

IRG Cookie Program Manual



BRAVE.
FIERCE.
FUN!



Welcome to Cookie Season!

Brave. Fierce. Fun.

Get ready for another exciting cookie season filled with brave goals, fierce teamwork, and fun new opportunities for every Girl Scout entrepreneur in your troop. You play a key role in guiding girls as they build confidence, develop essential business skills, and discover the power of teamwork—all through the Girl Scout Cookie Program.

This year's program is designed to make success simple and seamless. With digital tools and resources right at your fingertips, you'll find everything you need to support your troop every step of the way. From using digital cookie strategies and credit card payments to tracking progress in the eBudde app, managing your troop's cookie season has never been easier.

Be sure to check out our Cookie Booth Basics, where you'll find everything you need to plan, organize, and run a successful booth experience that builds girls' confidence and boosts troop success.

Thank you for leading with enthusiasm and dedication. Together, we'll make this season Brave, Fierce, and Fun—and inspire every Girl Scout to dream big, learn boldly, and celebrate sweet success!

Let's make it a cookie season to remember!

Table of Contents

General Information

- 4..... Cookie Season Dates
- 5..... IRG Mentor Checklist
- 7..... Meet the Girl Scout Cookies
- 9..... The Girl Experience

Girl Entrepreneur Tools

- 11..... Internet Safety
- 13..... Goal Setting
- 14..... Booth Best Practices
- 16..... Different Types of Cookie Booths

IRG Tools

- 18..... Presales
- 19..... Digital Cookie Updates
- 21..... Cookie Toss and Pick Up

eBudde

- 22..... eBudde Basics
- 23..... Cookie Orders
- 24..... Initial/IRG Orders Deadline
- 25..... Initial/ Troop Rewards & Troop Booths
- 25..... Goal Getter Phase & Girl Order Tab
- 26..... Getting More Cookies
- 27..... Final Rewards
- 28..... See Your Rewards for 2026 Cookie Season
- 29..... Payment Tab & Sales Report Tab
- 30..... Paying Council and Proceeds

- 30..... Travel

Cookie Season Dates

Activity	Date
Cookie Rally	TBD per Location
Cookie Materials Delivery	Week of 11/17/25
Girl's Can Set Up Their Digital Site	1/3/2026
Initial Order Starts	1/6/2026
1st Round of Booth Sale Sign Up	1/13/2026 7:00pm
2nd Round of Booth Sale Sign Up	1/16/2026 7:00pm
3rd Round of Booth Sale Sign Up	1/20/2026 7:00pm
4th Round of Booth Sale Sign Up	1/23/2026 7:00pm
Unlimited Booth Sale Sign Up	1/26/2026 8:00am
IRG Initial Order and Rewards Due in eBudde	1/27/2026
SU Initial Order and Rewards Due in eBudde	1/28/2026
Council Initial Order and Rewards Due in eBudde	1/30/2026
Earliest date cookies should arrive at Cookie Cupboards	2/20/2026
Cookie Booths Start	2/27/2026
First ACH Sweep	3/13/2026
Cookie Season Ends	3/29/2026
IRG Final Rewards Due	4/6/2026
SU Final Rewards Due	4/8/2026
Second ACH Sweep	4/10/2026
Rewards Begin Arriving	Mid May

IRG Mentor Checklist


Main Responsibilities

- Follow and meet all deadlines.
- Comply with all Girl Scouts USA and Girl Scouts of Alaska standards, procedures, and guidelines.
- Promote the Girl Scout Cookie Program in a positive way, sharing information that aligns with Girl Scouts of Alaska standards, guidelines, and brand, as well as the Girl Scout Promise and Law.

Before the Program Starts

- **Confirm role & registration.** The IRG Mentor must:
 - be a registered adult for the 2025–2026 Girl Scout membership year, and have a current background check.
 - confirm with the council that you are registered in the IRG Mentor role to ensure you receive all Girl Scout Cookie Program communications.
- **Complete required training.** Complete the gsLearn training about the Cookie Program (includes eBudde, Digital Cookie, and more).
- **Sign and return the IRG Mentor Cookie Agreement.**
- **Get familiar with cookie systems.** Review and log in to eBudde and Digital Cookie.
- **Verify permission & health history forms.** Confirm IRG has a signed Annual Permission & Health History Form, with the Product Program section marked “Yes.”


Blank forms are available at girlscoutsalaska.org under Forms if needed.

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- ❑ **Hold a Family Cookie Meeting.** Guidance and resources will be available on Rallyhood and in the gsLearn training series for IRG Mentors.
 - ❑ **Set an IRG goal or budget.** Work with your IRG to set cookie sales goals and decide how proceeds will be used.
 - ❑ **Distribute cookie materials.** You may hand out materials early (reminder that pre-orders start January 6) or wait until closer to that date—whichever works best for you.

During Cookie Season

- ❑ **Keep track of all deadlines.**
- ❑ **Sign up for Cookie Booths.**
- ❑ **Remind IRG to accept or decline the Girl Delivery option** in their Digital Cookie account when customers order for girl delivery.
- ❑ **Keep eBudde updated.**
- ❑ **Submit the Initial Cookie Order and Rewards.** Consider booth needs when ordering.
- ❑ **Keep IRG motivated during the Goal Getter phase of the season.**
- ❑ **Plan cookie booths with IRG**
 - Location and time for each booth
 - Where and when to pick up cookies and your cookie booth kit (table, chairs, money bag, and other items for the cookie booth)
 - After each booth, where to drop off money and leftover cookies
- ❑ **Maintain frequent communication with the Service Unit Cookie Manager.**

After the Cookie Program

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- ❑ **Enter booth sale data in eBudde to ensure IRG sales are accurately allocated.**
 - ❑ **Order girl rewards in eBudde.**
 - ❑ **Prepare for the final ACH payment.**
 - ❑ **Distribute girl rewards in a timely manner.**
 - ❑ **Celebrate with IRG for a fantastic cookie season!**

INTRODUCING

Exploremores™

Exploremores™

Exploremores™

NEW!



Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème.



**FIND NEW
RESOURCES
HERE:**





2025–2026 Girl Scout Cookies®

All our cookies have...

- NO High-Fructose Corn Syrup
- NO Partially Hydrogenated Oils (PHOs)
- Zero Grams Trans Fat per Serving
- RSPO Certified (Mass Balance) Palm Oil
- Halal Certification

The World's Most Flavorful Lineup



Adventurefuls® • Real Cocoa

Indulgent brownie-inspired cookies with caramel flavored crème and a hint of sea salt
Approximately 15 cookies per 6.3 oz. pkg.
⑩D

\$ 6



Lemon-Ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Crispy lemon flavored cookies with inspiring messages to lift your spirits
Approximately 12 cookies per 6.2 oz. pkg.
⑩D

\$ 6



Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe
Approximately 38 cookies per 9 oz. pkg.
⑩D

\$ 6



Do-si-dos® • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats

Oatmeal sandwich cookies with peanut butter filling
Approximately 20 cookies per 8 oz. pkg.
⑩D

\$ 6



Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut, and dark chocolaty stripes
Approximately 15 cookies per 7.5 oz. pkg.
⑩D

\$ 6



Tagalongs® • Real Cocoa • Real Peanut Butter

Crispy cookies layered with peanut butter and covered with a chocolaty coating
Approximately 15 cookies per 6.5 oz. pkg.
⑩D

\$ 6



Thin Mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint
Approximately 30 cookies per 9 oz. pkg.
⑩

\$ 6



Exploremores™ • Real Cocoa NATURALLY AND ARTIFICIALLY FLAVORED

Rocky road ice cream-inspired cookies filled with flavors of chocolate, marshmallow and toasted almond crème
Approximately 18 cookies per 7.9 oz. pkg.
⑩D

\$ 6



Toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits
Approximately 14 cookies per 6.7 oz. pkg.
⑩D

\$ 6



The Girl Experience

From the very beginning, Juliette Gordon Low believed that Girl Scouts should learn to earn their own way and contribute to their troop. The Girl Scout Cookie Program grew from that idea—helping girls develop confidence, business savvy, and real-world skills through hands-on experience.

Each year Girl Scouts participate, they build on what they've learned before—strengthening leadership, teamwork, financial literacy, and problem-solving. As they grow, they take on more responsibility for planning and managing their cookie business, while adults provide guidance and encouragement.

Through the Cookie Program, Girl Scouts learn to:

- Set and achieve goals.
- See how their efforts support their experience and council.
- Live the Girl Scout Promise and Law through ethical selling.
- Build confidence, communication, and teamwork.
- Understand basic business and financial concepts.
- Explore leadership and career possibilities.

Girl Scout Daisies and Brownies

At these levels, girls are excited to share cookies and their Girl Scout spirit! The focus should be on fun, learning, and building confidence—not on how many boxes are sold. Girls learn to:

- Set realistic troop goals and review cookie safety rules.
- Introduce themselves to customers and share cookie details.
- Know prices, collect money appropriately, and explain how their troop will use proceeds.
- Thank customers and total simple orders with adult help.

Leader Tips:

- Use role play to help girls practice what to say to customers.
- Keep goals small and achievable—celebrate effort, not numbers.
- Stay in touch with families during the program to answer questions and encourage participation.
- Reinforce safety guidelines regularly and make sure every girl feels prepared.

Girl Scout Juniors

Juniors are ready to take more ownership of their cookie business. This is the perfect stage to strengthen decision-making, teamwork, and money management skills.

Girls learn to:

- Promote cookies by sharing new varieties and customer favorites.
- Talk about Girl Scouts and troop activities with confidence.
- Help plan booth or neighborhood sales.
- Brainstorm creative selling ideas and follow through on plans.
- Track customer lists and total their own orders.



Leader Tips:

- Involve girls in every step—from setting goals to deciding booth locations.
- Hold short “cookie business meetings” where girls review progress and brainstorm ideas.
- Let girls take the lead during booth sales while adults stay nearby for support.
- Encourage teamwork—remind them that troop decisions should reflect everyone’s voice.

Girl Scout Cadettes, Seniors, and Ambassadors

Older Girl Scouts are ready to lead. They can take charge of planning, mentoring younger girls, and even representing the program in the community. This level is about leadership, innovation, and service.

Cadettes can:

- Assist the troop cookie volunteer and help train younger girls.
- Help manage troop funds and create team sales goals.

Seniors and Ambassadors can:

- Serve as booth sale coordinators or even act as the troop cookie volunteer (with adult oversight).
- Develop creative marketing and sales strategies.
- Give presentations to community or business groups about Girl Scouts and the Cookie Program.
- Mentor younger troops at booth or door-to-door sales.

Leader Tips:

- Encourage older girls to take on visible leadership roles—training others, managing booths, or tracking troop progress.
- Support their independence but stay available for guidance when needed.
- Offer opportunities for community engagement or resume-building experiences, like public speaking or financial reporting.
- Recognize and celebrate their leadership—highlight how their skills translate to future careers.

Girl Entrepreneur Tools

Using Online Resources & Social Media

Digital tools are a fun and powerful way for Girl Scouts to share their Cookie and Fall Product Programs! They help girls build communication, marketing, and money management skills — all while learning safe online habits. But remember: safety and privacy always come first. Girls and caregivers must follow GSUSA and Council guidelines for every online activity. Don't forget to do your Girl Scout Internet Safety Pledge and Digital Cookie Pledge! Scan the QR codes to get started.



Internet Safety Pledge



Digital Cookie Pledge

Online Marketing Guidelines

- **Friends & Family Only.** Girls may market and sell only to people they personally know — friends, family, neighbors, and coworkers.
- **Girl-led, Adult Supported.** Online marketing must be girl-led and caregiver-supervised. Adults can guide, but girls should take the lead to build confidence and communication skills.
- **Privacy Comes First.**
 - Never post cookie links or contact info on public pages or resale/marketplace sites.
 - Use private accounts (Girl Scout or caregiver's).
 - Avoid using \$ signs in Facebook posts — they can move posts to Marketplace.
- **No Public or Media Sharing.**
 - Friends and family should not post sales links publicly, contact media, or for sale social media platforms like Facebook Marketplace.
 - Media inquiries must go through the council's Marketing & Communications Department.

- **Council & GSUSA Oversight**

- The Council or GSUSA may remove or request the removal of any post that breaks safety or marketing guidelines.

- **Approved Digital Platforms**

- All online cookie sales must use GSUSA-approved system, Digital Cookie. This platform is secure, girl-focused, and teaches real-world business and tech skills.

- **Age Guidelines**

- Girls 13+ — may use social media, texts, and emails to share their cookie program.
- Girls under 13 — may participate using their caregiver's account (with supervision).

Leader Tips

1. Encourage girls to write their own short online message or thank-you video script.
2. Check privacy settings before sharing links or photos. Use "Friends Only."
3. Remind families not to tag public pages or use open hashtags.
4. Celebrate creativity — goal trackers, thank-you cards, and troop updates make great digital posts!

Working With The Media

- **Regional Media**

- The Council manages all region-wide media relationships. Do not contact outlets directly.
- If a reporter reaches out, have them contact customercare@girlscoutsalaska.org or call (907) 248-2250.

- **National Media**

- All national outlets (NY Times, Wall Street Journal, network TV, etc.) must go through council Communications for coordination with GSUSA.

- **Crisis Communications**

- If a crisis or sensitive issue arises, immediately refer all media inquiries to council Communications.

Customer Orders & Council Sales

Councils cannot solicit, sell, or collect cookie payments directly. All orders must happen through a GSUSA-approved platform, ensuring a girl-led experience.

Goal Setting: Dream It, Plan It, Do It!

Setting goals is one of the most exciting parts of the Cookie Program! Before your troop starts selling, take some time to dream big and talk about what you want to do with your cookie proceeds this season.

Are you planning a fun field trip, saving for summer camp, or working toward an amazing IRG adventure? Maybe your IRG is saving for a service project or even a big trip in the future! Whatever your dream is, setting a clear goal helps everyone stay motivated and see the impact of their hard work.

As an IRG, sit down and decide:

- What do we want to do with our proceeds?
- How many boxes do we need to sell to reach our goal?

Don't forget to include your yearly IRG expenses when planning — things like badges, patches, materials, membership fees, field trips, and other troop activities. If your IRG usually spends around \$300 a year, add that into your goal so you're ready for another great year of Girl Scouting!

Goal setting isn't just about cookies — it's about learning budgeting, teamwork, and future planning. And guess what? There are badges and pins that can help you on this journey!

IRG Mentors can find badge and pin requirements in the Volunteer Toolkit or by visiting the Cookie Resources section at girlscoutsalaska.org.



Booth Best Practices: Set Up for Sweet Success!

Booth sales are an exciting way for Girl Scouts to build skills, connect with the community, and reach their cookie goals.

Follow these tips to make your booth fun, safe, and successful!

Booth Supervision

- Adult supervision is required for all cookie booths.

Adult Requirements

- Booths where any Girl Scout is not accompanied by their own parent/caregiver must have two registered, background-checked Girl Scout volunteers present.
- All adults at booths must complete the Troop Driver/Chaperone Learning Path in gsLearn.
- Need help finding the training? Contact your Membership Specialist.

Donations

- Girls may not ask for donations or use jars for tips or “round up” campaigns.
- If a customer offers a donation on their own, it’s okay to accept.
- Donations of \$100 or more must be reported to council for tax purposes.

Staying & Wrapping Up

- Stay for your full booth time. If you can’t make your next slot, cancel it in eBudde before it begins. Post on the Troop Cookie Manager Rally in Rallyhood, so other Troop Cookie Managers can grab the booth slot
- Leave your space cleaner than you found it.
- Take empty cookie cases with you — do not use store trash cans.

Booth Setup

- Print your booth confirmation from eBudde and arrive only at your scheduled time.
- Bring your own table and chairs unless otherwise noted in eBudde (having a backup is smart).
- Check your phone signal before starting so the Digital Cookie app can process credit card payments.

Dress for Success

- Dress for the weather and wear Girl Scout gear — tunics, vests, or sashes help customers recognize you and show troop pride!
- Uniforms can go right over jackets.
- Add pins, signs, or other Girl Scout spirit wear to make your booth stand out!

During Your Booth

- Stay with your booth — cookie sales only happen when a Girl Scout is present.
- Keep doorways clear and be polite and professional with store staff and customers.
- No smoking(cigarettes or marijuana), vaping, or alcohol near booths — no exceptions.
- Avoid eating or drinking in front of customers. If a Girl Scout gets hungry or needs a short break, have her sit behind the booth where customers can't see her while she eats or rests.
- Stay positive and friendly — your smile sells cookies!

Handling Money & Inventory

- Always count cookies and cash before and after your booth, and any time the supervising adult changes.
- Use the inventory tracker on the Cookie Resources site to stay organized.
- Instead of a cash box, use a money bag or pouch that's easy to hide and keep close — safer and simpler! (Think “discreet, not display.”)
- Bring plenty of \$1 bills for change — do not ask the business to make change for you.
- If adults switch mid-booth, count and verify cookies and money together, then write a quick receipt for the handoff.

Weather Decisions

- Council does not cancel booths due to weather, since conditions vary across Alaska.
- Troop leaders and cookie managers may cancel for safety — just remember to release the booth in eBuddle

Representing Girl Scouts

Your troop represents Girl Scouts in the community and is running your own small business! Live by the Girl Scout Law at all times. Not following booth guidelines may result in booth cancellations or loss of troop bonuses.

Different Types of Cookie Booths

Cookie Booths are where girls set up tables outside local stores, restaurants, or businesses to sell cookies. They're a fun way for Girl Scouts to build skills and connect with their community! Booths are covered under the council's general liability insurance—no extra policy needed. All booths must be submitted to eBudde for approval.

Cookie Booth Locations

- Girl Scouts of Alaska coordinates cookie booths at store locations across our council area — including Carrs/Safeway, Lowe's, AIH, IGA stores, Fred Meyer, Walmart, malls, military bases, and more.
- Many of these businesses are corporate partners of GSUSA, so the council handles all communication and approvals for these sites.
- Please do not contact the following stores, as they have national policies against hosting cookie booths: Target, Home Depot, Costco, and PetCo.
- As booth sites are confirmed, they'll appear in eBudde. On a set date in January, booth slots will open for troops to reserve on a first-come, first-served basis. There will be several open rounds over multiple days.

Cookie Stand

- “Lemonade stand” style—run by one Girl Scout or siblings, supervised by a parent/caregiver.
- Two adults are recommended for safety.
- Must follow council rules on where stands are allowed (home, troop, or council site).

Drive-Thru Booth

- Set up in parking lots where customers stay in their cars.
- Create a safe lane away from traffic.
- Works best for larger troops with multiple adults helping.

Standard Booth

- The classic setup at a store or restaurant entrance.
- Usually 2–4 girls with adult supervision.
- May be council- or troop-secured.

Location Guidelines

- Choose sites that reflect Girl Scout values and community standards.
- For places that serve alcohol: booths must be in a family-friendly area, away from alcohol service.
- Adults may not drink while supervising.
- If unsure, have the business support by purchasing cookies—not hosting a booth.

IRG Booths

IRGs may set up their own booth at a local business or community location with proper permission from the owner or manager. Keep in mind:

- Booths may only be held at places where a Girl Scout could reasonably shop on her own.
- Booths cannot be set up at: liquor stores, bars, breweries, smoke/vape shops, dispensaries, casinos, gambling locations, or any place an older Girl Scout could not legally enter on her own.
- Great IRG-arranged booth locations include:
 - Businesses owned by a Girl Scout caregiver
 - Ice rinks and sports complexes
 - School parking lots
 - Community events
 - Coffee stands
 - Churches
- Always make sure you have permission from the owner, manager, principal, or person in charge.
- IRG booths must end by 8 pm and cannot interfere with a Girl Scout's ability to be rested and prepared for school.
- All IRG-arranged booths must be entered into eBudde and approved by a Service Unit volunteer or the council. This ensures your booth appears in the National Cookie Finder and is covered by council insurance.

How to Enter an IRG Booth in eBudde

1. Go to the Booth Sales tab.
2. Click "Add/Edit a Troop Booth."
3. Select "My Booths."
4. Click "Add+."
5. Carefully enter the booth details—this is exactly what customers will see in the National Cookie Finder.
6. Click Save.

Your Service Unit Cookie Manager or the council will review and approve or deny the booth. If a location is denied, you'll receive the reason. We make every effort to approve troop booth requests whenever possible.



Presales

Presale Period: January 6–27, 2026

Get ready—it's almost cookie time!

Presales officially begin January 6, 2026—a little earlier than usual. That's also when GSUSA will launch their national Cookie Program campaign, so we're starting strong and in sync with the nationwide excitement!

No selling before January 6—that's the official start date for every Girl Scout in Girl Scouts of Alaska.

Most Service Units are hosting their Cookie Rallies the weekend of January 10th, and that's totally fine. It's a great time to build energy, set goals, and get your girls excited for the season!

Why Presales Matter

Presales give girls a head start to:

- Practice their customer service skills
- Set personal and troop goals
- Explore their rewards (on the back of the order card)

Need more order cards because your Girl Scout is on a roll? Contact the council—we'll happily provide extras.

Goal Setting Phase

From January 30–February 27, we shift into the Goal Setting Phase of cookie season. Girls can keep selling—on their order cards and through Digital Cookie—as they aim for their personal and troop goals. Keep your Girl Scouts motivated and celebrating progress during this stretch!

Digital Cookie

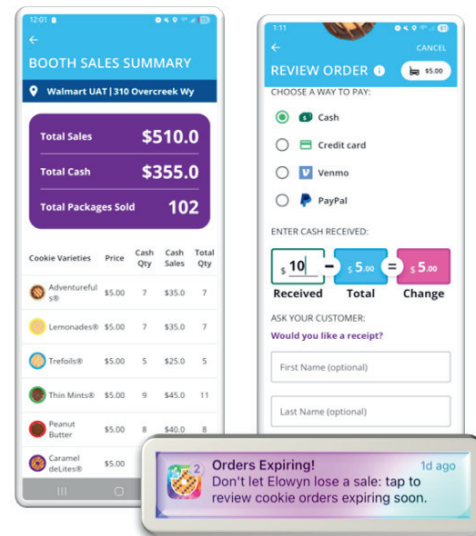
DC26 Mobile App Updates

Keep your cookie program running smoothly — faster, easier, and better organized!

Mobile App (iOS & Android)

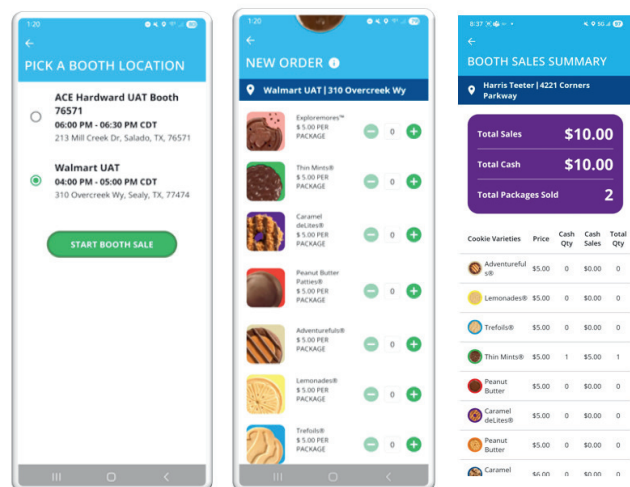
Streamlined Checkout

- Checkout is now just 2 steps instead of 4.
- App remembers your order type and booth location.
- Unavailable cookies or delivery conflicts are flagged automatically.
- Delivery method defaults to “Give now” (quick handoff).



Improved Booth Orders

- Booth checkout has its own simplified flow for back-to-back orders.
- Includes a new booth summary report and location details.
- Great for fast-paced booth environments!



Push Notifications

Turn on notifications to stay updated:

- New order alerts
- Daily reminders for unapproved orders
- Warning before an order expires

3 possible new order notifications

1

2

3

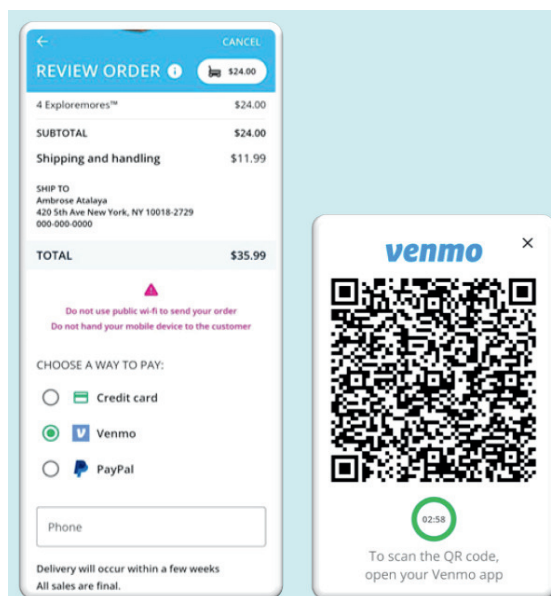
A new order has been placed.

Reminder each day if there are unapproved orders.

Order expiring the next day.

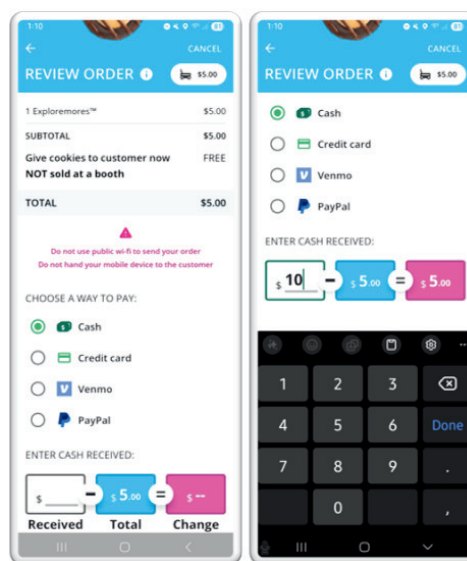
Expanded Payments

- Venmo & PayPal accepted for all order types.
- New: Cash Payment Option in the app for “Give now” orders.
- Leaders can now see all cash entries in real time.



Cash Transactions Made Simple

- Girl Cash Entry: replaces offline sales, easier reconciliation.
- Troop Cash Entry: track all transactions, run reports, and manage booth totals from one place.



Pro Tip for Troop Cookie Managers:

Make sure parents and Girl Scouts update the app, enable notifications, and know how to record both digital and cash sales before the first booth!

Cookie Toss & Pickup

Cookie Delivery Day (“Cookie Toss”)

Get ready for Cookie Toss—that’s what we call Cookie Delivery Day! Don’t worry, no cookies are actually tossed—it’s just our fun term for when troops pick up their cookie orders from delivery sites.

Where to Pick Up

Smaller communities, especially in Southeast Alaska, often pick up cookies directly from the port. Other communities will have a scheduled delivery day at a specific location. Check with your Service Unit Cookie Manager, Service Unit Cookie Coordinator, or Council to confirm where your troop will pick up. Some sites require scheduled pick-up times—you’ll be contacted by your Service Unit Cookie Manager or the Council with either a link to select your pick-up time, or your assigned pick-up window.

What to Know Before You Go

- Know your numbers: Print or screenshot your delivery ticket so you know how many cases to expect.
- Arrive on time: Please show up exactly at your assigned or chosen time.
- Plan your space: Cookies take up more room than you think! Check the vehicle chart to see what size load your order will need.
- Bring enough vehicles: If you need multiple cars, arrive together or wait nearby until all vehicles are ready.
- Dress for the weather: All delivery sites are outdoors or partially outdoors—plan accordingly!
- Count carefully on site: Shortage errors cannot be fixed after you leave. Count and recount until you’re confident everything is correct.
- No sorting by girl: Troops may not sort cookies by girl at council-run delivery locations. We schedule two troops every ten minutes and don’t have the space or time for sorting on site.

How many cases can my car carry?

Compact car	23 cases
Hatchback car	30 cases
Standard car	35 cases
SUV	60 cases
Station wagon	75 cases
Minivan	75 cases
Pickup truck	100 cases
Cargo van	200 cases

A pickup truck with a five and a half foot bed and a bed cover can hold 50 to 60 cases of cookies. A pickup truck with canopy style cover can hold up to 200 cases.

eBudde Basics

A must-have for Girl Scout cookie volunteers, 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 123, follow these steps to get started on eBudde.

1. Let the council know who your troop cookie manager is.
2. The council will add the troop cookie manager to eBudde. Once you've been added to the system, you will receive an email with the link and login information from do_not_reply@littlebrowniebakers.com
3. Set up your troop. Review your roster, enter your troop's package goal and individual goals, and get ready to select booths.

Quick tips

- Explore the dashboard on both the desktop and app versions, where you'll find important messages and links to tools and resources you'll need throughout the season.
- Check the accuracy of each Girl Scout's name, member ID, grade, and caregiver e-mail address.
- Visit the eBudde Help Center for any questions related to tech and training.
- Visual learners: check out the playlists for step-by-step training videos on YouTube.
- Complete the comprehensive eBudde training in gsLearn required to earn the troop readiness bonus.

Logging into eBudde

You will receive a welcome email from anybody when it's time to log in. This is scheduled for the third week in December. If you do not receive the e-mail, take the following steps:

1. Make sure you are registered as a Girl Scout member for the 2025-2026 membership year and your background check is current.
2. Make sure your myGS account has you listed as an IRG Mentor for all girls you mentor.
3. Check myGS to ensure the email you prefer is the email we have on file.
4. If you used eBudde last year, you will be able to log in with the same credentials. 2026 will automatically appear when the council opens the 2026 season, as long as your membership, roles, and background check are correct and current.
5. Check your spam/junk or promotions folder if you do not see your eBudde emails.
6. Anyone who has been given access to eBudde will use the *forgot my password* link to reset their password, even if they have never logged in before. If you need assistance accessing your eBudde, contact the council at (907)-248 2250 or customercare@girlscoutsalaska.org.

Checking Your Troop Roster - Girls Tab

Using the *Girls* tab, check that the girls you are mentoring are listed correctly in eBudde. If there are Girl Scouts missing from your eBudde roster, ensure they have a 2025-26 membership, and then contact the council. We are happy to fix roster issues as early as possible, but we need your updates. If a Girl Scout is not listed in eBudde, she will not have access to Digital Cookie either.

Cookie Orders

To set your IRG up for success, we recommend ordering enough cookies for your first weekend of booths—or your first two booth slots—when you place your IRG order. This order will also include all cookies pre-sold on paper order cards and all Girl Delivery orders from Digital Cookie. Instructions for ordering additional cookies from a cupboard can be found on page 23.

Cookie Cupboards vs. No Cupboards

- Larger communities—Anchorage, Juneau, Kenai, and the Mat-Su Valley—have access to a cookie cupboard, where you can pick up more cookies throughout the season.
- Smaller communities—such as Bethel, Sitka, and Wrangell—do not have a cookie cupboard and should plan to order most of the cookies they’ll need for the full season in their IRG order. Additional cases can still be shipped, but expect a turnaround time of one week or more.
- If your community doesn’t have a cupboard but someone in your area is willing to host one, please contact the council for more information!

Why IRGs in Larger Communities Still Need an Initial Booth Supply

Even with cupboards available, IRGs should still order some booth cookies in their IRG order. Cupboard deliveries happen after troop and IRGs orders are fulfilled, and while we often open cupboards before the first booth weekend, we can’t guarantee it every year.

How Many Cookies Will You Sell?

Here’s a quick look at typical two-hour booth sales:

- Busy booth (e.g., Fred Meyer on a Sunday): 100–200 packages
- Moderate booth: 80–100 packages
- Slow booth: 30–40 packages

If you’re unsure how busy your scheduled booths are, the council can help you estimate demand.

Cookie varieties by average percent of sale:

Thin Mints	26%
Samoas	20%
Tagalongs	15%
Adventurefuls	10%
Do-si-dos	7%
Trefoils	7%
Lemon-Ups	6%
Exploremores	6%
Toffee-tastic	3%

Estimating how many cookies your IRG will need is more of an art than a science, and you don’t have to figure it out alone. The council is always happy to help you make a solid prediction based on your IRG’s goals and booth schedule. And remember—there are always ways to get more cookies as the season goes on. Please note that, according to council policy, cookies cannot be returned once they’ve been checked out to an IRG. Ordering thoughtfully helps ensure your IRG starts strong without ending up with extra inventory.

IRG Initial Order Deadline

Your IRG's Initial Order is due Tuesday, January 27 at 11:59 pm AKST. This order determines the cookies your IRG will receive in late February when cookies arrive in Alaska. Submitting this order on time is essential. It includes:

- All paper order card purchases
- Digital Cookie—Girl Delivered orders
- Your IRG's booth cookies
- Any extra cookies your troop wants to have on hand

How to Place Your Troop Initial Order in eBudde

1. Go to the "Init. Order" tab.
2. Review each girl's orders.
 - Click on a girl's name to open a box with two columns.
 - Column 1: Paper order card totals submitted by the caregiver through Digital Cookie.
 - If the caregiver doesn't click "submit to troop," the order will not transfer.
 - IRG Mentor can edit these totals directly in eBudde—add or subtract as needed.
 - If a caregiver doesn't enter paper orders in Digital Cookie, the IRG Mentor can enter them in eBudde anytime.
 - Column 2: Digital Cookie—Girl Delivered orders.
 - These transfer automatically and cannot be edited.
3. Enter any ARCA (American Red Cross Alaska) orders if applicable. Council receives these in bulk and manages the donation.
4. Enter any TGO (Troop Gift of Caring) orders. IRGs receive these packages physically and are responsible for making the donation.
5. Save your work.
 - Click Save after completing each girl's orders.
6. Repeat Steps 2–5 for every girl in the troop.
7. Enter your booth cookies.
 - Add these on the Booth line or Other line.
 - Booth cookies are ordered in packages, not cases.
8. Check case counts.
 - All orders must round to full cases (multiples of 12).
 - eBudde will round up for you.
 - Any extra packages become the troop's responsibility and can be sold at booths or by girls.
9. Submit your order.
 - You may save and return to it as often as needed before submitting.
 - Once you click Submit, you cannot make further changes.
 - The council can reopen orders until January 28, but after the deadline, no changes are possible.
10. Submit Initial Order Rewards on the Rewards tab.

What Happens Next

- Wednesday, January 28: Service Unit Cookie Managers review troop orders and will contact you if anything looks incorrect.
- Friday, January 30: Council submits the full council order.
- The Initial Order deadline is the most important deadline of the entire cookie program—please submit on time.

If you need help entering or submitting your order—or if you want confirmation that it went through—contact your Service Unit Cookie Manager or the council.

Initial Order Rewards

Initial Order rewards are based on the totals shown on the Initial Orders tab in eBudde—the same place where your troop order is entered.

- Girl Scouts who have 305+ packages on the Initial Order will earn the Large Clear Case!
- These rewards do not require individual selections.
- IRG Mentors must still go to the Rewards tab and submit the reward order—do this immediately after submitting your girl's Initial Order.

Goal Getter Phase — January 30 to February 27

The Goal Getter phase takes place after you submit the IRG's Initial Order and before cookies physically arrive in Alaska. During this time, Girl Scouts can continue building their businesses by taking additional traditional orders or online orders. Key Notes for This Phase:

- Runs January 30–February 27.
- Girl Delivery in Digital Cookie can be turned off during this phase if needed, and turned back on once cookies arrive. To request changes, email: customercare@girlscoutsalaska.org
- Girl Delivery and paper order card purchases can be filled from troop extras or by picking up more cookies from a Cookie Cupboard.
- Girl Delivery orders placed after the Initial Order is submitted do NOT automatically order cookies for the IRG. (See page 23 for more information on Cookie Cupboards.)

This is also a perfect time for Girl Scouts to work on entrepreneurship or financial literacy badges—check the Volunteer Toolkit for badge options and activities!

The Girl Orders Tab

The Girl Orders tab tracks each girl's cookie inventory and payments throughout the program.

What Automatically Flows Into the Girl Orders Tab

- The Initial Order assigned to each girl
- Payments from Digital Cookie (usually in real time—may take up to an hour during high traffic)

What You Enter Manually

- Any additional packages you distribute to a girl after the Initial Order
- Every payment made to the IRG.

By the end of the season, each girl should show a balance of \$0, unless her family still owes money. (Payments can still be recorded even after other parts of eBudde close.)

Even if you only have one IRG, she only receives credit for selling cookies that have been assigned to her on this tab. Every time she sells cookies, including at booths, the packages sold need to be assigned to her on this tab. Payments deposited to the council should also be recorded on this tab.

How Digital Cookie Orders Appear in Girl Orders

- DOC SHIP – Shipped orders
 - Includes packages + dollars
- DOC DLVR – Girl Delivered orders
 - Includes dollars only
 - Cookies do not show because eBudde cannot confirm whether the IRG has issued those packages yet
- DOC DON – Donated orders
 - Includes packages + dollars
 - Girls receive credit for selling these packages
 - Troops do not handle these cookies
 - All donated cookies go to the American Red Cross – Alaska Chapter and are delivered by the baker to the council after cookie season

Getting More Cookies

Some communities have cookie cupboards—locations where troops can pick up additional cookies during March. These cupboards contain unassigned inventory that troops can order in eBudde.

- Check with your Service Unit Manager to confirm if your community has a cupboard.
- Watch eBudde announcements for cupboard hours and availability. Most cupboards are run by volunteers and do not keep 9–5 hours, so plan ahead.

Cookie Exchanges Between Troops

If your community does not have a cupboard—or you need specific varieties—troops can use the “Cookie Exch” tab in eBudde to trade or pass along cookies.

- You may post if you’re offering cookies or looking for certain varieties.
- You can choose to include your phone number to make coordination easier.
- When two troops agree on a transfer, the troop giving the cookies must record the transaction in eBudde.
- The Cookie Exch tab does not update automatically—make sure to adjust or remove your post once cookies have been exchanged.



Final Rewards

Final Rewards

Final rewards are submitted by the IRG Mentor in eBudde. Be sure to submit rewards on time so your IRG receives the reward she earned.

- Girl Scouts and caregivers can select preferences in Digital Cookie, but those choices do not transfer to eBudde.
- The IRG Mentor must enter them in eBudde.
- Any rewards left unselected by the deadline will:
 - Default to the item reward up to the 1000+ level.
 - At 1000+ packages and above, unsubmitted choices will default to Cookie Dough.

Cookie Dough

Cookie Dough becomes an available reward option starting at the 200-package level. It can be used for a variety of Girl Scout experiences, including:

- Girl Scouts of Alaska programs
- Summer camp
- Travel opportunities such as Destinations
- Girl Scout membership

Girl Scouts will receive a physical Cookie Dough card, which will be distributed with rewards in May. **Cookie Dough earned during the 2026 cookie season expires December 15, 2026.**

A list of cookie rewards can be found on the next page.

**BRAVE.
FIERCE.
FUN!**

Girl Scouts of Alaska 2026 Cookie Program Rewards

My Personal Goal: _____ NUMBER OF PACKAGES

Initial Order Top Seller Reward



Beats Solo 4 Wireless Headphones
Council's Initial Order
Top Seller

Girl Initial Order Reward



Large Clear Case 305+
pkgs on Initial Order

Troop Initial Order PGA Reward



Troops who reach an
Initial Order PGA of 350+
pkgs will receive a
Chocolate Fountain

Cookie Dough

Cookie Dough is an option for rewards! Girl Scouts can use their cookie dough to pay for Girl Scouts of Alaska programs, events, camp, membership, travel, and at the Girl Scouts of Alaska shop! Cookie Dough cards will be mailed with rewards. Depending on location, Cookie Dough cards will be sent to SU managers, troop leaders or directly to the Girl Scout.

Gift of Caring Reward



Gift of Caring Patch
35+ Gift of Caring packages sold

Digital Cookie Reward



Cookie Techie Patch Send
18+ emails in Digital Cookie

Booth Sales Patch



Booth Sales Patch
1+ pkgs sold at booth

Redeem Cookie Rewards for Camp 1. Register for camp online. 2. Select "Plan to use cookie rewards to pay for part of camp". 3. Cookie rewards for camp will be applied at the end of the cookie season. You will be sent an updated invoice with any remaining dues at this time.



Brave. Fierce. Fun!
Theme Patch 24+
pkgs



Wristlet Strap 65+
pkgs



Ferret Fun Decals 100+ pkgs



Fabric Letter Appliques AND Action Patch 140+
pkgs



Cookie Clip-on Pouch OR \$5 Cookie Dough 200+
pkgs



Bracelet Hair Tie Set OR \$5 Cookie Dough 250+ pkgs



Sparkling Fairy Hair Tinsel OR \$5 Cookie Dough 300+ pkgs



2026 Year Bar AND Plush Ferret OR \$10 Cookie Dough 350+ pkgs



Convertible Crossbody Bag OR \$10 Cookie Dough 400+ pkgs



Goal Getter Patch AND \$100 Voucher Towards GSAK Camp of Choice (excluding registration and/or bus fees)
OR Science of Cooking: Ice Cream Kit OR \$15 Cookie Dough 500+ pkgs



\$100 Voucher Towards GSAK Camp of Choice (excluding registration and/or bus fees) 600+ pkgs



\$100 Voucher Towards GSAK Camp of Choice (excluding registration and/or bus fees)
OR Glow-in-the-Dark BFF Blanket OR Friendship Bracelet Making Kit OR \$20 Cookie Dough 750+ pkgs



\$100 Voucher Towards GSAK Camp of Choice (excluding registration and/or bus fees) 900+ pkgs

1000+ Box Club Sweatshirt AND \$100 Voucher Towards GSAK Camp of Choice (excluding registration and/or bus fees)
OR Camping Mess Kit OR \$25 Cookie Dough 1000+ pkgs



Karaoke Machine OR Custom Chuck Taylor All-Stars OR \$100 Voucher Towards GSAK Camp of Choice (excluding registration and/or bus fees)
OR \$30 Cookie Dough 1500+ pkgs



Super Patch AND Paddleboard OR Nex Playground OR \$35 Cookie Dough 2026+ pkgs



Projector & Inflatable Screen OR Train Ride For 1 Child and 1 Adult to Seward, and 2 Sealife Center Tickets OR \$50 Cookie Dough 3000+ pkgs

Council reserves the right to make substitutions to the item's color, material or size, or to substitute an item of equal or greater value due to changes or challenges in product availability.

Payments Tab

The Payments tab shows all payments made from the troop to the council.

- This includes all Digital Cookie payments since credit card charges go directly to the council.
- For 2026, Digital Cookie payments will appear as a single line item on the Payments tab, listing:
 - The total number of DOC orders
 - The cumulative dollar amount
- To view each order individually, check “Expand DOC Payments” to see:
 - Girl Delivered orders
 - Shipped orders
 - Cookies in Hand orders

Digital Cookie updates the Payments tab automatically. Payments made by the IRG to the council will be uploaded by council staff and will appear on the Sales Report tab.

Sales Report Tab

The Sales Report tab assumes that all cookies received by the IRG have been sold. It provides a complete summary of your IRG’s earnings and financial standing, including:

- IRG proceeds earned
- Digital Cookie sales
- Amount owed to the council

Cookies are split into two categories on this tab:

- “Cookie” – core varieties
- “Specialty” – Toffee-tastic

Even though all cookies cost the same, eBudde separates them for reporting.

At the bottom of the page, you’ll find totals for:

- Troop (IRG) sales
- Troop (IRG) proceeds
- Council proceeds
- Payments made to council
- Remaining balance owed

For 2026:

Digital Cookie orders and payments appear as one condensed line. To view each order individually, scroll to the bottom and select “Expand DOC.”

Paying GSAK for Your Cookies

Individual girls submit their cookie money to the Council by depositing it in the Council Cookie Bank account with First National Bank of Alaska. Visit any FNBA branch to make the deposit. The Council can provide you with the account number. Please call us at 907-248-2250 once you have deposited the money. Write your girl's name on the deposit receipt and email the picture to customercare@girlscoutsalaska.org. This ensures we credit the amount to the girl correctly. Please contact us if you have any questions about this process. If you are in a region without an FNBA branch, you may pay by check or money order made out to Girl Scouts Alaska and mail it to 2000 West International Airport Road, Suite C-1, Anchorage, Alaska 99502.

IRG Proceeds

IRGs receive their cookie proceeds in the form of Cookie Dough. Girl Scouts receive the Cookie Dough at the highest level they sell at. Cookie Dough can be used for Girl Scouts of Alaska programs, camp, at the council shop, for Girl Scout membership, and for travel destinations. Cookie Dough cards will be distributed in May with rewards. Cookie Dough will expire December 15, 2026.

Packages Sold	Cookie Dough	Packages Sold	Cookie Dough
12+	\$10	500+	\$100
50+	\$30	600+	\$150
100+	\$50	700+	\$200
150+	\$60	800+	\$250
200+	\$70	900+	\$300
300+	\$80	1000+	\$350
400+	\$90	2000+	\$400

Destinations

Girl Scout Destinations are the ultimate adventure for individual Cadette, Senior, and Ambassador Girl Scouts. Step outside your comfort zone by applying on your own and traveling with Girl Scouts from across the country. It's a chance to explore new places, build lifelong friendships, and experience something truly life-changing.

Check this page for more information: bit.ly/4oeyGwg.

Girl Scouts Connect: 2026 National Convention:

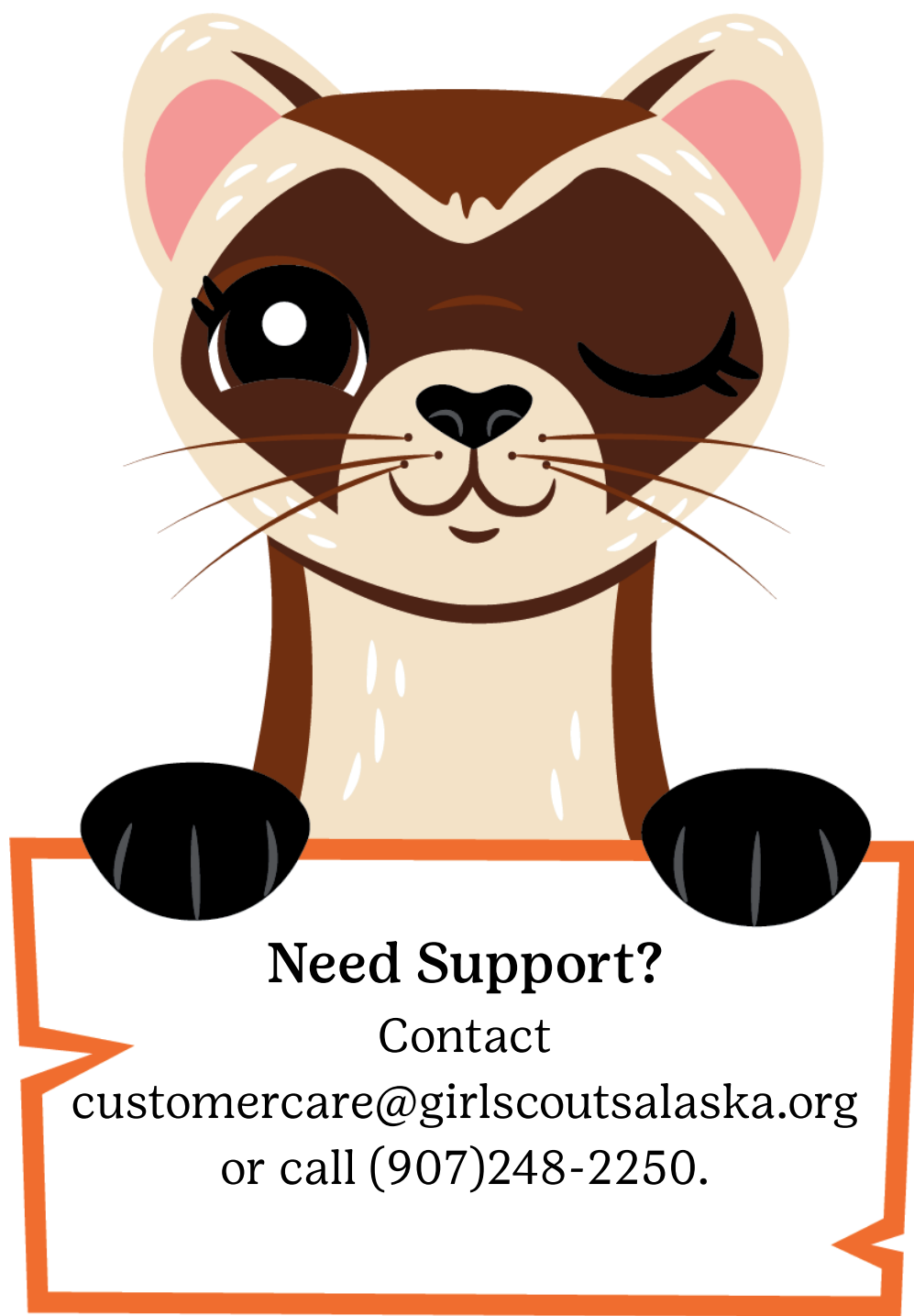
Connect with Girl Scouts from across the country as you plan your once-in-a-lifetime adventure at Girl Scouts 2026 National Convention.

Japan: Land of the Rising Sun

Experience the culture of Japan on this 11 day international adventure!

Islands of the South Pacific

Discover the adventure of a lifetime with a 14-day journey through Fiji, New Zealand, and the Cook Islands, designed specifically for Girl Scouts seeking exploration, cultural connection, and personal growth.



All cookie resources can be found at
<https://www.girlscoutsalaska.org/en/cookies/cookie-seller-resources.html>.

