

**BRAVE.
FIERCE.
FUN!**

girl scouts

Little Brownie
BAKERS

Juliette Caregiver TCM Guide





With each new cookie season, Girl Scout entrepreneurs know it's about more than just the cookies—it's about being BRAVE enough to make their pitch, FIERCE enough to smash their biggest goals, and having loads of cookie FUN while doing it!

This guide is designed to help you empower every Girl Scout, from new cookie entrepreneurs planning their first cookie booth to experienced Girl Scouts boosting their social media marketing strategies to reach more consumers.

There's no limit to what Girl Scouts can achieve. With your support, this cookie season promises to be BRAVE, FIERCE and oh-so-FUN!

Troop volunteers model leadership

It's a fact: Cookie season couldn't happen without the hard work of our volunteers. You serve as a model for Girl Scouts developing important leadership skills. **Thank you for serving as a Troop Volunteer!**



[LittleBrownie.com](https://www.LittleBrownie.com)

One-stop shop for cookie season resources

Resources on LittleBrownie.com help make things easy. Find QR codes throughout the manual to guide you to specific print and digital resources.

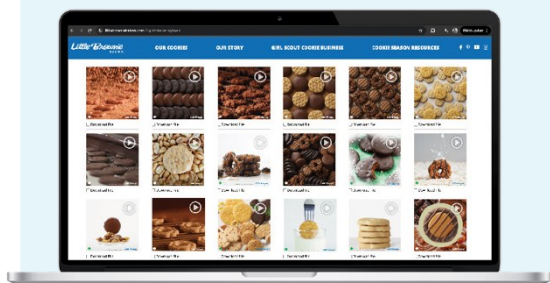


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Dates and Deadlines

NOVEMBER/DECEMBER	
Wednesday, Nov. 5	eBudde goes live
Week of Nov. 17	Service Unit cookie manager (SUCM) training
Nov. 24—Nov. 28	GSCO offices closed, Thanksgiving week
Multiple dates: Dec. 3, 9, 11, 15	NEW Troop Cookie Manager (TCM) Training live webinars
Saturday, Dec. 6	Girl Scout Daisy/Brownie Cookie Rallies (register on GSCO events)
Week of Dec. 8	Experienced TCM Training live in gsLearn
Wednesday, Dec. 10, 8 p.m.	Last day to transfer Girl Scouts between troops
Sunday, Dec. 28	Digital Cookie/DOC volunteer access, site set-up

JANUARY	
Sunday, Jan. 4	Digital Cookie/DOC caregiver access, Girl Scout site set-up
Tuesday, Jan. 6	Digital Cookie/DOC opens for Girl Scout delivery, shipped, and donated
Tuesday, Jan. 13	Troop Initial Order (IO) and delivery site selection due in eBudde
Wednesday, Jan. 14	SUCM submits IOs for troops/Juliette caregivers in service unit
	BOOTH SELECTION DATES
Friday, Jan. 23	Round one booth selection (6-11:59 p.m.) – pick one booth – one total
Monday, Jan. 26	Round two booth selection (6-11:59 p.m.) – pick two booths – three total
Tuesday, Jan. 27	Round three booth selection (6-11:59 p.m.) – pick three booths – six total
Wednesday, Jan. 28	Round four booth selection (6-11:59 p.m.) – pick four booths – ten total
Thursday, Jan. 29	Round five booth selection (6–5:59 p.m. on 2/5) – limit 100 total until Feb. 5, when unlimited opens at 6 p.m.
Saturday, Jan. 31	Main Cookie Delivery Day

Dates and Deadlines

FEBRUARY	
Sunday, Feb 1	Cookie Program begins
Sunday, Feb. 1	Select Council Booths and My Sales Booths start
Wednesday, Feb. 4	Cupboards start to open
Wednesday, Feb. 4	Booth selections open up to unlimited number (after 6 p.m.)
Friday, Feb. 6	Additional Council Booths start
Friday, Feb. 13— Sunday, Feb. 15	Girl Scout Cookie weekend

MARCH	
Sunday, March 8	Digital Cookie Girl Scout delivery orders end at 8 p.m. Girl Scout delivery option will be shut off. In-hand, shipped, and donated ordering remain open.
Sunday, March 15	Cookie Program ends at 8 p.m.
Tuesday, March 17	TCMs to closeout in eBudde by 8 p.m. Girl Scout reward selections also due by 8 p.m.
Wednesday, March 18	SUCMs closeout in eBudde by 8 p.m.
Friday, March 20	Money problem reports due by 8 p.m.
Thursday, March 26	ACH debit date

APRIL/MAY/JUNE	
Wednesday, April 30	Cookie Credits held at council are applied to GSCO camp registration
Wednesday, April 30	Last day to sell excess cookie inventory
Early/mid-May	Cookie Credits are emailed to Girl Scouts/caregivers
May/June	Girl Scout rewards start to ship to SUCMs
June	Top Cookie CEO event
Early/mid-June	SUCMs start to distribute rewards to TCMs/troops/Juliette caregivers

Cookie Program Prep

Get Ready!

- ❑ Complete and submit your TCM agreement. *All volunteers must also complete a GSCO volunteer agreement.*
- ❑ Once the TCM agreement is approved, TCMs will receive eBudde login information from Girl Scouts of Colorado.
- ❑ Log in to eBudde to verify/edit information.
- ❑ Take required TCM training.
- ❑ Check in with your service unit cookie manager (SUCM) to pick-up printed materials—order cards, receipt books, door hangers
- ❑ Log-in to Digital Cookie/DOC and get set-up. TCMs with approved agreement forms will gain access in early January, a week ahead of caregivers and Girl Scouts.
 - Digital Cookie tip sheets and tutorial videos are linked to the Cookie Resources page.



TCM TIP:

Girl Scouts who participate in cookie rallies consistently reach higher goals. At rallies, Girl Scouts get excited about the upcoming cookie season, sample cookies, participate in activities, and the Five Skills at activity stations.

- Rallies are hosted around the state. Troops might organize and host a rally in collaboration with the service unit.
- Check in with your service unit about rally events in your area, and also look for rallies on the [events calendar](#) on the Girl Scouts of Colorado website for details.
- To help with planning, Little Brownie Baker's (LBB's) rally guide has themed activities perfect for your Juliette! Find the guide on the Cookie Resources page!

Resources at a glance



All resources can be found at GirlScoutscouts.org/cookieresources

[About Girl Scout Cookies®](#)

[Troop Leader Resources](#)

[Cookie Business Badges](#)

[Cookie Entrepreneur Family Pin](#)

[Digital Cookie®](#)

[Digital Marketing Tips for Cookie Entrepreneurs](#)

Girl Scouts' safety guidelines

One of the most essential steps you can take to have a great season is to review all safety guidelines with troop members and their caregivers.

- Practical Tips for Parents
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints

For more information visit:

GirlScoutscouts.org/cookieresources



Found at LittleBrownie.com

[Digital Marketing Basics](#)

[FAQs and Nutrition Information](#)

[Social Media Tools and Graphics](#)

[Embrace Possibility Resources](#)

[Resources for Girl Scouts to Grow Their Cookie Businesses](#)

[Cookie History](#)

Need Inspiration?

Find us on Pinterest for quick, easy and exciting ways to make the Girl Scout Cookie Program® a success.

Follow us on social for shareable cookie content!



FOLLOW
Little Brownie
Bakers®
on Pinterest
[@lbbakers](#)

FOLLOW
Little Brownie Bakers®
on Facebook
[@LittleBrownieBakers](#)



Girl Scouts of Colorado Resources and Volunteer Support

Cookie Resources page



Troop and Family Guides

"How to" videos

Digital Cookie tip sheets

Permission forms

Booth resources

Cookie Chats!

Every Wednesday at noon

Dec. 3 - March 11

Join the Product Program Specialist team for open discussions on different topics each week.

No need to register! Find the link to join the chats on the Cookie Resources page.

What's New

NEW EXPLOREMORES Cookie

Exploremores™ - the latest in Girl Scout Cookies!

These rocky road ice cream-inspired sandwich cookies—filled with the delicious flavors of chocolate, marshmallow, and toasted almond-flavored crème—reflect the spirit of exploration at the heart of every Girl Scout. From a curious kindergartener, amazed by jellyfish at the local aquarium, to a middle schooler finding the courage to go on her first overnight trip with her troop, Girl Scouts know the road to discovery starts with exploration.

Little Brownie Bakers created lots of great resources for adults and Girl Scouts to promote the new cookie, at booths, door-to-door, and online, including an awesome Digital Marketing kit!

New GSCO Girl Scout Rewards

At the end of the 2025 Cookie Program, a reward survey was sent out to volunteers, caregivers, and Girl Scouts. Nearly 800 responses were submitted! The scoring of reward options and feedback shared informed decisions made about new reward items and adding more choices between options. Highlights include:

- Great Wolf lodge experience
- Outdoor Adventure Club (OAC) discounts (at same levels as camp discounts)
- Baublebar
- Converse shoe
- American Girl Scout Doll
- REI
- Windows laptop computer
- S'mores Club reward—varsity jacket

eBudde updates

- Site branding, images and colors updated
- Help center refresh: updated troop, service unit, and cupboard manager guides up; and new microburst training videos.
- Booth Sale recorder now has option to distribute cookie sales to Girl Scouts with GOC donations included, or, to check a box and keep GOC cookie donations separate from booth sales distribution.
- Troop Site link sales allocations also have option to separate out GOC cookies.

TCM Role and Responsibilities

Thank you for being a troop cookie manager (TCM) for the 2025-2026 membership year! Below is an outline of TCM responsibilities. TCMs also receive a copy of the position description when they complete the TCM agreement. The full volunteer job description is included in the body of their approval email.

Position Summary: Juliette Caregivers act as TCMs for their Girl Scout Juliette(s) helping them to understand, learn, and master the 5 Skills: Goal setting, Decision-making, Money Management, People Skills, and Business Ethics.

Support and Training: As a Juliette Caregiver TCM, your service unit cookie manager (SUCM) is your primary support person throughout the cookie season. You must attend required cookie training and you will have access to additional learning opportunities ahead of and during the program, as well as guides, tip sheets, and other resources to reference.

TCM Responsibilities

- **Attend required TCM training**, utilize program guides and resources, and take advantage of supplemental online trainings throughout the program. Not completing required TCM training may result in not being eligible for this role in the future.
- **Train the Girl Scouts in your troop and their families on the Cookie Program** (including safety tips, policies and procedures, Digital Cookie, cookie inventory management, important dates)
- **Troop cookie managers (TCMs) are financially responsible for all cookies received and retained in troop cookie inventory.**
- Read all financial responsibilities outlined in more detail below.
- Adhere to all deadlines and submit all required paperwork.
- **Submit an initial order (IO) for your Girl Scout Juliette.**
- Make sure that your delivery day ticket/receipt accurately reflects the quantity and variety of initial order (IO) cookies picked up. There are no returns on cookies.
- **Organize booth sales, following all guidelines.**
- **Keep accurate records and receipts for each cookie transaction in eBudde.** Allocate cookies to Girl Scouts and keep other inventory records in eBudde updated throughout the program.
- **Coach Juliette(s) on best customer service practices, including booth etiquette, and Digital Cookie Girl Scout delivery.**
- Complete closeout process, submit Girl Scout rewards order and check-in with service unit cookie manager at end of program.
- **Arrange for pick-up of earned rewards and promptly distribute to the Girl Scouts.**
- **Accept and respond to communications (incl. calls and emails)** from GSCO staff and volunteers. Important information and updates are communicated throughout the program. *Volunteers may not "opt-out" of GSCO/eBudde emails.*
-

TCM Role and Responsibilities

- **Communicate important information to council and to your SUCM.**
- Ensure that all verbal or written communications (including telephone conversations, emails, texts, and electronic and social media) do not contain profanity or condescending remarks.
- Refrain from inappropriate displays of anger, aggression, or berating of individuals.
- Volunteers may not use any information received for personal or monetary gain.

Volunteers must notify GSCO if they have a potential conflict of interest or if they believe anyone else is facing a potential conflict of interest.

Volunteers may be asked to support other duties or activities that meet the goals and/or objectives of the service unit and/or GSCO.

Financial Responsibilities

- ***There are no returns on cookies.***
- ***Juliette caregiver TCMs are financially responsible for all cookies received.***
- TCMs must collect, record in eBudde, and receipt all money from booth sales and door-to-door sales.
- Ensure that the money accurately corresponds to the number of cookies issued.
- **All cookie order money collected belongs to Girl Scouts of Colorado and should be submitted to council by placing a Girl Scout delivery order through Digital Cookie/DOC on a weekly basis. Deadline to submit all cookie order monies through Digital Cookie/DOC is Sunday, March 8, by 8 p.m.**

Cookie order money collected after the Digital Cookie/DOC payment deadline of Sunday, March 9, can be sent to the Denver office or another regional office, but you must coordinate with Stephanie Sanders, Product Program Admin.

- o email stephanie.sanders@gscolorado.org or call 303.607.4883
- Juliette caregiver TCMs *must report any unpaid cookie bills* by submitting a Money Problem Report with receipts and/or other documentation, on or before the MPR deadline (March 20, 2026, 8 p.m.)



2026 Girl Scout Cookie Program Juliette Deposit Instructions

Caregivers act as troop cookie managers, or “TCMs,” for their Girl Scout Juliette when they participate in the Girl Scout Cookie Program. Juliette caregiver TCMs are financially responsible for all cookie inventory that they receive.

Girl Scouts participate by selling cookies in-person and online through Digital Cookie/DOC. Customers that order cookies through Girl Scout online storefronts pay when they place their order. When using the order card, Girl Scouts collect cash for cookies, or they can have customers pay through Digital Cookie/DOC for cookies, using credit cards, Venmo, or Paypal.

All cookie order payments collected by Girl Scout Juliettes belong to Girl Scouts of Colorado (GSCO) and should be submitted to council.

Juliette caregiver TCMs are responsible for submitting cash payments collected to GSCO, by placing an online, girl delivery order through your Girl Scout Juliette’s Digital Cookie storefront for all order card orders (as one order) and paying for the order. Doing so is how you “deposit” the order money collected, and how you pay Girl Scouts of Colorado for cookies purchased by customers using cash. **Deadline is Sunday, March 8, by 8 p.m.**

- ✓ Double check that all items on the order card are noted in the Digital Cookie/DOC girl delivery order.
- ✓ Make sure the total amount owed matches the total amount collected.

If you have questions or need assistance, please contact your service unit cookie manager (SUCM) before the March 8 deadline.

If alternative order payment arrangements are needed, Juliette caregiver TCMs must contact Stephanie Sanders, GSCO product program admin, as soon as possible and no later than Friday, March 20, 2026.

- Stephanie Sanders - Email: Stephanie.Sanders@gscolorado.org, phone: 303.607.4883

Failure to pay council for cookie inventory and/or to communicate with council regarding payments, puts the Juliette caregiver TCM at risk of being referred to a collection agency for the debt and could be pursued to maximum extent of the law.

The Purpose

The Purpose of the Girl Scout Cookie Program

While Girl Scouts are meeting customers, they are bound to get asked questions. It's important for adults to be aware of the questions that people may ask and to help the Girl Scouts be prepared to answer the questions.

“Why do Girl Scouts participate in the Girl Scout Cookie Program?”

Troop proceeds and individual Girl Scout rewards are important but are not the only reason. Girl Scouts develop the Five Skills and confidence as they participate in the Cookie Program:

- **Goal setting:** Girl Scouts learn how to set goals and create a plan to reach them!
- **Decision-making:** Girl Scouts learn to make decisions on their own and as a team!
- **Money management:** Girl Scouts learn to create a budget and handle money!
- **People skills:** Girl Scouts find their voice and build confidence through customer interactions.
- **Business ethics:** Girl Scouts learn to act ethically, both in business and life.

“How much money do the Girl Scouts get?”

This question is frequently asked by customers. The answer is not \$0.95 or \$1.00 per package. The answer is: Girl Scouts get all of it!

- 100% of the Cookie Program proceeds stay in Colorado to provide the Girl Scout Leadership Experience to Girl Scouts in our communities.
- Cookie money provides financial assistance for membership when needed and opportunity grants for Girl Scouts to attend GSCO events, camps, and council-wide Girl Scout programs, as well as funding for Girl Scout programming, properties, camps, and events.
- The only portion of the \$6 or \$7 cost per package that doesn't stay in Colorado, is what we pay to the bakery to make the cookies.

“What is your troop going to do with the Cookie Program proceeds?”

Girl Scouts should decide as a troop how they want to spend the proceeds they earn. Troop proceeds are deposited into the troop bank account and can be used to fund lots of activities Girl Scouts want to do throughout the year, and proceeds can be used to purchase, badges, or uniforms, save for a troop trip or camp out - whatever Girl Scouts choose!

“What have you learned in Girl Scouts” or “What do you like about Girl Scouts?”

Girl Scouts can tell customers about adventures they've had, friends they've met, skills they've learned, and the ways they've given back to their communities. Each Girl Scout's story is her own and each troop's story is its own.

**When girls share their stories,
the community learns the *true impact* of Girl Scouts!**

Why Participate?

Why Participate in the Girl Scout Cookie Program?

The Girl Scout Cookie Program is the premier entrepreneurial program for Girl Scouts in the world. What do we mean by entrepreneurial? The definition of an entrepreneur is someone who creates and manages a business. The Cookie Program offers Girl Scouts the opportunity to do just that as well as learn about and market their product, engage customers, and set and accomplish goals.

Delivering on Our Promise

Girl Scout Cookies and the annual Cookie Program play a crucial role in Girl Scouts of Colorado's ability to:

- Deliver quality programming for Girl Scouts;
- Train adult volunteers;
- Provide financial assistance for Girl Scouts' fees for camps, other activities, and events.

Girl Scouts helps Girl Scouts learn more about themselves and their abilities through skill-building activities and opportunities to try new things, connect with others to create change, and take action by developing projects that make their communities and the world a better place.

The Girl Scout Cookie Program is the core of the Entrepreneurial Pillar that is part of the Girl Scout Leadership Experience along with STEM, outdoor experiences, and life skills. As cookie entrepreneurs, Girl Scouts gain essential skills and work as a team to accomplish common goals and solve problems, while building the confidence they need to shine as Girl Scouts, as young women, and as future leaders. They have lots of fun along the way too.

Participation in the cookie program is voluntary. Caregiver permission is required to participate is Parents/caregivers MUST complete a permission form and turn it into their TCM. The Cookie Program permission form is included in the family guide, along with the QR code to the digital version of the form.

Learning Life Skills

The Girl Scout Cookie Program helps Girl Scouts learn and practice the life skills embodied in the Promise and Law. During cookie activities, Girl Scouts are members of a team working toward a common goal, with each Girl Scout striving to do her best. So, when Girl Scouts go to friends, family, and door-to-door with this year's best-selling cookies, they're becoming the business leaders of tomorrow!

The Girl Scout Cookie Program helps ensure the future of Girl Scouting. All the proceeds from our Cookie Program remain in Colorado. The revenue is used to benefit Girl Scouts, some is used to fund troop activities, and some of it indirectly by subsidizing the cost of providing Girl Scout programs to Girl Scouts statewide.

Inspire cookie entrepreneurs



Skills they build

The Girl Scout Cookie Program® helps Girl Scouts develop real-world skills in five essential areas:

1 Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.

How you can help: Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins like weekly challenges.

2 Decision Making

Girl Scouts learn to make decisions on their own and as a team.

How you can help: Talk about how they plan to spend the troop's cookie earnings.

3 Money Management

Girl Scouts learn to create a budget and handle money.

How you can help: Build on their interest in learning to manage all facets of the cookie business, like creating a budget to fund a troop experience or figuring out the percentage of customers who chose the donation option.

4 People Skills

Girl Scouts find their voices and build confidence through customer interactions.

How you can help: Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.

5 Business Ethics

Girl Scouts learn to act ethically, both in business and life.

How you can help: Talk to them about the importance of delivering on their promise to customers. They can also consider offering a cookie donation option.



Learn more

Cookie business badges

Entrepreneurs can earn these official Girl Scouts® recognitions by completing requirements that help them develop new business skills.

Learn more at [girlscouts.org](https://www.girlscouts.org).

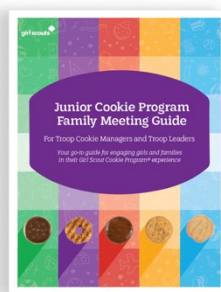


Getting families involved

Families can support their Girl Scouts as they learn the five skills and think like entrepreneurs. With the encouragement of their family, there's no stopping a Girl Scout!

Inspire families to get involved by reviewing these resources:

- [Cookie Program Family Meeting Guide](#)
- [Cookie Entrepreneur Family Pins](#)



Ways to Participate

Digital Cookie | Jan. 6-March 15 (*Girl Scout delivery orders will end Sunday, March 8, 8 p.m.*)

Girl Scouts and their caregivers will gain access to Digital Cookie/DOC as early as Jan. 4, giving them time to personalize the Girl Scout's site ahead of Digital Cookie opening for orders.

On Jan. 6, Digital Cookie opens for cookies sales. Girl Scouts can send emails to invite customers to buy cookies and support their goals, with the option of choosing either in-person delivery (starting Feb. 1 or later), direct ship to their homes, or customers can buy cookies to donate to Gift of Caring.

Door-to-Door | Jan. 6-March 16

Girl Scouts can go door-to-door in their neighborhood and use the Digital Cookie app, to make Girl Scout delivery cookie sales, take payments through the app, and then return to customers starting Feb. 1 or after, with cookies in-hand to fulfill orders.

Girl Scouts can also promote orders for cookies with the paper order card, but should not take payment for cookies until they have cookies in-hand to give to customers to fulfill orders.

If a customer isn't home when a Girl Scout knocks, they can leave a door hanger or a Digital Cookie business card with the QR code/link to the Girl Scout's online store. Customers can then place a cookie order through Digital Cookie at their convenience!

Do respect no solicitation signs and don't leave anything in mailboxes!

Cookie Booths | Feb. 1-March 15

Girl Scouts can build on the momentum of their initial orders by getting creative with a booth event. They can set up shop as a family (My Sale booths) or as a troop in front of retail stores or other community spaces. Girl Scouts will enjoy working towards their goals together.

Booth Resources for Girl Scout families and TCMs - cookie boards, goal charts, and signage to share are on the Little Brownie Baker website.

Cookie Captains, Girl Scout Cadettes, Seniors, and Ambassadors, are experienced, cookie business experts, and they're available to mentor younger Girl Scouts at a troop meeting and/or cookie booths! Contact your service unit cookie manager (SUCM) to connect with Cookie Captains in your area and request their support.

Five Fab Booth Tips

- 1) **Be prepared!** (Dress for weather, bring enough cookies and change, show up with time to set-up)
- 2) **Bling your Booth!** (Decorate booth and be sure to include your goal and Hometown Hero)
- 3) **Know your cookies!** (Be ready to talk about favorite flavors and cookie ingredients)
- 4) **Make the ask!** (Ask every customer and say thank you whether they buy cookies or not)
- 5) **Girl Scout and adult safety is our priority.** (Girl Scouts and adults are expected to adhere to all safety guidelines outlined in the TCM Guide, and Family Guide, as well GSUSA internet safety guidelines.)

Market their business online



NEW Social Media Guide



The Little Brownie Social Media Guide is all new with tips and tricks for volunteers, caregivers and entrepreneurs to reach more cookie customers this season.

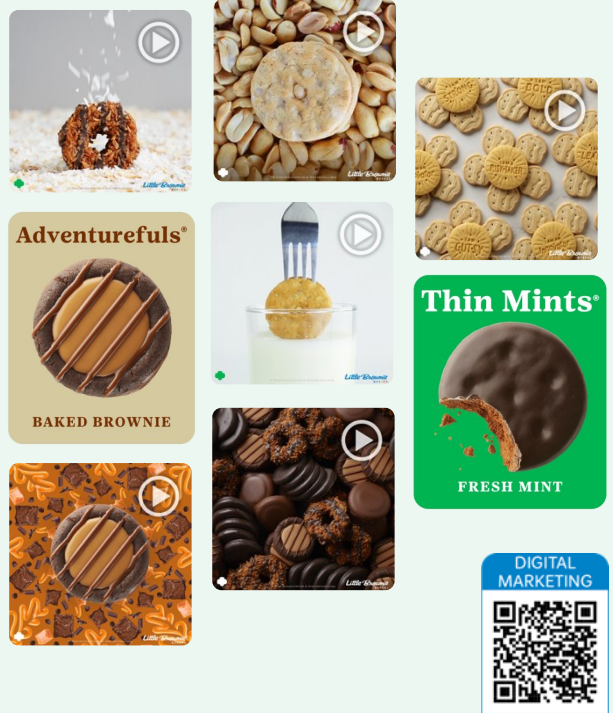
Today's consumers spend an average of over three hours on social media per day, and more than half of cookie customers say their phone is their most important shopping tool. Whether or not you are social media savvy, the new Social Media Guide will help you **Follow, Like, Share** your way to cookie season success.



Ready-to-share gifs and reels

Ready-to-share gifs and reels make social media a snap. Fact: When Girl Scout entrepreneurs promote their businesses online it boosts sales. More frequent posts equate to increased sales. Check out the video below to see all the social content Little Brownie has to offer.

- [Social Sizzle Reel](#)



NEW virtual backgrounds



Safety resources

Before launching their Digital Cookie site and engaging in online marketing and sales efforts, Girl Scouts and caregivers must read and agree to the guidelines below.

- [Safety Guidelines from GSUSA](#)
- [Digital Cookie® Pledge](#)

Safety

Girl Scout Cookie Program Safety Tips

Before participating in the Girl Scout Cookie Program, it is imperative for adults and Girl Scouts to become familiar with and follow the safety guidelines listed below. This not only ensures Girl Scouts' safety, but also creates a fun and successful experience for all.

Show you're a Girl Scout. Wear the Girl Scout membership pin, vest, sash, or other Girl Scout clothing to identify yourself as a Girl Scout.

Buddy up. Always use the buddy system. It's not just safe, it's more fun.

Be streetwise. Become familiar with the areas and neighborhoods where you'll be selling cookies.

Partner with adults. Adults must accompany Girl Scout Daisies, Brownies, and Juniors when they're taking orders, selling cookies, or delivering cookies. Girl Scouts in grades 6–12 must be supervised by an adult when selling door-to-door and must never sell alone. Adults must be present at all times during cookie booth sales.

Plan ahead. Be prepared for emergencies, and always have a plan for safeguarding money.

Do not enter any homes or vehicles. Never enter someone's home or vehicle when you're selling or making deliveries. Avoid selling to people in vehicles, except at designated drive-thru cookie booths, or going into alleys.

Sell in the daytime. Sell only during daylight hours, unless accompanied by an adult.

Protect privacy. Girl Scouts' names, home addresses, and email addresses should never be given to customers. Protect customers' privacy by not sharing their information except when necessary.

Be safe on the road. Always follow safe pedestrian practices, especially when crossing at intersections or walking along roadways.

Be aware of traffic. When unloading products and passengers from vehicles, watch out for traffic.

Be safe online. Girl Scouts must have their parent's or caregiver's permission to participate in all online activities and must read and agree to the GSUSA Internet Safety Pledge before conducting any online activities. Additionally, to participate in Digital Cookie, Girl Scouts must read and abide by the Girl Scout Digital Cookie Pledge, and caregivers must read and abide by the Digital Cookie Terms and Conditions for caregivers.

What if?

Theft, Robbery, Counterfeit Money, Burglary, or Fire

GSCO does not take financial responsibility for any of the circumstances of a theft, robbery, burglary, or fire, but we will evaluate each circumstance on a case-by-case basis to provide assistance to a troop.

- A few recommendations to assist a Juliette TCM in recovering the loss:
- The police/fire department must be called, and a report taken within 48 hours of the incident.
- The number of packages and/or money lost must be specified on their report and/or insurance claim.
- A copy of the police/fire report must be submitted with a Money Problem Report by 8 p.m., March 20, 2026.
- In some cases, homeowner's or rental insurance will cover the cost.

Do you have other concerns about booths, safety, or media? For emergency situations

call 9-1-1 and notify council by calling the emergency hotline at 303-607-4818. For non emergency situations or to report an incident related to cookie sales, contact your volunteer support specialist, product program specialist, or contact GSCO customer care at 877-404-5708 inquiry@gscolorado.org

Customer Complaints

GSCO expects a certain number of product complaints every year that range from a customer not liking the taste of a cookie to finding an empty package in a case of cookies. Some customers call the Little Brownie Bakers Consumer Affairs number, which is listed on the cookie package. Many customers call a GSCO office or return the package directly to the Girl Scout or troop. Regardless of the nature of the complaint, if a customer informs a troop that there is something wrong with the cookies they received, please follow the steps below.

- 1) Record the customer's name, contact information, and nature of the problem.
- 2) Ask the customer to save the package of cookies if possible and let them know a Customer Service Representative from Little Brownie Bakers will contact them.
- 3) Call or email a Product Program team member immediately to relay the information.
- 4) Replace the cookies for the customer - any variety- or offer a refund.
- 5) Bring the returned product to a cookie cupboard and exchange for a replacement or to an SUCM for credit in eBudde.
- 6) Please fill out the [Cookie Action Report](#).

TCM Tip: How to handle difficult questions or situations—If you or your Girl Scout Juliettes have an uncomfortable experience or are asked difficult questions while at a cookie booth or going door-to-door, please contact your service unit cookie manager (SUCM) and/or a GSCO staff member. **We are here to support you!**

Policies and Procedures

Cookie Program Policies and Procedures

With thousands of Colorado Girl Scouts participating in the Cookie Program, it is essential to have guidelines to ensure every Girl Scout has a chance to be successful. GSCO appreciates everyone abiding by our policies and procedures, incorporating the Girl Scout Promise and Law into the Cookie Program, and sharing them with the families in each troop.

Troops

- What is a troop? A troop consists of two unrelated, registered, and background checked adults as well as a minimum of three registered Girl Scouts.
 - Troops must meet the minimum definition of a troop to earn troop proceeds.
- If a Girl Scout leaves a troop, proceeds earned during the Fall Product and Girl Scout Cookie Program, or any other troop money-earning endeavor, DO NOT follow the Girl Scout. Troop funds are not the property of any individual Girl Scout. Troops earn proceeds. Girl Scouts earn rewards and Cookie Credits.

Juliettes

Juliettes do not earn troop proceeds from cookie sales. They do earn rewards, Cookie Credits, and Juliette Program Cookie Credits, as well as monies from the Juliette Activity Fund. See flyer included at end of this guide.

Online Cookie Sales

- All online cookie sales must go through Digital Cookie/DOC site. A Girl Scout's online storefront URLs may be posted on public and private social media sites (including NextDoor), per GSUSA, except:
 - Digital Cookie/DOC links should not be posted on resale sites - for example, eBay, Facebook Marketplace, Facebook Swap, etc., as they are high buy and trade retail environments that pose a safety risk to Girl Scouts.
- Girl Scouts and their caregivers should continue to follow safety guidance outlined in:
 - Health guidelines page on the GSCO website for COVID-19 guidelines and updates
 - Girl Scout Internet Safety Pledge
 - Digital Cookie Pledge
 - Supplemental Safety Tips for Online Marketing
 - Girl Scouts' Safety Activity Checkpoints.
- Full name, personal emails or street addresses of Girl Scouts should never be used. Instead, use an adult's account, or a group account that is managed by an adult.

Paid Media

Volunteers, parents/caregivers, and Girl Scouts may NOT secure paid media to enhance a troop or individual positioning in the media.

Cookie Booths

Girl Scouts of Colorado allows troop leaders and families to determine the best location for My Sales booths. All My Sales sites are subject to approval, and they will not be denied only on the fact they may be located near an adult-oriented business.

Policies and Procedures

- All booths must meet safety and security guidelines and not conflict with another booth location.
 - Additionally, DO NOT keep the cash box for cookie sales on the booth table.
 - Any form of a troop donation jar is not allowed at cookie booths.
- Girl Scouts of Colorado reminds all participants that when you are selling Girl Scout Cookies you are representing Girl Scouts. Council reserves the right to remove any booth, for any reason, at any time.

In-Person Order Taking

Girl Scouts should NOT leave any items in people's mailboxes. Leave a business card or door hanger at the door instead if that is permitted in the area. Be respectful of no soliciting signs.

Girl Scouts should be a sister to all other Girl Scouts they encounter when selling cookies!

Per established policies by GSUSA, Girl Scouts cannot sell cookies to a business that plans to resell the product.

Girl Scout Delivery

- Communicate with customer and coordinate time and location of cookie delivery. Also communicate any delays or changes and schedule a new time/date if necessary.
- Remind customers to bring the cookies inside as soon as possible.
- Find a special way to say thank you! Girl Scouts can leave a personalized note with the cookie delivery or send a thank you text or email after delivery.
- Adults should accompany Daisies, Brownies, and Juniors on all cookie deliveries and/or at any scheduled customer product pickups. It's recommended that Cadettes, Seniors, and Ambassadors make deliveries with a friend or an adult.

Additional Money Earning

- No additional money-earning activities may take place from Feb. 1 (Cookie Program start date) to March 15, 2026 (end date).
- Girl Scout/troop participation in the Fall Product and Girl Scout Cookie Programs is optional. However, GSCO/GSUSA does ask that troops, groups, and Juliettes not detract during Girl Scout product programs with additional money earning of their own.

No Returns

- **Girl Scouts of Colorado does not allow cookies to be returned.** Cookies distributed through the initial order (I.O.) or cupboard belong to and are the financial responsibility of the troop.
 - When cookies are distributed to the Girl Scout, allocated in eBudde, and with a signed receipt, they become the financial responsibility of the Girl Scouts' caregiver(s).
 - ***Get signed Cookie Program permission form from the caregiver BEFORE distributing cookies to Girl Scout and caregiver.***



2025–2026 Girl Scout Cookies®

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

The World's Most Flavorful Lineup



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt

Approximately 15 cookies per 6.3 oz. pkg.

U D

\$6



Lemon-Ups®

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits

Approximately 12 cookies per 6.2 oz. pkg.

U D

\$6



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe

Approximately 38 cookies per 9 oz. pkg.

U D

\$6



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling

Approximately 20 cookies per 8 oz. pkg.

U D

\$6



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes

Approximately 15 cookies per 7.5 oz. pkg.

U D

\$6



Tagalongs® • Real Cocoa • Real Peanut Butter

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

Approximately 15 cookies per 6.5 oz. pkg.

U D

\$6



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint

Approximately 30 cookies per 9 oz. pkg.

U

\$6



Exploremores™ • Real Cocoa

NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème

Approximately 18 cookies per 7.9 oz. pkg.

U D

\$6



Toffee-tastic® • No Artificial Flavors

GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits

Approximately 14 cookies per 6.7 oz. pkg.

U D

\$7



Girl Scout Rewards

Graduating High School Senior reward:

Sell 500+ packages of cookies, earn a lifetime Girl Scout Membership!



Juliettes also earn Juliette Program Cookie Credits, in addition to reward items, camp and OAC discounts, and Cookie Credits!

All rewards are cumulative

* The highest percentage camp and Outdoor Adventure Club (OAC) discounts earned during the Fall Product and Girl Scout Cookie Programs, will be applied to cost of camps with GSCO-run camp registration through Camp-InTouch or to OAC events.

Sales Level	Reward Item
30+ pkgs	"2026" Year Bar
60+ pkgs	Charm Patch
115+ pkgs	BFF Theme Charm
100+ pkgs	Bar Patch
175+ pkgs	Pop-In Cookie Charms
250+ pkgs	BFF Bracelet Hair Tie Set or 15 Cookie Credits
300+ pkgs	BFF Ferret Plush or 20 Cookie Credits
375+ pkgs	T-shirt or 25 Cookie Credits
450+ pkgs	Action Packed Bundle (Cookie Clip-On Pouch, BFF Wristlet Strap, and Action Patch) or 30 Cookie Credits
550+ pkgs	Convertible Crossbody Bag or 35 Cookie Credits
650+ pkgs	Build-A-Bear or Ultra or 40 Cookie Credits
750+ pkgs	Critter Couture Pocket Pals Bundle (Cookie Lanyard Strap, Ferret Pouch, and TWO Fidget Ferret Plushes) or Shoe That Grows or 45 Cookie Credits
1000+ pkgs	Explorer Bundle (Cookie Duffle Bag and Large Clear Case) or 50 Cookie Credits
1250+ pkgs	10% GSCO Camp or OAC Event Discount, plus medallion and choice of 1250+ Top Achiever Experience or 75 Cookie Credits.
1500+ pkgs	15% GSCO Camp or OAC Event Discount, plus choice of Converse shoes or Baublebar or 100 Cookie Credits.
2000+ pkgs	20% GSCO Camp or OAC Event Discount, plus choice of American Girl Scout Doll or REI or 150 Cookie Credits.
2500+ pkgs	Top Cookie CEO Event or 200 Cookie Credits
3000+ pkgs	Great Wolf Lodge Experience or 350 Cookie Credits
4000+ pkgs	Windows Laptop or 450 Cookie Credits
5000 + pkgs	50 Cookie Credits for every 500 packages sold beyond 5000
DOC 275+ pkgs	Fun! Charm
15+ HTH pkgs with Data Input	Flower Charm
30+ GOC pkgs	Brave Charm
Booth Sale	Cookie Booth Charm

GSCO reserves the right to substitute items for a different item of equal value with or without notice.

Cookie Credits

Cookie Credits

Cookie Credits are rewards earned as part of the Girl Scout Cookie Program and Fall Product Program. They are issued on a card, similar to a gift card, and are mailed directly to the Girl Scout or held at council for camp, if that option is requested during the reward selection process of the program.

Girl Scouts can use the Cookie Credit reimbursement form to get reimbursed for their Girl Scout membership fee. Complete the form on the GSCO website. See information below.

- Any GSCO camp that uses registration in CampInTouch (overnight, day, and troop camps)
- Outdoor Adventure Club (OAC) event fees
- EF Tours
- GSUSA Destinations travel
- GSCO service unit trip, event, or activity with a per Girl Scout fee
- GSCO sponsored program events
- GSCO shop purchases
- GSUSA youth membership dues and lifetime membership
- Girl Scout related field trips or activities
- Completed Girl Scout Bronze Award projects
- Approved and completed Girl Scout Silver Award and Gold Award projects

Cookie Credit reimbursement form:

Juliette caregivers/Girl Scouts can be reimbursed for these activities using the Cookie Credit Reimbursement Form: www.GirlScoutsofcolorado.org/cookie-credit-reimbursement

- Requests for reimbursements for a Girl Scout membership fee, GSCO event fee, travel, Highest Award project expense, or GSCO day camp or summer camp should be submitted within 90 days and/or within the same membership year.

Also note:

- Cookie Credits may not be used to pay for or renew adult memberships, pay fees to outside vendors, or purchase items not in the GSCO Retail Shop.
- They also cannot be used to pay for fees or travel expenses for children without a GSCO membership or for adults with or without memberships.
- Cookie Credits do not have a cash value.
- 2025-2026 (and 2023-2024) Cookie Credits expire 5 years from date of issue. Cookie Credits issued prior for the 2023 -2024 product programs, or earlier, expire 10 years from date of issue.

For questions about what Cookie Credits can be used for or the Cookie Credit Reimbursement Form, please contact: financial.followup@gscolorado.org

Additional Rewards

Girl Scout - S'mores Club Rewards

Girl Scouts who meet all the following criteria will earn the S'mores Club patch and a hoodie:

- Create your avatar in M2
- Sell 30+ items during the 2025 Fall Product Program
- Participate in the 2026 Cookie Program and sell 500+ packages of cookies.

Girl Scout Ambassador Reward

Girl Scout Ambassadors who sell 500+ packages of cookies this cookie season, and are graduating from high school in 2025, can earn a Girl Scout lifetime membership!

Top Achiever Experience

Each Girl Scout who sells 1,250 packages is a Top Achiever and will receive two tickets (one adult and one youth) to one of the following locations: Renaissance Festival (June -Aug.), Water World (June -Aug.), Elitch Gardens (June - Oct.), Cheyenne Mountain Zoo (year round), or Glenwood Caverns (June - Oct.). All tickets, except Cheyenne Mountain Zoo, are seasonal and must be used during months listed, 2026. *If unsure about being available to use tickets, select Cookie Credits instead.*

Top 2,500+ Cookie CEO Event

Each Girl Scout who sells 2,500 packages is a Cookie CEO and will be invited to a celebration event with one adult guest in the summer of 2026.



Philanthropic Opportunities

Philanthropic Opportunities

Service is at the core of the Girl Scout experience. There are several ways that Girl Scouts can serve their community through the Cookie Program, including Hometown Heroes, Gift of Caring, and Shoe that Grows.

Hometown Heroes

The Hometown Heroes (HTH) Program was created for Girl Scouts to learn philanthropy and community service through the Girl Scout Cookie Program. Customers who do not want to buy cookies for themselves can purchase HTH packages to give to others while supporting Girl Scouts at the same time.

HTH donations may be tax deductible. Customers should consult their tax advisor.

Troops should not take possession of HTH cookies until the end of the program. These cookies should not be part of their cookie inventory during the program.



Follow these easy steps to participate in the Hometown Hero program:

- Girl Scouts/troops choose a group/organization to receive donated cookies. Recipients can be heroes in the community such as nonprofit organizations, shelters, firefighters, local military groups, blood banks, or food banks. Contact the selected organizations to get their approval prior to collecting cookie donations.
- Tell customers they can buy cookies to be donated to this group/organization.
- Enter all HTH cookie orders in the HTH column in eBudde under each Girl Scout who sold them and record the money collected for these packages in the same line.
- At the end of the program, use unsold packages of cookies in your troop inventory to fill the HTH order. Additional HTH cookies may be picked up from a local cupboard to complete the order.
- All arrangements for selection, delivery, and shipment of HTH cookies are the troop's responsibility.
- Last day to deliver HTH cookies is June 30.

Philanthropic Opportunities

Gift of Caring

Through Gift of Caring (GOC), customers can purchase virtual packages of cookies which GSCO will deliver to the military, both local and overseas, and nonprofit organizations on behalf of Girl Scouts. Girl Scouts collect the money, but do not physically take possession of the cookies.

- Tell customers they can buy cookies from your troop to be donated to the military.
- Enter all GOC cookie orders in the GOC column of eBudde under each Girl Scout who sold them and record the money collected for these packages in the same line.
- No need to order from a cupboard to account for these virtual packages. eBudde allows this to be automatically calculated.

Please check the rewards page in this guide to see the rewards available to each Girl Scout who sells GOC cookies.



Shoe That Grows

Girl Scouts can choose to donate shoes through Because International, to fund the cost of needed children's shoes, in place of a reward item based on the structure of our rewards. GSCO will submit a single donation, on behalf of all

Girl Scouts who choose this reward. In 2025, Girl Scouts donated 134 pairs of shoes!

- Once Because International receives the donation, they will work with their staff to identify a school or orphanage in Kenya where children would benefit from receiving the shoes and the shoes will be delivered.
- After the shoes are delivered, they'll be able to share details with GSCO, which we will in turn share with Girl Scouts and caregivers - including any photos, testimonials, or messages of thanks from the children who received the shoes.

From Because International website:

In 2024, the focus returned to innovation with The Shoe That Grows—testing, learning and developing a new design that will allow production and distribution to scale exponentially in the years to come.

Through research and development, we also built partnerships in Kenya that have helped identify communities where The Shoe will create impact and we'll be able to measure and track it more effectively. In addition to distributions in Kenya, supporters, partners and members of The Sole provided The Shoe That Grows on service trips, in Christmas shoeboxes, and to families impacted by humanitarian crises around the world.



Learn more at <https://becauseinternational.org/pages/annual-report>



The app is a must-have for Girl Scout Cookie™ volunteers

Use eBudde to manage your entire cookie program! The eBudde cookie management system offers calendar reminders, reports, training and much more — on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.



Top tips

Contact Caregivers

Use eBudde to communicate directly to caregivers. You can send deadline reminders, booth openings, cookie inventory info and more! Use this eBudde feature in place of a text group or Facebook group.

Top Reports for Managing the Troop Sale

- Use the Girl Initial Order report to sort cookies for easy pickup and receipt writing.
- Check the Sales Report to see troop proceeds and amount due to council.
- Run the Cupboard Report for a list of cupboard locations, hours, and contact information.

Easy as 1, 2, 3

1 Download the eBudde app.

2 Watch eBudde Training Videos on YouTube

Watch videos



3 Set Up Your Troop — once you've been added to the eBudde system, you'll receive an email with your login information. Login to set up your roster, goals and reward settings.

Cookie Exchange

A troop-to-troop transfer can help with excess inventory.

- Log your extra cookie inventory.
- Check the cookie exchange before visiting a cupboard.

Help is a Click Away ?

Simply tap the question mark icon for quick access to helpful information.

Your One-Stop Shop

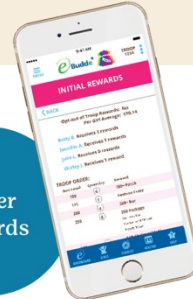
Find booth locations

Record booth sales

Order cookies easily, even at the booth

Exchange cookies

Order rewards



 <p>Dashboard</p>	<p>This is each troop's default screen. Here you will see important messages from GSCO and/or your service unit, as well as quick links tools and resources you'll need throughout the season.</p> <p>You will also find:</p> <ul style="list-style-type: none"> • A calendar with important dates • A brief checklist of tasks to get you through the program • Your troop's upcoming Cookie Booths • Your service unit cookie managers (SUCM) contact information
Contacts	Allows you to edit your contact information. This includes name address and phone number. This DOES NOT include changing the email address.
Settings	This is where you can see your banking information and view troop contacts.
Girls	The Girls tab allows you to see the names of the girls in your troop, their grade, GSUSA ID, goal and more.
Initial Order	The Initial Order tab is used to enter the troop's initial order by girl. Troop IOs are due by 8 p.m., Jan. 13.
Delivery	The Delivery tab is where troops will request the pick-up location, date, and time of their initial order. This time is not guaranteed and may change. Print delivery site/pick-up confirmation and bring it with you on delivery day.
Girl Orders	This tab will track the total of a girl's sales efforts; initial orders, cookie booth credit, Digital Cookie sales and any other additional cookie orders received. This screen will also allow troops to track girl payments to the troop to provide a clear picture of a girl's individual balance due. Note: Orders received through Digital Cookie will automatically be recorded on this tab for you. Additionally, Digital Cookie orders for "Girl Delivery" will only reflect the payment received through Digital Cookie.
Cookie Exchange	The Cookie Exchange allows you to post excess cookie inventory that you are offering to other troops, OR, a place where you can find additional cookies.
Booth Sites	Allows you to select council booth sale sites and/or request My Sales booths.
Rewards	Troop reward ordering for both initial and final rewards.
Reports	<p>The reports tab allows troops to run helpful reports.</p> <ol style="list-style-type: none"> 1. The CUPBOARD report – shows a listing of all open cupboards as well as their location & hours of operation. 2. The DELIVERY STATION report – shows a listing of locations available for your troop to choose from for delivery day (IO Pick-Up).
Transactions	List all cookie transactions, initial order, cupboard pickups, Digital Cookie orders as well as troop-to-troop transfers.
Sales Report	The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits, troop proceeds, total money to be collected for cookie orders and the balance due to GSCO.

eBudde™ Basics

A must have for Girl Scout Cookie™ volunteers

The eBudde™ cookie management system offers calendar reminders, reports, training and much more — on either your desktop or mobile device. It's also where sales are recorded so Girl Scouts get full credit for their hard-earned rewards.

Easy as 1, 2, 3



1 **Download the eBudde app.**

2 Once you've been added to the system, you will receive an email with a link and login information from **do_not_reply@littlebrowniebakers.com**.

3 **Set up your troop** — review your roster, enter your troop's package goal and individual goals, and edit your troop's reward settings.

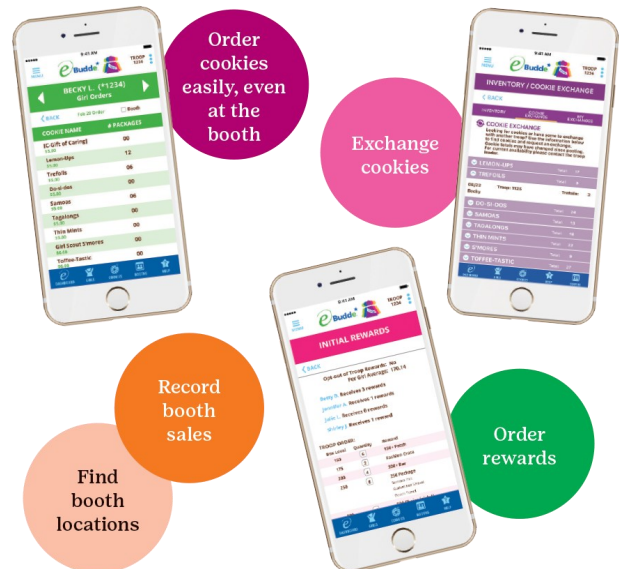
Quick tips

- Explore the dashboard on both the desktop and app versions, where you'll find important messages, links to tools and resources you'll need throughout the season.
- Check the accuracy of each Girl Scout's name, member ID, grade and t-shirt size.
- Visit eBudde Help Center for any questions related to tech and training.
- Visual Learner? Check out this playlist for step-by-step training videos.

Watch videos:



Why eBudde™ makes it easy



Initial Order

Initial Order

An Initial Order (IO) is the cookie order that the TCM places prior to the beginning of the program. Cookies from the Initial Order are distributed to Girl Scouts in the troop after delivery day pick-up, for Girl Scouts to use to fulfill Digital Cookie/DOC Girl Scout delivery orders, and to have for “in-hand” door-to-door sales and at booth sales.

TCMs can place the IO as soon as they have access to eBudde, however, it's best to place the IO after TCMs have taken time to consider multiple factors relevant to you and your Girl Scout Juliette.

The IO is due in eBudde by 8 p.m., Jan. 13, 2026.

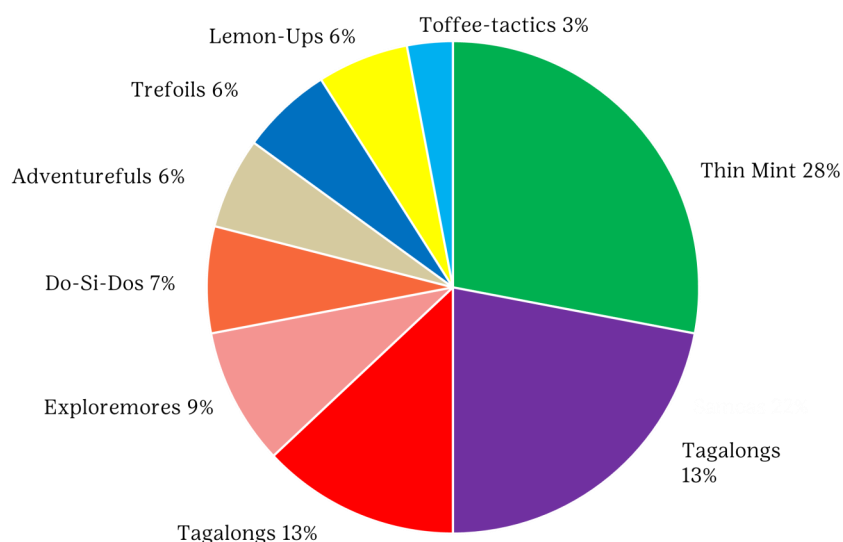
How much to order for the IO?

Things to consider:

- What is each Girl Scout's individual goal?
- How many booths does the troop plan to have?
- How close is the nearest cupboard?

This pie chart shows the recommended IO cookie variety percentages to order based on GSCO 2025 Cookie Program sales, plus forecasted sales of the new, Exploremores cookie are factored in.

The IO calculator on the Cookie Resources page will have the same percentages per variety.



Experienced Juliette TCMs should also reference sales from previous years and how many packages of cookies were sold through Digital Cookie/DOC ahead of the Cookie Program kick-off.

Initial Order

IO Calculator

If you are a new Juliette TCM or you are unsure of how much to select of each variety of cookies for your initial order, our website has an IO calculator that recommends how many packages of each variety you should order. Scan the QR code and go to the IO calculator on the Cookie Resources page.



TCM Tips and reminders:

- Colorado Girl Scout Cookie customers LOVE their chocolate cookie varieties: Thin Mints, Samoas, Tagalongs, Adventurefuls, and now the new Exploremore cookie!
- Cupboards will start opening on Wednesday, Feb. 4. You want to be sure you have enough cookies to allocate to Girl Scouts and to cover booth sales during the first two weeks.
- GSCO makes every effort to keep up with inventory needed during the cookie program.

IMPORTANT: We can only guarantee the quantity of each variety of cookie that you order through the Initial Order. *Keep that in mind when deciding on quantities in your initial order.*

Contact your SUCM if you have questions about your initial order or need additional support.

After Juliette TCMs place their Initial Order in eBudde, go under the Delivery Tab, to select the cookie pick-up location and time.



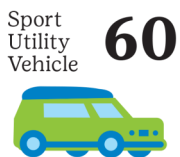
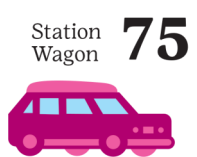
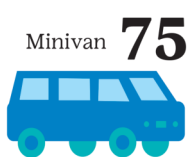
Delivery Day

Remember: The troop ACH authorization *MUST* be submitted and approved prior to any cookies being picked up!

- Delivery of cookies will begin with the outlying communities and Cookie Cupboards. These distribution sites will receive cookies starting Wednesday, Jan. 21.
- Main cookie delivery day is on Saturday, Jan. 31, 2026.

2026 Main Cookie Delivery Day - inclement weather

- On the TCM agreement form, TCMs were asked to include their cell phone number and give permission for GSCO to send text notifications. Should there be a delay or emergency, expect to receive text message updates.
- Frequent updates will also be posted to the Cookie Alerts page.
<https://www.GirlScoutsofcolorado.org/en/cookies/cookie-alerts.html>
- In the event of weather related delays, main cookie delivery day might be rescheduled.
 - Check the Cookie Alerts page frequently for updates and look for text messages from GSCO.



- The amounts given assume the vehicle will be completely empty (no car seats, pets, children, etc.) except for the driver.
- Make sure there is sufficient room in the vehicle for the cookies to be picked up.
- Cookies must be picked up in one trip, so have additional vehicles ready for pick up if necessary.
- You will not be able to pick up cookies if you do not bring the appropriate number of vehicles.

IOs not picked up as scheduled on delivery day will be returned to the warehouse and those cookies will not be available for pick up again until Feb. 3, 2026. or later. Contact your SUCM for assistance with coordinating pick-up. Pick-up will need to be coordinated with the warehouse.

Delivery Day

Delivery Day Checklist

- ❑ Be on time! If arriving early to pick up cookies, do not block the loading area. Do not pull in until assigned time.
- ❑ Wait for all vehicles in your party to arrive. All vehicles must drive through together.
- ❑ Be patient and courteous with volunteers at the delivery site.
- ❑ Adults picking up cookies *will be allowed to step out of vehicle and count cookies* as they are loaded. Or, a delivery site volunteer will be assigned to walk with your vehicles and count cookies.

When you get home

Take the cookies out of the vehicle IMMEDIATELY.

Many are chocolate and can melt quickly.

Double count the cookies to make sure they are all accounted for. If there is a discrepancy, return to delivery site for correction. If the delivery site is already closed, or if there are extenuating circumstances, contact your SUCM immediately. Any discrepancies must be reported within 24 hours.

- Fill in due dates and your contact information on the Girl Scout order cards and money envelopes.
- Make sure every package of cookies that leaves TCM possession is signed for on a receipt.
- Damaged packages may be exchanged at any cupboard.



BRAVE.
FIERCE. **FUN!**



Cookie Booths

Cookie Booths

A Cookie Booth is a place where Girl Scouts set up a table at a business or other approved public location to sell Girl Scout Cookies.

What is a Council Booth?

GSCO staff coordinates with certain corporations to establish the dates and times they will allow booths at their locations during the Girl Scout Cookie Program.

Council booth locations include but are not limited to: City Market, King Soopers, Safeway, Albertsons, Walmart, Red Robin, Alta, ARC Thrift Stores, and Sam's Club locations in the state of Colorado. *These locations are NOT to be contacted by any troop, Girl Scout or adult, at any time, for any reason.*

Booth selections begin Jan. 23. Some council booths will start as early as Feb. 1. All other council booths will begin starting on Feb. 6.

What is a My Sales Booth?

My Sales booths run from Feb. 1 to March 15. GSCO encourages Girl Scouts to use their creative, entrepreneurial spirit by holding "My Sales" at unique community locations.

How to reserve a My Sales Booth:

- Must receive approval from location/manager
- Juliette caregiver TCMs can request a Girl Scout/family site in eBudde
- SUCM or PPS approves the site within 48 hours of request.

TCMs: Ask SUCMs to honor requests to add/approve My Sales booths to eBudde after the booth has happened. Doing allows TCM can use the booth recorder to distribute cookie sales to Girl Scouts.

Releasing Council Booths

- **TCMs should release a booth right away if they know they are not going to be able to work one of their selected booths.** The TCM can release the booth from the eBudde dashboard calendar. My Sales booths can be released by contacting your SUCM.
- **Once a Council booth is released, it updates Cookie Finder AND anyone on the waitlist is notified when the booth is available for selection on a first-come basis.**
 - **Releasing booths to update Cookie Finder is KEY, as it also helps customers looking for cookies!** They are disappointed when they go to a booth location and no Girl Scouts are there selling cookies!

Cupboards

TCM Tips: Know your eBudde password when going to pick up cookies from cupboards. You will have to enter password into the eBudde app when picking up. Make sure your cookie helpers who are picking up cupboard orders also know their log-in and password!

Cookie Cupboards:

Cookie Cupboards are locations strategically placed statewide where additional cases of cookies are maintained by an appointed cookie cupboard manager. Troops can obtain additional packages of cookies from a cupboard during the program.

Cupboards across the state will begin opening on Wednesday, Feb. 4, 2026. Days and hours of operation for each cupboard may vary due to the type of cupboard and location. Check eBudde for the latest information.

Place all orders to pick up from a cupboard through the Transactions tab in eBudde, 72 hours prior to your intended pick-up time.

General Cupboard Guidelines:

- Damaged packages or cases may be exchanged for non-damaged packages or cases of the same variety. Cookie Cupboards will not accept returns or exchanges for different varieties.
- Any discrepancies in cupboard orders must be reported within 24 hours AFTER pick-up.
- Cookies may be ordered in either packages or cases from a cupboard.
- Cookie pick-ups should be made by TCM. If another volunteer is picking up cookies, the TCM must designate that pick-up person in eBudde. The cupboard manager will ask the pick-up person to sign receipt for cookies in eBudde. Caregivers are not allowed to pick up cookies for just their individual Girl Scout.
- The TCM will sign a receipt at the cupboard. TCMs will need to keep a copy of the receipt to be put with other cookie receipts and records. All receipts will be electronic.
- Transactions are updated immediately in eBudde when transactions are complete.



Managing Cookie Inventory

Receipts:

Keep copies of ALL receipts, including starting inventory order, cupboard orders, and troop cookie allocations (or keep electronic records of all transactions).

Remember: There is a no-return policy on cookies. W

When a package of cookies is damaged it may be exchanged at any Cookie Cupboard for a non-damaged package of the same cookie variety.

Damaged means:

- Crushed package
- Sealed, but empty package
- Unsealed package
- Missing package in a case of cookies
- Returned by customer for any reason

When more cookies are needed for booths, Girl Scout Delivery, and door-to-door

A few weeks after the start of the program assess how much cookie inventory by variety you have, review any outstanding DOC girl delivery orders, before you place a cupboard order for additional cookies.

Cookie Exchange Tab

If you need more cookies or you have excess inventory, consider checking the Cookie Exchange tab in eBudde. It's a great tool for TCMs looking for more product or who have excess product. It enables TCMs to list what they have, and for other TCMs/troops to "pick-up" cookies from another TCM/troop with excess inventory first, before taking more cookies from a cupboard. Or vice-versa!

Troop-to-Troop Transfers

To help with inventory control, TCMs can transfer product to another TCM or troop via eBudde's Transactions tab. TCMs will want to make sure they also have each party sign a receipt. Practice safe handling of product received from a troop. **Note:** *Transactions should be entered right away!*

Digital Cookie/DOC

Digital Cookie/Digital Order Card (DOC)

Digital Cookie, or DOC, is an online platform and educational tool that helps Girl Scouts run and manage their Girl Scout Cookie business and sell cookies to friends and family. There are many benefits to using the DOC, including:

- Girl Scouts can learn 21st century entrepreneurship skills and have the opportunity to expand their cookie business.
- It is the perfect solution for selling to out-of-town relatives and friends who want to support a Girl Scout, but for whom personal delivery is not an option. These special customers can order cookies from a Girl Scout and pay online.
- Digital Cookie also allows individuals to support Girl Scouts/troops by donating cookies through the Gift of Caring program.

Once the DOC program is activated:

- Council must have her registration data correct and complete. This includes the accurate name, birth date, troop number, grade level, and caregiver email address for each Girl Scout.
- Changes may be made by visiting their myGS site.
- If additional assistance is required, or if you have a caregiver or leader who does not receive the DOC link, please click on the “contact us” or “help” link at the bottom of the login page.
- In order for a Girl Scout to participate in DOC:
 - Caregivers will receive a message to the email address GSCO has on file.
 - This message will contain instructions on creating a Girl Scout’s DOC site and how to begin to receive and accept orders.

Note: All DOC online orders will automatically be imported into eBudde and credited to the Girl Scout and funds credited to troop in eBudde. Shipping/handling fees are paid by customer.

Accessing the Digital Cookie as a volunteer:

- Watch for an email that will have Girl Scout Cookie Program as the sender and the “from” email address will be: email@email.Girl Scouts.org.
- Click on the green button in the email.
- Create a password and use your email address and password to login.
- Watch the safety video and sign the terms and conditions.
- Check out your troop’s progress on your digital cookie dashboard.

Digital Cookie/DOC

Customers have four options:

- **Donated cookies (DOC DON):** Purchase virtual cookies that will be donated to Gift of Caring.
- **Direct shipped delivery (DOC SHIP):** Purchase cookies that are shipped to customer address as provided.
- **Mobile app, direct delivery (DOC INHAND):** Customer must meet with Girl Scout in person to purchase cookies using the digital cookie mobile app. The mobile app allows customers to use a credit card as payment. Cookies come out of Girl Scout's on-hand inventory.
- **Girl Scout delivery (DOC DLVR):** Customers can order cookies online and have them delivered by the Girl Scout. Caregivers must confirm Girl Scout Delivery for each order. If a caregiver declines delivery, the customer is given the option of having their order shipped or they can donate the cookies.

TCMs/Parents/Caregivers - Girl Scout Delivery - Important Message:

The Digital Cookie system sends notification emails to parents/caregivers to approve orders for Girl Scout delivery as they come in. Last year, Girl Scout families did a great job of staying on top of those approvals! One thing that created confusion for customers is once an order is approved customers get automated emails regarding their order. This led some customers to believe that their order would be delivered very soon after it was approved, but that wasn't always the case. Here are some recommendations for parents/ caregivers to follow, to prevent misunderstandings:

- Check cookie inventory before you approve order. If you don't have enough cookies on hand, check with TCM
- Communicate with customer right after order approval about timeline for cookie delivery. Stay in communication with customer until cookies are delivered.

Also, TCMs/Parents/Caregivers, coach your Girl Scouts on best Girl Scout delivery customer service practices!

Girl Scouts:

- Double-check that your customer orders are correct as you prep them for delivery.
- Contact customers before you deliver cookie orders. That way, they can plan to be home when you deliver and bring their cookies inside!
 - Do not click on "order delivered" in Digital Cookie until the order has been delivered! It's confusing to customers when that button is hit well in advance of the delivery happening.
 - You can take a photo of the cookies delivered and email it to your customer too.
- Include a thank you note with your cookie deliveries. Sign with your first name and a caregiver's email address or phone number, in case your customer needs to contact you.
 - Neighbors might order cookies from a few Girl Scouts in the neighborhood. It helps them to know who just delivered cookies, so they can thank you too!

Cookie Program Money Management

Cookie Program Money Management

Every GSCO troop should have a troop bank checking account (no savings accounts) into which all money collected during the Cookie Program should be deposited frequently.

All cookie money belongs to Girl Scouts of Colorado, and any misuse or failure to appropriately submit cookie money to GSCO will result in legal action taken by Girl Scouts of Colorado.

RECEIPTS! Make sure you get completely filled-out and signed receipts for your initial order, cupboard pick-ups, cookie exchanges (troop-to-troop transfers) and all sales.

Collecting/Handling Money

- Do not keep large sums of money in homes or vehicles.
- Cookie money should never be deposited into a personal bank account.

Credit Card Payments

GSCO allows troops to accept credit cards as a form of payment for cookie purchases.

Girl Scouts/troops may choose to accept credit cards using the Digital Cookie/DOC mobile app, with no fees.

Any decisions made regarding the use of providers (Digital Cookie/DOC) to use to run credit cards, as well as fees associated with any choices made, belong to the troop, and may not be passed on to the customer. GSCO cannot recommend nor endorse any provider.

Do not accept any bills larger than \$20. Most counterfeit bills are \$50 and \$100 bills. Ask the customer to go into store and exchange large bill for smaller bill. Use a pen to detect counterfeit bills.
GSCO no longer accepts money problem reports (MPR) for counterfeit bills.

Checks

- GIRL SCOUTS OF COLORADO DOES NOT REIMBURSE TROOPS FOR NSF RETURNED CHECKS. TROOPS ACCEPT CHECKS AT THEIR OWN RISK.
- If a troop chooses to accept checks, do not accept checks that are not pre-printed and/or checks for large amounts of money (anything more than \$50). All checks should be made out to "Girl Scouts of Colorado - Troop #####."

Cookie Program Money Management

Venmo and PayPal

Troops/caregivers should download the newest version of the DOC app before the start of the program. In addition, GSUSA recommends troops/caregivers make sure they're seeing the confirmation screen on the troop/caregiver phone *before they give cookies to a customer*. It may look successful on the customer's side, but wait until confirmation appears on the troop/caregiver phone.

The Venmo QR code popup includes a countdown timer, similar to the PayPal payment method. Customers must scan the QR code and complete their purchase within the countdown timeframe. If the timer expires, the order will be automatically canceled.

The TCM guide is published in September. There could be more Venmo and PayPal updates before or after the Cookie Program launches. GSCO will communicate updates as they roll out.

Troops accept Venmo and PayPal payments at their own risk. Girl Scouts of Colorado does not reimburse troops for incomplete or fraudulent Venmo or PayPal transactions.

Unsold Cookies

- Girl Scouts should make every possible attempt to sell the cookies they have picked up.
- Notify your SUCM and your Volunteer Support Specialist (VSS) right away. They can offer you advice and assistance and help you to navigate all options.
- If cookies are leftover at the end of the program, the TCMs must pay for them by the ACH debit date, March 26, 2026. Cookies may continue to be sold until April 30, 2026.
- ***There are no returns on cookies.***

Suggestions for Girl Scouts/troops managing excess cookies include:

Before Program Ends

- Notify SUCM for assistance.
- Use extra inventory first before doing additional cupboard pick-ups.
- Post extra inventory to cookie exchange in eBudde.

Before and After Program Ends

- Notify the closest Girl Scout office so inquiring customers may be referred to a Juliettes/troops with extra cookies.
- Door-to-door sales with a caregiver.
- Sell cookies to business for client or staff gifts. (Businesses CANNOT resell any product).
- After-program MySales booths (TCMs will need to make arrangements with retailers for these - absolutely NO council contracted locations may be used for this!)

Cookie Program Money Management

TCM Outstanding Balances

- **TCMs are financially responsible for all cookies taken into the troop inventory until they are signed out by a caregiver (with a signed permission form) or transferred to another troop.** Receipts must be filled out and signed by both parties for EVERY transaction or movement of cookies!
- Failure to pay GSCO any portion of the amount owed council (found on the Final Sales Report tab in eBudde) by March 26, 2026 will result in the TCM being considered to have an outstanding balance unless proper paperwork has been submitted documenting transfer of financial responsibility to another party *through signed receipts*.
- Any TCM with an outstanding balance must contact council immediately to make the payment, or they are at risk of being referred to a collection agency for the debt and could be pursued to maximum extent of the law.
- GSCO takes misuse of Cookie Program, Juliette, troop, group funds seriously and follows up on reported concerns and inquiries by conducting financial audits and investigations when required.
 - GSCO might also conduct a financial audit. See the [GSCO Financial Guide](#) for more information.
- Girl Scouts will not receive rewards or Cookie Credits for unpaid for cookies that were distributed to them/caregiver.



Glossary

ACH - Automated Clearing House (ACH) is the banking system GSCO uses for electronic fund transfers during the cookie season. Must be a checking account.	Booth Recorder App - The Booth Recorder App can be used at a booth, so adults can keep track of sales and girl participation via a smart phone. It allows for immediate recording of the number of packages sold and will divide them evenly between the girls participating.
Case - There are 12 packages of cookies in one case.	Cookie Booth - A stationary sale of Girl Scout Cookies at a public location.
Cookie Credits - A girl reward choice that can be used to pay for GSCO camp, GSCO program events, and other activities, or purchases at the GSCO Shop.	Cookie Cupboard - Local sites where additional inventory is stored and where troops can pick up additional cookies.
Cookie Cupboard Manager (CCM) - Person responsible for managing a Cookie Cupboard.	Cookie Delivery Day - The day troops will pick up their Initial Order (IO) from a designated location.
Cupboard Receipt - This is a two-part carbon copy receipt that must be signed any time a troop picks up cookies from a cupboard. Keep a copy for troop records. Troops are responsible for ALL cookies taken from a cupboard.	Delivery Agents - These are the transport companies that handle product delivery for Girl Scouts of Colorado.
Digital Order Card (DOC) - Where girls can create a custom website and send out a link to their site via email to customers. Customers can order cookies by the variety to be shipped to them or choose to donate cookies through the Gift of Caring program.	Direct Sale - GSCO uses the direct sale model, meaning girls have cookies in hand when the program starts rather than taking pre-orders. Troops are able to restock their cookie supply throughout the program by acquiring cookies at a cupboard.
eBudde - Bakery website used by TCMs to order cookies, select booth sites, track girl/troop sales, record troop finances, and calculate, order, and submit rewards.	Gift of Caring Cookies (GOC) - Customers can purchase virtual packages of cookies that GSCO will deliver to the military on behalf of our troops. The girls collect the money, but do not physically take possession of the cookies.
Hometown Heroes (HTH) - GSCO term for the charitable donation program that allows troops to donate cookies to a local non-profit organization.	Initial Order (IO) - This is the initial troop inventory order.
Juliette - A girl who is a member of GSCO, participates in Girl Scouts, but is not part of a troop.	Little Brownie Bakers (LBB) - Little Brownie Bakers is our bakery partner for the cookie program. They supply our council with cookies for girls and volunteers.
Package - A single container (box) of Girl Scout Cookies.	Per Girl Average (PGA) - Average number of packages sold by each girl based on the number of girls <i>selling</i> in that troop.
Rewards - Merchandise or Cookie Credits given to acknowledge a girl's efforts in the cookie program. Rewards are based on the number of packages sold.	Service Unit Cookie Manager (SUCM) - Volunteer mentor for troops and Juliettes in an assigned service unit.
Troop Cookie Manager (TCM) - Volunteer manager responsible for monitoring the cookie program for a single troop.	Troop-to-Troop Transfers (T2T) - Transfer of cookies between troops

BRAVE. FIERCE. FUN!

The Girl Scout Promise
On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law
I will do my best to be
honest and fair,
friendly and helpful, considerate and caring, courageous and
strong, and responsible for what I say and do, and to
respect myself and others, respect authority,
use resources wisely,
make the world a better place, and be a sister to every Girl Scout.





Girl Scout Juliette Program Cookie Credits and Activity Fund

Girl Scout Juliettes can launch their own businesses by participating the [Fall Product](#) and [Girl Scout Cookie Program](#). Girl Scouts can earn rewards, business and financial literacy badges, and develop five essential skills: goal setting; decision making; money-management; people skills; and business ethics.



In accordance with the Internal Revenue Service and Girl Scouts of the USA, Girl Scout Juliettes and their caregivers are not allowed to have individual Girl Scout bank accounts or hold cash. Therefore, Juliettes do not earn proceeds from Fall Product items or Girl Scout cookies sold; only troops earn proceeds, not individual Girl Scouts.

However, when participating in product programs, Girl Scout Juliettes may hold funds in the form of council issued Juliette Program Cookie Credits. In addition, they can also earn reward items, camp discounts, and Cookie Credits. Both Cookie Credits and Juliette Program Cookie Credits can be used to pay for Girl Scout events with a per girl fee, GSCO overnight camps and day camps, travel, and so much more!

Juliettes will earn ½ credit for each item sold during the Fall Product Program and ½ credit for each package of cookies sold during the Girl Scout Cookie Program. Juliette Program Cookie Credits will be sent directly to Juliette/caregiver.



Juliette Program Cookie Credit Guidelines:

Juliette Program Cookie Credits are issued and redeemed at the discretion of GSCO.

- Juliette Program Cookie Credits are issued for items sold during the Fall Product Program and/or for cookies sold during the Girl Scout Cookie Program.
- Juliette Program Cookie Credits are issued as a code and will be emailed directly to Juliettes/caregiver.
- Juliette Program Cookie Credits expire after five years.
- Juliette Program Cookie Credits cannot be replaced for any reason and cannot be exchanged for cash.
- It is the responsibility of each Girl Scout Juliette, along with their caregiver, to manage their own Juliette Program Cookie Credits.

- Juliette Program Cookie Credits are for Girl Scouts and are not to be used to pay fees or expenses for adults, or to purchase items for adults.
- *Approved Juliette Program Cookie Credits uses are:*
 - ◇ GSCO overnight camp
 - ◇ GSCO volunteer run day camp sessions with a per girl fee
 - ◇ Outdoor Adventure Club (OAC) event/activity fees
 - ◇ EF Tours
 - ◇ GSUSA Destinations travel
 - ◇ GSCO service unit trip, event, or activity with a per girl fee
 - ◇ GSCO sponsored program events
 - ◇ GSCO shop purchases
 - ◇ GSUSA membership dues and lifetime membership
 - ◇ Girl Scout-related field trips or activities
 - ◇ Completed Girl Scout Bronze Award projects
 - ◇ Approved and completed Girl Scout Gold Award and Silver Award projects

How Juliette Program Cookie Credits are calculated

Juliettes will earn ½ credit for each item sold during the Fall Product Program and ½ credit for each package of cookies sold during the Girl Scout Cookie Program.

Examples:

For 30 items sold during the Fall Product Program, a Girl Scout Juliette will earn 15 Juliette Program Cookie Credits and 15 credits will go into the Juliette Activity Fund.

During the Cookie Program, when a Juliette sells 150 packages of cookies, they will earn 75 Juliette Program Cookie Credits and 75 credits will go into the GSCO Juliette Activity Fund.

Juliette caregivers can complete the [Cookie Credit Reimbursement Form](#) to be reimbursed for approved Juliette Program Cookie Credit uses. Requests for reimbursements for a youth membership fee, GSCO event fee, Girl Scout travel expenses, Highest Award project expenses, or GSCO day camp or overnight camp fees should be submitted within 90 days and/or within the same membership year.



GSCO Juliette Activity Fund

An additional ½ credit per item sold during the Fall Product program and/or per package of cookies sold during the Girl Scout Cookie Program, goes into a broader, GSCO Girl Scout Juliette Activity Fund that offsets the cost of Juliette participation in Girl Scout activities, events, or other GSCO program opportunities. Juliette caregivers can complete the [Juliette Activity fund form](#) and get a one-time reimbursement, up to \$40, for the same approved activities listed under Juliette Program Cookie Credits. Requests for reimbursements must be made between Oct. 1, 2025, and Sept. 30, 2026.

The Juliette Activity fund is open to all Girl Scout Juliettes regardless of their participation in GSCO Product Programs.