



# How To: Record Community Cookie Donations

## What Is Community Cookie?

Community Cookie is the Girl Scouts of Northeast Texas (GSNETX) Cookie Donation Program. Through this program GSNETX donates cookies to two different groups. Community Cookie Military (CC-M) goes to military servicemen and women as well as veterans in our local communities. Community Cookie Other (CC-O also called CC-FR+EP in eBudde) goes to essential personnel and first responders.

## How Does Community Cookie Work?

Girls and troops collect funds donated by customers and GSNETX turns those funds into donated cookies from our cookie warehouses at the end of the cookie program. Girls can earn Community Cookie rewards based on the number of packages that are donated and allocated in eBudde.

**Note:** Troops are not allowed to solicit for tips or monetary donations to their troop, however they may ask customers if they would like to donate cookies.

For example, a girl receives a donation of \$20 at a booth sale for Community Cookie. She has advertised at her booth or told her customers that they can donate cookies to first responders. When turning in money to the Troop Cookie Manager, the her family indicates that \$20 of their payment is for Community Cookie for First Responders (CC-O). The Troop Cookie Manager should allocate 4 packages of cookies under CC-O in eBudde and reflect the \$20 payment.

## How To Enter Community Cookie Donations in eBudde

1. Log into [eBudde](#).
2. From the troop dashboard, select the “Girl Orders” tab.



3. Click on the name of the girl who the Community Cookie donation is being allocated to.

**Girl Orders Summary**

[Record a Booth Sale](#)

Show Inactive

Below are your troop sales broken down by Girl.  
To view/edit a Girl's Transactions select the appropriate row.

Uses DOC	Girl	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
✓	Molly M.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Nancy N.	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	<b>Tabitha T.</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
✓	Troop Site	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
<b>Girl Totals</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
Troop Order (Actual pkg + CC-O)		0	0	0	120	120	120	120	240	120	240	60	12	1152			
Difference		0	0	0	-120	-120	-120	-120	-240	-120	-240	-60	-12	-1152			

4. Click “+Order”.

**Tabitha T.**

[Cancel](#) [+Order](#) [+Pay](#) [+DOC Payment](#)

Switch to Girl: **Tabitha T.**

DOC	Comments	Bth	CC-O	CC-M	Rasp	Advf	LmUp	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total	Total Due	Paid	Bal. Due
	Init. Order "Locked"	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
	1/18 Check Payment Mon <sup>5</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$100.00	-\$100.00
	1/16 PU @ Home	0	0	0	10	10	10	10	15	12	18	5	0	0	90	\$455.00	\$0.00	\$455.00
<b>Totals</b>		0	0	0	10	10	10	10	15	12	18	5	0	0	90	\$455.00	\$100.00	\$355.00

5. Enter a meaningful description in the “Comment” field that matches the receipt for the Community Cookie donation. Enter the number of cookies by package in the CC-M or CC-O column and also enter the matching payment for the donation, if appropriate. Then click “Save”.

**Tabitha T. Add Order**

[Cancel](#) [Save](#)

1/20 CC Donation  Booth

Product	Packages
CC FR+EP 1.50	<input type="text" value="0"/>
CC Military 1.00	<input type="text" value="5"/>
Raspberry Rally 2.00	<input type="text" value="0"/>
Adventurefuls 1.50	<input type="text" value="0"/>
Lemon-Ups 2.00	<input type="text" value="0"/>
Trefoils 1.50	<input type="text" value="0"/>
Do-Si-Dos 1.50	<input type="text" value="0"/>
Samoas 1.50	<input type="text" value="0"/>
Tagalongs 1.50	<input type="text" value="0"/>
Thin Mints 1.00	<input type="text" value="0"/>
S'mores 1.50	<input type="text" value="0"/>
Toffee-tastic 1.00	<input type="text" value="0"/>
<b>Total</b>	<b>5</b>

Financials	
Total Due	\$ 25.00
Paid	<input type="text" value="25.00"/>
Bal. Due	\$ 0.00

Note that Community Cookie donations add “cookies” to the troop in eBudde, which increases the balance due to GSNETX. This is for the cookies that have been recorded as donated and the funds paid to match that donation to the girl in eBudde.

6. To edit an allocation, simply click on the white transaction line and repeat the process of editing, clicking “Save” when done. To delete an allocation, click on the white transaction line and click the “Delete” button.

***Note:*** Allocation transactions on the Girl Orders tab cannot be entered until the first day of the Cookie Program.