

# CLIMB WITH COURAGE



2021-2022

## COOKIE PROGRAM TROOP LEADER GUIDE

# 2021-2022 CALENDAR

## CHECKLIST OF IMPORTANT DATES



<b>Initial Order Taking Begins</b>	<b>December 14, 2021</b>
<b>Round 1 of Cookie Booth Sale Opens at 5 a.m. CST (2 per troop)</b>	<b>January 8, 2022</b>
<b>Round 2 of Cookie Booth Sale Opens at 5 a.m. CST (2 per troop)</b>	<b>January 10, 2022</b>
<b>Cookie Booth Sale Opens with No Restrictions</b>	<b>January 12, 2022</b>
<b>Initial Order Taking Ends   Initial Order Entry: Troop Leaders Locked Out at 10:00 a.m. CST</b>	<b>January 18, 2022</b>
<b>Cookie Count &amp; Go (Rutherford County)</b>	<b>January 29, 2022</b>
<b>Cookie Count &amp; Go (Davidson, Williamson, and Wilson Counties)</b>	<b>February 4, 2022</b>
<b>Cookie Count &amp; Go and Deliveries (All Counties, Including Outlying Counties)</b>	<b>February 5, 2022</b>
<b>Booth Sales Begin</b>	<b>February 6, 2022</b>
<b>Outlying Cookie Cupboards Open Council Notifies Troop of Amount Due</b>	<b>February 7, 2022</b>
<b>Armstrong, Camp Holloway, and Council Cupboard Opens</b>	<b>February 8, 2022</b>
<b>ACH Pull for \$1.50 per Package on Initial Order</b>	<b>February 17, 2022</b>
<b>Girl Scout Walk About Weekend</b>	<b>February 18-20, 2022</b>
<b>Small Business Day</b>	<b>February 19, 2022</b>
<b>Cookie Cupboards Close in Outlying Areas</b>	<b>February 28, 2022</b>
<b>Cookie Cupboard Closes at Armstrong</b>	<b>February 28, 2022</b>
<b>Cookie Cupboard Closes at Council at 6:00 p.m. CST</b>	<b>March 4, 2022</b>
<b>Cookie Sale Ends</b>	<b>March 6, 2022</b>
<b>Troops Allot Cookies, Prizes, and Money Submit Final Rewards by 10:59 p.m. CST</b>	<b>March 7, 2022</b>
<b>Council Notifies Troop of Final Amount Due</b>	<b>March 7, 2022</b>
<b>Final ACH Due to Council for Remaining Balance</b>	<b>March 17, 2022</b>
<b>Highest Awards Ceremony to Honor Stellar Sellers</b>	<b>To Be Announced</b>
<b>All Unclaimed Prizes Due Back to Council</b>	<b>June 29, 2022</b>

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# IT'S TIME TO CLIMB!

**Every Girl Scout has it in her to do amazing things.  
With your support, she'll rise to the challenge!**



You've volunteered to serve as a Troop Cookie Manager, and this makes you an invaluable part of the Girl Scout Cookie Program.® Now that you've stepped up in support of girls, it's time to help them climb to the challenge of becoming Girl Scout Cookie™ entrepreneurs. This guide offers you resources, tools and tips to help girls reach their goals. From social graphics for promoting a virtual cookie booth to in-person booth signs, we have everything you need to inspire girls to climb with courage this season.

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# RESOURCES

## COOKIE TEAM CONTACTS

SU Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

SU Coordinator Email: \_\_\_\_\_

SU Booth Coordinator: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

SU Booth Coordinator Email: \_\_\_\_\_

## COUNCIL CONTACTS

**Tracy Tudder**

*Product Programs Manager*

(615) 460-0202

TTudder@gsmidtn.org

**Kathleen Roder**

*Product Programs Assistant*

(615) 460-0209

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## IT'S A LABOR OF LOVE! THE MAIN JOB OF THE GIRL SCOUT COOKIE VOLUNTEER IS TO:



Be a registered Girl Scout adult volunteer.



Honor and live by the Girl Scout Promise and Law.



Follow all policies and meet all deadlines.

### Here's an overview of your roles and responsibilities:

#### Before the sale

- Complete training.
- Download the eBudde™ Troop App to your mobile phone or tablet.

#### During the sale

- Enter orders from girl order cards and keep eBudde up to date.
- Coordinate booth sales (or ask another volunteer to do so).
- Arrange cookie pickups from the Cookie Cupboard and briefly store cookies until girls pick them up (or ask another volunteer to do so).
- Collect money from those picking up cookies, issue receipts, and make frequent bank deposits.

#### After the sale

- Fill out rewards order in eBudde.
- Help girls deliver donated cookies to your chosen organization (or ask another volunteer to do so).
- Distribute girl rewards in a timely manner.
- Keep troop records.
- Celebrate with the girls!

### Virtual Girl Scout Cookie™ Booths Step-by-step Guide

#VirtualCookieBooth



## TROOP LEADER RESOURCES FROM GIRL SCOUTS

Start your climb as a troop cookie volunteer on Girl Scouts' website. Check out some great resources for activities and badges that can help bring more meaning to girls' cookie businesses. Plus, get informational handouts, safety tips, a step-by-step virtual booth guide and lots more!

**Where you'll learn more:**  
[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)



## CLIMB WITH COURAGE TOOLKIT

We've refreshed our online toolkit of resources for cookie volunteers, so you can help your girls take their Girl Scout Cookie Program® to the next level! Find a Rally Guide with activities to inspire girls to reach their goals, plus download graphics for social media posts, virtual meeting backgrounds and more! Check back often, since we'll be adding resources throughout the season!

**Where you'll learn more:**  
[LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

Through volunteering with Girl Scouts, troop leaders experience the following benefits:

**90%**  
feel they make a difference in the lives of girls.

**83%**  
say they gain a sense of purpose volunteering with Girl Scouts.

**76%**  
make friends through their service as a troop leader.

**74%**  
become more involved in their communities.

**62%**  
feel energized all or most of the time they volunteer as a troop leader.

**20%**  
gain career or job opportunities through their Girl Scout volunteering.

*"The Benefits of Being a Girl Scout Volunteer"* Girl Scout Research Institute, 2020



# BADGES, PATCHES AND CERTIFICATES

How can you inspire girls to think courageously? Let girls know how they can earn a badge or patch — and wear it on their vest or sash — as a symbol of their important Girl Scout Cookie Program achievements.

Girls can earn one of the new Cookie Business badges this year when they complete requirements that help them develop new skills and grow their business. Badges are official Girl Scouts of the USA recognitions that can be placed on the front of her Girl Scout uniform.

Girls collect patches as they achieve specific cookie program milestones, including actions like sending emails, selling at booths, and using online marketing. These are fun patches that can be worn on the back of the uniform to show her cookie business success.

## Where you'll learn more:

Your council's website  
[girlscouts.org/cookiebadges](https://girlscouts.org/cookiebadges)  
[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders) for poster download

Certificates and patches can be used for recognition at any point in the Girl Scout Cookie Season, from the earliest planning meetings through the booth phase.

## Where you'll learn more:

Your council's website  
[LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

Check out the **NEW** Cookie Business badges and Financial Literacy badges at [girlscouts.org/en/our-program/badges/badge\\_explorer](https://girlscouts.org/en/our-program/badges/badge_explorer).



On average, Girl Scouts were **two times as likely** to have done entrepreneurial activities as other girls!

*"Today's Girls, Tomorrow's Entrepreneurs"*  
Girl Scout Research Institute, 2019





# GETTING FAMILIES INVOLVED

## COOKIE PROGRAM FAMILY MEETING GUIDES

You'll find everything you need to plan a fun and informative family meeting in these guides, which include resources tailored to each Girl Scout grade level.

### Action steps to host successful meetings:

Hold a family meeting 2–3 weeks before the start of the cookie season and be sure to highlight the Cookie Entrepreneur Family pin.

Choose a meeting format that works best for everyone — Girl Scouts offers an agenda and tips for hosting virtual meetings.

### Where you'll learn more:

[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)



## 6 in 10

girls have an entrepreneurial mindset

*"Today's Girls, Tomorrow's Entrepreneurs"*

Girl Scout Research Institute, 2019

## GIRL SCOUTS™ COOKIE CAPTAINS

Teens who've been successful Girl Scout Cookie™ entrepreneurs are ready to enhance their success. This resource helps them level up their skills while learning to give back as mentors to girls who are just starting out in the program.

### Action steps to engage teens:

- Let them know they may be able to earn service hours.
- Emphasize that Girl Scouts® Cookie Captains are role models for leadership.

### What this resource includes:

Video for teens  
Best practices  
Training strategies  
Step-by-step guide  
Notebook  
Promotional flyer

### Where you'll learn more:

[LittleBrownie.com/teens](https://LittleBrownie.com/teens)



# DIGITAL RESOURCES



## JOIN US ON SOCIAL MEDIA

### Follow Little Brownie Bakers®

- facebook.com/littlebrowniebakers

### Follow Samoas®

- facebook.com/samoascookies
- instagram.com/samoas\_cookies
- twitter.com/samoascookies

### Follow Girl Scouts

- facebook.com/girlscoutsusa
- instagram.com/girlscouts
- twitter.com/girlscouts



## ONLINE SAFETY FIRST!

Girls and their supervising parent/guardian must read, agree to and abide by the Girl Scout Internet Safety Pledge, the Digital Cookie Pledge and the Supplemental Safety Tips for Online Marketing before engaging in online marketing and sales efforts through the cookie program. Find these resources at [girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders).



Encourage girls in your troop to share their inspiring Girl Scout Cookie stories with the world for a chance to be featured on Girl Scouts' "Think Outside the Cookie Box" gallery, the Girl Scout blog, Facebook, Twitter, Instagram and more. Learn more at [girlscouts.org/poweredbycookies](http://girlscouts.org/poweredbycookies).

# PARENT TRAINING TOPICS

- ✔ Go over pricing and varieties of the cookies. (**order card**)
- ✔ Give the deadlines needed for the troop's initial order, cookie delivery, and money due. (**page 2**).
- ✔ Give contact information for troop coordinator. (**page 2**)
- ✔ Go over How Girls Sell Cookies (**page 8**) – in-person order taking, booth sales, and cookie techie.
- ✔ Advise if they are taking money upfront to leave a business card with information for the customer. (**page 11**)
- ✔ Go over Social Media Guidelines. (**page 15**)
- ✔ Go over Reward Choices and when they are due. (**page 17**)
- ✔ Go over Opt-Out Information – make sure the troop understands that they do not get the rewards listed on the order card. They will receive an additional \$.04 per package if they choose to opt-out. Parent's signature on the permission form is REQUIRED. (**page 21**)

## PARENT PERMISSION FORM

Ask the parents to complete **Parent Permission Form** on **page 21**, then tear out and leave it with the troop product coordinator. They can now receive their girl's order card and money envelope.





## SAFETY TIPS FOR

# ONLINE MARKETING

**When engaging in online marketing and sales efforts beyond friends and family through the Girl Scout Cookie Program®:**

- Review and apply the Digital Marketing Tips for Cookie Entrepreneurs and Families.
- Continue to adhere to the Girl Scout Internet Safety Pledge and the Digital Cookie Pledge.
- Review Girl Scouts' Safety Activity Checkpoints for Computer and Internet Use and Cookie and Product Sales on your council's website.

**In addition, review and apply the below Supplemental Safety Tips for Online Marketing:**

- To protect your personal identity, NEVER direct message with people you do not know online or on social media platforms. Always use your Girl Scout online sales link for customer orders.
- If your Girl Scout sales link is posted on a public facing site, be aware the link is now searchable by anyone and could potentially appear anywhere on the internet.
- Never share your personal information (e.g., last name, phone number, email, or street address).
- Never share your personal location information, including your booth location.





# BOOTH SALE GUIDELINES



## PREPARING FOR YOUR GIRL SCOUT COOKIE BOOTHS

Cookie booths, or temporary sales set-ups in areas with lots of foot traffic, are a popular way for girls to sell cookies as a team. Contact the council before planning a cookie booth of your own.

## HERE ARE SOME NOTES ABOUT LOCATIONS FOR A COOKIE BOOTH:

- Troops are responsible for property damage caused by tents/canopies or other items at the booth site. If you are permitted to use a canopy at the booth location, it must be secured with sandbags at each pole. The adult in charge takes full responsibility for any damages. GSMIDTN is NOT responsible for any damage that occurs while using a canopy, table, etc.
- Troops CANNOT have a Donation/Tip Jar at their booth location. You can have a box for cookies that are bought for HUGS/TGOC.
- We encourage councils and volunteers to use their best judgment in setting up cookie booths in locations that will be open, accessible, and safe for all girls and potential customers.
- 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 the Girl Scout brand in your community. For additional clarity, girls should not sell inside or in front of establishments they themselves cannot legally patronize.
- Additionally, with regard to marijuana dispensaries, we have been steadfastly combating the unauthorized uses of the Girl Scout trademark by the cannabis community, which has been marketing—without our authorization—certain cannabis products under our youth-appealing brand. We are continuing to aggressively fight these

unauthorized uses of the Girl Scout brand and hope that our councils and volunteers will join Girl Scouts of the USA's efforts by discouraging cookie booths at such locations.

Once you've obtained council approval, check out the booth site before the day of the sale. Talk to business owners in the area so they'll know what to expect. Find out what security measures are in place—these may include lights for evening sales and whether a security camera watches the booth area—and where the nearest bathrooms are located. In addition, review *Safety Activity Checkpoints* to make sure you and the girls are as prepared as possible.

## ON THE DAY OF THE SALE, THESE TIPS WILL HELP MAKE BOOTH SALES ENJOYABLE FOR EVERYONE:

- Ensure that you have adequate space at the booth (table, products, and girls) to allow safe passage by pedestrians, bikes, and cars.
- Plan to have at least two volunteers and two girls at the booth at all times. From time to time, volunteers might want to take breaks or will have to accompany young girls to the bathroom, so make sure to have a few extra volunteers on hand. *Note: IRGs may have two adults and one girl at a booth. Homeschool girls may attend a booth sale during school hours with two adults and one girl.*
- Girls make all sales, except in cases where volunteers are helping Daisies handle money.
- Respect the surrounding businesses by making sure your booth isn't blocking a store entrance or exit.
- Attract customers with colorful signs. Remind girls to be polite and to have their sales pitch ready for interested shoppers.
- Report any suspicious people in the area to local security.

**Contact the Product Programs Department if you have any questions or concerns.**

# BOOTH SALE GUIDELINES

## COOKIE BOOTH ETIQUETTE

### I will...

- ✓ Identify myself as a Girl Scout by wearing my uniform, vest or sash, or my pins
- ✓ Arrive and leave on time; set up where directed
- ✓ Be polite and friendly at all times
- ✓ Say THANK YOU to everyone I approach
- ✓ Keep table and area neat
- ✓ Remove empty packages, posters, or similar items and recycle if possible
- ✓ Remember that my behavior reflects on ALL Girl Scouts

### I will NOT...

- ✗ Sell Girl Scout Cookies at booth sales before February 6, 2022
- ✗ Block the store entrances or exits
- ✗ Get in the way of customers
- ✗ Ask a customer multiple times to buy cookies
- ✗ Go into the store while working the cookie booth, unless to use the bathroom or invited in by the store manager during inclement weather
- ✗ Talk loudly, run around, or play while at a cookie booth
- ✗ Chew gum, eat, or drink while at the cookie booth

## PLEASE REMEMBER

- Booth sales give girls the opportunity to learn new skills, to promote Girl Scouting, to live the Girl Scout Promise and Law, and to sell additional cookies. With this opportunity comes the responsibility to follow safety, public relations, and business guidelines.
- Please keep in mind selling Girl Scout Cookies at booth sales is a privilege granted to us by local businesses and merchants. If this privilege is abused, even unintentionally, all Girl Scouts could lose the opportunity for additional booth sales at these business locations.
- Please be considerate of the business customers and property. If complaints arise, you may be asked to leave the booth sale site. Your behavior DOES reflect on ALL Girl Scouts, not just your troop.
- **Tagalongs, friends, or siblings not registered with the participating troop are NOT allowed.**
- All Girl Scout events, including Cookie Booth sales, are non-smoking!
- Any girl and adult participating at a Cookie Booth Sale must follow procedures per *Safety Activity Checkpoints*. Each girl MUST have a signed parent permission slip for booth sales.

### Additional Booth Locations:

If a troop wants to host a booth location that is not listed on EBudde or is outside of your Service Unit area, email a request with the following information to [ProductPrograms@gsmidtn.org](mailto:ProductPrograms@gsmidtn.org):

- Date & Times
- Location
- Troop Leader Name and Phone Number

# TROOP PROCEEDS

Troops will earn \$0.55 per package sold. Troops may earn up to three levels of additional proceeds:

*\*All troops must have a minimum of 5 girls selling for Daisy, Brownie, Junior, and Cadette troops. Senior and Ambassador troops need a minimum of 3 girls selling.*

## TIER 1

\$0.05 per package additional proceeds, if the troop's per girl selling average is 195+ packages, the troop has a the minimum girls selling for their age level.

## TIER 2

\$0.03 per package additional proceeds in shop credit will be given if the troop's per girl selling average is 228+ packages, the troop has a the minimum girls selling for their age level.

## TIER 3

\$0.05 per package additional proceeds, if the troop's per girl selling average is 250+ packages, the troop has a the minimum girls selling for their age level.

*Additional proceeds or shop credit WILL NOT be awarded to any troop with an NSF during the cookie program or outstanding money owed to Girl Scouts of Middle Tennessee.*

## FALL PRODUCT & COOKIES CROSSOVER PATCH

- Create M2 Avatar
- Send 15 emails
- Sell 325+ Packages of Cookies



## ACH

ACH dates are located on the ACH Form on the website at [gsmidtn.org/cookies](https://gsmidtn.org/cookies).

**February 17, 2022:** ACH Pull from troop account for \$1.50 per package

**March 17, 2022:** ACH Pull from troop account for remaining balance due to Council.



To earn this patch, sell 25 items using the online order link.

# GIRL REWARDS

## Girl Scouts of Middle Tennessee 2022 Girl Rewards

My Personal Goal: \_\_\_\_\_ NUMBER OF PACKAGES

**2022 Year Bar Patch**  
40+ packages

**Climb with Courage Patch**  
75+ packages

**Mountain Bracelet**  
110+ packages

**150+ Patch**  
150+ packages

**Motivational Water Bottle**  
160+ packages

**Climb with Courage T-shirt AND Super Patch**  
195+ packages

**10" Koala Plush**  
250+ packages

**Koala Journal AND Decals**  
300+ packages

**Koala Slipper Socks**  
360+ packages

**Eco Koala Hip Pouch AND Stamp Set**  
400+ packages

**Button Pin Set, Bandana, AND Reversible Bucket Hat**  
500+ packages

**Camp Cushion AND Beach Towel**  
650+ packages

**\$75 Amazon Gift Card OR Rain Poncho and Camp Duffel OR 25% off of Resident Camp**  
800+ packages

**\$125 Amazon Gift Card OR 50% off of Resident Camp**  
1000+ packages

**Design your own Chacos OR Instant Camera**  
1200+ packages

**Free week of Summer Resident Camp OR Camping Set**  
1500+ packages

**Wireless earbuds OR Bracelet w/charm**  
1800+ packages

**Apple Watch OR iPad**  
2022+ packages

Visit online rewards demos for more details on select items.

Girl Reward Levels of 800+ boxes and above are NON CUMULATIVE. All electronics will be distributed by GS of Middle TN. Reward brands and colors may vary due to availability. Troops choosing Rewards Opt-Out receive patches only.

### Online Rewards

**Cookie Techie Patch**  
25+ packages

**Mini Adventure Journal**  
75+ packages

**Docking Station**  
150+ packages

**Samoas Hoodie**  
300+ packages

### Gift of Caring Rewards

**Gift of Caring (GOC) Patch**  
15+ packages

**Bag Tag**  
30+ packages

**4" Koala Clip-On**  
60+ packages

**GSMIDTN HUGS Patch**  
100+ packages

### Initial Order Girl Rewards

**Leaf Pouch**  
190+ packages

**Eco Crossbody Tote**  
210+ packages

### Troop Initial Order Rewards

Troops with a PGA of 190+ packages on the Initial Order will receive a Koala Bracelet for each girl selling.

Plus one troop volunteer will earn a Reversible Bucket Hat.

### Patch Rockers

**Cookie Techie**  
25+ digital packages

**Super**  
195+ packages

### Bar Patches

**300+**

Bar Patches earned at the highest level sold, starting with 300+.

### Stellar Sellers

All girls who sell 1000+ packages or more will be honored as a "Stellar Seller" at the Girl Scouts Honors Day Awards ceremony.

**CEO Luncheon**

All girls who sell 1600+ packages will be invited to a special lunch with the CEO of Girl Scouts of Middle TN and receive a special gift.

Girl Reward Levels of 800+ packages and above are NON CUMULATIVE. All electronics will be distributed by GSMIDTN. Rewards brands and colors may vary due to availability. Troops choosing Rewards Opt-Out receive patches only.



# COUNCIL PROMOTIONS



## HUGS FOR OUR SOLDIERS

For the 2021 Cookie Program, Girl Scouts of Middle Tennessee donated more than **57,000 packages** of cookies to the soldiers at Ft. Campbell and more than **29,000 packages** of cookies to various non-profits to help their local organizations.

## WALK ABOUT WEEKEND • Feb. 18 – 20, 2022

Girl Scout Walk About Weekend is a weekend-long program where you are on the move selling cookies! It's tempting to head straight to the tried-and-true booth program, but you can complement your booth success with a traveling approach. Some ideas include a cookie caravan at a local event or going door-to-door with a wagon. *You may participate on any weekend that works for your girls.*



## WIN A VARIETY PACK OF GIRL SCOUT COOKIES!

For each purchase of 4 packages (any variety) of Girl Scout Cookies at a booth sale, that customer's name will be entered into a drawing to receive a **Variety Pack of Girl Scout Cookies** (contains 1 package of each of the 8 varieties of Girl Scout Cookies - \$30.00 value). Variety Pack Form for booth sales is located on our website and eBudde Help Center.

*Eligibility is for sales placed between February 6, 2022 and March 6, 2022. Variety packs will be mailed to the winner's address in April 2022. There will be 16 names drawn, two from each of our regions.*

Troops must mail completed forms to: **Girl Scouts of Middle Tennessee, Product Programs Department, 4522 Granny White Pike, Nashville, TN 37204** no later than March 22, 2022

Give customers the opportunity to...

**Buy 1**  
**Give 1**



### GIRL SCOUTS® GIFT OF CARING™

**Make a big difference by giving back —one Girl Scout Cookie package at a time!** Ask customers if they'd like to buy one box for themselves and another to give to a charitable organization of your troop's choice.

# COOKIE DELIVERY

## COOKIE COUNT & GO

**February 4 – 5, 2022**

**Troops in Davidson, Williamson, and Wilson Counties**

Cookie pickup location will be at \_\_\_\_\_.

Four pickup lines will be available for troops to drive through. Specific directions will be sent out through eBudde eBlasts the week of January 25, 2021.

You will pick your time slot in eBudde. We will notify you through an eBudde email when the schedule is open for selecting a time.

In case of severe or inclement weather, you will be contacted by the Product Programs Department with changes to the schedule.

## OUTLYING COOKIE PICKUP

**February 5, 2022**

**Troops in ALL Other Counties/Service Units**

Your service unit cookie coordinator will notify you of the place, time, and pickup instructions.

## COOKIE PICKUP

**January 29, 2022**

**Troops in Rutherford County**

Your service unit cookie coordinator will notify you of the place, time, and pickup instructions.

**Please note: Cookies cannot be sold at a booth/business BEFORE February 6, 2022!**



Use this guide to approximate how many cases of cookies will fit in your vehicle. The amounts assume the car will be empty except for the driver, with all space utilized except the driver's seat. **Safety Note:** Avoid carrying cookie cases and children in the passenger area of a vehicle at the same time.

Car Type	Number of cases
Compact car	23
Hatchback car	30
Mid-size sedan	35
Sport utility vehicle	60
Station wagon	75
Minivan (seats in)	75
Pick-up truck (full bed)	100
Cargo van (seats in)	200

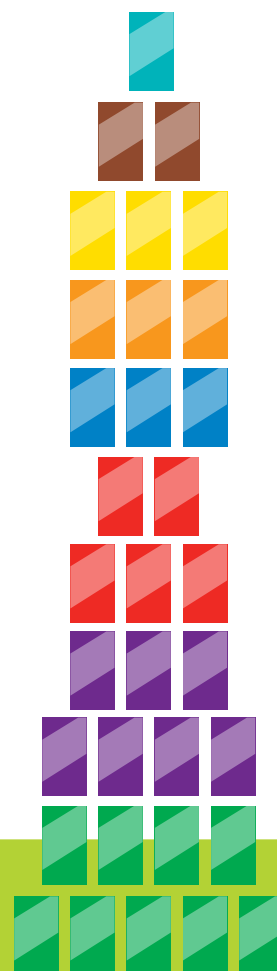
# GIRL SCOUT COOKIE™ PICKUPS

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!

## Action steps for a smooth pickup day:

- Know exactly how many cases of each variety you ordered.
- Arrive at your scheduled pickup time.
- Make sure you have enough vehicles to load your order (see chart).
- 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.

**Some Delivery Stations and Cookie Cupboards offer contactless pickup. If your council offers this option, you can use the eBudde™ App to manage your transaction — right from your vehicle!**



## TAKE STOCK AND RESTOCK!

Deciding how many packages to order for booth sales isn't an exact science, but here are average sales per cookie variety\* to give you an idea of how many to order:

Thin Mints®	27%
Samoas®	21%
Tagalongs®	15%
Trefoils®	9%
Do-si-dos®	9%
Lemon-Ups®	9%
Girl Scout S'mores®	6%
Toffee-tastic®	3%

New cookies, such as this season's Adventurefuls™, typically represent 8%–10% of sales.


\*Data from 2019–2020 Girl Scout Cookie Season.

# COOKIE CUPBOARDS

## PLACING A PENDING ORDER

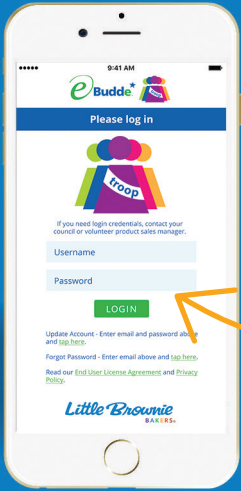
Troops must place pending orders for additional cases of cookies directly with the Cookie Cupboard of their choice through the eBudde system. **No walk-ins are permitted at Council or Armstrong.**

- From the troop level, click on the “Transactions” tab in eBudde. Click “Add a Transaction.”
- Select a Cupboard from the drop-down menu on the far right. Cupboards are listed by city. Click “Map It” to get the up-to-date address, hours of operation, and specific contact information.
- Enter the number of cases and varieties of cookies you would like to request.
- Enter the date and time you wish to pickup the cookies.
- Schedule your pickup at Armstrong through the booth site scheduler on eBudde System. Regional Cupboard pickups are also by appointment only.
- Enter the contact information for the troop representative picking up your cookies (name, phone number, and email address).
- Click “OK” to process your order. Then click “Save” to complete your order. The Cupboard will email verification of the order.
- The Cupboard will be notified of the pending order and will contact you to confirm a pickup time and in the event of an issue.
- Pending orders must be placed 24 hours before picking up from a cupboard.



**Every volunteer needs an eBudde.™**

Place orders on your mobile devices with the eBudde Troop App Plus.™ Video training and eBudde help are built right in. **Learn more and download the app at LittleBrownie.com.**



*Little Brownie*  
Bakers

**Check out what the troop app can provide you on your phone or tablet!**



# COOKIE CUPBOARDS

## HERE'S HOW THE COOKIE CUPBOARD OPERATES

- All outlying regional cupboards open February 7, 2022.
- Armstrong, Camp Holloway, and Council Cupboards open February 8, 2022.
- Regional cupboards will begin closing February 28, 2022 (or earlier, based on inventory).
- Armstrong will close on February 28, 2022 (based on demand).
- Council Cupboard will remain open until March 4, 2022 (based on demand).
- Varieties may be limited the final week of the program.
- Cookies are guaranteed on Troop Initial Order ONLY.
- It is highly recommended that troops order enough cookies for two booth sales on their initial order.

## THINGS YOU NEED TO KNOW ABOUT COOKIE CUPBOARDS

- Volunteers and staff run the Regional Cookie Cupboards. They do their best to arrange a convenient Cupboard schedule around their work and life schedules. Please be respectful of their time.
- Service units go to Armstrong to replenish their service unit cupboards.
- At the Cupboards, troops will count, verify, and load their cookies. **MAKE SURE TO COUNT your order. We cannot fix any missing cookies once you leave the pickup location.**
- Keep the troop copy of the Cupboard transaction for the records. The transaction will be posted in eBudde, and the additional cookies will be charged to the troop.
- If a troop/girl failed to put their initial order in eBudde, orders can be placed as additional orders for pickup at cupboards. **Remember all orders from the cupboards can only be placed in full cases.**
- Cupboard Manager is the Cookie (Cupboard) Boss. Each Cupboard Manager has the authority to limit the number of cases a troop can pick up and the manner in which cookies are distributed at their Cupboard based on supply and demand.



# COOKIE CUPBOARDS

Regional Cupboards are by appointment only. We suggest that you contact the cupboard manager several days in advance of when you need cookies.

Council and Armstrong Cupboards will only hold cookies until 3:00 p.m. on Friday each week.

## **Camp Holloway** – Meredith Hines

7551 Holloway Road, Millersville, TN 37072

Office: (615) 672-2959

Cell: (615) 947-3220

Pickup will be scheduled by appointment only.

*Cookies available February 4 at this location.*

## **Clarksville** – Robin Weeks

Location TBA (storage facility)

Cell: (931) 624-6314

Rweeks857@gmail.com

Pickup will be scheduled by appointment only.

## **Columbia** – Amarie Hundley

1129 Trotwood Suite 11, Columbia, TN 38401

Cell: (931) 446-1541

hdtags@live.com

Pickup will be scheduled by appointment only.

## **Cookeville**

TBD on location and contact information.

Please check eBudde for updated information.

Pickup will be scheduled by appointment only.

## **Manchester** – Tammy Lambert

506 Hillsboro Boulevard, Manchester, TN 37355

Office: (615) 460-0256

TLambert@gsmidtn.org

Pickup will be scheduled by appointment only.

## **Murfreesboro**

TBD on location and contact information.

Please check eBudde for updated information.

Pickup will be scheduled by appointment only.

## **Nashville** – Product Programs Department

4522 Granny White Pike, Nashville, TN 37204

**ORDERS FOR 35 cases or fewer ONLY.**

Tuesday - Friday, 9:30 a.m. - 6:00 p.m.

Saturday, February 12, 19, & 26, 10:00 a.m. - 2:00 p.m.

*Cookies available February 8 at this location.*

## **Armstrong Warehouse**

455 Industrial Blvd., Suite B, LaVergne, TN 37086

**ORDERS FOR 36 cases or more ONLY.**

Tuesday - Friday, 9:00 a.m. - 3:00 p.m. ONLY

Closed 11:00 - 12:00 p.m. for lunch.

**\*\*DO NOT CALL ARMSTRONG WAREHOUSE.**

Contact Council if necessary.

# SAFETY GUIDELINES

*An essential part of your action plan for a successful Girl Scout Cookie Season is reviewing safety guidelines with troop members and their parents or guardians. Girl Scouts of the USA offers resources on [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders).*

## GIRL SCOUTS OF THE USA RESOURCES

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Supplemental Safety Tips for Online Marketing
- Practical Tips for Parents
- Safety Tips for Girl Scout Cookie™ Entrepreneurs
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints

### Find safety resources and more at:

- [girlscoutcookies.org/digitalmarketing](https://girlscoutcookies.org/digitalmarketing)
- [girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)
- [girlscouts.org](https://girlscouts.org)
- your council website



# RESOURCES AT A GLANCE

### Troop leader resources

[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

### Cookie badges

[girlscouts.org/cookiebadges](https://girlscouts.org/cookiebadges)  
your council's website

### Cookie Entrepreneur Family pin

[girlscoutcookies.org/entrepreneurfamily](https://girlscoutcookies.org/entrepreneurfamily)

### Cookie history, FAQs and nutrition information

[LittleBrownie.com](https://LittleBrownie.com)

### Cookie Program Family Meeting Guides

[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

### Digital Cookie®

[girlscouts.org/digitalcookie](https://girlscouts.org/digitalcookie)

### Digital Marketing Tips for Cookie Entrepreneurs

[girlscoutcookies.org/digitalmarketingtips](https://girlscoutcookies.org/digitalmarketingtips)

### eBudde™ App

[LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)  
wherever you download apps

### Girl Scouts® Built by Me Planner

[LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

### Goal-setting activities & tips

[girlscouts.org](https://girlscouts.org)  
[LittleBrownie.com](https://LittleBrownie.com)

### In-Person Cookie Sales Guide & other resources

[LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

### Safety resources

[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

### Social media tools and graphics

[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)  
[LittleBrownie.com/social-resources](https://LittleBrownie.com/social-resources)

### Girl Scouts® Cookie VIP eTraining

[Vipetraining.littlebrownie.com](https://Vipetraining.littlebrownie.com)

### Virtual Cookie Booth Guide

[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

### Virtual cookie sales tools

[LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)

### Volunteer Essentials

your council's website

### Cookie Family Connection Guide

[girlscoutcookies.org/troopleaders](https://girlscoutcookies.org/troopleaders)

### Little Brownie Bakers® Family Guide

[LittleBrownie.com/families](https://LittleBrownie.com/families)

Share the Digital Marketing Tips brochure with cookie entrepreneurs and their families. Find it at [girlscoutcookies.org/digitalmarketingtips](https://girlscoutcookies.org/digitalmarketingtips).

# EBUDDE™ FINGERTIP FACTS

eBudde is a cookie volunteer's best friend. Here's where you'll order cookies, track deliveries, and more. You will receive eBudde training that will make the season a snap. Here are some quick reference facts on how to use the eBudde system.



## GETTING STARTED

Go to **ebudde.LittleBrownie.com**.

### When accessing eBudde™ for the first time this season:

1. You will receive a welcome email with a **LOGIN** link.
2. Click on the **LOGIN** link within the email.
3. On the **PASSWORD** screen, set up your new password and confirm.
4. At the **PROFILE** screen, enter the new password you set up. Review/enter all additional information.
5. Select **eBudde**.

**eBudde tools are collected in tabs you'll see at top of page. Click each tab to execute various tasks.**

### Contacts Tab

1. Review information; click **EDIT** to make any necessary changes.

### Settings Tab

1. Select the specific troop whose information you want to edit from the list to the left of your screen.
2. Enter number of girls selling and registered; goal in packages.
3. Mark Opt-Out Rewards for additional profits.
4. Enter banking information.
5. Click **UPDATE** to accept all changes.

### Girls Tab\*

1. Enter girls' names, GSUSA ID, and grade. Click the check box for registered girls, enter t-shirt size and sales goal (in packages).
2. Click **UPDATE** to accept all changes.

*\*GSMIDTN will upload the current membership database for registered girls with your troop. We will not delete any girls for statistical purposes. If you add any new girls contact ProductPrograms@gsmidtn.org.*

## INITIAL ORDER

### Remember:

You can place initial orders from your mobile device with the eBudde Troop App Plus™. Video training and eBudde help are built right in!

### Initial Order Tab

1. Click each girl's name; go to bottom of screen, click highlighted fields to begin entry.
2. Press the Tab key to navigate fields and enter the girl's total cookies order in packages by variety.
3. Click **OK** button to save change for girl.
4. Repeat for each girl.
5. **BOOTH** – Click **BOOTH** at the bottom of screen, click the highlighted fields to begin entry. Press the Tab key to enter in packages and variety number of cookies for booth sales. Click **OK** to save changes.
6. **OTHER** – Click **OTHER** at the bottom of screen, click squares to begin entry. Press the Tab key to enter in packages and variety number of cookies for booth sales. Click **OK** to save changes.
7. Review **IMPORTED** row quantities.
8. **SAVE** the page.
9. Carefully review the totals at the bottom; if correct, click **SUBMIT ORDER**. Remember, you cannot change the Initial Order after it has been submitted. Contact your volunteer manager or the product sales staff to make changes.
10. Click **PRINTABLE VERSION** to print a copy for your records.

# EBUDDE™ FINGERTIP FACTS

## INITIAL ORDER *(continued)*

### Delivery Tab

1. Review and enter delivery information.
2. Select time slot, if applicable.
4. Click **SUBMIT MY INFO**.
3. Click **PRINT** to print out a confirmation form.

### Rewards Tab

1. Click **FILL OUT** next to Initial Rewards Order.
2. Click on individual girls' names to review Girl Reward Orders and click **SUBMIT GIRL ORDER**, if applicable.
3. Enter or review total rewards earned.
4. Click **SUBMIT REWARD ORDER** to submit your total order.

## BOOTH SALES

### Council Sites

1. Select **COUNCIL SALES** from the dropdown list.
2. Find booth sales you would like to sign up for and select date and time.
3. Click time slot and click **SUBMIT**.

### Troop Requests

1. Select **MY SALES** from the dropdown list.
2. Click **ADD A LOCATION**.
3. Fill in location site information, date, and time range.
4. Click **ADD**. Request will be pending until approved or denied.

### REMEMBER:

Please keep Booth Scheduler in eBudde™ up to date with your group's times and dates. This data powers Girl Scouts® Cookie Locator™ and allows customers to find you.

## FINAL ORDER

### Girl Orders Tab

1. Update Girl Orders to include all additional packages sold and payments made.
2. Click **SAVE**.

### Rewards Tab

1. Click **FILL OUT** next to Final Reward Order.
2. Click on individual girls' names to review Girl Reward Orders and click **SUBMIT GIRL ORDER**.
3. Enter or review total rewards earned.
4. Click **SUBMIT** to submit your order.

### Reports Tab

1. Need additional information on cupboard location and hours? Click Reports Tab and run Cupboards report.

### Transactions Tab

1. Click **ADD A TRANSACTION**.
2. Enter troop-to-troop transactions.
3. Enter pending order to the cupboards.
4. Click **SAVE** to save your information.

### Payment Tab

1. Click **ADD A PAYMENT** at the top of page. Press the Tab key to navigate through packages, press the Enter key to save changes.
2. Enter Bank, Date, Transaction Reference Number, and Amount of payment. (use decimal points: e.g. 157.50)

### GOC Org. Tab

1. Enter in troop Girl Scouts® Gift of Caring™ organization(s) information.

### Sales Report Tab

1. Review final package numbers.
2. Review your receipts.
3. Review your Gift of Caring.

### Need a Little More Help?

Be sure to check out our eBudde™ Microburst Training videos on YouTube. Visit us at [www.youtube.com/user/LittleBrownieBakers](http://www.youtube.com/user/LittleBrownieBakers) and click on the eBudde Microburst Training playlist for more helpful tips on how to get the most from the cookie season. And also check out the Help Center for additional resources, including council information, eBudde Help and links to Microburst training videos.

# 2022 Cookie Rally

## Cookie Request Form

Service units and troops must hold a Cookie Rally to purchase rally patches from the Cabin in advance for girls attending the rally in order to receive “free” cookies. If the Service Unit has purchased a Pre-made Easy Rally Kit, these items are already included in the kit and do not need to be purchased with this form. (Refer to Super Kit Form)

Service units will receive 7 boxes of cookies (one of each variety at no charge) for every 40 girls (rally patches)\* the service unit purchases. Cookie Rally 2021 patches are available at a discount while supplies last. Cookie Rally 2022 patches are \$1.25 each.

No returns/refunds permitted. You must come to the Cabin to purchase patches first and then present this form to pick up cookies at the Product Programs department. If your service unit has 40 or less total girls registered, the Product Programs office will work with you on getting cookies for your Cookie Rally when you purchase the rally patches.



SU# \_\_\_\_\_ Date \_\_\_\_\_

Cookie Rally will be held on: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2022 Number of patches \_\_\_\_\_ purchased (\$1.25 each)

2021 Number of patches \_\_\_\_\_ purchased (.50 each) while supplies last

# patches x .175 = \_\_\_\_\_ boxes of cookies\*

Signature for pickup: \_\_\_\_\_



THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE

THANK YOU FOR PURCHASING COOKIES!

Troop \_\_\_\_\_ Girl \_\_\_\_\_

Cookie Delivery Date \_\_\_\_\_

Contact \_\_\_\_\_

CLIMB  
WITH  
COURAGE





# PATCHES ARE AVAILABLE FOR PURCHASE IN THE CABIN!

## Cabin Hours:

Mon. to Fri.  
8:30 AM to 4:15 PM

1st & 3rd Saturdays  
10 AM to 2 PM

Check [gsmidtn.org/shop](https://gsmidtn.org/shop) or  
call (615) 460-0222  
for availability.

**Booth Sale Patch** • \$1.25

**Cookie Entrepreneur Patch** • \$1.25

**Cookies on the Go Patch** • \$1.25

**Cookie Rally Patch** • \$1.25

**Volunteer Patch** • \$1.25

**Cookie Entrepreneur Family Pin** • \$3.00

**Cookie Rookie** • \$1.25

**Cookie Captain** • \$1.25

**Cookie House Party** • \$1.25

While supplies last



## Girl Scouts of Middle Tennessee Shop

4522 Granny White Pike, Nashville, TN 37204

Phone: (615) 460-0222 | Email: [NashvilleShop@gsmidtn.org](mailto:NashvilleShop@gsmidtn.org)

# **COOKIE COSTUME RESERVATION FORM**



SERVICE UNITS AND TROOPS may reserve a costume by completing this form and send to [kroder@gsmidt.org](mailto:kroder@gsmidt.org). Please complete this reservation form well in advance to reserve costumes. All costumes must be returned within three (3) days from pick- up date.

**A LIMIT OF 2 CHARACTER COSTUMES MAY BE REQUESTED PER EVENT AND  
SELECTION OF COOKIE VARIETY ON COSTUME WILL VARY UPON AVAILABILITY.**

SERVICE UNIT # \_\_\_\_\_ TROOP # \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ POSITION \_\_\_\_\_

PHONE (CELL): \_\_\_\_\_ (EMAIL) \_\_\_\_\_

DATE TO BE PICKED UP: \_\_\_\_\_ DATE TO BE RETURNED: \_\_\_\_\_

EVENT/DATE TO BE USED: \_\_\_\_\_

If any costume is damaged to the point of not being able to be used, an automatic ACH bank fee of \$40 may apply per costume to your service unit or troop account.

If any costume is not returned on time, an automatic ACH fee of \$20 may apply per costume to your service unit or troop account.

**COSTUMES MUST BE WASHED IN COOL WATER AND AIR DRIED UPON RETURN.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## ***Cookie Rally Rewards Reservation Form***

**SERVICE UNITS** may reserve cookie rewards for their **SERVICE UNIT COOKIE RALLY** by completing this form and submitting to [kroder@gsmidt.org](mailto:kroder@gsmidt.org).

**ALL REWARDS MUST BE RETURNED WITHIN THREE (3) DAYS FROM PICKUP DATE OR AN AUTOMATIC FEE MAY APPLY.**

**REWARDS WILL BE REVIEWED FOR MISSING AND/OR DAMAGED ITEMS UPON RETURN. IF ANY DISCREPANCIES ARE NOTED, THE SERVICE UNIT MAY BE CHARGED AN AUTOMATIC FEE (ACH) of \$50.00**

**SERVICE UNIT #** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**GIRL SCOUT POSITION:** \_\_\_\_\_

**PHONE: (CELL)** \_\_\_\_\_ **(EMAIL ADDRESS)** \_\_\_\_\_

**COOKIE RALLY DATE:** \_\_\_\_\_

**DATE TO BE PICKED UP:** \_\_\_\_\_ **DATE TO BE RETURNED:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**S**ervice  
**U**nit  
**P**re-assembled  
**E**asy  
**R**ally

# Kits

**Super Kits are the best way to host a rally! These kits include materials, tips & tricks, station ideas, cookies, patches, and 2 additional activities for 20 girls.**



- **Kits are \$20 (up to 20 girls)**
- **Must be ordered in multiples of 20.**
- **Available November 10<sup>th</sup>, 2021**
- **Please Allow 2 weeks lead time**



**Request your kit at:**  
**[www.gsmidt.org/super-kit](http://www.gsmidt.org/super-kit)**

**Questions?**  
**Contact Lanny: [Lbrown@gsmidt.org](mailto:Lbrown@gsmidt.org)**

# COUNCIL RESOURCES

## TROOP GIFT OF CARING (TGOC)

*TGOC is a **physical** package of cookies that your troop will deliver to the organization that they choose. You must have the inventory in your possession. You will place the credit for the girl under the TGOC column on eBudde. (Collect the money and set a package of cookies aside.)*

To participate, girls first choose a charity. The girls should be able to clearly identify the charity and share why their troop has chosen to donate to the organization. Troops will deliver inventory to the organization they choose.

Once the girls have decided on the organization for their TGOC, follow these steps to record the organization in eBudde:

- From the dashboard, go to the “GOC Org” tab.
- Fill out all the fields with the organization's contact name, address, phone number, and email.
- Fill out how many packages were donated to the organization. (This can be updated anytime during the sale.)

Participation in the Gift of Caring program is easy, and keeping track of which girls in your troop participate is easy too! There is a TGOC column in eBudde that allows the Troop Cookie Coordinator (TCC) to indicate the number of TGOC packages donated by each girl.

The TCC will not need to enter which variety of cookie, simply the number of packages in the TGOC column on the girl order tab. Troops should use their remaining inventory to fill these TGOC orders.

PLEASE NOTE: Troops will need to place a Cookie Cupboard order if they do not have enough extra cookies to fulfill their TGOC cookie order.

These restrictions are for all Gift of Caring cookies, regarding the use of the donated cookies:

1. Recipients of donated cookies are not allowed to sell, trade, barter, or otherwise transfer the donated cookies for money, property, or services. Donated cookies cannot be used for fundraisers, raffles, or auctions, or be sold in any manner, including to retail stores, websites, flea markets, etc.
2. Consider marking the package with a big X to prevent it from reentering market circulation. This may also help identify the donated goods, prevent fraudulent returns, and prevent resell.
3. Recipient may not ship or distribute the product internationally (exception: HUGS).
4. Consider relationships with non-profits that will not be doling out entire cookie packages, but rather using single servings of the product to create meals, such as Meal on Wheels.
5. Consider working with smaller non-profits that have a local impact, to avoid reselling of product in other jurisdictions.
6. Consider distributing your donated cookies widely to multiple recipients.



# COUNCIL RESOURCES

## HUGS FOR OUR SOLDIERS

*HUGS is a **virtual** package of cookies that will be delivered by Armstrong to Fort Campbell, KY. Place the credit for the girl under the HUGS column. (Collect the money and deposit amount.) You DO NOT need to bring cookies to the Council Office!*

The HUGS program encourages the girls to make a difference in their community and to help their local military personnel. Girl Scouts of Middle Tennessee Council and Armstrong will deliver ALL packages to the men and women serving in the military at Fort Campbell, KY.

Follow these easy steps:

- Simply collect and deposit \$4.00 into your troop account for each package sold.
- The troop cookie coordinator will not need to enter which variety of cookie, simply the number of packages in the HUGS column on the Girl Order Tab in eBudde.

Here are some examples of how to keep track of your HUGS sales at a cookie booth:

- When a customer wants to buy one for a soldier, you can create a tally system at your booth location.
- Have a sign with a goal for HUGS; as each package is sold, place a sticker in the picture to fill up the area.
- Use a dry erase board with a picture of a boot and place magnetic yellow ribbons inside the picture of the boot.

HUGS cookies are virtual cookies sold at a booth, so no inventory is needed at the end of the booth sale. The troop only needs to collect the money, enter how many boxes were sold beside the girl's name in the HUGS column, and YOU'RE DONE.

You do not need to bring any cookies to the Council Office for the HUGS program. COUNCIL will order the needed cookies and ARMSTRONG will deliver them to Fort Campbell, KY.

If troops wish to donate their leftover inventory of cookies to HUGS for Our Soldiers, they would mark those packages under the "TGOC" column. Be sure to fill out the "GOC Org" information on the dashboard for leftover inventory. Then fill out the organization as: HUGS for Our Soldiers, 4522 Granny White Pike, Nashville, TN 37204. Contact should be listed as Tracy Tudder, ttudder@gsmidtn.org, (615) 460-0202. Enter how many packages you will be delivering to the Nashville Service Center before March 13, 2022.

# COUNCIL RESOURCES

## ORDERING COOKIES

Troops must have their Initial Cookie Order submitted at **ebudde.littlebrownie.com** by 10:00 a.m. CST on January 18, 2022. Only cookies placed on initial order are guaranteed delivery to troops.

Cookies can only be ordered in FULL CASES.

For troops having one or more booth sales the first week of sales, Council recommends ordering at least the following additional cookies: 6 cases of Thin Mints, Samoas, and Tagalongs; 2 cases of Trefoils, Do-si-dos, Lemon-Ups, Adventurefuls, and S'mores. These can also be used to fulfill extra orders that girls may take after turning in their order cards until the time they pickup their pre-orders.

Toffee-Tastic and S'mores are available to troops throughout the program!

**COOKIES RECEIVED ON THE INITIAL TROOP COOKIE ORDER CANNOT BE TRANSFERRED.** Doing so will result in your troop forfeiting their additional troop proceeds.

## TRANSFERS/COOKIE EXCHANGES

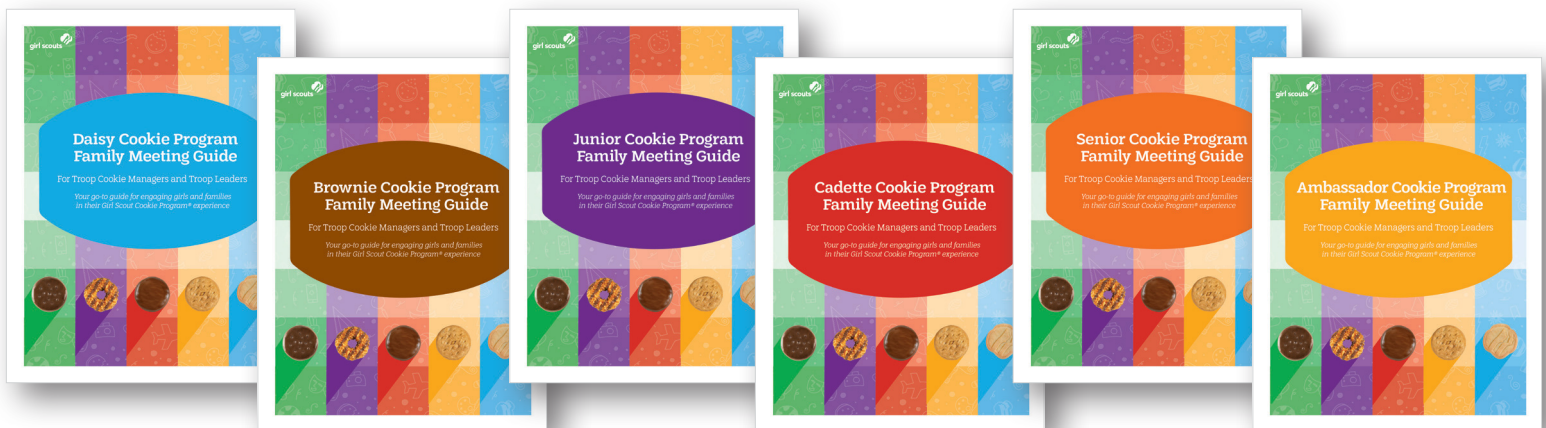
From more information on transfers and cookie exchanges, visit [gsmidtn.org/cookies](https://gsmidtn.org/cookies).

**NEW!**

Download at [gsmidtn.org/cookies](https://gsmidtn.org/cookies)!



# Cookie Program Family Meeting Guides



# COUNCIL RESOURCES

## RETURNS/LEFTOVERS

- Returns – There is a NO return policy on all cookies.
- Leftovers – Use for your Gift of Caring donation.
- Damaged – If the package is damaged (crushed package, sealed but empty package, unsealed package, or returned by customer for any reason) or a customer is dissatisfied, the package can be exchanged at the Product Programs office for a non-damaged package of the same variety.

## BOOTH SALES

- Council Sponsored Booth Sites (Dunkin Donuts, Lebanon Outlet Mall, Rivergate Mall, Cool Springs Galleria, and JoAnn Fabrics) – These locations are set up by Council. These are typically two hours per time slot and set up location is determined by the merchant. These booths are available for sign up through the booth scheduling system in eBudde. Check calendar for dates to sign up.
- Service Unit Booth Sites – These locations are solicited by the booth sale coordinator for your service unit. Counties with multiple service units are encouraged to share the booth sale locations with other troops in your area.
- Kroger Stores – The Council will contact corporate for permission to sell cookies in front of their stores. **NO ONE is to contact the managers of the stores. All communication with Kroger is to be handled by Council.**
- Walmart stores have a national contract with GSUSA. However, individual service units will arrange dates and times with their local Walmart stores using the contract provided on the eBudde Help Center.
- Troops with a personal relationship with a small business may not set up a booth site without the permission of the service unit cookie coordinator. Troops may not go out of their service unit jurisdiction without the permission of their service unit cookie coordinator. Violating these rules may result in troop forfeiting any additional troop cookie proceeds.

**Troops DO NOT SOLICIT locations that are listed on the eBudde booth scheduler or that are being contacted by your service unit.**

For instructions on how to get approval for a site not listed on eBudde and through your service unit, refer to the **eBudde Help Center > From the Council > Troop Additional Booth Site Request.**

## GIRL/ADULT REQUIREMENTS

- A minimum of two adults and two girls are required at all booth sale sites
- A maximum of four girls plus two adults at any one time
- Girls need to be present at all cookie booth sales! No exceptions!!
- Only Individual Registered Girls may do a booth sale with one girl and two adults present. Homeschooled girls may sell during the day with one girl and two adults present.

# COUNCIL RESOURCES

## MONEY HANDLING

- Accepting Credit Cards at Booth Sales – Troops may take credit card payments at booth sales. It is the troop's responsibility to make these arrangements. **PLEASE NOTE:** As Council has no agreement with a credit card agency for accepting payments for cookies, troops are individually responsible for all fees and charges associated with the credit card processors. Fees may not be passed on to customers by increasing the per package price of cookies. The price of cookies must not exceed \$4.00 per package (or \$5.50 per package for S'mores and Toffee-Tastic).
- Check Acceptance Policy – For your troop's safety, we recommend that you do not accept checks from girl's customers. However, if the troop allows, we suggest that you require parents to deposit those customer checks into their personal accounts and write their own personal check to the troop or give you a money order, cashier's check, or cash.
- Paying Council for Troop Cookies – All Product Program monies (cookie payments) will be collected from troops via Automatic Clearing House (ACH) debit. Troop bank account information will be used by Girl Scouts of Middle Tennessee (GSMIDTN) to electronically debit troop cookie money due to council on **February 17, 2022** and **March 17, 2022**.
  - » Submit troop ACH bank information to council no later than December 10, 2021.
  - » Troops must notify the Product Programs Department of any changes to their bank information during or after the sale.
  - » Troops will deposit all cookie funds into their troop bank account promptly and frequently.
  - » Troop bank account must be a Girl Scout troop account.
  - » The troop will be emailed one week in advance with the amount that will be debited from the troop checking account for cookie payment due.
  - » Troop money must be available in the troop bank account (checks cleared) by February 12, 2022. GSMIDTN will debit troop bank account \$1.50 per package ordered on initial order on February 7, 2022.
  - » GSMIDTN will debit troop bank account the remaining balance due for all cookies received on March 17, 2022.
  - » Troops not having sufficient funds in account on February 17, 2022 and/or March 17, 2022 forfeit any additional troop proceeds the troop may have earned.
  - » Troop authorizes GSMIDTN to repeat any debit that fails for any reason.
  - » Bank NSF charges (\$35) will be added to the troop debt for each ACH rejection.

**Girl Scouts of Middle Tennessee takes misuse of troop/group funds extremely seriously.** If personal use of troop/group monies occurs, GSMIDTN will begin collection procedures, taking legal action as necessary. Volunteers who misuse funds for which they are responsible will be released from all positions with GSMIDTN.

# COUNCIL RESOURCES

## COLLECTIONS

- Troop Request for Collection Assistance – If you have a parent that is delinquent in paying, you are required to complete the Request for Collection Assistance form found online or make a copy of the form on the Girl Scouts of Middle Tennessee website.
  - » You MUST attach the signed parent permission slip to the completed form and be sure to include any signed receipts showing proof of product pickup. Also include any correspondence or documentation of your collection attempts.
  - » Turn in the completed form and parent permission slip along with your troop's final deposit.

**Note:** If Collection Assistance Form with permission slip is not turned in with final report envelope, the troop cookie coordinator will be held accountable for the delinquent funds. Even if the delinquent parent promises you they will give you the money the day after it is due, turn in a Request for Collection Assistance. It's better to be safe than sorry.

Troops/Parents that are delinquent in paying their cookie sale balance will be dealt with by Girl Scouts of Middle Tennessee Product Programs Department. ONE collection letter will be sent to the delinquent troop coordinator or parent before we take legal action. Anyone who remains delinquent will be unable to hold a troop or service unit leadership position as a member of Girl Scouts of Middle Tennessee.

### **What to do if you had a delinquent parent in the past?**

If you had a parent that was turned in as a past-due parent for a prior product sale, follow these guidelines to ensure the girl has a successful cookie sale program experience.

- Participation in the sale can only be through cookie booth sales. No door-to-door or direct solicitation of orders is permitted.
- Parents are still required to sign a parent permission slip before she can participate.
- Parents are to comply with all deadlines as set forth by the troop leader and troop cookie coordinator regarding submitting finances and paperwork.

**Remember – you must have the troop Request for Collection Assistance form, the SIGNED parent permission slip, and all receipts included with your final report. Without the proper documentation we cannot assist you in collection procedures.**

## ACCIDENTS/INCIDENT REPORTING:

If there is an accident/incident that occurs at a booth site, here are the proper reporting procedures:

1. Reach out to Sue Tims, Director of Membership and Volunteer Services, STims@gsmidtn.org, (615) 460-0201.
2. Reach out to your Regional Executive.
3. Email involved parties with the date, location, contact information of those involved, and all the details of the accident/incident.



**Girl Scout, \_\_\_\_\_, a registered member of Troop \_\_\_\_\_, has my permission and support to participate in the 2022 Cookie Program.**

- I acknowledge the girl/s above are registered Girl Scouts prior to starting the cookie program activities.
- I accept financial responsibility, including prompt payment, for all products received from monies collected and will ensure adult guidance at all times. I understand unsold product may NOT be returned to the troop or council.
- I understand the price of a package of cookies is set by Girl Scouts of Middle Tennessee and cannot be sold for less or more than the advertised price posted on the girl order card.
- I understand no direct orders will be taken before December 14, 2022 and money will be collected upon delivery. Orders received in support of all Gift of Caring program options can be paid for at the time of the order placement.
- I accept responsibility and will meet all troop deadlines. I agree to ensure all cookies are delivered promptly and will turn in money WEEKLY, to support all troop payment obligations with full payment made no later than February 25, 2022.
- I understand all past due accounts may be referred to a collection agency if internal collection attempts fail. I could be held responsible for collection costs and attorney's fees incurred by the Girl Scouts of Middle Tennessee.
- I understand all proceeds are troop or council funds and NOT the property of my daughter in accordance with Girl Scouts of the USA standards.
- I understand personal checks from customers must be made payable to me and not the troop.
- I understand council reserves the right to substitute girl reward items of equal or greater value with or without notice.
- I understand troops, girls, or adults cannot participate in the 2021 Cookie Program if there are outstanding debts to Girl Scouts of Middle Tennessee.
- I understand rewards cannot be given to troop/girl if there are outstanding debts to Girl Scouts of Middle Tennessee.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian PRINT Name: \_\_\_\_\_

Address (Street, Apt. #): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

### The Girl Scout Cookie Program is a Family Supported Effort

The Girl Scout Cookie Program supports girls, troops, and councils as girls develop five essential skills: goal setting, decision making, money management, people skills, and business ethics.  
But we know, without the support of family, success will be impossible to achieve.

Please check any areas in which you are willing to assist the troop this cookie season:

- |  |   |
|--|---|
| <input type="checkbox"/> Cookie Pick Up @ Delivery         | <input type="checkbox"/> Host girl cookie presentation/sale at work |
| <input type="checkbox"/> Chaperone for "Cookies on the Go" | <input type="checkbox"/> Chaperone for Cookie Booth                 |
| <input type="checkbox"/> Cookie Storage/Distribution       | <input type="checkbox"/> Cookie Cupboard Pick-up                    |

### Rewards Waiver for Additional Proceeds Only

*I am aware of the troop's vote to accept an additional \$.04 per package of cookies sold in lieu of the individually earned Reward Items. I understand girls will earn and receive the appropriate patches and sales level bar based on their individual achievement with any Troop Goal Rewards.*

Girl Scout Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MEET THE GIRL SCOUT COOKIES®

## 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.

U D

NEW!



## lemon-ups® NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

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

U D



## 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.

U D



## girl scout s'mores® • Made with Natural Flavors • Real Cocoa

Graham sandwich cookies with chocolate and marshmallowy filling.

Approximately 16 cookies per 8.5 oz. pkg.

U D



## samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes.

Approximately 15 cookies per 7.5 oz. pkg.

U D



## trefoils®

Traditional shortbread cookies.

Approximately 38 cookies per 9 oz. pkg.

U D



## 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.

U D



## thin mints® • Made with Vegan Ingredients • Real Cocoa

Crisp, chocolaty cookies made with natural oil of peppermint.

Approximately 30 cookies per 9 oz. pkg.

U



## toffee-tastic® • No Artificial Flavors GLUTEN-FREE

Rich, buttery cookies with sweet, crunchy toffee bits.

Approximately 14 cookies per 6.7 oz. pkg.

U D



## 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

# Girl Scout Cookie Program

## Troop Cookie Coordinator Appointment Letter

**Position Title:** Troop Cookie Coordinator (TCC)

**Term:** One Year (renewable)

**Recruited by:** Troop Leadership Team

**Appointed by:** Service Unit Cookie Coordinator (SUCC)

**Accountable to:** Troop Leader, SUCC, and Product Programs Department

**Purpose:** Organizes & facilitates the cookie program for the troop

### Principal Duties and Responsibilities:

- Plan and conduct a safe, fun, and successful cookie program.
- Guide girls as they set goals to carry out their planned activities.
- In coordination with the troop leader, schedule and conduct training for girls and their parents/guardians on the mechanics of the cookie program. Discuss and encourage teamwork, leadership, communication skills, and money management with the girls.
- Stress safety as outlined in *Volunteer Essentials*.
- Meet all deadlines set by the service unit cookie coordinator and council.

### Qualifications:

- Ability to dedicate time needed to conduct the cookie program activities from November to May
- Have access to a computer with internet connection and an email address
- Strong computer skills and ability to direct others
- Ability to work with numbers and keep detailed records
- Ability to communicate and cooperate with girls and adults from diverse backgrounds
- Ability to motivate girls and problem solve in a positive manner
- Have no outstanding debt with GSMIDTN
- At least 18 years of age and a registered Girl Scout Adult

### Administrative Duties:

1. The TCC is REQUIRED to attend cookie program training conducted by SUCC.
2. Each TCC must also complete a Troop Cookie Coordinator Appointment Letter at the service unit cookie training before receiving troop materials.
3. The TCC must schedule a parent meeting to inform families about the program and procedures, obtain written permission from the parents/guardians of each girl participating in the program on the form provided by the council, and stress that once received, cookies cannot be returned to the troop or the council.
4. For troops opting for additional proceeds, the TCC should ensure the girl and adult signatures acknowledging acceptance is on the Parent/Guardian Permission and Responsibility Form.
5. The TCC must collect girls' order cards, prepare the troop initial order, and submit the troop's order and reward order in the eBudde system by the specified date.
6. The TCC will pick up the troop's cookie order from the delivery site and promptly distribute to girls and parents/guardians and obtain signatures from parents/guardians for receipt of any product and/or money.
7. The TCC will verify and submit the final reward order, obtain the girl rewards from the service unit cookie coordinator, and promptly distribute to the girls.
8. The TCC must deposit all money collected into the troop checking account promptly and frequently.
9. All troops must complete an Automatic Clearing House (ACH) Debit Authorization Form by the specified date. All monies due to council will be collected from troops via ACH debit. This form will be available online.
10. The TCC should notify the SUCC if questions or concerns arise.

**The Council agrees to:** Provide training, materials, and ongoing support through trained volunteer leadership.

Troop Cookie Coordinator: \_\_\_\_\_ Troop #: \_\_\_\_\_ SU #: \_\_\_\_\_

Address (Street, Apt. #): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

I have read and reviewed the responsibilities for the troop cookie coordinator and agree to fulfill these duties to the best of my abilities. I understand that I am responsible for all cookies I signed for on delivery. I will collect money due from parents and deposit all money received for cookies into the troop account. Should outside collection procedures and/or legal action become necessary, I will be responsible for paying all related collection costs and legal fees incurred by GSMIDTN or their representatives. The only exception to this is proof of debt owed by someone else within the troop. This appointment is valid for one year when signed by both troop cookie coordinator and the service unit cookie coordinator.

Troop Cookie Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Service Unit Cookie Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# VOLUNTEER ACTION PLAN & NOTES

*The first step to a successful Girl Scout Cookie Season is to plan for it. Use the space below to map out the information you need to support girls as they climb with courage, while having lots of fun!*

**CLIMB** *WITH* **COURAGE**

## Key Dates:

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## Contacts:

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## Key Actions:

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## Notes:

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