

2026 Cookie Quick Guide:

Cookie Program Checklist: Before Sale Starts



January

- Confirm all participating Girl Scouts and troop volunteers are registered members, including a completed and approved background check for volunteers.
- Ensure you have a troop bank account set up with two debit card holders.
- Attend a Cookie Rally in your area
- Attend your Service Unit cookie training & pick up your sale materials. Dates vary by Service Unit.
- Host a family training session
 - Train girls and families on cookie selling and booth etiquette
 - Set a troop goal
 - Plan how your troop will design & Bling Your Booth (optional)
 - Collect signed Participation Agreements and distribute cookie selling materials
 - Each Girl Scout receives a Cookie Order Card, Money Envelope, Family Guide, Goal Getter Order Card
- 1/16 - Log in to eBudde – contact Customer Care for any missing or incorrect information
 - Set up your profile
 - Add troop goal
 - Verify bank account information
 - Check that all girls are listed on the “Girls” tab
- 1/23 - Log in to Digital Cookie*
 - Set up Troop Link

*Volunteer access only – Girl access begins 2/6

February

- 2/6 - Remind families of Digital Cookie access
 - Set-up access only – no orders collected yet
- 2/7 - Spokane Cookie Rally
- 2/13 - Sale begins! Girl Scouts can begin taking pre-orders through Digital Cookie and Order Cards. Girls and Leaders are on their honor not to start before this date
- 2/16 - Council Booth Sign-ups begin. See Troop Cookie Manual page 13 for more information
- Troop Cookie Managers or Families begin entering Initial Orders
 - Families can submit their Initial Order to Troop Cookie Managers through Digital Cookie, or send the information to TCMs to enter directly in eBudde

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Cookie Program Checklist: During Sale

March

- 3/1 11:59pm - Girl Scout Initial Order deadline
 - If using Digital Cookie Initial Order, families must have information entered and submitted prior to this deadline. Troop Cookie Managers review and accept order in eBudde
- 3/2 11:59pm - Troop Initial Order deadline
 - Enter or Confirm all Girl Scout Initial Orders in eBudde
 - Enter Initial Booth Cookies in eBudde. Use the Cookie Calculator to estimate first-weekend booth needs
- 3/3 11:59pm - Service Unit Order deadline
- Select cookie pick-up location/time
- 3/19-3/26
 - Service Unit Cupboard Deliveries
 - Spokane & Tri-Cities Warehouse Days
 - Distribute IO cookies to Girl Scouts with receipts to begin delivering Initial Orders
- Get your troop ready for booth sales by talking about troop goals and booth etiquette
- 3/27 - Booth Sales Begin
 - Input troop-secured booth locations into eBudde

Recurring March-April

- Collect payments from families weekly
- Deposit funds into Troop bank account weekly
- Place Cookie Cupboard reorders and replenish families with cookies as necessary
- Release booths your troop no longer needs
- Record Girl sales from booths after each booth sale
 - Including distributing Digital Cookie booth payments, if used
- Record Girl payments in eBudde as received
- Distribute and deliver orders from Troop Digital Cookie Site

April

- 4/6 - Last call to deposit funds for Initial ACH withdrawal
- 4/8 - Initial ACH withdrawal from Troop Accounts
- 4/18 - Last day for Online Girl-Delivered Orders: Remind parents to check Digital Cookie for any pending orders & deliver/pickup cookies as needed
- 4/19 - Last day of sale! Last chance for booth sales and shipped orders
- 4/21- Last day to make changes and reward selections in eBudde.