



How To: Pick Up Your Troop's Initial Order

What is An Initial Order?

An Initial Order is a pre-season order that is placed by girls in troops in eBudde, our Cookie Program software in November. After placing the troop's Initial Order, starting in December, Troop Cookie Managers (TCM) select a pickup location, date and time in eBudde on the "Delivery" tab. It's important to keep in mind that the time the TCM selects is an estimate, and may change as Girl Scouts of Northeast Texas finalizes the pickup schedule.

How Do Troops Pick Up Their Initial Order?

1. View the Initial Order Confirmation

Starting in early January, the Troop Cookie Manager will be able to log into eBudde and access the "Confirmation" for their troop. This confirmation will include the Initial Order recap as well as the date, location, address and time that the troop is scheduled to pick up their Initial Order. It also includes a guide for how many vehicles will be needed based on the size of the order. **REMINDER:** The time slot that the troop selected in December was "approximate" and is NOT confirmed until your troop's Delivery Confirmation details are made available in early January.

2. Prepare Pick Up Vehicles

On Initial Order pickup day, prior to arriving at the pickup location, make sure the vehicles are prepared for cookies to be loaded. This might include folding seats down and removing items that take up room that may be needed to fit all of the cookies into the vehicle like luggage, sports equipment, child safety seats, etc.

3. Arrive Early To Pick Up Location

Please arrive approximately 10-15 minutes early to the pickup location. If multiple vehicles are required to pick up the troop's Initial Order, coordinate a location and time to meet up, so that all vehicles arrive in the order in which the Troop Volunteer would like the vehicles loaded. If multiple vehicles are required to pick up the troop's order, the troop will not be allowed to pick up until all vehicles have arrived at the pick up location.

4. Check In & Count Cookies

Check in with the staff and volunteers at your location for additional instructions. When the troop is ready for counting and loading cookies, it is the Troop Cookie Manager or designated Troop Volunteer's responsibility to count to ensure the correct number of cases for each flavor of cookies, are loaded into vehicles. These cookies are the Troop Cookie Manager's financial responsibility until allocated/distributed to girls and families, so it is incredibly important to make sure the troop leaves with the correct number of cookies. As we like to say in Girl Scouts, please make sure to COUNT, COUNT, COUNT!

5. Sign For Initial Order

Once all cookies have been counted and loaded, the Troop Cookie Manager or designated Troop Volunteer will sign the Initial Order paperwork and then they are ready to depart the pick up location. If there is any concern about the number of cookies being accurate/correct, the troop is highly encouraged to pull off to the side, away from other troop traffic and recount prior to leaving the pick up location.

How To View The Initial Order Pickup Confirmation:

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



3. Click on "View Confirmation".

