



2022–2023 Girl Scout Cookie Program®

# Service Unit Cookie Manager Manual



# 2022-2023 Calendar

## Checklist of Important Dates



<b>Initial Order Taking Begins</b>	<b>December 19, 2022</b>
<b>Round 1 of Cookie Booth Selection Opens at 5 a.m. CST (3 per troop)</b>	<b>January 9, 2023</b>
<b>Round 2 of Cookie Booth Selection Opens at 5 a.m. CST (3 per troop)</b>	<b>January 11, 2023</b>
<b>Round 3 of Cookie Booth Selection Opens at 5 a.m. CST (3 per troop)</b>	<b>January 13, 2023</b>
<b>Cookie Booth Selection Opens with No Restrictions</b>	<b>January 15, 2023</b>
<b>Initial Order Taking Ends</b>	<b>January 18, 2023</b>
<b>Initial Order Entry: Troop Leaders Locked Out at 10:00 a.m. CST</b>	<b>January 18, 2023</b>
<b>Initial Order Entry: SU Coordinators Locked Out at 10:00 p.m. CST</b>	<b>January 19, 2023</b>
<b>Claimed Service Unit Booths Due to Council</b>	<b>January 23, 2023</b>
<b>Initial Rewards Begin Shipping</b>	<b>January 28, 2023</b>
<b>Cookie Count &amp; Go (Rutherford County)</b>	<b>January 28, 2023</b>
<b>Cookie Count &amp; Go (Davidson, Williamson, and Wilson Counties)</b>	<b>February 3, 2023</b>
<b>Cookie Count &amp; Go and Deliveries (All Counties, Including Outlying Counties)</b>	<b>February 4, 2023</b>
<b>Booth Sales Begin</b>	<b>February 5, 2023</b>
<b>Outlying Cookie Cupboards Open Council Notifies Troop of Amount Due</b>	<b>February 7, 2023</b>
<b>Armstrong, Camp Holloway, and Council Cupboards Open</b>	<b>February 7, 2023</b>
<b>ACH Pull for \$1.50 per Package on Initial Order</b>	<b>February 17, 2023</b>
<b>Girl Scout Walk About Weekend</b>	<b>February 18-20, 2023</b>
<b>Small Business Day</b>	<b>February 18, 2023</b>
<b>Cookie Cupboards Close at Armstrong and Outlying Areas</b>	<b>February 28, 2023</b>
<b>Cookie Cupboard Closes at Council at 6:00 p.m. CST</b>	<b>March 3, 2023</b>
<b>Cookie Sale Ends</b>	<b>March 6, 2023</b>
<b>Troops Allot Cookies, Prizes, and Money Submit Final Rewards by 10:59 p.m. CST</b>	<b>March 7, 2023</b>
<b>Service Units Submit Final Rewards by 10:59 p.m. CST</b>	<b>March 8, 2023</b>
<b>Council Notifies Troop of Final Amount Due</b>	<b>March 7, 2023</b>
<b>Final ACH Due to Council for Remaining Balance</b>	<b>March 17, 2023</b>
<b>Final Rewards Begin Shipping to Service Unit Coordinators</b>	<b>April 2023</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, 2023</b>

# Let's Go Bright Ahead!

Girl Scout Cookie™ entrepreneurs are forces of nature. They are bold, curious, and bring a go-getter spirit to every challenge, no matter how big or small.

We're willing to bet that you know Girl Scouts in your area—or a whole troop—who are leaping with joy to get started, so let's encourage them to go bright ahead!



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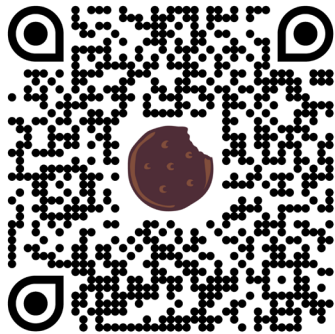




# Here's to You, Volunteer!

Thank you for volunteering to serve as a SU Cookie Manager! You're an invaluable part of the cookie program, and we're here to support you with resources, tools, tips and more. Find everything you need for a bright season in this guide, developed in collaboration with Girl Scouts of the USA.

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



## Parent Permission Form

Ask the parents to complete the online Parent Permission Form at **[gsmidtn.org/cookie-parent-permission](https://gsmidtn.org/cookie-parent-permission)**. They can now receive their girl's order card and money envelope.

## Troop Coordinator Appointment Letter

Ask the troop cookie coordinators to complete the online Troop Coordinator Appointment Letter at **[gsmidtn.org/cookie-troop-permission](https://gsmidtn.org/cookie-troop-permission)**.



## Service Unit Coordinator Appointment Letter

All service unit cookie coordinators should complete the online Service Unit Appointment Letter by scanning the QR code or at **[gsmidtn.org/cookie-su-permission](https://gsmidtn.org/cookie-su-permission)**.



## Inspire Girl Scouts to Think Like Cookie Entrepreneurs

### Skills Development

The Girl Scout Cookie Program® helps girls develop real-world skills in five essential areas:

#### 1 Goal Setting

Girl Scouts learn how to set goals and create a plan to reach them.

*How You Can Help:* Encourage them to set incremental, achievable goals. Work with them to break down their goals into small, frequent wins, such as weekly challenges.

#### 2 Decision Making

Girl Scouts learn how to make decisions on their own and as a team.

*How You Can Help:* Talk about how they plan to spend the troop's cookie earnings.

#### 3 Money Management

Girl Scouts learn to create a budget and handle money.

*How You Can Help:* Build on their interest in learning to manage all facets of the cookie business, such as creating a budget to fund a troop experience or figuring out the percentage of customers who selected the donation option.

#### 4 People Skills

Girl Scouts find their voices and build confidence through customer interactions.

*How You Can Help:* Ask them about new marketing ideas they want to try. They can discuss how to tailor their cookie pitch to achieve their goals.

#### 5 Business Ethics

Girl Scouts learn to act ethically, both in business and life.

*How You Can Help:* Talk to them about the importance of delivering on their promise to customers. They can also consider offering a cookie donation option.

### Certificates and Patches

How can you inspire Girl Scouts to go bright ahead? Recognize their hard work with a certificate or patch at any point in the season, from the earliest planning meetings through the booth phase.

Learn more:

- [gsmidtn.org/cookies](https://gsmidtn.org/cookies)
- [LittleBrownie.com/volunteers](https://LittleBrownie.com/volunteers)



# Troop Training

## **A meeting agenda is a must!**

You'll want to hit the high points, but don't just read their book to them.

- **First things first:** Have each Troop Cookie Coordinator complete the Troop Cookie Coordinator Appointment Letter at your session, then have them forward a copy to you.
- Your goal is for every troop to walk away understanding cookie sale expectations and where to find answers should a question arise. Be sure to communicate all components of the Cookie Program: This is a fun opportunity to build skills and learn to run a business.
- As a team, the Service Unit Cookie Coordinator and the Service Unit Cookie Booth Coordinator can enlist some of the more experienced Troop Cookie Coordinators to help during your information sessions. It's always better to hear a variety of voices.
- Be personable and approachable. You want them to want to call you if a question arises.



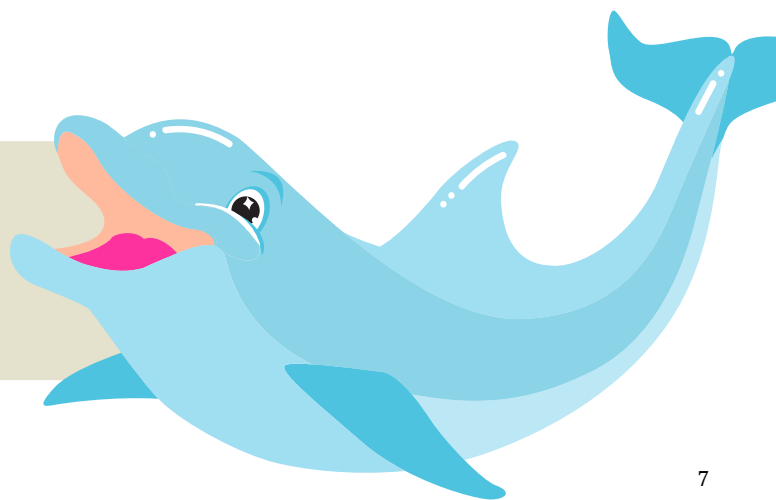
# COOKIES

# Troop Training

## Leader Training Topics

- Go over pricing and cookie varieties. (**order card**)
- Give the deadlines needed for the troop for initial order, cookie delivery, and money payment. (**page 2, Family Manual**)
- Give contact information for troop coordinator. (**page 2, Family Manual**)
- Go over How Girls Sell Cookies– in-person order taking and booth sales. Mention Tents/Canopies at booth locations and responsibility of any damages. (**page 9, Family Manual**)
- Go over Social Media Guidelines. (**page 9, Family Manual**)
- Advise if they are taking money upfront\* to leave a business card with information for the customer. *\*GSMIDTN does not recommend taking money upfront.* (**page 11, Family Manual**)
- Go over Reward Choices and due dates. Also go over cumulative and non-cumulative reward levels. (**page 13, Family Manual**)
- Go over Opt-Out Information – make sure the troop understands they will not get the rewards listed on the order card, but they will receive an additional \$0.04 per package if they choose to opt-out. Parent's e-signature on the online permission form is REQUIRED. (**[gsmidtn.org/cookie-parent-permission](https://gsmidtn.org/cookie-parent-permission)**)
- Go over ACH and Troop Proceeds. (**page 13, Troop Manual**)
- Go over Council Promotions. (**page 14, Troop Manual**)
- Go over Cookie Cupboards. (**pages 22-23, Troop Manual**)
- Go over bad debt and what they need to send in to council. (**page 25, Troop Manual**)
- Go over PGA Selling and Registration. (**page 1, Service Unit Manual**)
- Go over Troop App Features. (**See eBudde Help Center for more information.**)
- Go over Cookie Exchange feature. (**See eBudde Help Center for more information.**)

Find Family and Troop Cookie Guides, online form links, and more resources at **[gsmidtn.org/cookies!](https://gsmidtn.org/cookies!)**





# Council Resources

## Cookie Count & Go • February 3 – 4, 2023

*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 the week of January 25, 2023.

## Cookie Pick-Up • January 28, 2023

*Troops in Rutherford County*

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

## Outlying Cookie Pick-Up • February 4, 2023

*Troops in ALL Other Counties/Service Units*

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

## Meet the 2023 Girl Scout Cookies!

### Cookie Varieties

Girl Scout Cookies® are \$4.00 per package for core varieties and \$5.50 per package for specialty cookies.

#### Core:



#### Specialty:



*(Limited Supply; Exclusively Sold Online for Shipment while Supplies Last)*

Please note: Girl Scout Cookies cannot be sold at a booth/business before February 6, 2023!

### Girl Scout Cookie Pick-ups

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

Here are some ideas for a smooth pickup:

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

### 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

### Average Sales per Cookie Variety

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®	26%
Samoas®	19%
Tagalongs®	14%
Trefoils®	8%
Do-si-dos®	9%
Lemon-Ups®	7%
Girl Scout S'mores®	5%
Toffee-tastic®	3%
Adventurefuls™	9%

\*Data from 2020-2021 Girl Scout Cookie Season

# Council Resources

## Before Cookie Delivery Day

Arrange for a location where your Service Unit cookies will be delivered. Consider these suggestions when selecting a location:

1. Centrally located, if possible
2. Easy to find
3. Large, empty room
4. Clean, cool, and dry
5. Concrete floor (if possible), ground-level
6. Easily accessible for large trucks
7. Can enter and exit easily (no long stairways, hallways, sidewalks, etc.)

**Inform Council of location, address, and your cell phone number by December 10, 2022.**

- Be sure you have a forklift and driver available and possibly a pallet jack (if available).
- Organize your troops and volunteers to be on hand at delivery time to help break down pallets of cookies and sort by variety.
- Inform all troops of location and assigned pickup time. Schedule troops at approximate 15-minute intervals so you aren't swamped.

## Distributing Cookies to Troops

- Allow plenty of time for the truck driver to unload all cookies and for both of you to agree on the number of cases delivered. An order of 3,000 cases can take two or three hours to unload. Do not schedule troops for pickup until there has been plenty of time to unload.
- Be sure **each troop has double-counted** and signed for their cookies before they start loading into cars.
- Have the Troop Cookie Coordinator (or person picking up troop cookies) sign for the delivery on a receipt or "pre-printed form" from the **REPORTS** tab.
- At the end of troop pickup, if you have extras or are short cases, check with your troops to see if they received too many or too few cookies.
- Make a note of the number of cases short or over.

## Delivery Day

- Stack cases by variety. Please follow directions of driver to unload.
- Inspect cases as they are unloaded for visible damage. **DO NOT ACCEPT HEAVILY DAMAGED CASES.** There will be extras on the truck for you to trade out damaged cases.
- Count cases by variety to be sure you have the correct quantities **BEFORE YOU SIGN THE DRIVER'S DELIVERY TICKET.** It's a good idea to have one or two others count cases independently of your count.
- Sign the driver's delivery ticket for quantities actually received. If delivery is short, **MAKE A NOTE OF ACTUAL QUANTITIES RECEIVED AND CASES SHORT on the driver's delivery ticket.** Be sure the driver initials the shortage.
- In most cases, the delivery personnel are polite and cooperative. If problems develop, call your Council's Office contact immediately at (615) 460-0202.

# Booth Sale Guidelines

## Booth Locations

People everywhere love Girl Scout Cookies! Be creative when searching for locations within your Service Unit's boundaries. Make sure the site is safe, clean, and friendly. Not all businesses are well suited for Girl Scout Cookie Booths. Troops may have special connections to local businesses, so be sure to ask troop leaders and parents for suggestions. Think of places that have high traffic volume at peak times.

### Some great ideas for booth sale locations are:

- Banks
- Pharmacies
- Beauty Salons
- Pizza Carry-Out
- Sporting Events
- School Events
- Churches
- Hardware Stores
- Office Buildings
- Colleges/Universities
- Gas Stations
- Fast Food Restaurants
- Community Centers
- Bowling Alleys
- Car Washes

## Working with Local Businesses

- You are a marketer and can explain the value and importance of the Cookie Program for girls. It is more than making money. Always mention the 5 Skills girls learn through the Cookie Program: Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics. You are serving as an advocate for ALL girls and troops within your area for the Girl Scouts of Middle Tennessee council!
- As you begin the process of scouting out potential booth sale sites, talk to the store managers. Ask them the process for requesting permission to sell at the establishment. Use the method of communication they prefer, whether it is in writing, email, or phone. Craft a letter appealing to the business's civic responsibility to local youth. If you would like help with a letter, the Product Programs department would be happy to help. We can provide a personalized letter on letterhead.
- When you approach a business, have a proposed schedule available. Selling 4:00-6:00 p.m. on weekdays outside large businesses can be fruitful. Be respectful of businesses that have a no solicitation policy.
- It is impossible to provide a comprehensive list of businesses and their rules of solicitation for the entire council. In some cases corporate policy may prohibit solicitation, but because of franchise agreements, the business owner has flexibility. The best tactic is to simply and respectfully ask for booth opportunities.
- Ideally, the service unit cookie booth coordinators in counties where there are multiple service units should work together to maximize booth opportunities and equalize the effort!
- Many service units have little or no commercial development while others are retail heavy. Be a team! Work together!



# Booth Sale Guidelines

## Council Booth Sites

Booth sites at the following locations are arranged by the Council. Due to contractual obligations we ask that you do not approach management of these locations. Council will share available dates and times booths can be scheduled at these locations via eBudde.

### **Follow the contractual guidelines with the dates and set-up locations with the following sites:**

- Cool Springs Galleria
- Kroger (all Middle Tennessee locations)\*
- Walmart (all Middle Tennessee locations)\*

\*Due to new booth sale guidelines, all Kroger and Walmart locations are now handled through council and will be uploaded onto eBudde for reservations.

## 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

## Adding Booth Locations to eBudde

- All booth sites must be entered into eBudde. Council will provide service unit cookie coordinators with a form to fill out for each of their booth site locations. This form will include instructions and must be filled out completely for each location. Submit complete forms to [ProductPrograms@gsmidtn.org](mailto:ProductPrograms@gsmidtn.org) for them to be uploaded into eBudde.
- All booth site location forms must be completed and submitted to Council by January 23, 2023. Failure to do so will result in disqualification for all service unit bonuses.

To find online form links and more resources, scan the QR code or visit [gsmidtn.org/cookies!](https://gsmidtn.org/cookies!)





# Booth Sale Guidelines

## Booths with a Single Date/Time

Occasionally a troop or service unit may have the opportunity to have a cookie booth at a business owned/operated by a friend or family member. If a booth site has 10 or fewer available “time slots” (and is not one of the businesses listed previously), we ask that the troop leader or service unit coordinator submit the booth site via eBudde, and Council will approve it.

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**.

## Deleting Booth Sites

If a troop is unable to operate a booth site they have signed up for, they must remove their troop from that site date/time as soon as possible via eBudde. This will ensure other troops have the opportunity to sign up for it and that it is accurately represented in the Cookie Locator app.

All booth locations, dates, and times must be entered into eBudde. This is imperative to ensure the Cookie Locator app is fully functional and our customers have a positive and reliable experience.

## Instructions

### Computer

1. Click Booth Sales
2. Click Date and Time
3. Click their Troop Number
4. Click Update

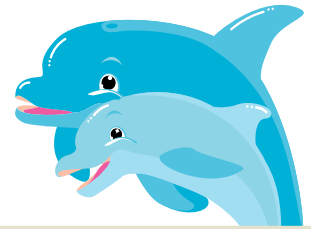
### App

1. Click Date and Time
2. Click their Troop Number
3. Click Update

*\*\*instructions will also be emailed closer to booth sales*

## Prohibited Booth Locations

Girl Scouts of the USA prohibits cookie sales/booth locations at any establishment that primarily markets or sells products that are only legal for adults. This includes, but is not limited to: liquor stores, bars, breweries, wineries, distilleries, tobacco or vape stores, hookah bars and/or lounges, and adult stores.



# Service Unit Bonus

Service Units can receive a bonus if the following steps are met:

## TIER 1\*

\$0.005 per package additional proceeds, if the service unit booth sales are submitted to eBudde by January 23, 2023.  
*\*This is REQUIRED to earn any proceeds on the next levels.*

## TIER 2

\$0.005 per package additional proceeds, if the service unit's per girl selling average is 175+ packages and has a minimum of 10 girls or 5 troop selling.

## TIER 3

\$0.005 per package additional proceeds, if the service unit's per girl selling average is 204+ packages and has a minimum of 10 girls or 5 troop selling.

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

### March 8, 2023:

Service Units Submit Final Rewards by 10:59 p.m. CST

If the council's total combined fall product sale equals \$775,000 or more **AND** the service unit has a minimum of 10 girls selling with a PGA of \$325 **OR** 5 troops selling that has met their service unit PGA challenge of \$325 per girl, then the service unit is eligible to receive \$0.005 per package of Girl Scout Cookies sold in the 2023 Cookie Program. *This will be distributed to eligible service units in late April 2023.*



## Fall Product & Cookies Crossover Patch

- Create M2 Avatar in the fall
- Send 15+ emails in the fall
- Use the "Share My Site" function in the M2 system during the 2022 Fall Product Program
- Sell 325+ packages of cookies during the 2023 Girl Scout Cookie Program



# Council Resources

## What is PGA?

The Per Girl Average (PGA) is the breakdown of cookies sold per girl. The PGA is based on the number of girls selling, NOT the number of girls registered. For statistical purposes we do not delete inactive troops and/or girls who have left the troop. However, we will transfer girls from troop to troop.

## Logging into eBudde

eBudde™ is now part of the Little Brownie Cookie Tech Portal for Single Sign-On. This system allows for easier access to all Little Brownie Tech tools.

You can now get to eBudde™ two ways:

**[ebudde.littlebrownie.com](http://ebudde.littlebrownie.com) or [cookieportal.littlebrownie.com](http://cookieportal.littlebrownie.com)**

Each user will get a welcome email from eBudde™ that has a unique link for logging in to the system for the first time. This link is unique to you, cannot be used by others, and has a time limit assigned to it.

## CouncilAlignMENT Features for Service Unit Managers

### ***What tools does the “Profiles” tab provide me?***

This tab is available to Service Unit Managers and allows you access to contact information and troop rosters in your Service Unit.

- Click “Site Menu,” then “Profiles,” then “Individual” to look up individual girls or adults in your Service Unit. This is helpful when you need to contact an individual.
- Click “Site Menu,” then “Profiles,” then “Troop” to look up a troop roster or seek information about the meeting location of a specific troop in your Service Unit.
- Click “Site Menu,” then “Profiles,” then “Troop” to access a view of all registered troops in Service Unit. Ensure the registration year is correct. All registered troops in your Service Unit will appear.

This tab is available to Service Unit Managers and allows you to create reports that share helpful information about your Service Unit. These reports can be exported to excel and then shared as needed. Many Service Unit Managers will share these reports with their SU leadership team and especially Product Program Managers. In the following pages you will find some helpful steps for completing common reports, but please take the time to explore all the features and possible reports you may need. Reach out to your Regional Executive with any questions.

# Council Resources

## What tools does the "Reports" tab provide me?

### ***"Report Tab" Basics***

1. Click "Reports" and "Membership List of Individuals"
2. On this first page, ensure the Registration Year is correct and choose specific Service Unit.
3. Scroll to bottom and click "Proceed to Next Step" in bottom right corner.

This next page allows you to choose all the fields you are interested in gathering information on. When you check a field, be sure to change the number to your preferred column order for viewing data on excel.

After you have chosen the data you need, scroll to bottom and click "Generate Report."

Your report will appear! You can click "Export to Excel" to download to excel, save on your own computer, and share with other volunteers on your Service Unit team.

## Roster of Troop Leaders with Contact Information in my Service Unit

1. Click "Reports" and "Membership List of Individuals."
2. On this first page, under "Membership Info," ensure the Registration Year is correct and choose specific Service Unit.
3. Under "Troop Info," click "Position ID" and choose "Troop Leader."
4. Scroll to bottom and click "Proceed to Next Step" in bottom right corner.

This next page allows you to choose all the fields you are interested in gathering information on. When you check a field, be sure to change the number to your preferred column order for viewing data on excel.

1. Under the "Troop Info" column, click "Troop Number" and choose 1 for sort order.
2. Under the "Troop Info" column, click "Troop Grade Level" and choose 2 for sort order.
3. Under the "Troop Info" column, click "Troop Leaders" and choose 3 for sort order.
4. Under the "Contact Info" column, click "Mobile Phone" and choose 4 for sort order.
5. Under the "Contact Info" column, click "Preferred Email" and choose 5 for sort order.

After you have chosen the data you need, scroll to bottom and click "Generate Report."

Your report will appear! You can click "Export to Excel" to download to excel, save on your own computer, and share with other volunteers on your Service Unit team.



# Council Resources

## Report to Gather Number of Girls in Troops for Service Unit

1. Click “Reports” and “Membership Count”
2. On this first page, under “Membership Info,” ensure the Registration Year is correct and choose specific Service Unit.
3. If you only want to know the number of girls in troops, scroll to the bottom of “Membership Info” and click “NO” for Adult. This will ensure girl numbers only are pulled, not adults.
4. Scroll to bottom and click “Proceed to Next Step” in bottom right corner.

This next page allows you to choose all the fields you are interested in gathering information on. When you check a field, be sure to change the number to the column order you want it to be appear on the excel.

1. Under the “Troop Info” column, click “Troop Number” and choose 1 for sort order.
2. Under the “Troop Info” column, click “Troop Grade Level” and choose 2 for sort order.
3. Under the “Membership Info” column, click “Adult or Girl” and choose 3 for sort order.
4. After you have chosen the data you need, scroll to bottom and click “Generate Report.”

Your report will appear! You can click “Export to Excel” to download to excel, save on your own computer, and share with other volunteers on your service unit team.





# Patches Available for Purchase

*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)

**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** • \$3.50

**Cookie Rookie** • \$1.25

**Cookie Captain** • \$1.25

**Cookie House Party** • \$1.25

## Cabin Hours

### Monday to Friday

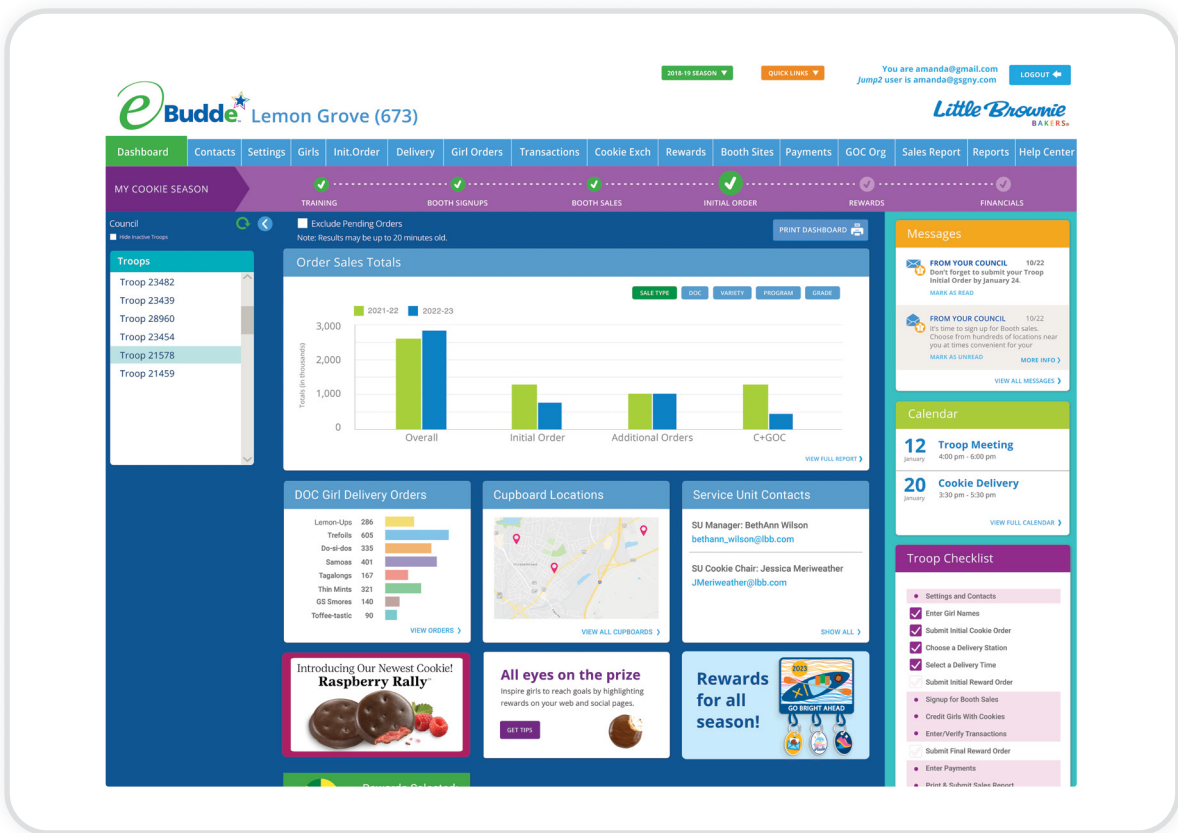
8:30 a.m. to 4:15 p.m.

### (1st and 3rd) Saturdays

10:00 a.m. to 2:00 p.m.

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





## Connect with eBudde™

### App 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 girls can receive their rewards.

Here are some quick steps to get you started:

- Download the eBudde app wherever you typically search for apps
- After your Service Unit Manager grants you access, look for a welcome email with a link and login information
- Set up your troop—in this step, you'll enter your troop's package goal and edit your troop's rewards settings
- Explore the dashboard on both the desktop and app versions, where you'll find messages and links to tools and resources you'll need throughout the season





## Enhancements for 2022–2023

The digital world is changing fast. That's why eBudde™ is engineered to keep you moving at the speed of Girl Scouts.

This year, Little Brownie Bakers® is planning several enhancements to the cookie management system to improve performance, speed and usability. These include security updates, and a simplified troop user experience.



Updates are also underway to offer you more visibility into important information while you're on the go. Key areas are delivery agents, cupboards, reports, rewards, and the booth scheduler.



No matter how the digital landscape evolves, or where you're at in the Girl Scout Cookie Season, eBudde will stay bright at the center.

Simplicity at your fingertips!

Learn more at [LittleBrownie.com/volunteers](https://www.LittleBrownie.com/volunteers).







# 2022–2023 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

## 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



## 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.

U D



## Trefoils®

Iconic shortbread cookies inspired by the original Girl Scout recipe

Approximately 38 cookies per 9 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



## Samoas® • Real Cocoa • Real Coconut

Crisp cookies with caramel, coconut and dark chocolaty stripes

Approximately 15 cookies per 7.5 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



## Girl Scout S'mores® • Made with Natural Flavors • Real Cocoa

Graham sandwich cookies with chocolaty and marshmallowy flavored filling

Approximately 16 cookies per 8.5 oz. pkg.

U D



## 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



## Raspberry Rally™ • Made with Vegan Ingredients

NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS

Thin, crispy cookies infused with raspberry flavor, dipped in chocolaty coating

Approximately 30 cookies per 9 oz. pkg. U

Available While Supplies Last



NEW!

EXCLUSIVELY SOLD ONLINE FOR SHIPMENT ONLY



RSPO-1106186

Product formulations can change at any time. We encourage you to check the ingredient statement on each package you purchase for the most up-to-date information on the ingredients contained in the product in that package. For more details, check with Little Brownie Bakers or visit [girlscoutcookies.org](https://girlscoutcookies.org).

Although the use of palm oil in Little Brownie Bakers' Girl Scout Cookies® is limited, the palm oil used in our Girl Scout products is Certified Mass Balance palm oil. The Mass Balance System ensures that the palm oil Little Brownie Bakers uses contributes to the production of environmentally responsible, socially beneficial and economically viable palm oil. For more information please visit the Little Brownie Bakers website.

The GIRL SCOUTS® name and mark, and all other associated trademarks and logotypes, including but not limited to GIRL SCOUT COOKIES®, THIN MINTS®, TREFOILS®, GIRL SCOUT S'MORES®, LEMON-UPS®, ADVENTUREFULS®, RASPBERRY RALLY™, Girl Scout Cookie Program®, Digital Cookie® and the Trefoil Design, are owned by Girl Scouts of the USA. Little Brownie Bakers LLC is an official GSUSA Licensee. The LITTLE BROWNIE BAKERS® name and mark, and all associated trademarks, including SAMOAS®, TAGALONGS®, DO-SI-DOS® and TOFFEE-TASTIC® are registered trademarks of Ferrero Group. ©2022 Ferrero Group. All Rights Reserved...052022

girl scouts

Little Brownie BAKERS®

# Girl Scout Cookie™ Food Allergen Guide (2022–2023)

Little Brownie Bakers updated the precautionary allergen disclosure on its Girl Scout Cookie packaging labels. All packaged foods in the U.S., including Girl Scout Cookies®, are required to identify any of the top eight food allergens present as ingredients either in the ingredients list or through a “Contains” statement. A precautionary allergen disclosure (“Manufactured in a shared facility with” statement) was added to our labels to declare the presence of allergens in the bakery where Girl Scout Cookies are made. This update was made to continue to prioritize safety and to be transparent and sensitive to the needs of our customers. Little Brownie Bakers confirms that customers will be buying the same cookies they know and love — and purchase year after year — with no changes made to the manufacturing process.

		PEANUT	TREE NUT	WHEAT	SOY	MILK	EGG	SESAME
<b>Adventurefuls™</b> • Real Cocoa 	CONTAINS:			●	●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:	●	●				●	
<b>Do-si-dos®</b> • Made with Natural Flavors • Real Peanut Butter • Whole Grain Oats 	CONTAINS:	●		●	●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:		●				●	
<b>Girl Scout S'mores®</b> • Made with Natural Flavors • Made with Real Cocoa 	CONTAINS:			●	●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:	●	●				●	●
<b>Lemon-Ups®</b> NATURALLY FLAVORED WITH OTHER NATURAL FLAVORS 	CONTAINS:			●	●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:	●	●				●	
<b>Samoas®</b> • Real Cocoa • Real Coconut 	CONTAINS:		●*	●	●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:	●					●	
<b>Tagalongs®</b> • Real Cocoa • Real Peanut Butter 	CONTAINS:	●		●	●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:		●				●	
<b>Thin Mints®</b> • Made with Vegan Ingredients • Real Cocoa 	CONTAINS:			●	●			
	MANUFACTURED IN A SHARED FACILITY WITH:	●	●			●	●	
<b>Toffee-tastic®</b> GLUTEN FREE • No Artificial Flavors 	CONTAINS:				●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:	●	●	●			●	
<b>Trefoils®</b> 	CONTAINS:			●	●	●		
	MANUFACTURED IN A SHARED FACILITY WITH:	●	●				●	
<b>Raspberry Rally™</b> • Made with Vegan Ingredients • Real Cocoa 	CONTAINS:			●	●			
	MANUFACTURED IN A SHARED FACILITY WITH:	●	●			●	●	

\*Made with Coconut.

Product formulations can change at any time. Consumers should always review the ingredient statement for their individual allergies or dietary restrictions for the most up-to-date information on the ingredients contained in the product in that package. For more details, check with Little Brownie Bakers.

The GIRL SCOUTS® name and mark, and all other associated trademarks and logos, including but not limited to GIRL SCOUT COOKIES®, THIN MINTS®, TREFOILS®, GIRL SCOUT S'MORES®, LEMON-UPS®, ADVENTUREFULS®, RASPBERRY RALLY®, Girl Scout Cookie Program®, Digital Cookie® and the Trefoil Design, are owned by Girl Scouts of the USA. Little Brownie Bakers LLC is an official GSUSA Licensee. The LITTLE BROWNIE BAKERS® name and mark, and all associated trademarks, including SAMOAS®, TAGALONGS®, DO-SI-DOS® and TOFFEE-TASTIC® are registered trademarks of Ferrero Group. ©2022 Ferrero Group. All Rights Reserved. GBA\_063022





## Resources at a Glance

### Girl Scouts of the USA

About Girl Scout Cookies®  
[girlscouts.org](http://girlscouts.org)  
Troop Leader Resources  
[girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders)  
Cookie Business Badges  
[girlscouts.org/cookiebadges](http://girlscouts.org/cookiebadges)  
[gsmidtn.org/cookie-pins-and-badges](http://gsmidtn.org/cookie-pins-and-badges)  
Cookie Entrepreneur Family Pin  
[girlscouts.org/entrepreneurfamily](http://girlscouts.org/entrepreneurfamily)  
Cookie Family Connection Guide  
[girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders)  
Cookie Program Family Meeting Guides  
[girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders)  
Digital Marketing Tips for Cookie Entrepreneurs  
[girlscoutcookies.org/digitalmarketingtips](http://girlscoutcookies.org/digitalmarketingtips)  
Virtual Cookie Booth Guide  
[girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders)  
Volunteer Essentials  
[gsmidtn.org/troop-resources](http://gsmidtn.org/troop-resources)

### Girl Scouts' Safety Guidelines

One of the most essential steps you can take to go bright ahead this season is to review all safety guidelines with troop members and their parents or guardians.

- Digital Marketing Tips for Cookie Entrepreneurs and Families
- Practical Tips for Parents
- Safety Tips for Product Sales
- Your Council's Volunteer Essentials and Safety Activity Checkpoints  
(You'll find Supplemental Safety Tips for Online Marketing and all other safety documents here.)

#### Find information about Girl Scouts' safety resources and more:

- [gsmidtn.org/cookies](http://gsmidtn.org/cookies)
- [gsmidtn.org/troop-resources](http://gsmidtn.org/troop-resources)
- [girlscoutcookies.org/digitalmarketingtips](http://girlscoutcookies.org/digitalmarketingtips)
- [girlscouts.org](http://girlscouts.org)

### Little Brownie Bakers®

Cookie History, FAQs and Nutrition Information  
[LittleBrownie.com](http://LittleBrownie.com)  
eBudde™ App  
[LittleBrownie.com/volunteers](http://LittleBrownie.com/volunteers) and wherever you download apps  
FAQs  
[LittleBrownie.com/pages/faq](http://LittleBrownie.com/pages/faq)  
Go Bright Ahead Toolkit  
[LittleBrownie.com/volunteers](http://LittleBrownie.com/volunteers)  
Girl Scouts® Built by Me Cookie Planner  
[LittleBrownie.com/volunteers](http://LittleBrownie.com/volunteers)  
Girl Scouts® Cookie Captains  
[LittleBrownie.com/teens](http://LittleBrownie.com/teens)  
Girl Scouts® Cookie Rookies  
[LittleBrownie.com/girls](http://LittleBrownie.com/girls)  
Girl Scouts® My Cookie Friend  
[LittleBrownie.com/volunteers](http://LittleBrownie.com/volunteers)  
Goal-setting Activities and Tips  
[LittleBrownie.com](http://LittleBrownie.com)  
Also on [girlscouts.org](http://girlscouts.org)  
In-Person Cookie Sale Guide  
[LittleBrownie.com/volunteers](http://LittleBrownie.com/volunteers)  
Little Brownie Family Guide  
[LittleBrownie.com/families](http://LittleBrownie.com/families)  
Social Media Tools and Graphics  
[LittleBrownie.com/social-resources](http://LittleBrownie.com/social-resources)  
[girlscoutcookies.org/troopleaders](http://girlscoutcookies.org/troopleaders)  
Resources for Girls  
[LittleBrownie.com/girls](http://LittleBrownie.com/girls)  
Resources for Teens  
[LittleBrownie.com/teens](http://LittleBrownie.com/teens)  
Virtual Cookie Sales Tools  
[LittleBrownie.com/volunteers](http://LittleBrownie.com/volunteers)

#### Need Inspiration?

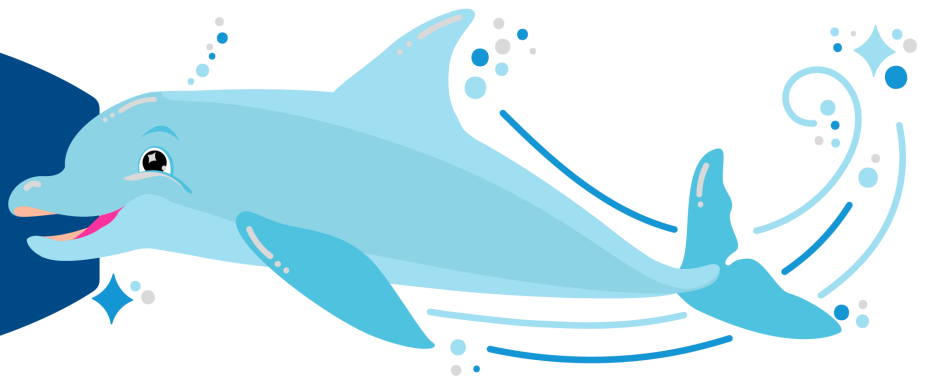
Find us on Pinterest for quick, easy and exciting ways to make the Girl Scout Cookie Program® a success.



FOLLOW  
Little Brownie  
Bakers® on  
Pinterest  
[@lbbakers](https://www.pinterest.com/lbbakers)



# SUPER KITS



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

- Kits are \$25 (up to 20 girls)
- Must be ordered in multiples of 20
- Available November 10, 2022
- Please allow 2 weeks lead time

For more information,  
reach out to  
**LBrown@gsmidtn.org**



Request your kit at **[gsmidtn.org/super-kit](https://gsmidtn.org/super-kit)**!



**April 1, 2023**  
Holy Family  
Catholic Church

GO  
BRIGHT  
Ahead

GO  
BRIGHT  
Ahead

## Key Dates

*Thank you for all you do as a Girl Scout Cookie™ volunteer to support girls!*