

GIRL SCOUT COOKIE PROGRAM TIPSHEET

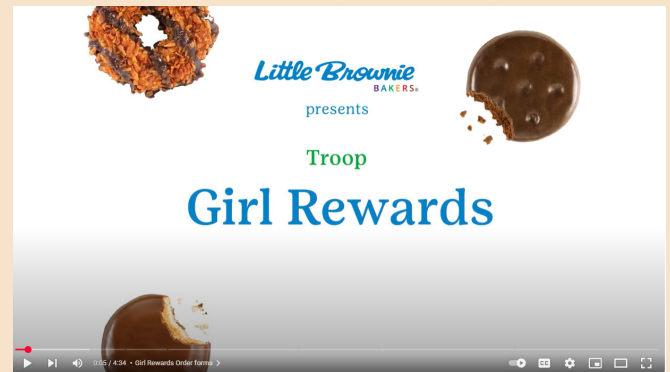
Submitting Troop Rewards

SUBMITTING TROOP'S PRE-ORDER INSTANT REWARDS (SKIP IF TROOP IS REWARD OPT-OUT)

1. Once you have submitted your troop's pre-order cookies, you should submit your troop's pre-order rewards. We will ship these rewards to the Troop Cookie Manager in early February to give to the Girl Scouts who earned them right away.
2. Log into eBudde
3. Go to the Rewards tab
4. Next to Initial Rewards Order, click View
5. Review the rewards showing for each Girl Scout to ensure it properly reflects the Girl Scouts who met the criteria of 180 packages between Jan. 6-31 to earn the pre-order instant reward. Final rewards, which include the entire season's sales, will be finalized and submitted after the program ends.
6. Click on each Girl Scout's name to view her specific reward information.
7. Click Fill Out, then Submit Reward Order.



EBUDDE VOLUNTEER TRAINING: GIRL REWARDS



vr.girlscoutsem.org/GirlRewards

SUBMIT TROOP'S FINAL REWARD ORDER

In eBudde, you will need to make sure all reward selections have been made where Girl Scouts had choices and sizing selections.

After March 23, you will not be able to make changes yourself and must reach out to your Neighborhood Cookie Manager or the Answer Center by March 25 for assistance.

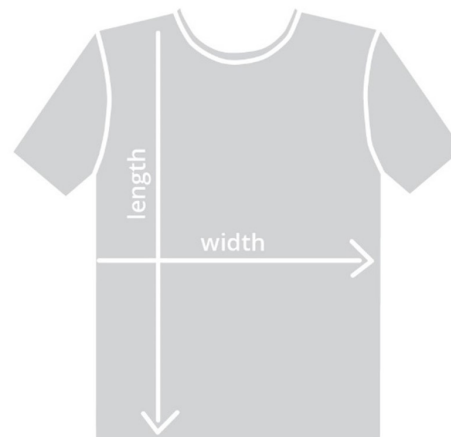
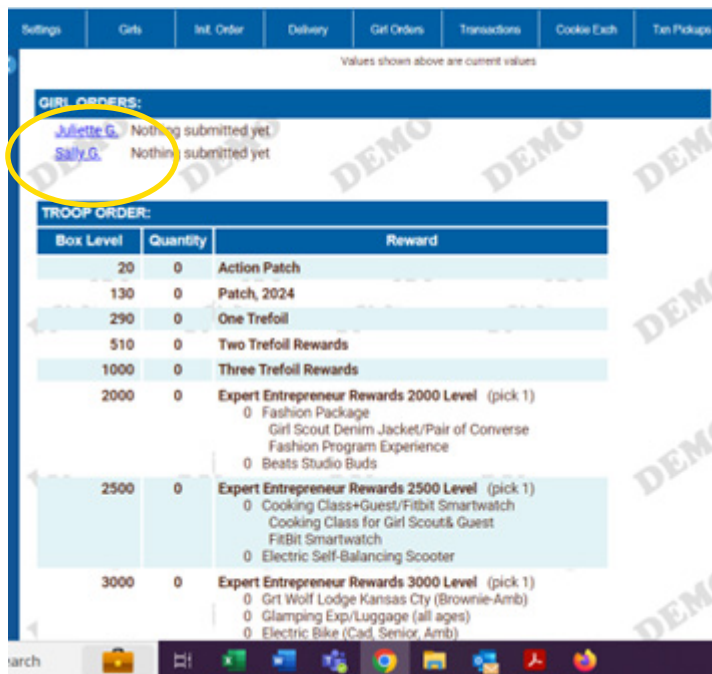
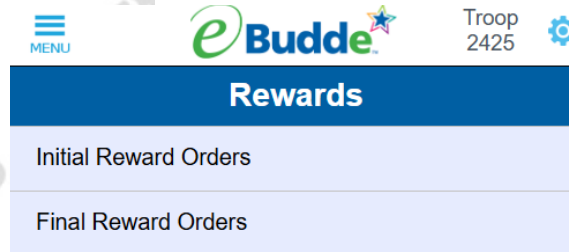
1. Click on Rewards in eBudde or Menu>Rewards in the app
2. Click View or click on Final Reward Orders in the app to see how many rewards each Girl Scout has earned. If there is text in red next to a name, it means there is a reward selection that still needs to be made. Click on the Girl Scout's name to view the sales data and rewards. You can enter a size or reward selection here.
3. Once all selections have been made, go back to your main rewards screen and click Fill out. Scroll down to review the rewards one last time.
4. Click Submit Reward Order
5. Export/print/save your troop's rewards reports to refer to when distributing rewards when they come in



Troop Rewards Order Forms

Initial Rewards Order View Fill Out Girl Rpt

Final Rewards Order View Fill Out Girl Rpt



Sizes	YS	YM	YL/AS	AM	AL	AXL	A2XL	A3XL
Body Width	17"	18"	19"	20.5"	22"	24"	26"	28"
Body Length	23"	25"	27"	29"	30.5"	31.5"	32.5"	33.5"