



How To: Submit The Troop's Initial Order

What is an Initial Order?

An Initial Order is a pre-season cookie order that is submitted in eBudde by the Troop in November. Troop Cookie Managers would compile orders from families to input in eBudde. The Troop Cookie Manager can also add additional troop inventory to this order so that girls and families can come back for more cookies and have cookies on hand to distribute. This Initial Order would be picked up from Girl Scouts of Northeast Texas at the beginning of the Cookie Program in January. Troops who do not place an Initial Order will be able to place what is called a "Pending Order" to pick up cookies starting the Wednesday after the Cookie Program begins.

How do Troops prepare to submit an Initial Order?

Troop Cookie Managers should contact families of girls who have completed the annual Cookie Program Parent Permission Form to ask if they would like to place an Initial Order. Make sure to share that girls can earn exclusive Initial Order rewards depending on how many packages they order on their Initial Order. In order to qualify for these Initial Order rewards, the girl's order must be entered in eBudde, under her name, by the council's Initial Order deadline.

For families who may be unsure of how many cookies they should order, advise that they consider the following:

- How many cookies the girl sold last year?
- The Council Per Girl Average (PGA) based on the Program Grade Level (PGL) or grade for the girl. Refer to the TCM Quick Start Guide for the most recent Cookie Program's sales averages.
- How much time does the family have to support the Girl Scout in her Cookie Program participation?

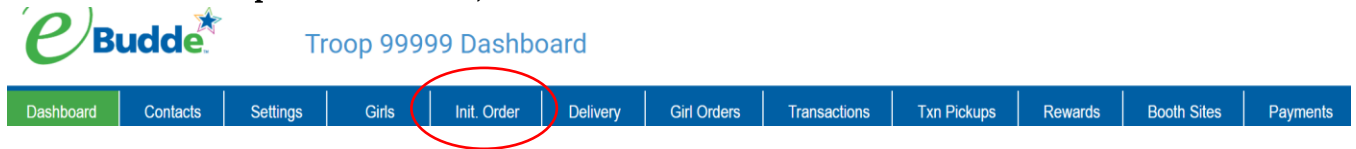
If the family knows how many packages they are comfortable ordering, but they're unsure of how that quantity breaks down by flavor, check out the ["Cookie Mix Tool"](#).

The Troop Cookie Manager should make sure that they capture the orders from families in some type of written communication (text, email, etc.), as the family is financially responsible for the cookies that they order.

How do Troops submit their Initial Order in eBudde?

Troop Cookie Managers should follow these steps when preparing to enter their Troop's Initial Order in eBudde. Make sure to refer to the [TCM Quick Start Guide](#) for the date and time this order is due in eBudde.

1. Log into [eBudde](#).
2. From the troop dashboard, select the "Init. Order" tab.



3. Click on the name of the girl that you want to enter an order for in eBudde. Enter the order by flavor, in packages and click "Save".

Cookie Tip: All cookie varieties have 12 packages in each case, and the cost of each package is listed in green at the top of each flavor.

Troop Initial Order

Uses DOC	Girl											Total
		Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff		
		\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00		
✓	Molly M.	27	24	24	24	63	39	78	12	9	300	
✓	Nancy N.	54	48	48	48	126	78	156	24	18	600	
✓	Tabitha T.	9	8	8	8	21	13	26	4	3	100	
	Imported	0	0	0	0	0	0	0	0	0	0	
	Other	0	0	0	0	0	0	0	0	0	0	
	Last Year (Other)	0	0	0	0	0	0	0	0	0	0	
	Booth	0	0	0	0	0	0	0	0	0	0	
	Last Year (Booth)	0	0	0	0	0	0	0	0	0	0	
	Pkgs. Ordered	90	80	80	80	210	130	260	40	30	1000	
	Cases To Order	8	7	7	7	18	11	22	4	3	87	
	Extras	6	4	4	4	6	2	4	8	6	44	

4. Continue entering girl Initial Orders in eBudde, saving after each Girl Initial Order is placed. This will allow you to enter orders as you receive them without losing your work.
5. Pay close attention to the "Extras" line at the bottom. Because troops must pick up the troop Initial Order in full cases, eBudde automatically rounds up to the nearest case. This is inventory that the troop is automatically assigned and financially responsible for. Many troops include these quantities on the "Other" line or "Booth" line. In this example, the troop would be taking on an additional 44 packages in inventory or a total of 87

cases of cookies.

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6. The Troop Cookie Manager can decide if they would like to order additional inventory for the troop to have on hand for troop booth sales and for inventory to replenish girls and families once they exhaust their Initial Order. It's important to understand that cookies ordered above and beyond the girl and family orders are the Troop Cookie Manager's financial responsibility. If the Troop Cookie Manager would like to order additional inventory they may do so on either the "Other" line or the "Booth" line or both.
7. Once the Troop Cookie Manager has entered all orders for the girls and the troop for the Initial Order, they must click "Submit Troop IO" so that the order will be queued up for the Service Unit Cookie Program Coordinator to approve and submit to Girl Scouts of Northeast Texas.
8. All troops who place an Initial Order in eBudde, must also select a pickup location, date and time in eBudde. Make sure to reference the [TCM Quick Start Guide](#) for the date and time this selection can be made in eBudde.