

Important Dates

January 7, 2009: Corporate Booth Sale Application Deadline

January 10, 2009: Order taking begins. *We operate on the honor system.
Girls should not begin selling before this date.*

January 31, 2009: Enter Initial order in eBudde system closes at midnight. Order taking continues.

February 5, 2009: Council Cupboard opens for booth sales ONLY

February 6, 2009: Association Drop Site delivery begins

February 9, 2009: Council Cupboard opens for all transactions

February 16, 2009: Cookie Cupboard and Service Center Closed for President's Day

March 7 and 8 Walk About Weekend

March 14 and 15: Military Weekend

March 30, 2009: Cookie Program Ends

April 3, 2009: Council Cupboard Closes **no returns** accepted after this date.

Drive-Thru Pick-Up Dates

Sunday, February 22, and Saturday, February 28

❖ *If there is inclement weather on the day of your delivery or pick up, please call 516-741.2550 and press 4 when prompted or visit our Web site at www.gsnc.org for updated information.*

❖ **If your Association arranges a local Drop Site cookie pick up your Association Cookie Chair will inform you of the date, time and location.**

Local Booth Sales

Saturday, February 7 through Monday, March 30

Corporate Booth Sales

Monday, February 16 through Friday, February 20

Railroad Booth Sales

Monday, March 2 through Monday, March 30

Girl incentives not picked up by May 28, 2009 will be donated to a local charity.

Please adhere to the deadlines set by your Association Cookie Chair and Council.

What's New and Exciting for our Cookie Program?

- Daisies can Participate!
- Rebate Option for Troops registered as Junior, Cadette, Senior or Ambassadors.
- eBudde Cookie Ordering System
- Dulce de Leche Cookie
- New Shape for Lemon Chalet Crème
- Cookie Club
- Mystery Shopper
- Military Weekend

**Cookies ordered
in the Initial Order
are rounded up,
and may not be
returned.**

**All cookies
ordered are
considered sold.**

**Price for
box of
cookies
\$3.50**

Council Cookie Cupboard Hours

February 5 thru April 3, 2009

M, W, F	9:30 AM to 4:30 PM
Tuesday /Thursday	9:30 AM to 7:00 PM
Saturday	10:00 AM to 12:30 PM

**Service Center Closed: Monday, February 16
Presidents Day**

110 Ring Road West
Garden City, NY 11530
516.741.2550 ext. 243 or 246

**Order taking begins January 10, 2009
Order taking ends March 30, 2009**

**TCM = Troop Cookie Manager
ACC = Association Cookie Chair**

November

- Attend training provided by your Association Cookie Chair (ACC). Attending training is the key to the success of your program.
- Receive materials and instructions.
- Obtain a troop roster of REGISTERED girls from your troop leader. Ask leader to update you as new girls register.

What Will Your Troop Need?

All girls participating must be currently registered members of Girl Scouts of Nassau County in grades Kindergarten thru 12.

Each girl participating will need:

- Cookie Order Card
- Money Envelope
- Permission slip must be signed by a parent/guardian before the Girl Scout begins to sell. Troop Managers; please keep these permission slips until payment for cookies have been received.

Troop Manager will need:

- An Email Address
- Troop Manager Manual
- Troop Manager Agreement, to be signed and returned to ACC at training.
- Council Bank Deposit Slips
- Troop Rebate Option form (for troops registered as Junior, Cadette, Senior or Ambassador)
- End of Sale Report Form
- T-1B worksheet (optional) or create your own

Individually registered girls can participate in the Cookie Program®. All girls benefit from the skills they develop in this program. Individually registered girls should contact Sonia Oxford 516.741.2550 ext. 230 for information about participating in the program.

Conduct Troop Training For Your Girls

Prior to January 10th.

- ❖ Invite parents to the meeting.
- ❖ Encourage **everyone** to participate.
- ❖ Explain how their efforts will help the troop meet its goal.

TROOP TRAINING OUTLINE

Train girls, covering the following:

- Distribute and review all materials with the troop.
- Order taking begins **Saturday, January 10, 2009**.
- Permission slip must be signed by a parent or guardian in order for each girl to participate. Collect and keep all signed permission slips.
- Encourage girls and their families to set individual goals.
- Using the Goal Chart or Cookie Club information provided help the girls set and track their goal.
- Explain how to get additional cookies.
- Show girls the incentive choices listed on the back of the girl order card they can also be viewed on our Council website www.gsnc.org.
- Incentives are cumulative; girls will receive **all** incentives up the amount sold. Patches are **not** cumulative.
- Encourage Operation Cookie and Gift of Caring programs.
- Discuss the troop's plans for Booth Sales. If your troop is planning on doing a Corporate Booth Sale complete application and submit before due date.
- If Junior, Cadettes, Seniors and Ambassadors choose to take the .55 cents Rebate Option, have the girls sign the Troop Rebate Option form and return to the ACC by **January 10**. Two thirds of registered girls participating **MUST** sign the form! This means they will receive patches and an additional .05 per box rebate – no incentives.
- Be sure to set a realistic deadline for orders to be turned in to you. The girls should be given the opportunity to sell for the entire time of the sale.
- This is an order-taking sale. **MONEY SHOULD NOT BE COLLECTED IN ADVANCE.**
- Emphasize good manners and safety (e.g. an adult must accompany a girl for door-to-door sales; girls should not enter homes, etc.). For additional tips visit our website www.gsnc.org.

Remember, if you are enthusiastic the girls will be too!

January

- Set up your Local Booth Sale(s), give location, date and time to your ACC.
- Submit your Corporate Booth Sale Application to Council by **January 7, 2009**.
- Send request for your LIRR Booth Sale to your ACC by **January 31, 2009**.

Refer to Booth Sale guidelines for complete instruction.

- Collect girl's initial orders so you can create your T-1B worksheet.
- Fill out Troop Worksheet (T-1B) by entering the names of all the girls, or use your own computer-generated worksheet. Then enter the data in eBudde, this should be done so that you can have accurate information throughout the sale.

For TCM use only →

ALL VARIETIES
12 PKGS. PER CASE

TROOP WORK SHEET
GIRL SCOUTS SALES RECORD

T-1B

NAME Mary Smith TROOP NO. 1 LEVEL C NO. OF GIRLS REGISTERED 20
 ADDRESS 135 My Street MyTown NO. OF GIRLS BELONGING 19 COUNCIL 1000 Year Associate
 PHONE (903) 1234 CELL PHONE (903) 2345 EMAIL m.smith@abc.com CONTACT
 OUR PRODUCTS BILL FOR @ 3.00 PER PKG. @ 42 PER CASE. (OUR TROOP HAS SET A COOKIE SALE SOAL. (YES) (NO) (CHECK ONE)

GIRL'S NAME PHONE NO.	PACKAGES SOLD										PAYMENTS		
	1	2	3	4	5	6	7	8	9	10	TOTAL PKGS. SOLD	AMOUNT DUE	AMOUNT PAID
1 Kathy	20	40	35	52	25	33	22	75			302	1057-	
											20	70-	70-
											322		
2 Jane	10	20	17	35	10	15	10	38			155	542-	
											40	70-	70-
											175		
3 Karen	5	5	5	10	5	5	5	10			50	175-	

- When entering girls' orders in eBudde it will automatically be calculated.
- eBudde automatically rounds up each case. Therefore you may end up with extra boxes of cookies. These boxes will become the troop's responsibility. They can be used for your additional girls' sales and for your Troop's Booth Sales.

If one or more girls in your troop does not submit their Initial Order on time, DO NOT hold off in submitting the other girl's orders. You can submit the missing order(s) as additional orders.

Computer Specifications Information

The eBudde cookie system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Microsoft Internet Explorer version 6.0 and higher, Netscape 7.0 and higher.
Macintosh – Mozilla Firefox version 1.5

Approved computer specifications:

Recommended Minimums:

	Firefox	Internet Explorer
Council:	1.0 GHz Pentium 3 256MB RAM	1.5 GHz Pentium 4 256MB RAM
Area/SU:	700 MHz Pentium 3 256MB RAM	1.0 GHz Pentium 3 256MB RAM
Troop:	500 MHz Pentium 3 192MB RAM	700 MHz Pentium 3 256MB RAM

Recommended Systems:

	Firefox	Internet Explorer
Council:	1.5 GHz Pentium 4 384MB RAM	3.0 GHz Pentium 4 384MB RAM
Area/SU:	1.0 GHz Pentium 4 384MB RAM	1.5 GHz Pentium 4 384MB RAM
Troop:	1.0 GHz Pentium 3 256MB RAM	1.0 GHz Pentium 4 256MB RAM

To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

NOTE: If your computer's performance is too slow, we can recommend downloading of the Firefox browser. This will increase your speed usually about 30%. The download can be found at <http://www.mozilla.com>.

The eBudde system uses Microsoft Excel for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&DisplayLang=en>



Girl Scouts of Nassau County is using an Internet based program called eBudde to store our cookie information. You will have access to only your specific area in this program so you can submit your Cookie order.

Note: In eBudde Troop Cookie Chair = Troop Cookie Manager

Council will set you up as a user.

An email will be sent to you by the eBudde system with the following information:

- Web Address – <https://eBudde.littlebrownie.com/index.php>
- Email Address
- Temporary Password

Add eBudde to your safe sender email list.

We recommend you click the link in the email sent to you from the eBudde system and then in your browser, add the web address to your **Favorites** for easier access.

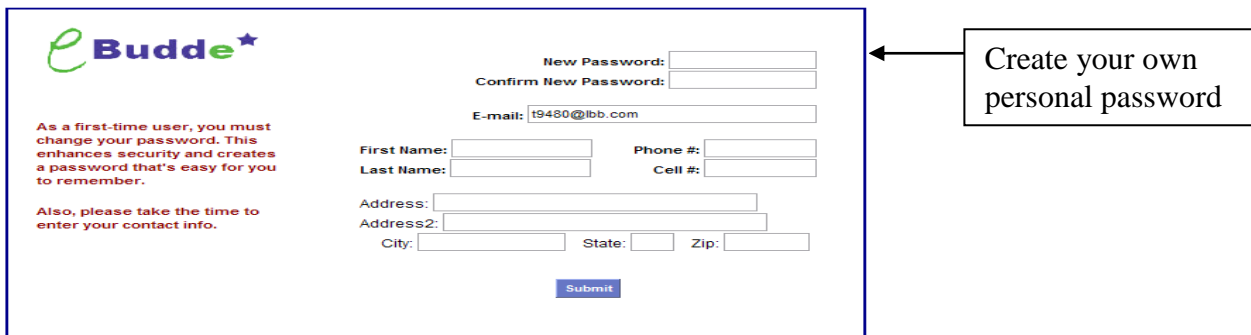


The login screen consists of three parts:

1. Login information - for first time user

- Login using the email address and **temporary** password sent to you in the email from the system.
- Click **Log On**. You will be directed to the **Contact Information Page**.

2. Contact Information Page – First time users are required to complete the form.



- Once you have completed the contact information page click **Submit**, you will be redirected to the **Log In** page.
- When you log back into eBudde you will enter your email address and **personal** password you created. Click **Log On**.

3. Forgotten password

eBudde Member Log In

eMail Address:

Password:

By logging on I am indicating my agreement with the terms and conditions of eBudde.

[Log On](#)

- Your username (email address) and password designate your level of access to eBudde.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).

A forgotten password does not require a phone call!

If you forget your password, key in your email address and press the **Click Here** link. The system will send your password to your email address.

◀ Hide Navigation

Navigate Here:

[Council](#)

Troops

[Troop 6073](#)

The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left.

Troop Tabs

eBudde provides a variety of features for troops to track their cookie sale information; some tabs may not be available to you.

[Dashboard](#) [Contacts](#) [Settings](#) [Girls](#) [Init. Order](#) [Delivery](#) [Girl Orders](#) [Transactions](#) [Incentives](#) [Deposits](#) [Sales Report](#)

Dashboard – Default screen that shows important messages and dates

Contacts – Allows you to edit your troop contact information. This includes name, address, phone number, and email and access rights. This **DOES NOT** include changing your email address that must be done on the login page.

Settings – Do **not** edit this section.

Init. Order – Use to enter your troop's initial cookie order.

Delivery – Final submission of Initial order pick up questions must be answered.

Girl Orders - Track girl initial, booth, additional orders and payments.

Transactions – Added by Council view and print only.

Incentives – Troop incentive ordering.

Deposits - Added by Council view and print only.

Sales Report – Recap of all troop information. Initial order, additional cookies, troop proceeds, deposits and submitting total Military Cookie numbers (if applicable)

Dashboard Tab

The dashboard tab is the screen you will see every time you log into eBudde. It will show you important messages from Council and/or your Association Cookie Chair.

It also shows you your deadline dates. These deadline dates are important because you must place your orders by those dates.

Contacts Tab - allows you to change your contact information.

► Show Navigation

Troop 6073 Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Transactions Incentives Deposits Sales Report

Contacts

Juliette Low
1223 Any Street
San Diego, CA 92105

Troop Leader
t6073@lbb.com

Phone: 555-555-5555
Cell: 555-555-5555
Gets email **Active**

Edit

Troop Leader refers to you the Troop Cookie Chair

To edit troop contact information, click **Edit**.

► Show Navigation

Troop 6073 Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Transactions Incentives Deposits Sales Report

Juliette Low Contact Information

First Name: Juliette

Last Name: Low

Address: 1223 Any Street

Address2:

City: San Diego State: CA Zip: 92105

Phone #: 555-555-5555 (opt)

Cell #: 555-555-5555 (opt)

Receives email: Active:

Log in: t6073@lbb.com

Submit

Cancel

Do not click this box

You can change all information displayed except for the email and system access information. Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

Initial Order Tab

Click on the **Initial Order** tab located on the top of your screen. The Initial order screen will be locked after **January 31**.

All girls registered in your troop will be listed here. If she is not listed contact Debbie Capps 516.741.2550 ext 261 or email her at cappsd@gsnc.org. Please allow 24 hours for girl(s) to be added.

Leaders will be notified by Council of unregistered girl(s) in the troop. Until registration fees are paid no rebate check will be mailed.

Troop 6073 Initial Order

Dashboard | Contacts | Settings | Girls | **Init. Order** | Delivery | Girl Orders | Transactions | Incentives | Deposits | Sales Report

Printable Version

*You can edit an order by clicking a row.
Save as often as you like but Submit to your SU only Once!*

Girl	GOC	LCC	Tre	D-S-D	Sam	Dulce	SGCC	Tags	TMint	Total
Amanda H	0	0	0	0	0	0	0	0	0	0
Becky H	0	0	0	0	0	0	0	0	0	0
Beth H	0	0	0	0	0	0	0	0	0	0
Cynthia W	0	0	0	0	0	0	0	0	0	0
Patty W	0	0	0	0	0	0	0	0	0	0
Sydney C	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	0	0
BOOTH	NA	0	0	0	0	0	0	0	0	0
Amanda H	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="5"/>	49
Pkgs. In Order	0	0	0	0	0	0	0	0	0	0
Cases In Order	0	0	0	0	0	0	0	0	0	0
Surplus	0	0	0	0	0	0	0	0	0	0

You need 0 GOC packages. You have 0 Surplus packages and 0 Other Total packages. This means you have a surplus of 0 packages in meeting your GOC orders.

Click on girl's name the line will be highlighted. Enter number of boxes she sold at the bottom, tab through entering the quantities needed until you have completed her order. The program automatically calculates the total boxes and cases of cookies needed. Click the blue **OK** button in the same row then click the blue **Save** button to save your information. The system will display that it is saving the information.



Note: You may go back into the Initial Order Screen multiple times to edit and save before you submit your final initial order.

Remember the troop is responsible for all cookies ordered. The program automatically rounds up to the next case. **No cookies from your Initial Order may be returned.**

NOTE: There is a separate Military column added to the totals being ordered at the bottom of the page, Military cookie is not part of the physical order.

Submit Order – After you have entered each girl's initial order you must click the submit button to submit your order. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your Association Cookie Chair.



Adding “Gift of Caring” in e-Budde

Gift of Caring is a community service program available to Daisy, Brownie, Junior, Cadette, Senior and Ambassador Troops. During the cookie sale order taking and at Booth sales girls can invite their customers to purchase cookies to be donated to a local charitable organization. These purchases are tax-deductible. Donated cookies should be delivered by the girls to the organization they have chosen. Troops may use their boxes leftover from their Booth Sales to fill their Gift of Caring orders.

Individual sale of “Gift of Caring” Orders

If a girl has taken orders or receives money donations for Gift of Caring on her initial order, please add the number of boxes ordered next to her name in the “**Girl Order Screen**” column.

Adding Operation (Military) Cookie in e-Budde

During the cookie sale order taking and at Booth sales girls can invite their customers to purchase additional cookies to be sent to our troops overseas. These purchases are tax-deductible. Patches for this program are available for purchase at the Girl Scout Shop.

Individual Sale of Operation Cookie

If a girl takes orders or receives money donation for Operation Cookie, please add the number of boxes ordered in the “**Milty Column**” next to her name in the “**Initial Order Screen**” or “**Girl Order Screen**”.

Troop Booth Sale Gift of Caring or Operation Cookie

If the troop has a Booth Sale and receives donations for Gift of Caring or Operation Cookie, the amount of Gift of Caring and Operation Cookie boxes should be divided equally by the number of girls attending. Insert amount next to the girl’s name in the “**Girl Order Screen**” **Milty Column**.

Operation Cookie boxes will **not** be added to any of your orders at time of pick up. Through our contact with the armed services cookies for Operation Cookie will be shipped directly from the Council office. (*On your “End of Sale Report” there is a separate line where these cookie orders should be entered.*)

Delivery Tab After you have submitted your initial order enter click on the “**Delivery Tab**” and answer the questions click “**Submit My Info**” button a pop up box will alert you that your submission was successful.



Note: your Service Unit has not yet submitted your initial order

Cases of Cookies CANNOT be Returned

	LCC	Tre	D-S-D	Sam	Dulce	SFCC	Tags	Tflint	Troop Total	Pickup Total
Cases	9	9	9	9	9	9	9	9	72	72

Who is picking up your cookies? Someone from my Troop Some other troop (or my BU)

Will you be picking up for more than one troop? yes no # #

Please choose your Delivery Station: -- No Delivery Station Selected --

No signup sheet available: Select a delivery station to see its signup sheet.

Girl Orders Tab

Troop 6073 Girl Sales Record

Dashboard Contacts Settings Girls Init. Order Delivery **Girl Orders** Transactions Incentives Deposits Sales Report

Printable Version
Export Save

Click to edit a row.
Add rows by editing the last (empty row) for each girl.

Girl	GOC	LCC	Tre	D-S-D	Sam	Dulce All	SGCC	Tags	TMint	Total	Due	Paid	Bal.
Amanda H	5	6	5	6	5	6	5	6	5	49	171.50	0.00	\$ 171.50
	0	0	0	0	0	0	0	0	0	0	0.00	0.00	\$ 0.00
Subtotal	5	6	5	6	5	6	5	6	5	49	171.50	0.00	\$ 171.50
Becky H	10	10	10	10	10	10	10	10	10	90	315.00	0.00	\$ 315.00
	0	0	0	0	0	0	0	0	0	0	0.00	0.00	\$ 0.00
Subtotal	10	10	10	10	10	10	10	10	10	90	315.00	0.00	\$ 315.00
Beth H	5	5	5	5	5	5	5	5	5	45	157.50	0.00	\$ 157.50
	0	0	0	0	0	0	0	0	0	0	0.00	0.00	\$ 0.00
Subtotal	5	5	5	5	5	5	5	5	5	45	157.50	0.00	\$ 157.50
Cynthia W	0	7	6	7	5	4	7	8	10	54	189.00	0.00	\$ 189.00
	0	0	0	0	0	0	0	0	0	0	0.00	0.00	\$ 0.00
Subtotal	0	7	6	7	5	4	7	8	10	54	189.00	0.00	\$ 189.00
Patty W	15	15	15	15	50	15	15	15	50	205	717.50	0.00	\$ 717.50
Girl Totals	35	43	41	43	75	40	42	44	80	443	1550.50	0.00	\$ 1550.50
Troop Order	0	60	48	48	96	48	48	48	96	492			
Difference	35	-17	-7	-5	-21	-8	-6	-4	-16	-49			

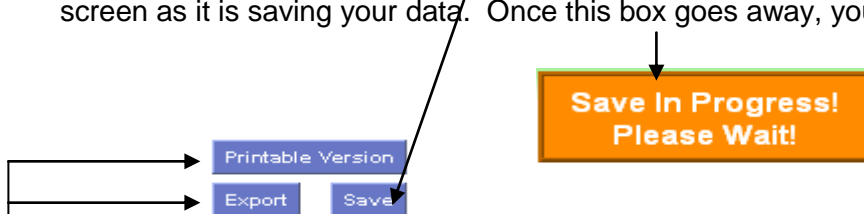
Girl Sales Record

1. First line - you will see the girl's name view the amount of cookies ordered in the initial order. It shows the difference between what has been allocated to the girls and what is left to be allocated. This will help to ensure that you assign all the cookies received to your girls.
2. Second line – is for entering additional orders, click once on the second line below the girl's name. Double-click at the bottom of the page in the cookie variety boxes tab across to fill in the order. Click the **OK** button. Repeat until all girls' orders have been entered.
3. Third line - is for booth sales these cookies must be entered under the LCC column **only**. Cookies sold at a booth sale are divided equally among the girls participating.

Adding Payments

To enter a payment, click a line on the girl's name. You must enter the exact amount for that line by double-click into the paid box at the bottom of the screen. Click the blue **OK** button. Repeat this on each line that has a payment due until all payments have been recorded.

You must click this button to **save** the information you keyed in the screen. The system will display a screen as it is saving your data. Once this box goes away, your data is saved.



Printable Version – click this button to print a copy of your troop's order.

Export – click this button if you want to download this information to save as an html file or cut and paste into another program.

Transactions – Will be entered by Council troops can view and print only

Incentive Tab

The eBudde system automatically calculates the girl incentives based on the number of boxes she sold.

Dashboard Contacts Settings Girls Init Order Delivery Girl Orders Transactions **Incentives** Deposits Sales Report

Troop Incentives Order Forms

Final Incentives Order

View Fill Out Girl Rpt

Click here to print the girl's incentive order

Click on the "Fill Out" button. Then click each girl's name to submit her incentive order.

If a selection is needed the system will tell you. Click on girl's name to choose T- shirt size if she has sold 150 boxes or more.

Troop 9990 Final Incentive Order

Dashboard Contacts Settings Girls Init Order Delivery Girl Orders Transactions **Incentives** Deposits

Use the form below to fill out your Final Incentive order.
Click on a girl id at the top to edit a girl's incentive order.

GIRL ORDERS:

[Becky H](#) receives 9 incentives (size/catalog selection done)
[Cynthia W](#) receives 9 incentives (size/catalog selection needed)
[Patricia W](#) receives 12 incentives (size/catalog selection done)
[Vanna W](#) receives 2 incentives

150 Love Your World T-Shirt

- YM
- AS
- AL
- AXL

Choose T-shirt size

Return to Troop Order

Cancel

Submit Girl Order

Once the girl incentive choices has been made click **Submit Girl Order**.

TROOP ORDER:

Box Level	Quantity	Incentive
1	<input type="text" value="0"/>	Booth Sale Participation Patch
	<input type="text" value="0"/>	Gift Of Caring Participation Patch

To complete your troop's order fill in the total number of patches needed for your troop.

To submit your Troop Incentive orders click the **Submit Incentive Order** button once. Incentive orders can only be changed by your Association Chair.

Return to Report List

Submit Incentive Order

Return to Report List – allows you to view and print your order.

Sales Report Tab

The report reflects all transactions for the troop in the system. It includes the initial order, additional orders, deposits and the calculation for troop proceeds, council monies and balance due. In addition, you can enter in the amount of Military cookies.

Troop 2312 Sales Report

Granny Smith
 110 Ring Road West
 Garden City, NY 11501
 email: apple@gmail.com
 Phone: 741-2550
 Cell: 333-3333

Girls Selling: 2
 Girls Reg.: 2
 Level: DAISY
 Service Unit: Baldwin (601)
 Sales Goal: 0
 PGA Selling: 484.50
 PGA Registered: 484.50

Pkg price: 3.50 Case price: 42.00

Packages Received	
Initial Order	864
Remember to submit your Milty packages!	
Milty packages.	<input type="button" value="Submit Milty"/> <input style="width: 50px;" type="text" value="105"/>
Total Packages Received	969

Deposits Made		
Date	Reference	Amount
2009-02-01		\$ 500.00
Total Deposits		\$ 500

Total Troop Sales	\$ 3391.50
Troop Proceeds	- \$ 0.00
Council Proceeds	\$ 3391.50

Council Proceeds	\$ 3391.50
Deposits Made	- \$ 500.00
Amount You Owe Council	\$ 2891.50

Using the total number in the Military column in the “**Girl Order Tab**” enter the number of packages in the box labeled **Total Milty Packages**. Click the **Submit Milty** button.

For technical support in using the eBudde Program please contact:

Debbie Capps
Database Administrator
516.741.2550 ext. 261
cappsd@gsnc.org

All calls will be forwarded to her cell phone after hours

Your Association Cookie Chair has access to your troop page, and can assist you in entering information.

February:

Home deliveries

- Will begin Monday, February 23 thru Friday, February 27 (**150 cases minimum**)
- Deliveries will be made to your house **only** if your troop has a minimum order of **150 cases (NO combining with another troop.)**
- If you do not meet this minimum, your ACC will assign your pick up date and time.
- Arrange to receive cookie delivery on date scheduled for your Association. Display Cookie Station Sign in window. Count cases and check for damages **BEFORE** signing delivery ticket.
- **NO** cookies from your Initial Order may be returned. Damaged boxes are replaced (type for type.)

Association Drop Site

If your Association has decided to have a local drop site you will be notified by your ACC of date, time and location

ALL INITIAL TROOP ORDERS WILL BE PICKED UP **ONLY** AT DESIGNATED DRIVE-THRU LOCATIONS ASSIGNED BY YOUR ACC - **NOT AT THE SERVICE CENTER.**

Troop Manager's Cookie Drive-Thru Instructions

- Your ACC will assign date and time.
- Bring a copy of your Initial Order print from eBudde.
- Arrive on time. **Bring enough vehicles to take the troop's order in one trip.** Empty trunk and back seat; **DO NOT** bring baby seat, golf clubs, etc. or extra people!
- Check in – confirm your order, a dot sheet will be place on the passenger side of your window.
- See chart of vehicle capacity on next page. Troops will not be allowed to get into line until all vehicles have arrived. Have the largest vehicle proceed first.
- Two adults are needed for each vehicle – one to drive the vehicle (driver will remain in the vehicle) and one to count and verify the order as it is loaded.
- If the counter notices a discrepancy they must notify the loader immediately so it can be verified.
- After all cases have been loaded you will sign that you have received the correct number of cases.

SPECIAL INSTRUCTIONS:

- Troops that show up after its Association's assigned time will be placed in line when traffic and time allows.
- Count your order before you leave. If you get home and realize you are short, we will have to go by the count agreed upon at your time of pick up.
- You will be responsible for the cookies you sign for.
- Troops that do not show up at Drive-Thru must call the Girl Scout office 741.2550 ext. 243 on the next business day to make arrangements for pick up.

Reminder: The Troop Cookie Manager does not need to be the person picking up the cookies. Anyone in the troop who comes with a copy of the troop's order and an authorization card will be given troop cookies.

Orders will only be issued according to Council's report printed from eBudde. Any discrepancies will need to be discussed with the Cookie Cupboard no later than three (3) days after your drive thru date 516-741.2550 ext. 243. If we do not hear from you by then we will assume your order was correct.

❖ *If there is inclement weather on the day of your delivery or pick up, please call 516-741.2550 and press 4 when prompted or visit our Web site at www.gsnc.org for updated information.*

Estimated Vehicle Capacity

<u>VEHICLE</u>	<u>APPROX. # OF CASES</u>
Compact	23
Hatchback or Small Sedan	25 to 30 (fold down rear seat)
Mid Size Sedan	35
Sports Utility Vehicle (SUV)	60
Mini Van (with seats)	75
Station Wagon	75
Van (with seats)	150
Van (without seats)	200
Pick Up Truck (full bed)	100
Cargo Van (with seats)	200

Distribution of Cookies

YOU MUST HAVE A PERMISSION SLIP SIGNED BY A PARENT/GUARDIAN BEFORE RELEASING COOKIES TO THE GIRL.

- After your delivery/pick up, notify girls to pick up cookies from you. Remind them to deliver cookies to their customers promptly and collect payment at that time.
- Each time cookies are given to the girls, have parent initial Troop Worksheet (and you initial girl's order card) as proof that she has received her cookies (or give a receipt). Keep a copy for your records.

ALL VARIETIES 12 PKGS. PER CASE

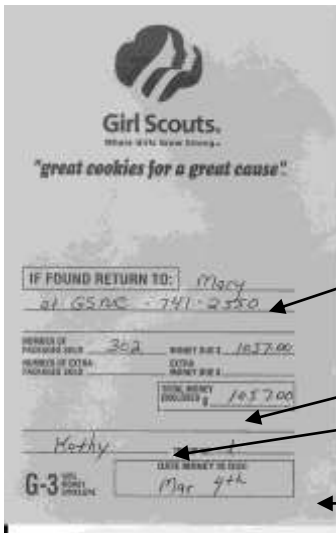
TROOP WORK SHEET
GIRL SCOUTS SALES RECORD

T-1B

NAME: Mary Smith TROOP NO: 1 LEVEL: C NO. OF GIRLS REGISTERED: 20
 ADDRESS: 135 My Street MyTown NO. OF GIRLS SELLING: 19 COUNCIL: 4000 Year Associate
 PHONE: (508) 552-1234 CELL: (508) 552-1234 EMAIL: m.smith@abc.com

OUR PRODUCTS WILL COST \$ 3.00 PER PKG. \$ 3.00 PER CASE. (OUR TROOP HAS SET A COOKIE SALE HOUR / WEEK / MONTH / YEAR)

GIRL'S NAME PHONE NO.	PACKAGES SOLD										PAYMENTS		
	1	2	3	4	5	6	7	8	9	10	TOTAL PKGS. SOLD	AMOUNT DUE	AMOUNT PAID
1. <u>Kathy</u>	<u>20</u>	<u>40</u>	<u>35</u>	<u>52</u>	<u>25</u>	<u>33</u>	<u>22</u>	<u>75</u>			<u>302</u>	<u>1057</u>	
											<u>322</u>	<u>20</u>	<u>70</u>
2. <u>Jane</u>	<u>10</u>	<u>20</u>	<u>17</u>	<u>35</u>	<u>10</u>	<u>15</u>	<u>10</u>	<u>38</u>			<u>155</u>	<u>592</u>	
											<u>40</u>	<u>20</u>	<u>70</u>
3. <u>Karen</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>10</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>18</u>			<u>50</u>	<u>175</u>	



When the girl picks up her cookies, give her the money envelope, filled out with troop number, girl's first name and Service Center phone number ONLY.

- ← Troop Cookie Manager's name and Girl Scout Council's phone number 741.2550
- ← Number of boxes x \$3.50=Dollar Amount Due
- ← Girl's name and troop number
- ← Date you want money turned in

1. Return the girl's order card to her so she knows to whom to deliver the cookies.
2. Payment for cookies is collected at time of delivery and may be cash, check or money order payable to "Girl Scouts of Nassau County." Checks should include the customer's address and/or phone number. Monies should be deposited as received. **Do not** convert.
3. Girls should continue taking orders until March 30.
4. Council Cupboard will be open for additional orders beginning **February 9**. You may pick up the exact number of boxes needed to fill your orders. Each troop has been given four(4) Cookie Authorization Cards (see back cover of this manual), for all Cookie Cupboard transactions. Please complete these cards. **No one will be able to pick up cookies at the cupboards without them.**
5. Post additional orders throughout the sale, including Booth sale on the T-1B form and in eBudde.
6. When **adult** returns the girl's money envelope to you, **verify the accuracy of the contents.** Enter the amount on the Troop Worksheet and have the adult making the payment initial your entry. Also, initial the girl's order card as proof that you have received payment, issue her parent a receipt and keep a copy for yourself.
7. Money collected from each girl must be entered in eBudde.

ALL VARIETIES
12 PKGS. PER CASE

TROOP WORK SHEET
GIRL SCOUTS SALES RECORD

T-1B

NAME: Mary Smith TROOP NO: 1 LEVEL: 1 NO OF GIRLS REGISTERED: 20
 ADDRESS: 135 My Street My Town NO OF GIRLS BELONG: 19 REPORTING SERVICE UNIT: 9 Year: Associate
 PHONE: (904) 555-1234 CELL PHONE: (904) 555-0000 E-MAIL: m.smith@abc.com CONTACT FOR AREA:

OUR PRODUCTS SELL FOR: 3.00 PER PKG. 42 PER CASE. OUR TROOP HAS SET A COOKIE SALE GOAL (YES/NO) CIRCLE ONE

GIRL'S NAME PHONE NO.	PACKAGES SOLD										PAYMENTS	
	Thin Cookie	Thin To-Go	Thin Saver	Thin Saver	Thin Saver	Thin Saver	Thin Saver	Thin Saver	Thin Saver	Thin Saver	TOTAL PKGS. SOLD	AMOUNT DUE
1 Kathy 904	20	40	35	52	25	33	22	75	302	1057	70	70
2 Jane m.m	10	20	17	35	10	15	10	38	155	542	70	70
3 Karen 22	5	5	5	10	5	5	5	10	50	175		

Amount Paid

TCM use only

Amount Due

**Girl's payments should be entered in eBudde as soon as you receive them.
Money should be deposited immediately.**

PAYMENT FOR COOKIES AND BANKING

1. Payment for cookies is collected on delivery, and may be either cash, check or money order made out to **"Girl Scouts of Nassau County."** Checks should include girl's **troop number** and customer's address and/or phone number.
2. Deposit payments **as collected**; do not convert into a troop, Association, or personal check. Deposits are to be made to the Girl Scouts of Nassau County Cookie Account, **using only the pre-printed deposit slips given to you by your Association Cookie Chair.** You may deposit at any branch of the appropriate bank.
3. In preparing the deposit:
 - a. Write the troop number and girl's first name on the face of each check for proper identification.
 - b. Endorse all checks as follows:
FOR DEPOSIT ONLY With the Council bank account number (see box below).
4. Print the troop number and Association name on the face of deposit slip to ensure your troop is given proper credit. Be sure to press heavily. Deposits should be made throughout the sale
5. At the bank, **make sure that the teller bank stamps all 3 copies of the deposit slip** and returns three (3) copies to you. Keep the bottom copy and give the two (2) remaining copies to your ACC.

DEPOSIT SLIP
DATE: 2/25/08
AMOUNT: 242.00
TOTAL: 242.00
GIRL SCOUTS OF NASSAU COUNTY INC.
COOKIE ACCOUNT
Commerce Bank
Your Association Name
Your Troop # 7917429099

ACCOUNT #'s

Astoria 8310451919

Bank of America 9420529059

Citibank 65061103

Commerce 7917429099

6. All bank stamped deposit slips **MUST** be handed in to your ACC with all your paperwork at the end of the sale or brought to Council.

NOTE: Troop rebates will not be issued without proper bank stamped deposit slips.

IMPORTANT; YOUR COPY OF THE DEPOSIT SLIP IS YOUR ONLY PROOF THAT YOU HAVE MADE THE DEPOSIT. KEEP IT IN A SAFE PLACE!

UNSTAMPED DEPOSIT SLIPS ARE NOT PROOF OF DEPOSIT.

Rebate Checks

All debts owed to the Council for tag along insurance, registration fees, program fees, bounced checks etc. must be satisfied before a rebate check is mailed.

If troop accounts are not settled by MAY 15th, the troop will forfeit the rebate on any boxes that are not paid for by that time.

Note: Council will input Cookie Credits earned.

- Cookie Credit Card will be mailed in May to the family of girls who have earned them.
- Council will use matching last name and address for sisters combining to earn Cookie Credits.

<u>Boxes Sold</u>	<u>Cookie Credits</u>
300	\$75.00
600	\$150.00
900	\$225.00
1200	\$300.00

- ❖ Incentives are shipped to your ACC late April. Your ACC will notify you when the girl's incentives are available for pick up.
- ❖ Count your incentives when you receive them to be sure you are given the correct amounts. Contact your troop leader to arrange for distribution of incentives as soon as possible.

Note: Incentives not picked up from your ACC or Council by **May 28, 2009** will be donated to a local charity.

NOTE: ONCE ALL PAPERWORK/TROOP DATA HAS BEEN PROCESSED, TROOP REBATES WILL BE MAILED FROM THE SERVICE CENTER TO THE **01** TROOP LEADER IN MAY.

Keep copies of all your paperwork until you have distributed the girls' incentives and troop receives their full rebate.

Please return any unused deposit slips to your ACC.

March

The following paperwork is due to your ACC no later than the date she has put on the front of your manual.

1. All remaining bank stamped deposit slips (Keep copies for your records)

2. End of Sale/Unpaid Accounts Report

Girl Scouts of Nassau County
COOKIE SALE
END OF SALE TROOP/UNPAID ACCOUNTS REPORT

ASSOCIATION LBB TROOP 1
 YOUR NAME Jane Doe PHONE 555-1234
 No. of girls registered 20 No. of girls selling 19
 Name of highest seller Susan Cee No. of boxes sold 400
 Please complete all items. Use another form if you need additional space.

RECORD OF BOXES		RECORD OF DEPOSITS	
		Date	Amount
Initial order (cases X 12)	12.00		
Council Cupboard pickups	+ 1.20		840.00
Association Cupboard pickups	+ 1.50		1127.00
Operation Cookies sent through Council	+ 50		630.00
SUBTOTAL OF BOXES	= 152.00		2376.50
Credits* (subtract)	- 1.00		
TOTAL BOXES	= 151.00		
PAYMENT DUE (TOTAL BOXES X \$3.50)	528.50	TOTAL DEPOSITS	= 4973.50

*e.g. booth sale returns, boxes transferred to another troop

If payment due does not equal total deposits, please complete this section.
 Unsold boxes 15 Balance owed by troop \$ 52.50

UNPAID ACCOUNTS: Balance is owed by the following girls and/or adults.
 (Please ATTACH signed permission slip AND copy of unpaid letter for each girl listed)

Name	Complete Address	Phone	Amount
Jenny Bee	2 Street Dr. Angton, 1111	555-1111	259.00

Additional information:
 Report completed by Jane Doe Date 3/28/08
(signature)

WHITE - Council Copy CANARY - Association Cookie Chair Copy PINK - Troop Cookie Manager Copy

Enter # of cases form Initial Order

Enter total # of cases and boxes picked up at Council/Association Cupboard.

Enter total # of boxes for Operation Cookie

Total.

Number of boxes x \$3.50 = amount troop must pay.

List each deposit you made.

Total of all deposits should equal payment due.

- 1) If the troop has boxes still to sell; put them on this line. Troop treasury should pay for any unsold boxes left over from Booth Sales so you will get credit for them in the rebate.
- 2) You may have a girl who owes money; you will then need to fill out the bottom of the form. **Attach her signed permission slip to this form and any paperwork that relates to her cookie order.**
- 3) Double-check your math.
- 4) Before turning in paperwork double check that you have entered all the following information in eBuddle:
 - Individual girl sales
 - Individual girl payment
 - T-shirt size (if a girl sold 150 boxes or more)
 - Booth sale patches (if a girl participated in one or more)
 - Gift of Caring patches (if applicable)

Girls take orders and sell cookies door-to-door on weekends and after school. Cookie Booth sales are a simple way to increase sales by reaching more customers.

**THERE ARE THREE TYPES OF COOKIE BOOTH SITES:
LOCAL BOOTHS, RAILROAD BOOTHS, CORPORATE BOOTHS**

A TROOP MAY CHOOSE TO PARTICIPATE IN ANY OR ALL OF THESE OPTIONS.
(CORPORATE BOOTHS ARE FOR BROWNIE LEVEL & UP)

LOCAL COOKIE BOOTHS
February 7 – March 30, 2009

LOCAL COOKIE BOOTH SALES are held at supermarkets, shopping plazas, car wash, hardware stores, places of worship etc. **WITHIN YOUR ASSOCIATION**. To participate in a LOCAL BOOTH:

- Troop Leader or TCM makes arrangements directly with the store manager, bank official, etc. If a letter from GSNC is required, please call the Service Center 516-741.2550 x 230 at least one week before it is needed.
- Troop Leader or TCM must speak with the ACC to make sure that the planned time and location does not conflict with another troop.
- You may hold a LOCAL COOKIE BOOTH in another Association only with the permission of your ACC.

RAILROAD COOKIE BOOTHS
March 2 – March 30, 2009

RAILROAD BOOTH SALES are cookie booths held at Long Island Railroad stations in Nassau County.

- Each ACC will keep a schedule of troops' plans for their local LIRR sale.
- All requests for LIRR booth sales must be submitted to your ACC **by January 31, 2009**. (Request must include troop number, date, time, location, name of adult responsible for booth and phone number.)
- You may hold a RAILROAD BOOTH SALE in another Association only with permission of your ACC.

CORPORATE COOKIE BOOTHS
Monday, Feb.16 through Friday, Feb.20, 2009
And Weekends February 7 – March 29, 2009

CORPORATE COOKIE BOOTHS are those held in major shopping malls, universities, and corporate office centers. These are companies with which GSNC has collaborated to provide space for Girl Scout Troops to sell cookies. In reviewing the process for placing troops at these popular sites, and in fairness to all, **GSNC will use a lottery process for troops to be placed at Corporate Booths**. Please note that there are **LIMITED** slots available for troop placements at these sites, particularly at malls. If you need to determine whether a particular site in your Association is a designated GSNC CORPORATE BOOTH SITE or appropriate for a LOCAL COOKIE BOOTH, please contact your ACC.

To Apply for a Corporate Cookie Booth

- **Fill out the Corporate Cookie Booth Application on the next page (Brownie level and up).** For your troop's best chance at a Booth placement, mark all placements (dates and type of locations) that are possible for the troop and adult responsible.
- GSNC is in the process of compiling the list of Corporate Sites. Thus, the application form is quite general. Priority placement will be given to applications received by **Wednesday, JANUARY 7, 2009**. Applications received after January 7 will be considered if sites are still available.
- Adult responsible for booth will receive troop's status in writing by **JANUARY 27, 2009**.

BOOTH SALE GUIDELINES (For All Cookie Booth Sites)

- **At least 2 weeks prior to booth sale, submit a Trip Application online at www.gsnc.org.** Plan to pick up your cookies at the Council Cookie Cupboard no more than two days before the sale.
- **No later than three (3) days after your sale, UNOPENED CASES** (with the original factory seal intact) may be exchanged or returned at the Council Cookie Cupboard.
- Deposit money into the bank, using the Council's Cookie Deposit Slips.
- Each girl who participates is entitled to a Booth Sale Patch; you can order these when incentives are ordered at the end of the sale. For additional Booth Sale tips, visit our Web site at www.gsnc.org.
- Enter Booth Sales in eBudde.

Remind your troop that selling Girl Scout Cookies® at booth sales is a privilege granted to us by local businesses. Please review proper Booth Sale Etiquette with your troop. Remember to have the girls thank the store manager.

Suggested Number of Cases for a Booth Sale

	2 hrs selling approx.	2-4 hrs selling approx.	4 hrs selling at the Mall on a weekend. approx.
Lemon Chalet Creme	1 cs.	1 cs.	2 cs.
Trefoils	3 cs.	3 cs.	5 cs.
Do-Si-Dos	1 cs.	2 cs.	3 cs.
Samoas	4 cs.	5 cs.	8 cs.
Dulce de Leche	1 cs.	2 cs.	2 cs.
Sugar Free Chocolate Chip	1 cs.	1 cs.	2 cs.
Tagalongs	1 cs.	2 cs.	3 cs.
Thin Mints	4 cs.	6 cs.	8 cs.

