2026–27 Girl Scout Cookie Program®

Troop Cookie Manager Manual



Little Brownie BAKERS® | girl scouts

2027 Cookie Program
Key Dates for Troop Cookie Managers

November 2026

- 4 Initial Orders Open @ 10:00 a.m.
- 7 My Sale Requests Begin @ 10:00 a.m.
- 19 TCM Support Call @ 7:00 p.m.
- 20 Cookie Concierge Orders Due @ 11:59 p.m. (Qualifying Orders: 350+, 500+ & 750+ Cases)

December 2026

- 2 Initial Order Pick Up Spots Open @ 12:00 p.m.
- 3 Council Booth Sign Ups Round 1 @ 12:00 p.m. (3 Slots With Chain Limits)
- 4 Troop Initial Order, Rewards & Pick Up Selection Due @ 11:59 p.m.
- 15 Council Booth Sign Ups Round 2 @ 12:00 p.m. (+7 Slots With No Chain Limits)
- 16 Digital Cookie Opens for Parents & Volunteers & Online Sales Begin
- 17 TCM Support Call @ 7:00 p.m.

January 2027

- 7 Council Booth Sign Ups Round 3 @ 12:00 p.m. (+25 Slots With No Chain Limits)
- 13 Initial Order Pick Up Begins
- 15 Cookie Program Begins & In Person Sales Begin
- 15 Pending Orders Open in eBudde @ 12:00 p.m.
- 19 Council Booth Sign Ups Round 4 @ 12:00 p.m. (+25 Slots Without Chain Limits)

January 2027

- 20 Additional Pick Up Begins
- 21 TCM Support Call @ 7:00 p.m.
- 29 Most Council Booth Sales Begin
  Note: Some Council Booths may begin earlier or later than this date

February 2027

- 2 1st Payment Draft | 25% of Council Proceeds Minus All Payments Made To Date
- 16 2nd Payment Draft | 50% of Council Proceeds Minus All Payments Made To Date
- 18 TCM Support Call @ 7:00 p.m.
- 21 Digital Cookie Shipping Ends @ 11:59 p.m.

March 2027

- 7 Cookie Program Ends & GSNETX Cookie Distribution Stops
- 7 Digital Cookie In Hand, Girl Delivered & Donated Orders End @ 11:59 p.m.
- 9 All Allocations & Payments due in eBudde
- 9 Outstanding Funds Reports Due @ 11:59 p.m.
- 9 Reward Selections & Surveys Due @ 11:59 p.m.
- 16 Final Payment Draft | 100% of Council Proceeds Minus All Payments Made To Date

May 2027

Rewards are received by Service Unit Cookie Volunteers

Checklist By Month

October

- Register for the 2026-2027 Membership Year and ensure your background check remains valid and eligible.
- Prompt Girl Scouts and Troop Volunteers to renew/register on time and renew background checks on time to ensure the Troop eligibility requirements are met.
- Connect with your Service Unit Cookie Volunteer to let them know you'll be a Troop Cookie Manager for your Troop and to begin receiving information about Cookie Program preparations.

November

- Complete requirements to serve as the Troop Cookie Manager to ensure your troop is prepared to place their Initial Order.
- Share the Cookie Program Parent Permission Form with families to complete in order to be loaded in eBudde.
- Share My Sale information with families and begin setting up Troop My Sale requests if the Troop would like to participate.
- Collect Initial Orders from families and prepare to submit the Troop's Initial Order

December

- Submit the Troop's Initial Order and Initial Order Rewards on time.

December

- Troop Cookie Managers who placed an Initial Order should to select a pick up location, date and time when the Initial Order Pick Up selection opens.
- For troops which plan to participate in council booths, complete Booth Training and the Booth Agreement to be eligible to host booth sales in January.
- Connect with your SU Cookie Volunteer to see when and where to pick up your troop's sales materials & sample cookies before the Cookie Program begins on 1/15/2027.

  Sales materials include:
  - Money envelopes for girls & families.
  - Printed order card & reward sheet for girls & families.
  - Receipt books for the troop.
  - Sample package of cookies for the troop.
- Sign in using your myGS Email to Digital Cookie when it opens to volunteers & families.

January

- Troops which placed an Initial Order should prepare to pick up their order. Organizing volunteers and vehicles to pick up their order in full.
- Share social tiles, links to resources and fun facts to build excitement and continue to engage troop volunteers and families.

Checklist By Month

January

- Pick up additional cookies through the Additional Pick Up process as needed.
- Towards the end of this month, check to make sure the Troop's bank details are loaded in eBudde on the Sales Report tab.
- Be on the lookout for information from your SU Cookie Volunteer towards the end of January on information on how to pick up Initial Order Rewards.
- Begin collecting funds from families and enter transactions promptly in eBudde.

February

- Prepare for payments to be drafted by Girl Scouts of Northeast Texas.
- Share reward and reward experience details with families and begin capturing Girl Scout selections for rewards.
- Continue collecting funds from families and enter transactions promptly in eBudde.
- Assess inventory status levels and connect with your SU Cookie Volunteer for tips and guidance to finish the program with no residual inventory on hand.

March

- Allocate all cookies, collect final payments from families, submit final reward selections, file necessary Outstanding Funds Reports (OFRs) and prepare for the final payment to be drafted by Girl Scouts of Northeast Texas.

April

- Share how their troop plans to utilize their Cookie Program proceeds to power their Girl Scout adventure so others can benefit from idea sharing.

May

- Towards the end of this month, be on the lookout for information from your SU Cookie Volunteer regarding Final Rewards distribution plans.

June

- Ensure that Troop leadership has the information they need regarding the Troop's Cookie Program to file the Troop Financial Report.



Getting Started Information

Troop Requirements

- Must have at least two Girl Scouts registered for the current year.
- Must have two unrelated Girl Scout volunteers (Troop Leader, Troop Treasurer, Troop Cookie Manager, etc.).
- Must have an active Troop Crowded with Girl Scouts of Northeast Texas. *Need help with Crowded? Contact our Customer Care team at (972) 349-2403 or email customercare@gsnetx.org.*

TCM Requirements

- Girl Scout membership for the current membership year which begins on October 1st each year.
- A current and eligible background check on file with Girl Scouts of Northeast Texas.
- Must be in good standing and eligible to serve as a volunteer. I.e. no outstanding funds owed to Girl Scouts of Northeast Texas, etc.
- Complete required role training. Returning TCMs - Annual Update Training New TCMs or volunteers returning to the role after a break - Cookies 101 + Annual Update Training.
- Complete TCM Agreement.

Girl Scout Requirements

- A Girl Scout membership for the current membership year which begins on October 1st each year.
- A Parent/Caregiver must complete the 2027 Cookie Program Annual Parent Permission Form.
- They must be in good standing and eligible to participate. I.e. no outstanding funds owed to Girl Scouts of Northeast Texas.

Parent Permission Form Tips & Troubleshooting

Provide parents/caregivers with the following to complete the 2027 Cookie Program Annual Parent Permission Form:

- Troop #
- Troop Leader Name & Email Address
- Troop Cookie Manager Name & Email Address

Pro Tip: Ensure Girl Scouts are registered with your troop in order for their Name Code to appear on the Parent Permission Form.

STOP Notice errors on the Parent Permission Form? Do not ask the parent to submit a new form, instead request a correction by replying to the Parent Permission Form confirmation email.

Load Schedule

Troop Cookie Managers and Girl Scouts will be loaded into eBudde on Mondays, Wednesdays and Fridays for those who complete all requirements by 11:59 p.m. the day prior.

2027 In Person Cookies & Prices



Core - $6	$7

Troop Proceeds

- Base Proceeds Per Package - $0.72
- 175+ PGA Bonus Proceeds - $0.05
- 350+ PGA Bonus Proceeds - $0.05
- Fall Product Crossover Proceeds - $0.05
  - 50% Participation of Registered Girl Scouts Participating in Fall Product Program. (When calculating based on an odd number of registered Girl Scouts, round down.)
  - $350+ Per Girl Average (PGA).
- Reward Opt-Out Proceeds - $0.10
  - Troop members 50% or more Cadettes, Seniors & Ambassadors.
  - Unanimous girl-led vote to opt out of rewards for additional proceeds.
  - Final Per Girl Average (PGA) of 250+ at the conclusion of the 2027 Cookie Program.

To calculate Troop PGA, divide the total number of packages assigned to the troop in eBudde by the number of Girl Scouts selling. A Girl Scout counts as selling when she has at least one package assigned in eBudde.

Per Girl Average by Grade

- K – 180 PGA
- 1st – 196 PGA
- 2nd – 233 PGA
- 3rd – 264 PGA
- 4th – 296 PGA
- 5th – 365 PGA
- 6th – 414 PGA
- 7th – 343 PGA
- 8th – 386 PGA
- 9th – 275 PGA
- 10th – 187 PGA
- 11th – 215 PGA
- 12th – 219 PGA

**Based on the 2026 Cookie Program.*

INTRODUCING
Patch Pals™

girl scouts





NEW!

PRODUCT FACTS:

- Blueberry muffin flavor
- Made with blueberries
- Grain-based recipe
- Online only, shipped to people's homes
- These delicious cookies are for dogs only!

Patch Pals™ are Girl Scouts' first ever dog cookie, created with Bark, the company behind BarkBox.

Each dog cookie has been lovingly baked into one of four cute "patches," representing Girl Scouts, community, exploration, and play—all central to how Girl Scouts grow together and shape their world with joy.

Made using blueberries, Patch Pals™ have an irresistible blueberry muffin scent and are soft-baked for a chewy texture. Unleash some joy today!

Available Online Only!



$9

INTRODUCING
Girl Scout Sparkables™

girl scouts

Allergy Friendly and Delicious





NEW!

PRODUCT FACTS:
- Allergy Friendly
- Gluten Free
- Nut Free
- Vegan

Celebrate the spark inside each of us with new Girl Scout Sparkables™! Each scrumptiously crunchy oatmeal chocolate chip cookie is dotted with vibrantly colored sprinkles. Even better? They're allergy friendly, making them perfect for parties and gatherings where even more friends can join in the yum.

Available Online Only!



$7

Made by
PARTAKE
Manufactured in a top 9 allergen free facility.

FORMULATED WITHOUT

WHEAT	EGGS	SOY
PEANUTS	MILK	SHELLFISH
TREE NUTS	SESAME	FISH

Selling, Orders, Counting & Damages

Online Sales | Begins 12/16
Leverage Digital Cookie to sell to friends and family by sharing link via email, text, social media, etc. During this portion of the program, Girl Scouts should not be asking customers to support them in person, door to door, etc.

In Person Sales | Begins 1/15
Girl Scouts can begin selling cookies in person, door to door etc., with cookies in hand.

My Sale Booths | Begins 1/15
Troops and Families begin hosting My Sale Booths at non-council booth partners.

Council Booth Sales | 1/29
Troops and families begin hosting booth sales at council partners which are secured via eBudde sign ups.



Initial Order Discrepancies & Damages:
Troop Cookie Managers are solely responsible for accurate counts when picking up cookies from Girl Scouts of Northeast Texas distribution points. Initial order shortages, overages or damaged cases must be reported within 24 hours of pick up.

Additional Pick Up Discrepancies & Damages:
Troop Cookie Managers and Pick Up Users are solely responsible for accurate counts when picking up cookies from Girl Scouts of Northeast Texas distribution points. Damages must be reported within 24 hours of pick up. After this time, warehouses and trucks are preparing for additional pick up and inventory cannot be checked for accuracy and requests for adjustments will not be honored.

Initial Order & Additional Pick-Up



- For troops to be able to pick up cookies on the first weekend of the Cookie Program, troops must place an Initial Order.
- Returning troops and families are encouraged to place Initial Orders for approximately 50-65% of the Girl Scouts' and Troop's sales goals. Inventory throughout the program is not guaranteed.
- Troops can begin placing Pending Orders for "Additional Pick-Up" beginning January 15th at 12:00 p.m. Pending Order requirements are as follows:
  - Warehouses - Full Cases Only - Same day orders if time slots are available.
  - Trucks - Full Cases Only - Orders required 48 hours prior to pick up time, excluding Sundays.
  - Cookie Cupboards - Full Cases and/or Individual Packages - Same day orders if time slots are available.
  - Must also be a TCM or Pick Up User in eBudde & have the eBudde Mobile App.

Inventory, Resources and Updates



Participation and Proceeds Policies

- Troops cannot mandate a Girl Scout's participation.
- Troops cannot set an individual girl's sales goal or a minimum requirement to sell.
- All proceeds earned must be used to meet the purpose of Girl Scouting and such money becomes property of the troop and is not property of individuals.
- The determination of how proceeds are used, must be a girl led decision.
- All funds should be spent to benefit the girls of the troop. Regular reporting of Girl Scout troop finances is essential. Every Girl Scout troop should report at least three times a year to the families of Girl Scout troop members on the troop financial status and how its funds are being earned and spent.

TCM & TL Initial Order Incentive

- Returning troops which have an Initial Order the same or higher than their Initial Order in the 2026 Cookie Program are eligible for the Troop Cookie Managers and Troop Leaders to purchase the Initial Order Hoodie.
- Newly formed troops which place an Initial Order for the first time are also eligible.
- The purchase opportunity will be emailed directly to the TCM of troops which qualify.
- This incentive opportunity is not intended to be used to purchase the Initial Order Hoodie for Girl Scouts who did not meet the requirements. Orders determined to be for a Girl Scout and not the Troop Cookie Manager or Troop Leader will be cancelled.

Community Cookie

- Community Cookie is the Girl Scouts of Northeast Texas' (GSNETX) Gift of Caring Program.
- For the 2027 Cookie Program, these cookies will be donated to military servicemen and women, veterans, first responders, essential personnel and food banks.
- Cookies donated through Digital Cookie and those entered manually in eBudde by Troop Cookie Managers under Community Cookie are added to the Girl Scout and troop's assigned cookies and are fulfilled by GSNETX directly, not donated using troop or individual Girl Scout inventory.

No Troop Transfers During Cookies

- Once a Girl Scout begins actively participating in the Cookie Program with a troop, she must finish the Cookie Program with that troop. Participating could mean placing an Initial Order, launching her Digital Cookie site, or selling once the program is fully underway.

Digital Cookie Login Email

- The email account that is used as the Digital Cookie login will be the email address of the primary parent/caregiver as listed in the Girl Scout membership system.

Key Resources

Service Unit Cookie Volunteer
Known as the SU Cookie Program Coordinator or Cookie Champion, this is the local volunteer in your area that helps troops within their Service Unit with the Cookie Program.

GSNETX Cookies Webpage
Resources (guides, marketing printables, how to's), information, dates and updates can be found at www.gsnetx.org/cookies.

2027 Troop Cookie Managers Facebook Group
This Facebook group is a fantastic place for approved 2027 Troop Cookie Managers to ask general questions and get support from their fellow volunteers, SU Cookie Volunteers and the GSNETX Product Sales Team.

eBudde Website & Mobile App
eBudde is the platform that Troop Cookie Managers, SU Cookie Volunteers and GSNETX use to manage the Cookie Program. The eBudde app is also required to pick up additional cookies from GSNETX.

Important Guidelines & Policies

Read these guidelines. Be sure you understand. These policies are required for a number of reasons including IRS Guidelines, insurance purposes, and GSNETX's non-profit status.

By participating in the Cookie Program, you will ensure that:

1. Your Girl Scout is a member for 2026-2027.
2. Your Girl Scout will only sell new, Little Brownie Baker cookies, at the prices set by Girl Scouts of Northeast Texas within our council service area.
3. You will not allow a retailer or business to sell cookies on behalf of your girl. Cookies should always be sold by a Girl Scout.
4. You understand that the cookies you order from your troop are your personal financial responsibility. You will not pay your Girl Scout's cookie balance through Digital Cookie.
5. You cannot return cookies and you must pay your troop, in full, on time.
6. Make sure you get receipts from your troop when money or cookies are exchanged.
7. You and your Girl Scout cannot take orders of any kind prior to December 16, 2026.



There are additional rules that must be followed to sell cookies at a booth sale or table outsideof a business.

8. You may not directly approach any business to ask to set up a booth sale prior to November 7, 2026. You may only ask businesses that are not listed as council partners and are not locations where the Girl Scout could not legally purchase from. This includes bars, liquor stores, gun stores, smoke shops, etc.
9. You and your Girl Scout cannot post about cookies for sale on buy/sale/trade groups on social media, Facebook Marketplace or other similar sites and platforms.



10. Stay safe while selling! Daisies through Cadettes should always sell with an adult present. When going door to door, Seniors and Ambassadors should only sell with friends, never by themselves. Adults are required at all booth sales regardless of a girl's age.



Did you know? All proceeds from Girl Scout Cookies® stay local!

When you purchase Girl Scout Cookies from a young, budding entrepreneur, you're supporting their success today and tomorrow. Girl Scout Cookies' proceeds stay local to:

1. Cover the costs of running the Girl Scout Cookie Program, including the costs of cookies, materials, and logistics.
2. Fund Take Action projects for the community and amazing girl-led adventures for troops.
3. Help councils provide Girl Scout programs in STEM, the outdoors, life skills, and entrepreneurship, as well as camps, leadership training, and more!

eBudde™ basics

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.



Easy as 1, 2, 3

1. **Download the eBudde App**
2. **Watch eBudde Training Videos on YouTube**

Watch videos — YOUTUBE

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.

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.

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



girl scouts | Little Brownie BAKERS

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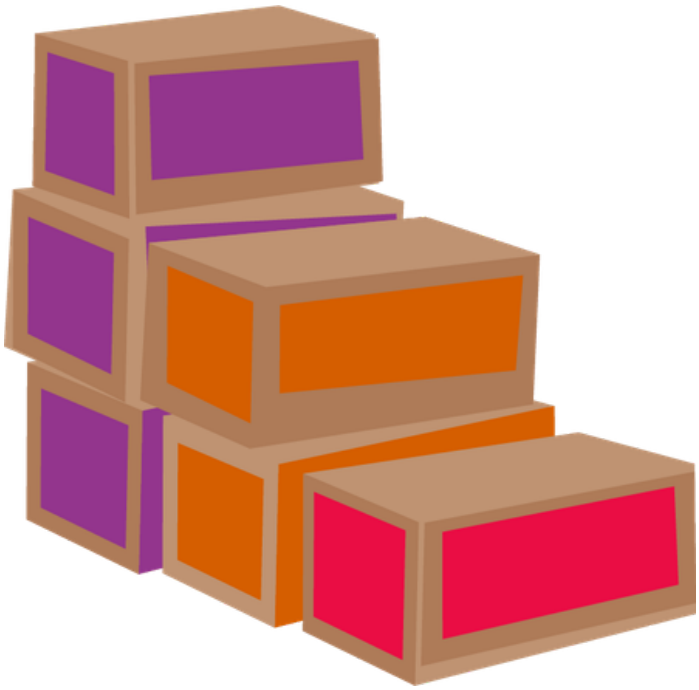
Helpful information

Girl Scout Cookie™ pick-ups

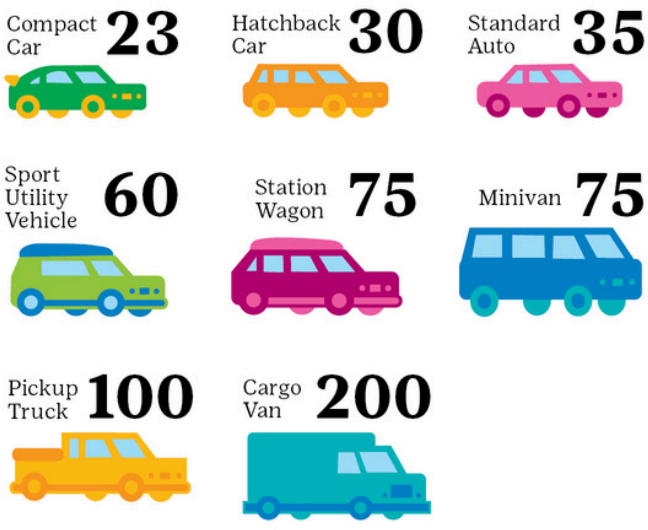
Picking up your cookie order is exciting, and there are a few steps you can take to make sure everything goes smoothly. First, be aware that troops are responsible for counting and verifying the total number of cases received. When in doubt, recount!

Tips for a smooth pick up

- Know exactly how many cases you ordered of each variety.
- Arrive at your scheduled pickup time.
- Make sure you have enough vehicles to load your order *(see below).*
- Line up your vehicles at the same time.
- Check in and receive your pickup ticket.
- Give your pickup ticket to the loader and count cases as they're loaded in.
- Sign for your order and take your receipt.



Cars case capacity



Program Guidelines & Policies for TCMs

Cookies, Prices & Customer Orders

- No cookie orders from customers may be taken prior to December 16, 2026. Orders received starting December 16, 2026 - January 15, 2027, may only be online through Digital Cookie, and not in-person, door to door, etc.
- Girl Scouts can continue to sell cookies through May 31, 2027, however all funds and payments remain due on time.
- Credit card fees cannot be passed along to the customer.

Troop & Family Orders, Payments and Receipts

- The troop's Initial Order cannot be cancelled once the Initial Order deadline has passed. Additional orders for cookies, once picked up are also final and cookies cannot be returned to Girl Scouts of Northeast Texas.
- Parents/caregivers are responsible for cookies they order on behalf of their Girl Scout, must pay for those cookies in full and cannot return cookies to the troop, unless allowed by the Troop Cookie Manager. If the Troop Cookie Manager agrees to accept returned cookies, those cookies then become the TCM's responsibility to ensure are sold and paid for.
- Parents/caregivers cannot use Digital Cookie to make payments towards a Girl Scout's cookie balance. Doing so will result in fines and rewards being at risk.
- Rewards are at risk for Girl Scouts and troops with balances outstanding after the final due date.
- Troop Cookie Managers who order cookies above and beyond parent/caregiver orders are responsible for ensuring that those cookies are sold and paid for in full by the deadline set by Girl Scouts of Northeast Texas.
- Troop Cookie Managers are required to issue receipts any time cookies or money change hands. This includes receipts when trading or transferring cookies as well as issuing receipts by individual Girl Scout and not combining receipts for siblings.

Cookie Booths & Booth Partners

- Girl Scouts and Troops cannot partner with retailers or businesses to sell cookies on their behalf. This includes a store, restaurant, business selling cookies off of store shelves, their website, as a part of their menu, etc.
- A Girl Scout must be present at all times during cookie booth sales.
- All booth sales must be approved by Girl Scouts of Northeast Texas with the exception of the personal residential property of the parent/caregiver (lemonade style booth in your front yard). This also means that pop up booth sales including selling from a vehicle and/or wagon in a business area are not permitted without approval.
- Non-Girl Scouts siblings, also known as tagalongs, are not allowed at My Sale or Council booth sales.



Program Guidelines

- Troops and families may not directly approach or email any business to ask to set up a booth sale prior to November 7, 2026. This includes not approaching council partners such as Walmart, Kroger, Tractor Supply, etc., which are set up by GSNETX.
- Troops, families and Girl Scouts must follow all booth safety, guidelines and policies at approved booth sales and understand that failure to follow these guidelines, policies and etiquette will result in a $25 fine per instance applied to the girl/family and/or troop who violates the policy, as well as the potential to impact your troop's booth approvals and sign-ups for future booths as well as fines and rewards being at risk for repeated and/or significant violations.
- All booth sales are limited in the number of Volunteers and Girl Scouts that can be present. The maximum number of people that are allowed is 6 people at any sale and the best ratio is 2 adults to 4 Girl Scouts.
- Booth Sales must be in locations the Girl Scout herself can legally patronize and purchase from.
- Girl Scouts may not sell items other than Girl Scout Cookies at the booth sale.
- Do not involve store management in any issues such as two troops showing up at the same time, conflict with customers. The Booth Adult/Volunteer should contact my Troop Cookie Manager (TCM) in the event of a conflict at a booth sale.
- Troops who are reported as "no shows" for booth sales are also at risk of being limited on future approvals, penalties and more.
- Additional booth policies and guidelines will be shared once annual agreements and contracts with partners are finalized and must also be followed.

Social Media & Digital Cookie

- Posts about cookies on for sale sites such as eBay, Craigslist, and/or any other "for sale" sites are strictly prohibited. This includes garage sale sites, Facebook Marketplace, Swap Group, Buy/Sell/Trade Groups on social media, etc.
- Digital Cookie is the only online platform that Girl Scouts can use to sell Girl Scout cookies.
- When using Digital Cookie, only accept orders that can be delivered within 3-5 days.

Booth Sale Overview

What is a Cookie Booth?

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

All booth sales must be approved by Girl Scouts of Northeast Texas with the exception of the personal residential property of the parent/caregiver (lemonade style booth in your front yard). This also means that pop-up booth sales including selling from a vehicle and/or wagon in a business area are not permitted without approval.



Why & How to Host a Cookie Booth?

- Girl Scouts and troops can sell a lot of cookies in a short period of time because they don't have to transport boxes to individual homes.
- Girl Scouts and troops can reach customers who may have been overlooked or were unreachable during door-to-door sales.
- Three out of five people will purchase Girl Scout Cookies if asked, but most prospective customers are never asked.
- Select a location with a lot of "foot traffic." Weekends are generally the best times.
- Take an adequate supply of the best sellers for a two hour booth at a popular location — at least two or three cases each of Thin Mints, Samoas, Tagalongs, and one to two cases each of the other varieties.
- Make an attractive table display to invite customer interest. Balloons and cookie costumes are great and/or girls can choose a theme and "Bling their Booth."
- Prepare a troop goal poster and display it at your booth. Customers love to help girls reach their goals! Update the poster as boxes are sold.
- Have a Community Cookie donation sign. Customers who don't want to buy cookies for themselves like to buy cookies to donate and support the Girl Scouts!
- Make safety a priority at all booths.
- Girls should wear their Girl Scout uniform (strongly recommended) or a Girl Scout T-shirt and dress for the weather.

Booth Sale Overview

Booth Safety

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.

- Girl safety is always our top priority. As with all Girl Scout activities, be sure to have a safety plan in place.
- Cash is to be kept out of sight at all times. Adults can keep cash on their person in an apron or hip pouch, or keep a hidden cash box.
- Always have a first aid kit and have a health history form for each girl present.
- If someone takes money or cookies, DO NOT attempt to physically retrieve the stolen items and DO NOT allow the girls to do so. Instead, get a good description of the offender(s), call police and file a report. Alert store security (if available) as well. Also contact GSNETX at customercare@gsnetx.org or 972-349-2400.
- Girls should not share their full name, address, or telephone number with customers.
- Booths should never be set up on the sidewalk, curb, or corner of busy intersection.

A Learning Opportunity

- Cookie booths are a great opportunity for girls to see what it's like to run a small business. Assigning roles like greeter, order packer, change-maker, etc. and switching them often can help the girls stay engaged, learn new skills, and grow confidence! Keep in mind, roles can always be adjusted depending on girls interests. Remember to feature important information like your troop number, your troop's cookie donation recipient, your sales goal, and creative signage to draw customers in.

- Remember to bring your Girl Scout spirit! This means respecting the people and space around you while having a friendly and positive energy and, most of all, having FUN! Cookie booths are opportunities that come with important responsibilities. Be sure all attendees understand the expectations to be considerate, caring, friendly, and helpful. It's the Girl Scout Law after all!



Types of Booth Sales

What is a Lemonade Stand?

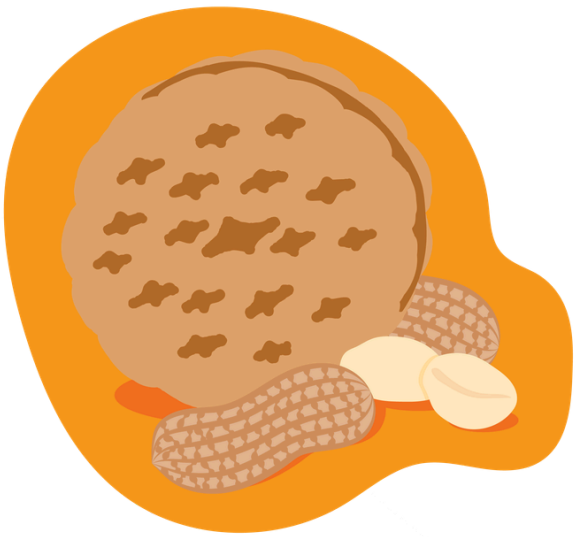
Lemonade stands are small booths located on your property. Neighborhood lemonade stands, like walkabouts, can be held by one girl and one adult.

Where Can We Set Up a Lemonade Stand Style Booth?

Set up your lemonade stand on your personal, residential property in your neighborhood and invite neighbors to drop by.

Share your open times and location with your community and on personal social media.

DO NOT enter your lemonade stand as a My Sale Booth since that information is shared publicly. Lemonade stands should be for your neighborhood only. For safety and security, we want to keep all girls' personal information like full name, address, phone and email anonymous.



What is a My Sale Booth?

- My Sales booths can begin on the first day of the Cookie Program. GSNETX encourages Girl Scouts to use their creative, entrepreneurial spirit by holding "My Sales" at unique community locations.
- Troops and families may not directly approach or email any business to ask to set up a booth sale prior to November 7, 2026. This includes not approaching council partners such as Walmart, Kroger, Tom Thumb, etc., which are set up by GSNETX.

Where Can We Set Up a My Sale Booth?

- My Sale Booths cannot be set up at any Council Booth Partner locations.
- In accordance with GSUSA Product Program Guidelines, certain locations may be inappropriate for young girls based on the standards of your local community, may negatively impact the Cookie Program experience for girls, and/or may negatively impact our brand in your community.
- For additional clarity, girls cannot sell in front of establishments that they themselves cannot legally patronize on their own.
- This includes, but is not limited to:
  - Any location that is 18+ or 21+
  - CBD, marijuana, or hemp dispensaries/pharmacies
  - Gun stores/ranges
  - Liquor stores
  - Nightclubs

Types of Booth Sales

Brewery & Winery Guidance

Troops are permitted to hold troop secured booths at these locations if the business:

- Serves lunch/dinner
- Is hosting a family-friendly food truck event (troops should set up near the food trucks, not inside the brewery)

Troops are not permitted to hold troop secured booths at these locations if the business:

- Only serves alcohol
- Only caters to adult customers

How to Secure a My Sale Booth

Step 1: Identify a My Sale Booth location.
Identify a store, restaurant or location that you can ask to partner with you to sell Girl Scout cookies. Don't forget, this cannot be a Council Booth Partner!

Step 2: Visit the location to request approval.
Contact the manager or representative who has the authority to give you permission to schedule a booth sale with their location. Explain that you are asking for approval to sell Girl Scout cookies at their location and what dates and times you are most interested in.

Step 3: Fill out the My Sale Request Form and get the location's manager's signature.
Complete the My Sale Request Form with all of the location information as well as the dates and times of the booths that have been approved and the manager's signature.

How to Secure a My Sale Booth (Cont.)

Step 4: Enter the My Sale Request in the My Sale Portal.
Using the link above, complete all fields and upload a photo or scan of the completed My Sale Form including the dates, manager's signature, etc.

After submission, an email confirmation will automatically be sent to the email address provided with the submission details.

Enter the My Sale Request in the My Sale Portal as soon as possible after receiving approval. My Sale Requests are approved on a first come, first serve basis as determined by the date and time they are submitted in the My Sale Portal.

My Sale Request submissions in the My Sale Portal that are incomplete or do not include a copy of the completed My Sale Request Form including the dates, times, Manager's contact information and signature will not be approved.

Step 5: TCMs enter My Sale Request in eBudde.
Provide your Troop Cookie Manager with a copy of the signed My Sale Request form so that he/she can enter the request in eBudde. Click on the "Booth Sales" tab in eBudde, then click "Add/Edit A Troop Booth", then click "+Add", enter the My Sale information for the booth sale and click "Save". Note, each date or time slot break requires a separate entry in eBudde which feeds the Cookie Booth Locator at the national level.

Types of Booth Sales

How to Secure a My Sale Booth (Cont.)

Step 6: Await Service Unit Cookie Program Coordinator approval.
The SU CPC will review the My Sale Request information, confirm that there is not already a booth approved at that location for the same date and time, and approve if it meets all requirements. Once approved, the TCM will receive an email update that this step has been completed.

What is a Council Booth?

GSNETX staff coordinates with certain retailers, grocers and restaurants to establish the dates and times they will allow booths at their locations during the Girl Scout Cookie Program.

Who Are Council Booth Partners?

Examples of council booth partners include the following, but this is not an inclusive list. Visit gsnetx.org/cookies in the Volunteers section under Booth Sales for the most up to date information.

- GSNETX Service Centers
- Allen Outlet Mall
- Kroger
- Longview Mall
- Lowe's
- Firewheel Town Center
- Wal-Mart Neighborhood Market
- Wal-Mart Supercenter

These locations are NOT to be contacted by any troop, girl or adult, at any time, for any reason.

Releasing Council Booths

TCMs/troops should release a booth right away, but at least 6 hours prior to the start time if they know they are not going to be able to work one of their selected booths. Troops which show a pattern of behavior of releasing booths less than 6 hours prior to the start time or no showing to booth sales risk being marked ineligible for booth sales, council booth sales being cancelled for the troop and more.

The TCM can release council booths from the eBudde dashboard calendar.

Once a booth is released, it updates Cookie Finder AND any troop on the waitlist is notified that the booth is available for selection on a first come basis.



Booth Sale Logistics

Booth Setup Check-List:

- Count cookies and money before the booth begins*
- Bring health history forms for all girls present
- Table and chairs
- Tablecloth
- Pens and clipboard
- Booth Inventory Sheet
- Money Pouch or Waist Pouch for Adult to Wear
- Cash to Make Change (Never ask a store, retailer or restaurant to make change!)
- Booth Confirmation (also in your eBudde app!)
- Goal Chart
- Community Cookie Sign (Donations for any other purposes, even for the troop, are not allowed! e.g. no cash or "tip" jars.)
- Troop Number Prominently Displayed
- Girl Scout Uniform, Attire or Cookie Costumes
- Weather Ready Attire (ponchos, coats, hand warmers, hats, gloves, boots, tissues)
- First Aid Kit
- Cell phone(s) and Chargers



*Pro tip: Noting transactions on Booth Inventory sheet and counting cookies before and after makes it easier to keep track of booth/troop cookie inventory and record in eBudde the cookies sold. Use the Booth Recorder in eBudde to allocate cookie sales to the Girl Scouts in your troop!

Booth Sale Logistics

Where Do We Setup Our Booth?

Booths should be set up fifteen feet from the entrance of the store, at a safe distance from vehicle and customer traffic. Store management may also have specific setup instructions to follow. Girls should stay close to the booth throughout the duration of the booth sale.

What Goes On the Table?

- Tablecloth
- Each variety of cookie and/or cookie menu board
- Goal Chart
- Troop Number
- Community Cookie Donation Signage
- Pens and Clipboard with Booth Inventory Sheet
- Hand sanitizer, etc.

What Goes Under the Table?

- First aid kit
- Cash box (if money is not on an adult in apron or pouch)
- Extra warming layers/ hand warmers/ inclement weather gear
- Beverages
- Extra cookies
- Handbags, backpacks, personal items
- Empty cookie boxes (Remember to take these when you leave too! Never use a store, retailer or restaurant's trash to dispose of empty cases)

Booth Tips

- Use cookie menu board instead of putting packages of cookies on display.
- Add Digital Cookie troop link QR code to signs.
- Save bags to use for cookie transactions or pick up Girl Scout branded bags from GSNETX retail shops.

Safeguarding Cookie Money

- After receiving cash and making change, girls should hand the money to a volunteer for safekeeping and to deposit into the money bag as soon as possible.
- Keep the cash in a safe place or behind a barrier of cookie boxes.
- Don't walk around with large amounts of money.
- Deposit cookie money often and do not keep money at home or at school.
- Reduce cash transactions by offering credit card payment options whenever possible.

Accepting Credit Card Payments

Using the Digital Cookie mobile app to process credit card/Venmo/PayPal payments is a quick way for customers to pay for their cookie booth purchases. Girl Scouts of Northeast Texas will cover the fees for transactions using Digital Cookie.

Booth Sale Logistics

How Credit Cards for Booths Work

First, the Troop/Girl Scout's Digital Cookie website must be set up and approved on a web browser. After that step is complete, download the app. The same email and password used to access Digital Cookie is the same to login to the mobile app. View the complete instructions on Cookie Central.

Once a user is logged in, they can see Girl Scout or Troop view. The Troop view is used to take sales on behalf of the troop at a booth. Use the Scan Card feature instead of typing all the details.

Fewer required fields for processing mobile payments, which means quicker check out times for your troop! Once the order is successful, an order confirmation screen will appear. Credit card and mobile payment orders will be visible under the "All Orders" section in the app or in eBudde under the Payments tab.

Also new this year, Digital Cookie will allow cash payment transaction tracking.

Troop Booths Versus Family Booths

It's crucial to keep troop inventory and funds separate from family inventory and funds, particularly at booth sales.

If girls from different families are participating in a booth together, this should be categorized as a troop booth, using troop inventory so that the Troop's Digital Cookie link can be used. This will allow for clean record keeping and tracking of cookies to allocate and funds collected.

What If Scenarios

- Another troop shows up at the same time: Contact the Troop Cookie Manager to verify the sign up. Only one troop is authorized to participate at each council booth for each time slot. If there is a conflict with a My Sale location, the date and time stamp in the My Sale portal for is what will determine which troop is allowed to continue with their booth sale.

- You are approached by an upset customer or someone makes you uncomfortable: Try to stay calm. Never argue or negatively engage with a customer. Alert security, if needed, and provide them with any details on the person. Report any incidents that involve security to Girl Scouts of Northeast Texas.

- How to respond to a customer when they ask where the cookie proceeds go: You can say that the proceeds stay local to benefit our troop and our many activities, including trips, camp, and community projects. Do not engage with someone if the situation escalates.



Booth Etiquette

We value our booth sale partners and are grateful for their support of Girl Scouts. They are granting us access to their valuable real estate and customers and it is of utmost importance to show them our appreciation and respect! Girl Scouts, their families and troops and their behavior can impact whether a partner allows ALL Girl Scouts to sell at their location.

Honest & Fair

- Tip jars and soliciting donations for funds for the troop are not permitted. Troops may offer customers the opportunity to donate cookies to GSNETX's Community Cookie, where packages of cookies are donated to military, first responders and essential personnel.
- Girl Scouts are not allowed to solicit money on behalf of another organization when identifying ourselves as Girl Scouts. i.e. advertising that a portion of the proceeds will be donated to another organization is not permitted. Troops can support another organization through take-action projects.

Friendly & Helpful

- Always be polite and friendly, following all instructions given by store management.
- Settle any disputes politely and calmly without involving store management whether with customers or other troops.

Considerate & Caring

- Arrive and leave on time and make sure to check in with store management upon arrival.
- Never block or impede a store's foot traffic with booth setup. Do not load/unload in fire lanes.
- Bring proper change and do not ask stores to make change for your booth.
- If the store permits girls to ask customers to purchase cookies when arriving or leaving, not both and always say "thank you" whether the customers buy or not.

Courageous & Strong

- Do not run, yell, talk loudly or use inappropriate language.
- Do not sell cookies from a car in place of a booth.

Responsible & Respectful

- Be sure to read and follow any store-specific instructions provided through eBudde to your TCM.
- Your Girl Scout troop number must be clearly displayed on a sign or on your table at all times during your booth sale. Uniforms with the troop number are not sufficient.
- If a store decides to cancel a booth sale, politely pack up and respect the change of plans.
- Stores may occasionally double book My Sales. You SU CPC can help determine who had the My Sale approved first in eBudde and therefore, who will be permitted to stay.

Use Resources Wisely

- What recycled materials can your Girl Scout use to level up her cookie selling setup.

Make the World a Better Place

- Do not use the store's trashcans. Break down the cookie cases and take them home to recycle. Girl Scouts leave a place cleaner than they found it!

Be a Sister to Every Girl Scout

- Girls should cheer on and support their fellow Girl Scouts, whether within their own troop or just meeting for the first time.

2027 Cookie Program Booth Sale Guidelines

All Locations

- Limited number of Volunteers and Girl Scouts at all Booth Sales.
- Maximum of 6 people at any sale - Best ratio is 2 adults to 4 Girl Scouts
- Booth Sales can only be set up at one side/door of each location and need to be 15 feet from entrance.
- Booth Sales may only be held in the GSNETX 32 County area.
- Must be in locations the Girl Scout herself can legally patronize and purchase from.
- Cookies can only be sold for the prices set by GSNETX.
- See cookie guides with varieties and pricing for details.
- Credit card processing fees may not be passed on to the customer.
- Troop number must be prominently displayed at the booth, on the table or a sign.
- The troop number on the Girl Scout's vest is not sufficient.
- Girl Scouts may not sell items other than Girl Scout Cookies at the booth sale.
- Do not involve store management in any issues such as two troops showing up at the same time, conflict with customers. Contact your SU Cookie Program Volunteer.
- Do not ask stores/retailers to make change (i.e. provide 1's, 5's and 10's, etc. in exchange for larger bills).
- Use common sense about conducting appropriate conversations or engaging with potential customers and passersby. Hosting a cookie booth is not an opportunity to air personal or political opinions and/or grievances. It is important to remember that troop members, and volunteers are representing Girl Scouts.
- Be responsible when overseeing the cookie sales and collection of money. It is the duty of the Girl Scout troop members and supervising adult volunteers to be present at the booth at all times and to not leave the booth unattended for any length of time.
- Girl Scouts must be present at all booth sales.
- Booth Sales may only be held at approved locations. Lemonade style booth sales on the personal residential property of the Girl Scouts' parent/caregiver are permitted without a My Sale approval. (Pop up booths at sporting events, in parking lots, and selling out of vehicles to the public at large is not permitted without booth approval.)
- All booth sales held Monday through Saturday must conclude by 8:30 p.m. Booth sales held on Sundays must conclude by 7:30 p.m.

2027 Cookie Program Booth Sale Guidelines

All Locations (Cont.)

- For Troop Booth Sales, where an adult is responsible for anyone other than their own Girl Scouts, a minimum of two Girl Scouts and two registered volunteers (background check required), must be present.
- A Family Sale is a booth sale with Girl Scouts from one family selling together and an adult must be present at all times, regardless of the age of the Girl Scout.
- If a passerby is belligerent or has negative comments about the Girl Scouts, Walmart, or Sam's Club, etc., do not respond or engage in discussion or debate of any kind. If necessary, contact GSNETX.
- Leave the area better than you found it, take all belongings, empty cookie cases, and any trash with you.
- No other equipment (except the booth or table) may be present on the property, including but not limited to tents/canopies, space heaters, extra signage not at booth table(placed around the parking lot).
- Canopies and/or tents present a liability to the store and a danger not only to Girl Scouts present but guests as well, as they can be picked up by the wind.
- The Girl Scouts and volunteers may take turns using non-obtrusive chairs to rest on while manning booth sales.
- Do not eat, read, smoke or use mobile devices except for cookie sale transactions, while running the cookie booth.

All Locations (Cont.)

- Only registered Girl Scouts are allowed to sell Girl Scout Cookies.
- Non-Girl Scouts siblings, also known as tagalongs, are not allowed at My Sale or Council booth sales.
- Any resale or redistribution of Girl Scout Cookies is unauthorized.

My Sale Booths

- All My Sales must be approved in eBudde, unless being held on the parent/guardian's personal, residential property (home).
- All My Sales must be submitted to the portal 72 hours prior (or more at the discretion of Service Unit Cookie Program Coordinator) to the sale for approval.
- Booth sales at schools, public parks, on sidewalks, etc., must have approval from the appropriate officials or property owners. GSNETX is not responsible for overbooking.

Council Booths

- Council Partners cannot be approached for My Sales.