

Webinar

Cookie Booths &
Cupboard Q&A

[Thurs., Feb. 20 at 8 p.m.](#)

5 for 5 Contest

Customers who purchase 5+ packages at a cookie booth will get an entry to win five **cases** of their favorite cookies!

Troops receive 5 for 5 cards at cookie delivery to give qualifying customers and can pick up more at cookie cupboards.

TIP: Have your Girl Scouts write their first name, last initial, and troop number on their 5 for 5 tickets! Five Girl Scouts whose customers are drawn as winners will receive credit for an additional **12 packages** in eBudde.

Important Dates

- **Mon., Feb. 3 at 9 a.m.**
Deadline to submit pending cupboard orders for Delivery Cupboards.
- **Beginning Tues., Feb. 11**
East, West, and Lewis Center cupboards open.
- **Beginning Fri., Feb. 14**
Regional cupboards begin opening.
- **Mon., Feb. 17**
Cookie cupboard orders can be picked up in individual package quantities.
- **Sun., Mar. 16**
2025 Girl Scout Cookie Program ends.
- **Weds., Mar. 19 at noon**
Deadline to allocate cookie orders, girl payments, and final Girl Rewards order in eBudde.

Cookie Cupboards

There are three kinds of cookie cupboards— locations where troops can pick up cookies for orders and booth inventory.

View a map of all GSOH cupboard locations [here](#). Use the dropdown arrows to see a full list of Delivery and Cupboard locations or click on a pin to see more details.

Delivery Cupboards

Pending orders must be placed in eBudde by **Mon., Feb. 3 at 9 a.m.** This is an opportunity to add extra cookies for booths, walkabouts, or additional orders to pickups at the five largest cookie deliveries:

Large Order Pickups	Wed., Feb. 5-Thurs., Feb. 6
Mega Southeast Columbus	Thurs., Feb. 6 - Sat., Feb. 8
Mega West Columbus	Sat., Feb. 8
Regional Cookie Deliveries	Mon., Feb. 10 - Wed., Feb. 12

How it works:

- Pickups will be in the same trailers as Initial Order pick up
- Volunteers will be available to help count larger orders
- Bubble sheets will list the totals being picked up, with an attached breakdown between Initial Order and cupboard cookies

Franklin County cupboards

East, West, and Lewis Center locations will begin opening **Tues., Feb. 11**, and will remain open through the last weekend of the program.

Regional cupboards

Locations throughout council with varying schedules beginning **Fri., Feb. 14**.

Pending Orders

All cookie cupboards require a pending order indicating how many packages of each variety are needed. Troops that do not submit a pending order at least 24 hours in advance risk not receiving cookies if cupboard inventory is reserved for pending orders.

Council staff and cupboard managers make every effort to ensure that all pending orders can be fulfilled in full. However, orders may be adjusted at the time of pickup based on current inventory. Join the [GSOH Cupboard Updates Facebook group](#) for updates on cupboard inventory, traffic, weather conditions, and other reminders.

Pending orders at all cupboards must be placed in full cases through **Feb. 16**.

- **If the order submitted is less than a full case, council and cupboard staff will round up to the nearest full case.**
- All cases contain 12 packages of cookies.
- For example: If you place an order for eight packages of Thin Mints, this will be rounded up to 12 packages.

See [page 18 of the Troop Cookie Guide](#) or watch [this tutorial](#) for instructions on placing pending cupboard orders.

Placing Cupboard Orders

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Add Transaction

Cancel

3

Save

Time & Place

Date: 01/31/2023 Receipt: N1J000 #

Normal Booth Adjustment Return

Troop Service Unit Cupboard

Select Location

Pickup

Date: Time:

Contact Info: Theresa Bruskin, tbruskin@gsoh.org, 1700 Watermark Drive

On the **Transaction** tab, click +**Add**.

1. Select a cupboard and enter a pickup time and date.
2. Enter the number of packages needed by variety.
3. Click **Save**.
4. Verify the pending transaction on the **Transactions** tab.

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Add Product Remove Product

Product	Cases	Packages
Adventurefuls	0	0
Lemon-Ups	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Tagalongs	0	0
Thin Mints	0	0
S'mores	0	0
Toffee-tastic	0	0
Totals	0	0

Picking Up Orders

Only TCPCs who have signed the Volunteer Responsibility Form or adults who have been authorized by a TCPC may pick up cookies from a cupboard.

Bring the following to each cupboard pickup:

- A driver's license or state-issued ID.
- Any one of the following:
 - ♦ Paperless (optional but preferred):
 - ⇒ Your name in the contact box in the transaction in eBudde (East, West, Lewis Center, Mansfield, and Zanesville Cupboards).
 - ⇒ Log in to eBudde or the eBudde app on your phone and show your name on the Contacts tab.
 - ⇒ Show PDF or screenshot of your signed VRF on your phone.
 - ♦ Printout of your signed VRF.
 - ♦ Printed cupboard receipt with your name on it.
 - ♦ Alternate pickup person has printout or screenshot of TCPC's signed VRF listing them as authorized to pick up.
- Recommended: Printout of the transaction receipt from eBudde.

Please arrive as close to your scheduled pick-up time as possible and be patient with cupboard staff and volunteers while they fulfill orders quickly and safely.

The process may vary slightly at each cupboard, however, in general, all pickups will go as follows:

1. Check in with the cupboard manager.
2. Tell the cupboard manager if you have damaged cookie packages that need to be replaced.
3. When the order is ready, count the cookies to ensure they match the cases and packages of each variety listed on your receipt.
4. Load the cookies into your vehicle.
5. Sign the receipt. The cupboard and the pickup volunteer each keep a copy.

Cupboard receipt examples

Ohio's Heartland Receipt code: 4UI000
Feb 01 2024 at 7:34:08 PM

	AGT	LHP	Tre	D-S-D	Sam	Tags	TMint	SMr	Toff	Total
Cases	1	1	1	2	3	3	5	1	0	17
Pkgs.	0	0	0	0	0	0	0	0	0	0

Agent Providing Product: C10000 Agent Receiving Product: T6558

Signature: _____ Signature: _____

