Lansing Region 2014 Cookie Cupboards

Troops may pick up cookies from regional cookie cupboards for additional sales, goal getter orders, and cookie booths.

* Troops **MUST** present their Cookie Cupboard ID card to pick-up cookies.
* Troops must request cookies at least one (1) week in advance, by creating a pending order in eBudde.

Cupboard L1: **Lansing/ Plas Labs** Stacy Jenkins 401 E. North St. #1 Lansing, MI 48906 517-742-4762 sjenkins@gshom.org	**Cupboard L3:** **Holt** Stephanie Satoh 1556 Onondaga Holt, MI 48842 517-699-1793 517-420-7788 izdebste@hotmail.com	**Cupboard L4:** **Webberville** Tracy Haynes 4109 Frost Rd. Webberville, 48892 517-719-4138 supermomx52005 @yahoo.com	**Cupboard L6:** **Bancroft** Kristen Turchi 8510 Walworth Rd Bancroft, MI 48414 517-861-6604 peacheskms@aol.com	**Cupboard L7:** **St. Johns** Kathryn Benson 2353W. Price Rd. St. Johns, MI 48879 989-224-4574 Kbenson04@hotmail.com
Hours: **Sun**: Closed **Mon**: 10am-1pm 3pm-7pm **Tue**: Closed **Wed**: Closed **Thur**: by appt. only **Fri**: 10am-1pm 3pm-7pm **Sat**: 9am-noon	**Hours:** **Sun**: Noon-3pm (3/9: closed) **Mon**: 7-8am&6-9pm (3/10: no 7-8am) **Tue**: Closed **Wed**: Closed **Thur**: 7-8am&6-9pm **Fri**: 7-8am & 6-9pm (3/7: 6-8pm only) **Sat**: by appt. only	**Hours:** **Sun**: Closed **Mon**: 6-10pm **Tues**: Closed **Wed**: Closed **Thur**: by appt. only **Fri**: 5-10pm **Sat**: 10am-2pm (3/15: closed)	**Hours:** **Sun**: 8-10pm **Mon**: 9am-4pm & 8-10pm **Tue**: Closed **Wed**: Closed **Thur**: by appt. only **Fri**: 9am-4pm & 8-10pm **Sat**: by appt. only	**Hours:** **Sun**: 4-7:30pm **Mon**: by appt. only **Tue**: Closed **Wed**: Closed **Thur**: by appt. only **Fri**: 4pm-7:30pm **Sat**: 7:30-10:30am & 5-7:30pm

Creating a pending order (reserve cookies from a Cookie Cupboard)

It is the troop's responsibility to create a pending order for the cupboard where the cookies will be picked up. A separate pending order must be completed for EVERY additional booth or goal getter order you have.

* Click on the **transactions** tab.
* Click on **Add a transaction**.
* Complete the information as listed below.
  - **Date:** Do not change the first date. The next box, **Pick-up** date, please enter the date you will be picking up your cookies. One week notice is required.
  - **Receipt:** Please enter your Phone# This will change once you have picked up cookies.
  - **Type:** For goal getter orders choose **Normal.** For booth sales choose **Booth.**
  - **Second Party:** This should always be **Cupboard**.
  - **Next Box:** Select the name and number of the cookie cupboard where you will be picking up your cookies.
  - **Product Movement:** This selection should ALWAYS be **Add Product.**
  - Enter quantities of each variety of cookie you want to reserve by case or box.
  - **Contact Info:** Enter your phone number and any details for the Cupboard Manager
* Click on **Save/Print** to save and print a receipt for your pending transaction for your records. Verify that you have a pending order by logging out and logging back in to eBudde. A Transaction slip will need to be signed at the cupboard.
* Click **OK**

GSHOM Return Policy:

* Cookies must be returned no later than the Monday following check-out.
* Troops adhering to the council recommendations stated below may return 100% of the cookies checked-out for the booth.

  - Booth week 1 & 2 (February 28th-March 9th) — 20 cases
  - Booth week 3 (March 14th– 16th) — 15 cases
  - Booth week 4 & 5 (March 21st and on) — 12 cases

* Cookies may be checked out and returned by single packages or full cases.
* Troops CAN NOT return more cookies of any variety than were checked out.
* Troops CAN NOT return cookies that were damaged while in their possession. This includes rain-damaged and melted cookies.
* Cookies must be returned to the cupboard from which they were checked out.
* Troops are liable for any cookies not returned on time.
* The cookie cupboard manager will count and verify the number of cookies being returned.
* Cupboards may have a very limited supply of Dulce de Leche and Thank You Berry Munch. It is recommended that you check these out only from orders you have received.

Lansing Regional Weekly Recommendations by Variety for Each Booth:

20 Cases		15 Cases		12 Cases	
Savannah Smiles	1	Savannah Smiles	1	Savannah Smiles	1
Trefoils	2	Trefoils	1	Trefoils	1
Do-Si-Dos	2	Do-Si-Dos	1	Do-Si-Dos	1
Samoas	5	Samoas	4	Samoas	3
Tagalongs	4	Tagalongs	3	Tagalongs	2
Thin Mints	6	Thin Mints	5	Thin Mints	4