE PROGRAM

Troop Information Guide

Sale Dates

eBudde Webinars:



- Jan 17 @ 12pm - 1pm • Jan 17 @ 7pm - 8pm
- Jan 18 @ 12pm - 1pm • Jan 18 @ 7pm - 8pm

** You only need to attend one!*

** You still must to attend your SU Training to pick up your Troop's sale materials*

** Register at gshnj.org > cookies & more > cookie sale program*

Initial Order Taking Period:	Jan. 23 - Feb. 21
Girl Orders Due to Troop:	Feb. 24
Troop Orders Due to SU Cookie Manager:	Feb. 28

**** Troops locked out of eBudde at 11:59pm on Feb. 27th!**

Goal Getter Order Period:	Feb. 28 - Apr. 9
Cookie Deliveries/Booth Sales Begin:	Mar. 19 - 25
Girls Deliver Cookies and Collect Money:	Mar. 19 - Apr. 9
Last Day of Booth Sales:	Apr. 15
All payment due to Troop Leader:	Apr. 16
Troop <u>Payment Due to Council</u> and <u>Final Paperwork Due to SU Cookie Manager</u> :	Apr. 19



NEW Payment Process: Send Troop check directly to Council, all other paperwork goes to SU Cookie Manager

**** Troops locked out of eBudde at 11:59pm on Apr. 18th!**



MY SERVICE UNIT COOKIE MANAGER IS:

NAME _____

SU # _____

PHONE _____

EMAIL ADDRESS _____

Contact your SU Cookie Manager first with any questions about the sale.



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Cookie Highlights - What is new this year!

Savannah Smiles

A brand new cookie to celebrate the 100th Anniversary of Girl Scouting!

Troop Cookie Payment

Page 5

Cut out the extra step and send your Troop Check with final payment directly to Council.

Cookie Club- Register your Troop today!

Page 13

The research is in - girls that use Cookie Club average higher sales.

Booth Sale Cookie Orders

Page 7

No more paper piles! Enter booth sale cookie orders directly in eBudde.

Permission Slips

Page 3

These are only needed from girls who did not submit a permission slip for the Fall Product Sale!

eBudde Webinars

Page 3

New this year in response to requests for more training on the eBudde ordering system.

Helpful Resources

Girl Scouts Heart of NJ Website:

www.gshnj.org

Girl Scouts USA Website:

www.girlsouts.org

Little Brownie Bakers Website:

www.littlebrowniebakers.com

eBudde Website:

<https://ebudde.littlebrownie.com>

Cookie Club Website:

<https://cookieclub.littlebrownie.com>

More questions? Contact your Service Unit Cookie Manager with any questions about the sale program.

Cookie Sale Program Calendar

Before January 23 Prepare and Train Your Troop!

- ▶ Obtain a Troop Roster with all girls' names, addresses and phone numbers
- ▶ Verify with Troop Leader that all girls are registered Girl Scouts (*Girls MUST be registered in order to participate in Product Sales*)
- ▶ Train the girls on the Cookie Sale Program
 - Have a party! Sample the new Savannah Smiles cookies
 - Distribute the Cookie Sale Program materials
 - Work with the girls to set Troop Goals - make sure everyone knows what cookie sale earnings will go toward, and be able to tell customers what they're supporting!
- ▶ Select a recipient organization for the "Gift of Caring" program (see page 10)
- ▶ Permission Slips: Obtain a signed permission slip only from those girls who did not submit one for the Fall Product Sale - only 1 permission slip is needed to participate in both Product Sale Programs. There is a list of which girls' permission slips are needed in the material given to you by your SU Cookie Manager. Contact your SU Cookie Manager with any questions.
Permission slips are due to your SU Cookie Manager on 2/28.
- ▶ Discuss the possibility of having Cookie Booth Sales and where your Troop would like to hold one. See page 6 for how to request Booth Sale locations and order Booth Sale Cookies. *Booth sale location requests are due to your SU Cookie Manager on 2/28.*
- ▶ Create your Troop's Cookie Club Account (see page 13). Provide girls with their usernames and passwords. Encourage them to email friends and family for "cookie promise" orders - the average online order is 6 boxes per customer!



Sales
Tip!

January 17 - 18 Attend an eBudde Webinar!

- ▶ January 17th and 18th at 12pm-1pm and 7pm-8pm
- ▶ Learn first-hand how to use the new eBudde features
- ▶ Interactive so you can ask questions after the webinar
- ▶ Register at www.gshnj.org > cookies & more > cookie sale program. Webinar login and password will be emailed to you upon registration



January 23 - February 21 Girl Scouts Take Orders! No Money Collected at This Time

- ▶ Senior and Ambassador Troops who voted to opt out of incentives must notify Council at cookies@gshnj.org by February 21st. Requests made after this date will not be considered.



February 24 5:00pm: Deadline for submitting St. Patrick's Day Booth Sale Special Order

- ▶ Because Council has received several requests from Troops wishing to hold Booth Sales at St. Patrick's Day festivities, we have negotiated the option for Troops to place a special NON-RETURNABLE cookie order for the weekend of St. Patrick's Day ONLY (March 16-18).
- ▶ You must obtain approval for your Booth Sale time, date and location from your SU Cookie Manager before submitting your order.
- ♣ Place your Special Order by **February 24 at 5:00pm** at www.gshnj.org > cookies & more > St. Patrick's Booth Sale Order.
- ▶ Because this is a Special Order these cookies are not able to be returned/exchanged.
- ▶ Your Special Order will be available for pick-up at the Council Cupboard indicated on your order March 15th and 16th, 9am-5pm.

Cookie Sale Program Calendar

February 24 – 27 Place Your Troop Order AND Enter Booth Sale Requests in eBudde



- ▶ Collect all girls' cookie order cards
- ▶ Check that order totals include those on fold-out order card, pocket order card, and Cookie Club promise orders
- ▶ Enter girl orders AND Initial Incentive Order into eBudde:

Login to eBudde at <https://ebudde.littlebrownie.com>

- Enter First AND Last names for each girl so addresses can be obtained for Cookie Rewards
- Contact your SU Cookie Manager if you did not receive your login and password, or with any questions about ordering in eBudde
- The Troop Manual in eBudde (under "Manuals" in the blue bar at the top of the page) is a VERY helpful tool - check here first if you have questions
- The Troop is responsible for all cookies ordered - there are no returns or exchanges for ANY cookies ordered in the initial order
- All orders are rounded up to full cases: 1 case = 12 packages; (see page 11 for how to use surplus cookies)
- Contact your SU Cookie Manager with any questions about placing your order



- ▶ Enter all Booth Sale Requests in eBudde
 - No more paper forms! See page 6 for how to submit Booth Sale Requests.

February 27 Deadline to Place Girl Orders in eBudde; eBudde locks at Midnight!

February 28 Due to SU Cookie Manager (SUCM):

- ▶ 1 Copy of Initial Order Report from eBudde (PDF version)
- ▶ Any Permission Slips needed
- ▶ Submit all Booth Sale Requests via eBudde

February 28 – April 9 Goal Getter Orders!



- ▶ Distribute "Goal Getter" order cards to the girls and urge them to keep selling - there's still over a month left to raise Troop funds and earn incentives! Have the girls check their progress toward their goal - and use the Goal Getter period to bump up sales.
- ▶ Enter Goal Getter orders in eBudde ("Transactions" tab) as they come in (see page 7)
- ▶ Pick up orders from the Council Cupboard you selected (whomever is picking up must bring the receipt for the order, which you print from eBudde when you place the order)
- ▶ After pick-up, assign Goal Getter cookies to the appropriate girls in eBudde (under "Girl Order" tab) so girls receive credit toward recognitions and incentives (see Troop Manual in eBudde for instructions).

March 19 – 25 Cookie Deliveries / Initial Order Rewards Distributed

- ▶ Your SU Cookie Manager will notify you of your specific date, time, and location of delivery
- ▶ See page 11 for helpful hints on the pick-up and distribution of cookies
- ▶ Print your Troop's Initial Order Report (PDF) from eBudde and bring to Delivery Day
- ▶ Print Initial Order Reports for each girl before distributing girl orders
 - Parent/Guardian must sign the Initial Order Report when picking up cookies

Cookie Sale Program Calendar

- ▶ Receive your Troop's Initial Order Rewards with cookie order, distribute to girls with girl orders
 - Contact your SUCM with any questions about receiving your Initial Order Rewards

March 19 - April 9 Cookies Delivered to Customers, Deposit All Money in Troop Account

- ▶ Girls deliver cookies and collect money (see Money Management page 12)
- ▶ You should receive money from the girls and deposit into your Troop Account ASAP as received.

March 23 - April 15 Booth Sales!

April 16 Deadline to Collect All Girls' Cookie Money!

April 16 - 18 Enter Final Data in eBudde

- ▶ Assign all cookies sold to appropriate girls who participated
 - *NOTE* If you do not assign cookies in eBudde girls will not receive credit toward any incentives they may have earned by selling these cookies.
 - Refer to the Troop Manual in eBudde for instructions on how to assign cookies
- ▶ Place Final Incentive Order
 - For girls that sold over 1,000 boxes, indicate their incentive choice (iPod or Kindle)

April 18 Deadline to Complete All Data Entry in eBudde; eBudde locks at Midnight!

April 19 Final Paperwork Due to SUCM, FINAL PAYMENT DUE TO COUNCIL **

- ▶ Deposit all cookie money into your Troop Account by close of business on April 19
- ▶ DUE TO COUNCIL:
 - Troop Check payable to "GSHNJ" for the amount due on the Troop Sales Report in eBudde. Endorse check on back as follows:

For Deposit Only
GSHNJ
7869772090

<u>WRITE YOUR 5-DIGIT TROOP NUMBER ON THE CHECK!</u>

- Mail to: GSHNJ
ATTN: Finance Department
201 East Grove St.
Westfield, NJ 07090
- *Mail must be postmarked by April 19*

▶ DUE TO SU COOKIE MANAGER:

- Troop Paperwork Checklist (see page 14)
- Initial Order Reports with parent/guardian signatures for receipt of cookies
- *NOTE* DO NOT GIVE PAYMENT TO YOUR SUCM, send directly to Council

Late May/June Receive and Distribute Girl Recognitions

- ▶ Incentives are shipped directly to your SUCM the week of May 26

** NOTE: GSHNJ has contracted with a check recovery company. Any returned checks will be re-presented to your account electronically along with a separate fee (maximum check fee allowed by state law). This fee is in addition to any fees charged by your bank.



Booth Sales

(March 23-April 15)

In addition to selling directly to families, friends and neighbors, Girl Scout Troops are permitted to hold Booth Sales. Since our Council conducts an order-taking sale, Troop **MUST** participate in the order-taking portion of the sale in order to hold a Booth Sale.

Why Have a Cookie Booth?

- ▶ Girls learn to work collaboratively as a team
- ▶ Cookie booth sales help girls reach their individual goals
- ▶ Girls can reach a large number of customers in a short period of time
- ▶ Girls reach customers, who otherwise do not get asked to buy Girl Scout cookies
- ▶ Cookie booth sales help the Troop reach their financial goals

Requesting A Booth Sale

No more paper forms - use eBudde! To request a Booth Sale for your Troop, simply click on the "Booth Sites" tab and follow these steps:

1. Click the "My Sales" button (at the right of the page)
2. Click "Add a Location" (in the box on the left)
3. Enter all Booth Sale information requested (in the box on the right), then click "Add"



Check back to see if your Booth Sale has been Approved or Denied before you order Booth Sale cookies. If approved, your submitted request will be highlighted in Green. If denied, it will be Orange. All approved requests will automatically load into the "Cookie Locator" so customers can find your Booth Sale! Contact your SUCM with questions on the status of your request.

Booth Sale Approval Process

Your Service Unit Cookie Manager (SUCM) or Service Unit Booth Sale Coordinator (SUBSC), if you have one, will coordinate the Booth Sales for Troops in your Service Unit. Requests are coordinated on a master calendar to ensure there are no two Troops requesting the same location, date, and time. Once your Booth Sale request has been approved by your SUCM/SUBSC *AND* the business/location you wish to sell at, you may place your order for Booth Sale cookies in eBudde (*unless you already chose to order them in your Initial Order - if so, they are not returnable to Council*). **ONLY WHEN YOUR BOOTH SALE HAS BEEN APPROVED SHOULD YOU PLACE YOUR BOOTH SALE COOKIE ORDER IN EBUDDE!!**

Troops are expected to stay within their own Service Unit whenever possible. In those Service Units where there are few suitable sites, your SUCM/SUBSC will let you know who to contact if you desire a site outside of your Service Unit. You must contact the appropriate SUCM/SUBSC in the Service Unit you wish to hold a Booth Sale to make your request.

Corporate Booth Sales: Check with working parents to see if their company will permit your Troop to hold a Booth Sale in the lobby at the end of the day!

Ordering Booth Sale Cookies and Goal Getter Orders

There are 2 options for ordering cases of cookies for a Booth Sale - Use Option 2 to place Goal Getter Orders.



1. Order extra cases of cookies with your initial order. These cookies will be delivered with the rest of your Initial Order. **THESE COOKIES CANNOT BE RETURNED OR EXCHANGED.**
2. Use the "Transactions" tab in eBudde to order and pick up cookies from a Council Cupboard or your Service Unit Cupboard (if you have one). **ALL ORDERS MUST BE PLACED AT LEAST 7 DAYS IN ADVANCE OF YOUR BOOTH SALE TO ENSURE AVAILABILITY.**

Here's how it works:

1. Click the "Transactions" tab, then click "Add a Transaction" and an order box will appear
2. Next to "Date," enter the date you'd like to pick up your order (allow at least 7 days)
3. If ordering Booth Sale cookies, select "Booth" from the "Type" drop down menu.
 - If placing Goal Getter orders, select "Normal" from the "Type" drop down menu
4. From the "Second Party" drop down menu ALWAYS select "Cupboard"
5. Next to "#" enter the Cupboard Number of the Cupboard location where you will pick up your order
 - A list of Cupboard Numbers will be emailed to you & posted on www.gshnj.org
6. ALWAYS change "Remove Product" to "Add Product" by clicking the drop down arrow
7. Enter order quantities by variety
8. Click "Save/Print" to save your order and print a receipt
 - Make sure your computer is set to "Allow Pop-Ups" so you can print a receipt
 - Bring your receipt to pick up your order

Order Guidelines

Length of Sale (hours)	Savannah Smiles	Trefoils	Do Di Dos	Samoas	Dulce de Leche	Thank U Berry Munch	Tagalongs	Thin Mints	Total Boxes
2	12	12	12	24	Dulce and Thank U Berry Munch CANNOT BE RETURNED and are low volume varieties. Not recommended for Booth sales.		24	24	108
3	12	24	12	24			24	48	144
4	12	24	24	36			24	48	168
5	12	24	24	36			24	48	180
6-8	12	36	36	48			36	72	216

2012 Cookie Pick-Up and Return Policy

For the 2011-2012 Season, unsold Booth Sale cookies ordered on consignment (NOT via Initial Order) may be returned to Council if undamaged and in solid, re-saleable condition. To help ensure the integrity of the product, store in a cool, dry place, away from access to cigarette smoke, pets or other animals. **To ensure the highest level of product integrity, returns will ONLY be accepted on the Monday following your Booth Sale.** If cookies are not returned to Council by Monday, your Troop is financially responsible for the cookies ordered.

Cookie Pick-up Times at All Council Cupboards:

Thursday 9am - 7pm

Friday 9am - 5pm

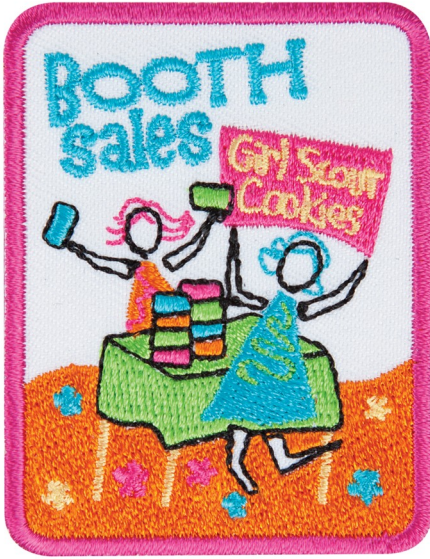
(The Thursday or Friday immediately prior to your Booth Sale unless otherwise notified)

Cookie Return Times for All Council Cupboards:

Monday 10am - 7pm

(The Monday immediately following your Booth Sale - cookies not returned by the Monday deadline must be paid for by your Troop).

Booth Sales - Helpful Hints



- ▶ Girls should wear their Girl Scout Uniforms or something that identifies them as a Girl Scout.
 - ▶ Schedule girls and adults to work. Have no more than 2 or 3 girls, plus 2 adults at one time. Be certain you have a Permission Slip signed for any girl whose parent will not be at the site.
 - ▶ Consider your girls ages when scheduling time slots.
 - ▶ Bring change for large bills and have a safe place to keep the money (\$55 should be enough change to start with: 30 \$1 bills, 5 \$5 bills).
 - ▶ Do not block the doors of businesses or setup in any way that would make it difficult for customers to enter or exit the store.
 - ▶ Encourage girls to smile and say "Thank You" even if customers don't buy cookies.
 - ▶ Girls should remain in the booth sale area at all times.
 - ▶ Booth Sale Patches are available for purchase in the Council Shop (\$.60 each).
- ▶ Care and handling:
- Keep cookies dry at all times!
 - Store away from cigarette smoke, pet or other animals.
 - Do not store cookies in a car or trunk on warm days!



Every Box Counts!

All boxes sold - individuals orders, Goal Getter Orders and Booth Sales - count toward girls' earning patches and cookie rewards & recognitions.

Booth Sale Reminders

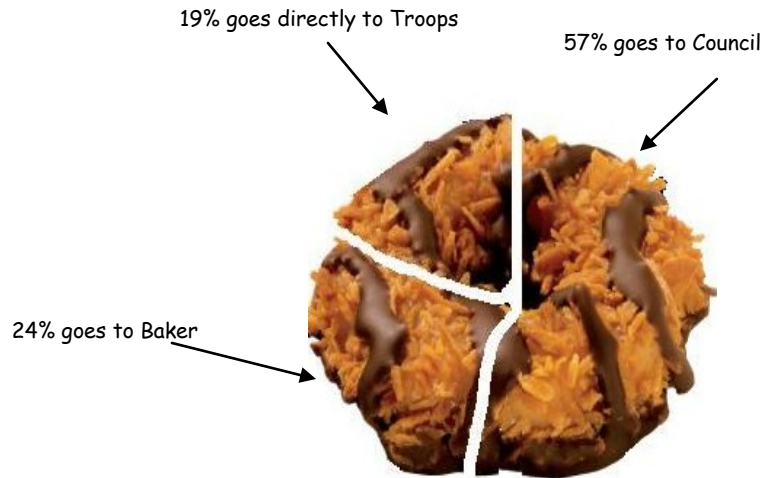
- ▶ **Booth Set-up and Display** - Display a Troop Goal Poster, pictures of Troop Activities, balloons, etc. to draw positive attention to your booth & inform customers why you're selling.
- ▶ **Be Prepared** - to tell customers what your Troop plans to do with the money you earn by selling cookies. Sure, customers like Girl Scout cookies, but it makes them feel good (and purchase more cookies!) if they know they're supporting a good cause.
- ▶ **Encourage Girls to Ask Each Person to Buy** - They will not sell many by just standing there and smiling!
- ▶ **Offer Gift of Caring Cookies** - Remember to suggest GOC donations to support your chosen charitable organization.
- ▶ **Pack Unsold Cookies in Proper Case Boxes** - if you plan to return them to Council.
- ▶ **Leave your Site Clean** - Remember, you are responsible for removing all empty boxes and other debris.

How the Cookie Crumbles

All of the proceeds - every penny - generated from cookie activities stay in your local Girl Scout Council to support Girl Scouting in your area. In addition to the more than \$1 million that goes directly to Troops, this money also reduces program and camping costs for girls, trains and supports 11,400 adult members, and assists with a portion of the costs associated with operating six properties, including three camps and three Service Centers, to serve our almost 37,000 members.

For more information visit www.gshnj.org.

- ▶ Approximately 19% of cookie proceeds go directly to the Troops.
- ▶ Approximately 57% goes to Council to support Programs, Camps, and other administrative costs involved with Volunteer Recruitment and Training.
- ▶ Approximately 24% goes to the Baker (costs involve ingredients, baking, packaging, and shipping).



Troop Proceeds Structure

This year GSHNJ is able to offer a tiered Troop proceeds program, based on Per Girl Average, so Troops can earn more the more they sell!

Number of boxes sold per girl participating <i>(The total number of boxes sold divided by the number of participating girls in the Troop):</i>	With Incentives: Daisy through Ambassador <i>(Girls receive individual incentives AND the Troop Proceeds stated below):</i>	Incentive OPT OUT: Seniors & Ambassadors ONLY* <i>(Troop unanimously votes to take extra Troop Proceeds and receives NO incentives):</i>
Up to 79 boxes	\$0.65	\$0.75
80 - 99 boxes	\$0.70	\$0.75
100+ boxes	\$0.75	\$0.75

****If your Troop has voted to opt out, you must submit a request to cookies@gshnj.org by February 21 to have your Troop's proceed structure updated in eBudde. Senior and Ambassador Troops who unanimously vote to opt out of earning individual incentives will still be eligible for patches.***

Gift of Caring (GOC)

Girl Scouts can use the Cookie Sale Program to bring their ideas for making the world a better place to life. Whether the girls are caring for their environment, promoting literacy or campaigning for social issues, the Cookie Sale Program can help them:

- ▶ **Discover** more about their values and the world
- ▶ **Connect** with others when selling cookies
- ▶ **Take Action** to make the world a better place with projects funded by cookie proceeds

For various reasons, some customers may not want to buy cookies for themselves, or have a limited need due to dietary or other restrictions. Through the Gift of Caring program, they can still purchase Girl Scout cookies to support Girl Scouting, and give to others at the same time!



How to Participate

▶ Create a Gift of Caring Project:

1. Have girls choose a group to receive donated cookies: Hometown heroes like firefighters? A homeless shelter? Military personnel overseas?*
2. Communicate to customers that they can buy cookies that girls will donate to your Troop's chosen GOC recipient.
3. Girls visit their chosen charity to deliver the cookies at the end of the cookie season.

▶ Promote your Gift of Caring Project to customers:

- At Booth Sales
 - Create a drop box where customers can place donated cookies - and watch the GOC boxes stacking up!
- During Initial Order Sales, Walkabouts, or Workplace Sales
 - Write the name of your GOC recipient on your Order Card, and ask customers if they would like to purchase a box or two to donate.
 - Record GOC cookies on the Order Card in the "Donate Cookie Packages" column.

▶ Enter GOC Orders in eBudde:

- When entering your GOC orders in eBudde, YOU choose the flavor of the GOC cookies, and enter them as you would other cookie orders (NEW THIS YEAR: there is no special "GOC" order column on the "Initial Order" tab).
- Note which variety of cookies you ordered for GOC so you can easily separate them from your cookie delivery.
- On the "Girl Order" tab there is a GOC column - **this is for informational purposes only**. If your Troop sold any GOC boxes, enter the amount sold in this column for accounting purposes only. **This is NOT a column to place orders for GOC cookies**, just a place to keep track of how many your Troop sold.

Council Partnership with Operation Shoebox

*GSHNJ will once again partner with Operation Shoebox of New Jersey to offer another option for Troops to participate in the GOC program. Troops who choose donate their GOC cookies to military personal serving overseas have the option to drop off their GOC cookies at any Council location at anytime during the sale (**cutoff date: April 20** - cookies brought to Council after April 20 will not be accepted).

Troops that participate in the program may purchase Gift of Caring patches in the Council Shops which will be available for purchase at \$.60 each.

Inventory Management

As the Troop Cookie Manager, one of your responsibilities is to pick up your troop's cookie order. Listed below are some helpful hints to help make your job easier and cookie pick-up day more efficient!

PLAN AHEAD — Make sure to have back-up helpers in case of an emergency.

ALL COOKIES ARE TO BE PICKED UP THE DAY YOU ARE SCHEDULED. NO EXCEPTIONS!

Delivery Day

- ▶ Arrive promptly at your scheduled time.
- ▶ Make sure you have an appropriate vehicle(s).
- ▶ **COUNT YOUR COOKIES!** Be certain you count your cookies before you leave to ensure there is no question about the accuracy of delivery. *Remember: Your Troop is financially responsible for the cookies you sign for!*
- ▶ Receive your Troop's Initial Order Rewards (if earned) from your SU Cookie Manager.

Cookies By the Car Load

Vehicle	Approximate # of Cases	Vehicle	Approximate # of Cases
Compact Car	23	Station Wagon	75
Hatchback	30	Mini-Van (seats in)	75
Mid-Size Sedan	35	Pick-Up Truck	100
Sports Utility Vehicle	60	Standard Van (seats in)	200



Disbursing Cookies / Initial Order Rewards

BEFORE distributing any cookies, separate your entire Troop's order into individual girl orders, Gift of Caring boxes, booth sale cookies, and any "surplus" cookies that resulted from rounding to full cases.

- ▶ Double-check each order, including the count of "surplus" and GOC cookies.
- ▶ **Have parents count & sign for cookies they receive on the Troop Initial Order Report (you can print these from eBudde, PDF version). This ensures there is no question as to the accuracy of delivery.**
- ▶ Give each girl her order card, a money envelope, and Initial Order Reward if earned.

What to Do With "Surplus" Cookies

Reorders — Contact customers that may have been missed during the initial order period.

Call Back Orders — Here's an easy way to ask: "Hi, I'm Tanya, the Girl Scout you bought cookies from a couple weeks ago. I have some Thin Mints still available, and I know you like that variety. Would you like to buy some additional packages?"

Parent Workplace — Take extra cookies when delivering to parent's/guardian's workplace for coworkers that did not get to order.

Sporting Events — Take surplus cookies to a soccer game, basketball game, etc.

Booth Sales — Take unsold surplus cookies to sell at your booth sale.

Money Management

By signing the required permission slip, parents/guardians authorize their Girl Scout to participate in the cookie sale program, and accept financial responsibility for the cookies they receive.

Always have parents count and sign for cookies they receive

- ▶ Girls should never leave product with a customer unless payment is received
- ▶ Parents should give all money directly to the Troop Leader or Cookie Manager
- ▶ Cookie payments should not be sent with girls to school
- ▶ Do not allow girls or parents to put money in your mailbox, slip it under your door, or leave it on a porch
- ▶ Cash or checks are acceptable forms of payment to the Troop
- ▶ A written receipt must be given for all cash payments to the Troop (you'll be provided with receipt booklets)
 - All checks must be made payable to the **Troop**
 - Deposit all money into your **Troop** account promptly

Troop to Troop Product Transfers

All product transfers - and corresponding debts - between Troops are to be handled at the Troop level. Troops will be held financially responsible for all product ordered on behalf of their Troop. Product transfers can easily be done directly in eBudde **by the Troop receiving** the product. Instructions are available in the Troop Manual in eBudde.

Payment Collection Issues

- ▶ If full payment has not been received from any parent, use the "Parent Uncollected Form" (page 15) to document your efforts to collect payment.
- ▶ Do not hold up your Troop's final paperwork or payment if all money has not been collected. Send the payment you have to Council, along with completed "Parent Uncollected Forms," and submit final paperwork to your SU Cookie Manger as directed. Your Troop cookie bill and Troop proceeds will be adjusted for the collection issue if necessary.
- ▶ Parents/guardians should be made aware that Council will pursue all unpaid accounts through collection action.

Cookie Club

Track your progress toward reaching your Troop goal for that special trip or activity planned by the girls! Check out the online Cookie Club! When girls join Cookie Club, fun and learning soar! On this exciting, interactive and secure website, girls of all ages learn firsthand about the power of goal-setting, and can experience the fun of online marketing as they email friends & family to ask for cookie order "promises."

Here's how to participate:

1. Log in to Cookie Club at <https://cookieclub.littlebrownie.com>
2. Register the girls in your Troop by following the simple instructions once you log in
3. Issue girls their logins and passwords to begin using Cookie Club!
 - Girls can select individual email addresses and choose to send emails asking for a "Cookie Promise." Family and friends can select the cookie varieties they promise to purchase using an online form.
 - Remind girls to print the report showing all Cookie Promise orders, and have a parent/guardian's signature confirming these orders.

The GSUSA Online Safety Pledge is located at www.gshnj.org > forms > Internet Safety Pledge.



FOR ONLINE ORDER-TAKING!

Now you have a safe and easy way to help girls boost their sales and reach their goals. **Sign them up for the online Cookie Club, where a brand-new feature enables them to send emails asking for cookie "promises."**

To register the girls go to:
cookieclub.littlebrownie.com



This is big!

Girl Scouts of the USA now allows girls to ask for cookie orders online. With Cookie Club, girls can quickly tap a large number of customers while learning early technology skills.

This is safe!

Cookie Club "promises" are recorded automatically in the girl's Cookie Club account. No personal information is ever revealed.

This is fun!

Because Cookie Club is built especially for girls ages 12 and under, it's colorful and entertaining. Cookie Club lets girls jump into the exciting world of today's social media while protecting them from unwanted communications. Explore all the features of Cookie Club by going to cookieclub.littlebrownie.com



SU # _____ 5-digit Troop # _____

Troop Payment & Paperwork Checklist

Troop Leader _____ Phone # _____

Troop Cookie Manager _____ Phone # _____

DUE TO COUNCIL (POSTMARKED BY APRIL 19, 2012):

Troop Check Sent to the Following Address:

GSHNJ
ATTN: Finance Department
201 East Grove St.
Westfield, NJ 07090

Make your Troop Check Payable to "GSHNJ" - Endorsed on back as follows:

For Deposit Only
GSHNJ
7869772090

Write your 5-digit Troop number on the check.

DUE TO YOUR SU COOKIE MANAGER BY APRIL 19, 2012:

eBudde

- Check that all cookies have been assigned to the girls
- Check that final incentive order was submitted - with incentive choice selected for girls that sold over 1,000 boxes (iPod or Kindle)
- Copy of Troop Sales Report

Troop Initial Order Reports signed by parents/guardians for receipt of cookies

Gift of Caring Agency:

Boxes Delivered: _____ Date Delivered: _____



2012 COOKIE SALE PROGRAM Parent Uncollected Funds Documentation

Troop Deadline to council: April 19, 2012

SU # _____ 5-digit Troop # _____

Girl's Name _____

Outstanding due \$ _____ **Uncollected From:** Parent/Guardian Name _____

Street Address _____

Phone Numbers (Home) _____ Cell _____

STEP 1- Make 3 contacts (in person, phone and/or email) with the parents/guardians who have not paid. Provide the name of individual who made the call/contact, person contacted, response and comments.

1.

2.

3.

Use reverse side or extra sheets if necessary.

Submitted By:

Troop Product Manager _____
Name Phone Number

STEP 2 — STAPLE any receipt(s) you have that this individual signed for products to the top of this form.

STEP 3 — Please submit this form to GSHNJ, Finance Department, 201 East Grove Street, Westfield, NJ 07090 by 4/19/12.

Questions can be emailed to cookiemoney@gshnj.org

www.gshnj.org 908-518-4400

TROOP COOKIE SALE PROGRAM MANAGER

Position Description

FUNCTION:

Administrator of GSHNJ Cookie Sale Program at the Troop level.

RESPONSIBILITIES:

This position is accountable with the Leader for managing all aspects of the Cookie Sale Program for the Troop ensuring that girls are trained, Troop order is computed, items are delivered to girls, money is collected and deposited, and Council is paid by the established deadlines.

ACCOUNTABILITIES:

The Troop Cookie Sale Program Manager is appointed by and responsible to the Troop Leader and agrees to:

1. Register as a member of Girl Scouts of the USA and be at least 18 years of age.
2. Attend training in the Service Unit where duties will be explained and sales aids distributed.
3. Promote the program by building enthusiasm among the girls and by informing the girls and their parents/guardians the value of the Cookie Sale Program and how Troop proceeds are used.
4. Obtain the signed permission slip from each girl before she participates in the program. Ensure that each girl is a registered member of GSUSA.
5. If requested, assist the Leader in training the girls at their meeting so that they understand:
 - a. Safety rules
 - b. How to complete forms
 - c. When sale begins, when orders and money are due
 - D. Troop goals
6. Maintain communication with Service Unit Cookie Sale Program Manager.
7. Tally girl orders and enter product and incentives orders online.
8. Collect payments from girls and deposit money accordingly.
9. Pick up cookies and incentives on assigned dates then distribute to girls.
10. Process and arrange for any additional orders.