

# Girl Scout Cookie Program

## Cookie Chat

### *Issue #5*

girl scouts  
of northern  
new jersey

## Hello, Troop Cookie Managers!

The Girl Scout Cookies are coming! Are you ready? Use the tips in this week's Cookie Chat to prepare for your Troop's Initial Order delivery.

Plus, find out how to order additional inventory from a GSNNJ Cookie Cupboard.



## Girl Scout Cookie Delivery

Delivery begins Saturday, Feb. 22 and runs through Sunday, March 2. Check with your Service Unit Cookie Manager for the date, location, and more details. Some things to keep in mind:

- Be patient - your Service Unit Cookie Manager is a volunteer, too, and will do their best to make sure you are in and out of the delivery station as quickly as possible.
- Give your Service Unit Cookie Manager a high-five for coordinating the delivery for all the Troops in town!
- Be sure to count and sign for your order before leaving the delivery station. You are responsible for what you sign for and take away with you.
- Store the cookies in a clean, dry, rodent-free location. GSNNJ is not responsible for damaged product due to neglect.
- Separate your order by Girl Scout and have parents sign for their orders before leaving your Troop's distribution site.

# Initial Order Reports

There are several reports you can run in eBudde to help you determine what the Initial Order (IO) is for each Girl Scout in your Troop. Remember, they are only receiving orders for delivering in person (shipped and donated cookies are not included).

- Initial Order Tab:
  - Print the Initial Order. This is a total by Girl Scout for order card and girl delivery orders. Have parents sign when the order is received.
- Reports Tab:
  - “Girl IO” report.
    - Choose a PDF (one sheet per girl) - you will need to “fit to page” when printing.
    - Choose XLSX for an Excel report (Troop total by Girl Scout).
  - Blank Pick Up Sheet - you can print one for each Girl Scout and manually write their totals in by variety.

The Girl Order Tab can also be used, however, it is best to sort by IO Recap by Girl Scout to determine the cookies needed for in person delivery.

## Credit Girl Scouts with Additional Sales

If the Girl Scouts in your Troop have additional sales, from Booth Sales or other ways, they need to be credited those sales in eBudde.

- On the Girl Order Tab, select the Girl Scout who had extra sales and click the “+Order” button.
- Enter a note and select if this is for Inventory (extra sales) or from a Booth.
- Add the totals by variety.
- Enter a payment received if applicable (leave blank for Digital Sales).
- Save

All rewards are ordered based on final sales in the Girl Order Tab, so it is important to keep this information updated with extra sales by Girl Scout.

# How many cases of cookies can I fit in my car?

If your vehicle is empty except for the driver and is tightly packed with cases of Girl Scout Cookies, it should hold the following:



| Type of Vehicle                            | Approximate # of cases |
|--|------------------------|
| Compact or 3-Door                          | 23                     |
| Hatchback or Small Wagon                   | 30                     |
| Mid-Size Sedan (using back seat and trunk) | 35                     |
| SUV (depending on Model)                   | 75                     |
| Full-Size Station Wagon                    | 75                     |
| Mini-Van with seats                        | 80                     |
| Mini-Van without seats                     | 100                    |
| Standard Pick-Up Truck                     | 100                    |
| Full-Size Van with seats                   | 150                    |
| Full-Size Van without seats                | 200                    |



# GSNNJ Cookie Cupboards

The GSNNJ Cookie Cupboards will open for business the week of Feb. 24. Troops can order additional inventory for Booth Sales, or to fill additional orders from Girl Scouts.

To place a cupboard order in eBudde:

- Click on the “Transactions” Tab, then click the “Add+” button.
- Select a Location, Date, and Time, and enter the contact information for the person picking up.
- Enter your order in single packages and/or cases.
- Save

The order will be added to your Troop’s total on the Girl Order Tab.

Payment for Cookie Cupboard orders is due along with the final payment the week of April 14.



Paramus Service Center  
300 Forest Avenue, Paramus, NJ 07652



Riverdale Service Center  
95 Newark Pompton Tpke., Riverdale, NJ 07457



Jockey Hollow Camp  
10 Leddel Road, Mendham, NJ 07945

For Cookie Cupboard hours, visit:  
[www.gsnnj.org/CookieResources](http://www.gsnnj.org/CookieResources)



# Important Dates



|                                   |           |
|-----------------------------------|-----------|
| Initial Orders Begin              | 1/14/2025 |
| Initial Orders End                | 2/9/2025  |
| Troop Initial Order due in eBudde | 2/11/2025 |
| Service Unit Deliveries Begin     | 2/22/2025 |
| Service Unit Deliveries End       | 3/2/2025  |
| Booth Sales Begin                 | 3/8/2025  |
| Booth Sales End                   | 4/13/2025 |
| Final Reward Orders Due           | 4/15/2025 |

For more  
information,  
visit:  
[www.gsnnj.org](http://www.gsnnj.org)  
or call  
(973) 248-8200

## Meet the GSNNJ Product Program Team



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