

2024 Route 66 Service Unit Cookie Sale

These are only high-lights, please consult your Troop Cookie Manager Manual for full details

Contacts:

Monique Francois – Training, eBudde, questions, problem resolution, etc.

918-629-9033 – cell

route66su@gmail.com

If you call Monique and your number is not in her Contacts, she won't answer, so then text her!

Amy Conner – Program Materials

918-520-4773 - cell Text preferred as the contact method

bizemomintulsa@gmail.com

Important Dates:

2023

- Nov. 1 - 2022 Cookie Training is available on gsLearn
- Dec. 2 - TCM picks up materials & signs TCM agreement. Location TBD
- Dec. 9 - In-person training (Troops will be notified) - HLC Room 2
- Dec. 15 - Troops turn in May- Nov Financial Report**

2024

- Jan. 3 - TCM completes Cooke training/send certificate to Monique
TCM receives email inviting them to login to eBudde.
- Jan. 4 - Initial Cookie order due in eBudde / CA/SR/AM opt-out of rewards**
- Jan. 5 - Volunteers receive DOC email to set up Troop site.
- Jan. 12 - Parents receive Digital Order Card (DOC) email
Parent must opt-in to receive emails from GSEOK in My GS
- Jan. 12 - Booth Sale site registration opens 7:00 pm
- Jan. 15 - Troops turn in completed May-Dec Financial Report**
- Jan. 20 - START of Cookie Sale, DOC opens for order taking**
- Jan. 20 - Route 66 Cookie Kick-off Rally/Thinking Day - Location TBD**
- Jan. 27 - Cookie Delivery to Troops
Direct girl selling begins as soon as girls receive cookies
- Feb. 2 - All Troops should have cookies
- Feb. 13 - Last day to return/exchange INITIAL ORDER cases*
- Feb. 16 - Start of troop booth sales
- Feb. 16 - Virtual booth sales active for Troop Digital Cookie
- Feb. 19 - Notify productsalesACH@gseok.org if insufficient funds for ACH
- Feb. 21 - First ACH debit - 1/2 of the money owed for cookies in the Initial Order**
- Mar. 24 - Sale ENDS!**
- Mar. 25 - Let Monique know about any Unpaid Funds forms**
- Mar. 26 - All eBudde entries complete: Money, Cookies, Rewards**
- Mar. 26 - All money deposited in troop account.**
- Mar. 26 - Notify gseok.org/ACHrequest if insufficient funds are available to pay the balance**
- Mar. 29 - Final ACH debit - all remaining money owed to the council**
- Apr. 15 - Unpaid Funds forms, original receipts, etc. due to council**
- May 12 - Last day cookies may be sold!**

- * Full cases of cookies from your initial order only may be returned to the cupboard.
 - If you have picked up additional cookies before this date you can NOT return/exchange cookies.
 - If the case is opened then cookies must be in saleable condition.

Ordering Cookies

The initial cookie order is entered in eBudde on the Initial Order tab. The numbers you enter for either the entire troop on the "Other" line or for individual girls should be in BOXES, but the total for the TROOP will be rounded up to full cases. For girls to be included in the Troop Initial Order PGA rewards the girls must have at least 1 box entered for them on the Initial Order tab.

After the initial order, cookies are ordered through eBudde Cupboards.

- You or a Troop Cookie Pick-Up person should work directly with a cupboard to order and pick up cookies.

Permission Forms and Receipts

If a girl has more than one custodial parent / grandparent etc. picking up cookies from you, then you should have each adult sign a permission form before giving them any cookies.

Fill out a receipt for all cookies and money. Have the adult receiving the cookies or turning in the money sign the receipt. If their signature is illegible, have them print their name also. The person gets the copy and the troop keeps the original.

If there is an outstanding debt at the end of the sale then *the original permission form and all receipts will be needed* for the council to collect the debt.

It is for the Troop Cookie Manager's protection that the girls' parents/guardians sign the permission Form and all receipts. If there is no signed permission form or receipts then the TCM is financially responsible for the cookies.

Recommendation: The troop needs to decide **and tell parents**, verbally and in writing, their policy on returning cookies. Troops may choose to not accept returns or not accept them after a certain date in the sale.

Transferring Cookies

The Service Unit goal is to have every troop sell all of their cookies or transfer the ones that they can't sell! We don't want troops to owe money they don't have at the end of the sale. But, troops have to do their part too!

Route 66 troops have always been encouraged to email all of the troops when they had cookies to transfer or cookies they need. I still encourage that, we should help our own SU first, and our [Route 66 Service Unit Leaders](#) Facebook group is a great place to do that! Join if you're not already a member.

Cookie Exchange

If you can't find any troop in Route 66 to transfer from or to, there is a function in eBudde, the Cookie Exchange, that allows troops to advertise to the whole council that they have cookies to transfer. Check out the [Cookie Exch](#) tab in eBudde after February 12.

Cookie Payment

- Troops should not accept checks at a booth sale
- Checks must be preprinted. If not and the check is NSF, then the council won't cover it. Only accept checks from people you know.
- Troops will not be reimbursed for checks over \$100.00.

Checks should be written to the troop – 'GSEOK Troop xxxx'

Money should be collected and deposited weekly/twice a month.

Deposit checks as soon as possible. If the check is an NSF you want that to get resolved as quickly as possible during the sale.

If a parent wants additional cookies, they must pay for the ones already sold before receiving additional boxes. If the TCM chooses to give additional cookies without receiving money for those already given, and the cookies are not paid for, the TCM is financially responsible.

ACH Withdrawals

The council will take money directly from troop accounts on Tuesday, Feb. 21 (1/2 of money due to the council for Initial Order) and March 29 (balance due council). It is the troop's responsibility to ensure there is enough in the account to cover the ACH withdrawal or to notify the council as to how much to withdraw.

Notify the Monique and fill out the form at gseok.org/ACHrequest to notify the council at least 48 hours prior to the ACH deadline if there is not enough money in your troop account. NSF charges are the responsibility of the troop.

Bad Checks

A bad check will immediately be sent by the bank to NorthStar for collection.

Once collected, the Council will deposit the face value of the check, if the check is no more than \$100.00.

Online Payment Methods

NEW* - There has been a change to IRS rules. If your troop chooses to use Square, or any other payment service, and you receive more than \$600 through that service, then the person whose SSN is the primary signer on the bank account will get a 1099 at the end of the year and will have to pay taxes on that money as though it was income.

Using *Digital Order Card* to take card payments will relieve you of that tax obligation, since the money is being paid directly to the non-profit council.

NEW* - Customers will see PayPal and Venmo as payment options. **This is available only to the customer,** not for the girl/troop processing payments. If the customer wants to use either of those payment methods, they must place the order from their own phone and choose the payment method. At a booth sale the customer can place their order and pay on their phone, then show it to the adult at the booth to have their order filled.

Girl Digital Cookie (Digital Order Card)

January 12, parents will be sent an email from the council with a link they can use to set up their daughter's Digital Online store.

- The parent email must be in My GS. If there is not an email listed on the troop listing in the My GS, then they will not receive an email unless that is updated.
- The parent must also "Opt-In" to receive emails from the council. That can be updated on the girl's details in My GS.
- Use the OCR (Optical Character Recognition) function in Digital Cookie by holding your phone over the card so that the app can read the card number and expiration date.
- Payments taken through Digital Cookie are automatically credited to the girls in
- If girls create a vanity URL for their Digital Cookie site, they may not use a cookie name or the words Girl Scouts in the name.

Girls who sell 5+ boxes of cookies through DOC will earn the Cookie Techie patch. See the rewards panel of the order form for other rewards for DOC sales.

Suggestion for selling – have a flier that can be left at customers' door that includes a QR code for the girl's DOC site. The flier can also be included when delivering cookies to customers, making reordering easier!

Troop Digital Cookie

With the change in IRS rules about sales through tools like Square, it is more important that troops Use Digital Cookie to take card payments, especially at booth sales.

- Use the OCR (Optical Character Recognition) function in Digital Cookie by holding your phone over the card so that the app can read the card number and expiration date.
- Enter at least the minimal information of a last name.
- If the person doesn't want to give an email address, enter something like wontgiveemail@gmail.com.
- The virtual troop's sales are recorded on *Troop Site* on the Girl Orders tab.
- Set up your *Troop Site's* Digital Cookie site. Multiple adults can login to Troop Girl to take payments at a booth sale.
- Do not use an individual girl's DOC to take payments at a booth sale.
- Be sure to transfer all sales on *Troop Site* to actual girls by the end of the sale.

Cookie Patch and Rewards

This year girls will earn a patch and charms for meeting individual and troop goals throughout the sale. All of the patches and charms will come with the rest of the rewards at the end of the sale.

See the back of the order form for patches and charms that can be earned by girls.

Cookie Program Credit

Cookie Credit will be given for ranges of cookies sold. Please see the back of the order form for the Cookie Credit amounts and number of boxes.

Cookie Credit can be accumulated from year to year as long as the girl remains a registered Girl Scout. If there is a lapse in registration, the Cookie Credit is returned to the council's general fund.

5 for Five! Contest

Customers can enter to win 5 cases of their favorite Girl Scout cookies! For every 5 boxes of cookies they buy in one purchase, the customer can enter their information at gseok.org/5forfive. If the troop chooses, they can provide sign-up sheets that will be available from the Route 66 Service Unit website. As a courtesy, the troop will enter the customer's information on the website. This QR code can be used by customers to connect directly to the website to register.



Virtual "Gift of Caring" - Cookies For a Cause

Customers can choose to donate boxes of cookies either online or by telling the girl they want to donate to the program. Cookies donated to the "Cookies for a Cause" program are delivered by the council to servicemen and servicewomen at home and abroad as well as to veteran's groups, food banks, and first responders. Girls who sell 12+ boxes of Cookies for a Cause will receive the "Cookie Hearts" charm.

Troop "Gift of Caring"

Troops can choose to pick a local organization to which they can donate physical boxes of cookies purchased by customers. These boxes come from the troop's physical inventory. TGOCD donations can be recorded in the TGOCD column on the Girl Orders tab in eBudde. Gift of Caring patches are available for purchase in the store.

GSEOK Cookie Sale Help and Information

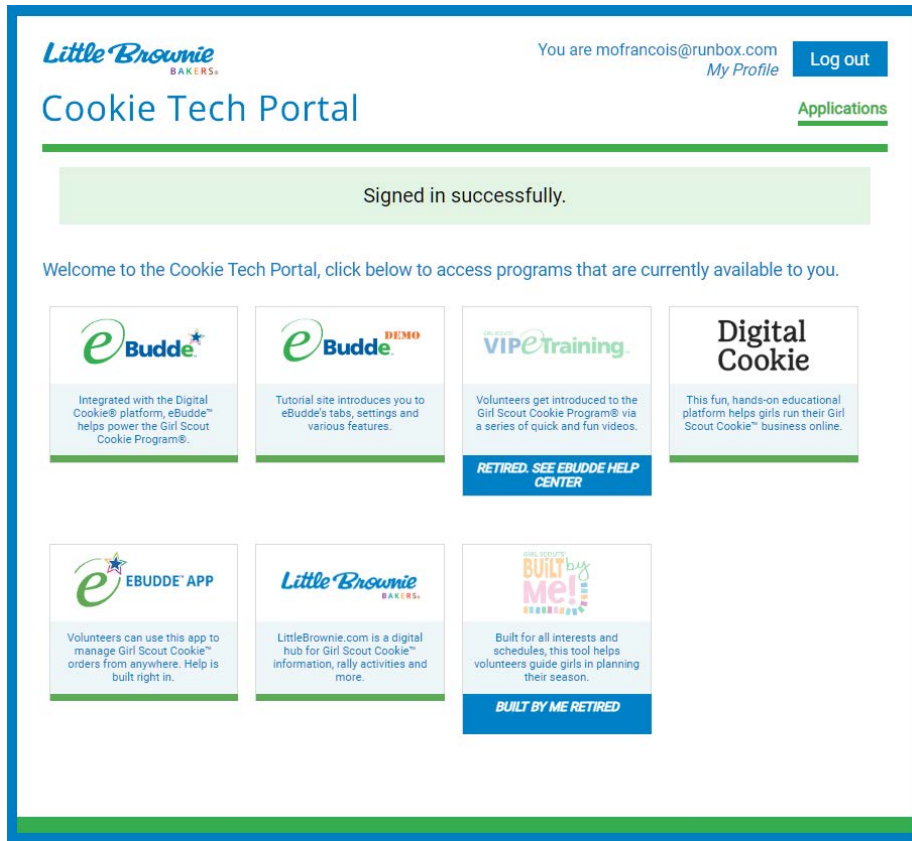
Troop Cookie Managers can find more information online at gseok.org ~ Cookies+ ~ Resources For Cookie Sellers ~ and also through the *Help Center* tab in eBudde (far right tab). Contact Monique for any questions or problems with eBudde and the sale in general.

2023 Route 66 Service Unit Cookie Sale Program Changes and Notes

eBudde

Your login is the email address you provided on your signed Troop Cookie Manager agreement.

When you login to eBudde on a laptop you may see the following screen, pick eBudde* to go to the eBudde application.



The changes to eBudde make it look and act more like the mobile app. There are also changes that will move the application toward merging with Digital Cookie.

Contacts

If a TCM wants to add a user with Cookie Pick-Up, Booth Recorder, or View-Only roles that is done through the Contacts tab. When the person logs on the first time they must enter their GSUSA Membership ID, which can be found in My GS. Check with Monique if you can't find your Global ID in My GS.

Settings

TCM/Troop Leader needs to enter Bank account information. The routing number for Arvest is 082900872. CA/SR/AM troops can choose to Opt-Out of rewards; enter troop goal (pkgs).

Girls

Verify that all girls who are attending troop meetings are listed. If a girl is missing and she is in your *My GS* troop listing, send an email to customercare@gseok.org and ask to have them Imported into eBudde.

Initial Order

Click on each girl to enter her initial order or enter the troop's order on Other. Be sure that each girl participating in the sale has at least 1 box on her Initial Order for her to be included in Initial Order rewards. The order is entered in packages.

Girl Orders

Click on the girl's name to modify her information. Make sure you:

- Have a receipt for each interaction – giving cookies, receiving cookies, receiving money.
- Date and make sure the girl's name is on the receipt. Make sure the parent signs the receipt.
- If the parent's signature is illegible, have them print their name also.
- In the Girl Orders comment column, enter the date of the transaction and something to indicate what the transaction is for. If you chose to not enter comments then I can't help you if you have a problem. The comments, just like the receipts, are for the TCM's protection.
- An entry in the Girl Orders tab should match up with either a signed receipt or with a booth sale.
- **Check the Inv (Inventory) or Bth (Booth) column when assigning cookies (either adding or subtracting). That will transfer the information to Digital Cookie so the parent can see it.**

Transactions

- All of the DOC orders will appear on one entry on the Transactions tab. You can click on the entry to see the details on DOC orders.
- You can export all DOC orders by clicking on the check box.
- There is a drop-down where you can select which transactions you want to see : All, DOC, Ready for Pickup, Pending.

Booths

All of your scheduled booths will show up on the screen. It is easier to choose the option to set up Troop booth sale.

GOC Org

If your troop is supporting an organization that will receive your Troop Gift of Caring donations, fill in the organization information.

Sales Report

This is a record of all cookie pick-ups, DOC payments and payments to the council. The Initial PGA won't change during the sale, so you will always know your Troop Initial Order PGA.

Help Center

There are more documents, FAQs, and general information in the Help Center. Use this as a source if you have questions. The ***From the Council*** section has GSEOK forms and documents.