



# GIRL SCOUT COOKIE PROGRAM TIPSHEET

## Cookie Donation Program

The Project Thank You program is a Girl Scouts of Eastern Missouri service project that lets our community donate treats to the USO of Missouri and Operation Food Search.

The program provides Girl Scouts the opportunity to learn about philanthropy and the importance of giving back. For each \$6 donation, we will gift a package of cookies to these organizations! To help promote Project Thank You to customers, a flier and receipt is available online.

Customers can donate \$6 Project Thank You cookies in three ways:

- Using the Cookie Packages Donated column on the paper order card
- Adding Project Thank You to online orders through Digital Cookie
- Through in-person cookie booths



### DIGITAL COOKIE

Customer orders for donation through Digital Cookie will always default to Project Thank You. During the Pre-Order period, these cookies will not show up on you're the troop's Init. Orders tab in eBudde. They will, however, show on the Girl Orders tab. The totals for these donations during the Pre-order period will count toward the Pre-Order reward and your troop's pre-order ACH payment.

| Comment              | Inv | Bth | PTY |
|----------------------|-----|-----|-----|
| DOC DON 125528143    |     | 4   |     |
| DOC DLVR 126188196   |     | 0   |     |
| DOC SHIP 127320514   |     | 0   |     |
| DOC DLVR 127935006   |     | 0   |     |
| DOC DON 127946243    |     | 10  |     |
| DOC DLVR 128768211   |     | 0   |     |
| DOC DON 128768211    |     | 7   |     |
| DOC DLVR 128768587   |     | 0   |     |
| DOC DON 128768587    |     | 22  |     |
| Init. Order *Locked* |     | 0   |     |

### ORDER SHEET

If your troop hasn't designated their own donation charity, you'll enter any order sheet donations in the PTY column in eBudde.

Girl Scout troops never physically receive Project Thank You items with their cookie order. The Project Thank You cookies will be ordered and donated on the troop's behalf by the Girl Scout Council.

|               | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 |
|---------------|--------|--------|--------|--------|--------|
| PTY           | TGOC   | Advf   | LmUp   | Tre    |        |
| Order Card    | 0      | 0      | 0      | 0      | 0      |
| DOC Girl Del. | 0      | 0      | 0      | 0      | 0      |
| Total Order   | 0      | 0      | 0      | 0      | 0      |
| Order Card    | 0      | 0      | 0      | 0      | 0      |
| DOC Girl Del. | 0      | 0      | 0      | 0      | 0      |
| Total Order   | 0      | 0      | 0      | 0      | 0      |



## TROOP GIFT OF CARING

Troops that select a charitable organization other than Project Thank You organizations need to order and track these donations separately as Troop Gift of Caring (TGOC in eBudde). Only Project Thank You packages are eligible for Project Thank You rewards.

If your troop is doing TGOC, please update the beneficiary information on the GOC Org tab in eBudde. Your troop must have extra cookies on hand to fulfill any TGOC commitments, and is responsible for delivery of the cookies to the organization.

The screenshot shows the eBudde software interface with a top navigation bar containing links: Troops, Girls, Init. Order, Delivery, Girl Orders, Transactions, Cookie Exch, Tin Pickups, Rewards, Booth Sales, Payments, and GOC Org. The GOC Org tab is highlighted in green. Below the navigation bar, the title 'GOC Organizations' is displayed. A note below the title states: 'NOTE: All fields are required EXCEPT for Email.' The main form has three sections: Organization, Contact, and Sales. The Organization section includes fields for Name (with a text input box), Address (with a text input box), City, State, and Zip (each with a text input box). The Contact section includes fields for Name (with a text input box), Phone (with a text input box), and Email (with a text input box). The Sales section includes a field for Pkgs Donated (with a text input box) and a blue 'Add' button. The entire form is set against a light gray background.

## RECORDING TROOP GIFT OF CARING DONATIONS

### Pre-Order Period:

Enter donation totals from the order sheet in the TGOC column on the Init. Order tab. These will not add to your troop's total cookies to be picked up, but they will tally for a Girl Scout's Pre-Order reward. Your troop will fulfill these donations using the extra cookie packages ordered as part of the case round up, or by using any other extra cookies you order.

|                    | PTY      | \$6.00   | \$6.00   |
|--------------------|----------|----------|----------|
|                    |          | TGOC     |          |
| Order Card         | 0        | 0        | 0        |
| DOC Girl Del.      | 0        | 0        | 0        |
| <b>Total Order</b> | <b>0</b> | <b>0</b> | <b>0</b> |
| Order Card         | 0        | 0        | 0        |
| DOC Girl Del.      | 0        | 0        | 0        |
| <b>Total Order</b> | <b>0</b> | <b>0</b> | <b>0</b> |
|                    |          | 0        | 0        |

### Continued Orders:

For additional Troop Gift of Caring donations during the Continued Orders period, you'll add these to a Girl Scout in the Girl Orders tab in eBudde.

1. Click the Girl Scout's name
2. Click +Order
3. Enter the total donated packages in the Troop Gift of Caring box
4. Click Save

At the end of the program, your Troop Gift of Caring total will be backed out of your troop's remaining inventory to ensure you have enough extra cookies to fulfill your donations. If you don't have enough cookies left, you will need to order and pick up what you need from a cookie cupboard.